

# Johnson<sup>TM</sup>

UNIVERSITY

FLORIDA



**2019-20**

## **STUDENT HANDBOOK**



## **2019-20 Student Handbook**

I extend a warm welcome to both continuing and new students at **Johnson University Florida** for the 2019-20 school year. We are excited that you chose to pursue your educational goals here.

Johnson University's mission is to educate students for Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations. To accomplish that mission, Johnson University holds to the following core values:

- The lordship of Christ and the authority of Scripture
- The centrality of service to Christian congregations, the local community, and the world
- The necessity of faith, the efficacy of prayer, and the value of work
- The importance of affordability and the worth of a nurturing community
- The imperative of a Christian lifestyle and the virtue of academic discipline
- The priority of communicating throughout the world the message of peace, wholeness, and restoration as described in the Christian Scriptures

The Bible will be the most important textbook you will study here. However, we want the Scriptures to be for you more than a course requirement. We want them to be a vital part of your everyday life. Imitate David the Psalmist, who wrote "Your word I have treasured in my heart, that I may not sin against You" (Psalm 119:11) and "Your word is a lamp to my feet and a light to my path" (Psalm 119:105). Learn from Jesus our Lord who responded to the temptation of the devil, not with unsupported argumentation or discussion, but with the clear word of God, "Man shall not live by bread alone, but by every word that proceeds from the mouth of God" (Matthew 4:4).

Please be assured that all of us – administration, faculty, and staff – are here for you. We want you to succeed and will do all we can, by God's grace, to help you do so. God bless you and keep you!

Sincerely,

**Dr. Michael L. Chambers, PhD.**

Executive Vice President, Johnson University Florida

*Published July 2019*

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## RESOURCE PEOPLE

The following list helps you quickly contact the person or department that can help you or answer your questions. The office phone numbers are **(407) 569-four digit extension number listed below**. Remember, if you do not know exactly who to call, start with the **Student Life Office, (407) 569-1163**. We will be glad to help you or point you in the right direction.

Area Where You Need Help	Person Who Can Help You	(407) 569-....
Academic Office	Diane Adams	1341
Academic Support Center	Garrett Thompson	1340
Admissions & Recruitment	Admissions Office Personnel	1172
Athletics & Sports	Eliot Hernandez	1348
Campus Recreation	Micaela Cox	1169
Campus Housing	Micaela Cox ( <i>Resident Director – RD</i> )	1169
	<i>Resident Assistants (RAs):</i>	<i>Contact info for RAs is provided to residents during Housing Orientation</i>
	Joselynn Colon	
	Tabitha Olender ( <i>Head RA</i> )	
	Megan Summers	
	Will Elmore	
	Jeremy Mercado	
	Noah Miller	
	Joey Tuccillo	
Campus Services & Scheduling	Zack Peterson	1360
Executive Vice President	Dr. Michael Chambers ( <i>Assistant's extension</i> )	1313
Faculty (Full-Time)	Dr. Catherlyn Brim	1322
	Dr. Jeff Brown	1342
	Dr. Nealy Brown	1327
	Dr. Rory Christensen	1339
	Dr. Lora Erickson	1324
	Dr. Rob Fleenor	1321
	Dr. Shawn Grant	1323
	Dr. Wendy Guthrie	1332
	Dr. Les Hardin	1328
	Dr. Kendi Howells Douglas	1325
	Dr. David Mahfood	1333
	Dr. Ruth Reyes	1372
	Professor Twila Sias	1323
Financial Aid	Kianna Spivey	1368
Food Services	Bob Mehlenbacher	1162
Information Technology	ITTickets@JohnsonU.edu	N/A
Library	Marla Black	1386
Mailbox Assignments	Student Life Office	1163
Maintenance & Custodial Requests	Plant Services – send email to <a href="mailto:1FIX@JohnsonU.edu">1FIX@JohnsonU.edu</a> , or call	1FIX 1349
Parking Permits	Student Life Office	1163
Registrar's Office & Transcripts	Diane Adams	1341
Student Accounts & Refund Requests	Susan Clippinger	1178
Student Activities & Events	Micaela Cox	1169
Student Concerns & Discipline	Sandi Peppard	1331
Student ID Keycards	Student Life Office	1163

## UNIT ONE: Introduction

### JOHNSON UNIVERSITY'S MISSION

*Johnson University educates students for Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.*

Johnson University, a private, coeducational institution of higher learning offering associate, baccalaureate, and graduate degrees, strives to be faithful through twenty-first century methods to its historic purpose of preparing students to preach the Gospel.

Johnson University seeks qualified students committed to communicating throughout the world the message of peace, wholeness, and restoration as described in Christian Scriptures. We enroll students from all age groups and from diverse geographic, ethnic, and social backgrounds. Consistent with our historic practice, we endeavor to make education available to students regardless of their financial resources.

Johnson University engages a faculty supportive of its mission and committed to teaching and advising; scholarly and creative activity; and service to churches, Johnson University, and the larger community. We create a supportive environment for spiritual formation in which students and faculty can identify abilities and realize responsibilities for personal growth and for service to others in the churches and the human community. We also provide financial resources, facilities, and administrative and academic services that support student and faculty achievement.

Johnson University offers undergraduate programs involving a curriculum for all students that (1) centers upon the knowledge, application, and appreciation of the Scriptures; (2) builds upon a general education core aimed at understanding and appreciating cultural contexts as well as developing skills to communicate within those contexts; and (3) provides vocational options aimed at engaging students in congregational ministries and other strategic callings.

Johnson University offers graduate programs in professional and academic areas that prepare students for leadership in congregations, educational institutions, and other service vocations. Johnson University also recognizes its responsibility of service to Christian congregations, the local community, and the world.

Johnson University provides in the co-curricular and extracurricular activities a transformational, experiential, and missional education. These activities lead students to understand and exhibit ethical behavior consistent with scriptural norms, provide students with service learning opportunities that sharpen their abilities and sense of calling, and demonstrate ways that selected vocations accomplish their part of the Great Commission.

### Christian Perspective

A Christian worldview permeates every program and activity at Johnson University. Each academic program maintains a strong biblical core to help prepare graduates to be well-rounded Christian leaders in whatever profession they choose.

Johnson University recognizes the complexity of the issues related to sexual morality, and the challenges and opportunities these present to a campus culture seeking to pursue Christ in all things. It is expected that students will heed the call to make all things subject to Christ, including all things related to sexual morality. The University affirms a commitment to the biblical perspective that sexual relationships outside of marriage are inconsistent with biblical teaching, and that marriage is between a man and a woman. All perspectives and approaches to identity, relationships, and behavior must be evaluated within

the light of Scriptural truth, and any deemed incompatible with a biblical worldview and understanding of human nature and Christian identity will be deemed unacceptable within the campus community.

The University also recognizes that due to the brokenness that exists in the world, many people, including students, may struggle with all types of sexual temptation. In order to be consistent with biblical teaching, the campus community will come alongside and encourage students to not pursue temptations associated with these struggles and instead choose to live in purity before God.

For the purposes of housing, facilities, and/or other services provided by the University that are sex-specific, a student's documented biological sex will be used to determine eligibility.

The University understands sexual purity before God as a heart issue and that viewing pornography fuels lustful thoughts and objectifies those portrayed in the material. In order to be consistent with biblical teaching, the University prohibits accessing pornographic websites or pornographic material in any form.

## **CORE VALUES**

As a private, coeducational institution of higher learning, Johnson University holds to the following core values:

- The lordship of Christ and the authority of Scripture
- The centrality of service to Christian congregations, the local community, and the world
- The necessity of faith, the efficacy of prayer, and the value of work
- The importance of affordability and the worth of a nurturing community
- The imperative of a Christian lifestyle and the virtue of academic discipline
- The priority of communicating throughout the world the message of peace, wholeness, and restoration as described in the Christian Scriptures

## **CHRISTIAN RACE RELATIONS**

Johnson University Florida enjoys a multiethnic staff and student body that reflects the diversity within the Christian community. Efforts are made to promote positive race relations and to work against racism. This Christian community challenges its members to respect one another in matters of race or ethnic origin. Therefore, Johnson University Florida condemns and will not tolerate deliberate or thoughtless speech, writing, clothing, signs, or symbols that may be considered hateful or racially or ethnically degrading.

## **NON-DISCRIMINATION POLICY**

Johnson University is a Christian university affiliated with Christian churches and churches of Christ. Its mission is to educate students for “Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.” Accordingly, Johnson University seeks to hire and educate individuals who share its vision and core values to carry out that mission. Johnson University does not unlawfully discriminate in admissions, educational programs, or employment practices.

Johnson University does not discriminate on the basis of race, sex, color, national origin, age, veteran status, genetic information, political affiliation, or handicap—if such disability may be accommodated without undue hardship—in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and



subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

The University, however, reserves the right under those provisions to make certain employment decisions on the basis of religion, marital status, or sex consistent with the University's religious beliefs when establishing qualifications for certain positions. Further, as a Christian ministry, the University retains the right to select those who serve in ministerial positions, as that term has been defined by the courts in the context of the First Amendment to the United States Constitution, based on criteria established by the University without regard to Title VII, Title IX, or any other federal, state, or local law governing the employment relationship.

Direct questions concerning these policies to Dr. Gregory L. Linton, Vice Provost for Academic Services, Johnson University, 7900 Johnson Drive, Box 94, Knoxville, TN 37998. Telephone: 865-251-2364. Email: [glinton@johnsonu.edu](mailto:glinton@johnsonu.edu).

## STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are described in Units Five and Six of the *Student Handbook*. These rights and responsibilities relate to disciplinary procedures, student consumer information, public disclosures, reasonable Americans with Disabilities Act (ADA) accommodations, student grievances, Family Educational Rights and Privacy Act (FERPA), student records, intellectual property rights, Title IX (including sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, sexual exploitation, gender-based harassment, indecent exposure; see full list of definitions in Unit Six), non-discrimination (including race, national origin, sex, age, and disability), the alcohol and drug policy, campus safety and security, and other areas where state and federal laws prevail. A clearly defined procedure that is both fair and reasonable is in effect to handle disciplinary matters involving students.

It is the student's responsibility to read the *Academic Catalog*, *Student Handbook*, and other information that Johnson University provides; stay informed about program revisions; and know and comply with all current policies, procedures, and requirements.

All who become members of the JUFL community have an obligation to support and obey University regulations as set forth in the *Student Handbook*, the same as they are expected to obey local, state, and federal laws. Those who cannot or will not comply will be subject to disciplinary action and the privilege of continued attendance at the University may be withdrawn.

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## DISCLAIMER

The information provided in this *Student Handbook* concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The student has the responsibility to be aware of the information contained in this *Student Handbook* and any additions or corrections thereto as they are announced through various school media. All changes in, additions to, and deletions from existing Student Life Policies will be announced through the Student Life Office. Thus, the information provided in this *Student Handbook* does not constitute a contract between the student and Johnson University Florida.

## UNIT TWO: Student Services

### STUDENT SERVICES ADMINISTRATIVE AREA

The Student Services Administrative Area supports the mission of Johnson University by supplementing the University's curricular programs with co-curricular programs and services designed to help students develop the social, physical, and intellectual skills beneficial to service in Christian ministries and other strategic vocations. It provides students with programs and services designed to give them the opportunity to ...

1. Develop and maintain healthy relationships with God, family, friends, and colleagues
2. Participate in recreational, social, and service activities that positively impact the campus community, the local community, and the larger world
3. Develop the self-discipline and leadership skills that encourage positive personal, vocational, and community development

Student Services oversees and manages most of the institutional programs, services, and activities described in this *Student Handbook*. Such programs, services, and activities are designed to promote student learning and enhance student development.

For the purposes of housing, facilities, and/or other services provided by the University that are sex-specific, a student's documented biological sex will be used to determine eligibility.

### ORIENTATION

At the start of each semester, new and transfer students are led in a period of orientation, the purpose of which is to ease the transition to Johnson University Florida by acquainting students with the mission, people, systems, and community of Johnson University Florida. It is the student's responsibility to read the *Academic Catalog*, *Student Handbook*, and other information that Johnson University provides; stay informed about program revisions; and know and comply with all current policies, procedures, and requirements.

### FLORIDA CAMPUS PROPERTY AND BUILDINGS

A gift by the Clifford Chapman family of Kissimmee in 1979 made possible the development of the permanent campus on a land tract of roughly 40 acres at 1011 Bill Beck Boulevard in Kissimmee, Florida. The Florida campus property includes two lakes, spacious green areas, and stands of cypress and live oaks that enhance the quality of life on campus. Facilities for recreation and relaxation include a deck overlooking the ponds near the apartment buildings, a prayer garden by the ponds, a 55,000-gallon swimming pool, several swings, picnic tables, and the Tribble Student Union Building (nicknamed "the SUB").

The Florida campus of Johnson University is blessed with comfortable campus housing for both single and married students. Campus housing includes apartments in Foundation Hall, Trulock Hall, Packer Hall, Beazell Hall, Heritage Hall, and Roger Chambers Hall. Each apartment has a bathroom and kitchen, which is equipped with a sink, refrigerator, and stove. The townhouse-style apartments in Roger Chambers Hall also contain hook-ups for a clothes washer and dryer. Access to assigned campus housing is granted to duly authorized individuals via the use of security-coded identification and key cards, which may be obtained in the Student Life Office on weekdays during normal hours of operation.

The university seeks to provide vigilant stewardship of its Florida campus facilities, including the safety and security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides safety and

security services on campus overnight, typically from 8:00 pm to 6:00 am. The campus safety and security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. However, they do have complete authority to contact the appropriate legal and campus authorities. For the purpose of this document, “campus community” includes students, faculty, staff and their immediate family members, and may include guests and alumni visiting the campus. Students may not invite off-campus groups or individuals to use campus recreation or housing facilities without prior permission from the Campus Services Coordinator.

**Single Student Housing.** Single students share apartment-style housing units, which provide the experience of independent living, opportunities for Christian fellowship, security, and a family atmosphere. Apartments feature full kitchens, satellite television service, and wireless internet access. Other campus amenities include on-campus parking, laundry facilities, swimming pool, exercise room, student lounge with TV/VCR/DVD and stereo access, and plenty of space for recreation in the park-like atmosphere of the southern part of the campus. On-campus housing includes ground-level apartments designed and equipped for the physically disabled.

**Families in Non-Traditional Housing.** Johnson University Florida welcomes families and encourages them to become involved in the campus community. Students with families enjoy the pool and recreation rooms, as well as the play area, swings, bicycle racks, picnic tables, and an abundance of grassy areas for outdoor play. Childcare and employment are available either on campus or within an easy drive. Students interested in non-traditional housing on the Florida campus should contact the Resident Director.

In addition to campus housing, the Florida campus also includes the buildings described below:

**Chapman Center** – The multipurpose building opened in 1985 and houses classrooms, offices, lounges, work and storage rooms, and an auditorium that is adaptable for worship, concerts, basketball, volleyball, and banquets. Access to the Chapman Center is available to students from 7:30 am until 9:00 pm on most weekdays. All classroom doors lock at 5:00 pm. The Chapman Center is open on weekends for previously scheduled and approved events. Building use is scheduled via the online facilities request form located within the my.JohnsonU.edu portal.

**Tribble Student Union Building** – Also known as the SUB, the Student Union Building was built in 1990. It is designed to provide recreational and meeting space for students. It also houses the Student Life Office. Access to the SUB is available from 6:00 am until midnight; however, the doors lock at 9:00 pm and can only be opened with a currently active keycard. The SUB has a large recreational area with a television, pool table, ping-pong table, snack machine, and so forth. It also has a kitchen, showers in the restrooms, a Fitness Center, and an outdoor swimming pool.

**Library** – A separate library building was opened in September 1994, built largely by donations from Virginia Davenport and the Fred Smith family. The second phase of Library construction was completed in 2001. The university has a modern library facility with electronic access to the Catalog of the Library Collection and links to other resources available online. The Library is open to the campus community and to the general public during regular, posted hours of operation. Access to the Library lobby, where the student printer station is located, is accomplished after regular hours and up until curfew only with a currently active key card or valid access code.

**Brough Music Wing** – The Brough Music Wing was completed in 1998 and is attached to the east side of the Chapman Center. It is equipped with a piano lab, music practice rooms, and additional classroom space. This addition serves to meet the needs of the Florida campus music department.

**The Florida Commons Dining Hall and Café** – Built in 2018, The Florida Commons Dining Hall offers the campus community professionally prepared healthy, balanced meals with multiple

menu options, buffet style service, and the convenience of prepared food. The Café offers the campus community a coffee/snack shop open after normal business hours, as well as another gathering space for social, study, and fellowship activities.

## ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) provides general academic assistance, as well as course-specific assistance, to students who request it. The ASC professionally manages and employs a variety of techniques, including peer tutoring and computer-assisted instruction. It provides training in time management, study skills, proofreading, writing, test-taking skills, and other aspects of university success. The Center also provides online academic coaching through WCONLINE5. Information and resources the ASC offers on the Florida campus also appear online (<http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx>). The Academic Support Center on the Florida campus is located in the Library building.

Johnson University Florida is committed to helping you achieve your educational goals. The university demonstrates that commitment to students through the Academic Support Center. The Academic Support Center began in the fall of 2011 with both an online and on-campus presence. The goal of both is to provide students with resources and services that equip them to achieve academic success.

If you have any questions about the Academic Support Center or what it has to offer you, please contact Garrett Thompson (Assistant Director of Academic Support and Career Services, 407-569-1340, [GThompson@JohnsonU.edu](mailto:GThompson@JohnsonU.edu)), or just stop by the Academic Support Center office located in the library building. Check out the website for additional resources!

What can the Academic Support Center offer you?

- Planning. Getting organized can be a challenge. The Academic Support Center will help you create an academic success plan—identifying your study time and scheduling your assignments.
- Assignment Evaluations. Need a bit of advice? Bring a draft of your assignment to the Academic Support Center and we will help you take it to the next level. We will proofread anything, including essays, term papers, and PowerPoint presentations.
- Learning-Needs Success. Johnson University Florida provides help for students with learning needs, in accordance with the Americans with Disabilities Act. The Academic Support Center is happy to work with you toward appropriate accommodations.
- Workshops. The Academic Support Center periodically hosts workshops on various topics, such as writing, research, success tips, using technology, and other helpful topics. These workshops are announced through the Academic Support Center Newsletter (*Student Success Tips*) and in the weekly e-Announcements.
- Online Resources. Many of the resources and some of the services mentioned above will also be available online. For example, you can submit assignments for evaluation using a link on the Online Academic Support Center website, <http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx>.

## FOOD SERVICES

Food services are provided to the campus community through The Florida Commons Dining Hall and Café during posted hours when classes are in session. Vending machines that stock drinks and snacks are also available around campus. All single students housed in the residence halls are required to be on a meal plan. Non-residential commuter students, married students, and employees may purchase a meal plan, if desired, or they may purchase individual meals. Special dietary arrangements may be made within

a student's meal plan through the food services manager, which requires a doctor's note describing the student's special dietary needs.

The Florida Commons Dining Hall provides buffet-style meals and operates during the following hours, unless otherwise posted, when classes are in session:

SUN	MON	TUE	WED	THUR	FRI	SAT
	Brunch 10:45 – 12:45	Breakfast 7:10 – 8:45	Breakfast 8:00 – 8:45	Breakfast 7:10 – 8:45	Breakfast 8:00 – 8:45	Brunch 11:00 – 12:30
		Lunch 11:00 – 1:00	Lunch 11:00 – 1:00	Lunch 11:00 – 1:00	Lunch 11:00 – 1:00	
Dinner 6:00 – 7:00	Dinner 5:30 – 7:00	Dinner 5:30 – 7:00	Dinner 5:30 – 7:00	Dinner 5:30 – 7:00	Dinner 5:30 – 6:30	Dinner 5:30 – 6:30

## Meal Plans

Johnson University Florida offers three flexible Meal Plan options on the Florida campus. Traditional Meal Plans consist of 17, 13, or 9 meals per week. Traditional single-student campus residents are required to select a Meal Plan by submitting a [Meal Plan Selection Form](#) through the student portal (my.JohnsonU.edu) for each academic year they enroll at Johnson University Florida. Traditional single-student residents who do not select a Meal Plan by July 1 will be enrolled in the Traditional Plan B, 13 meals per week. Students may change their Meal Plan at any time before the add/drop period ends by completing another [Meal Plan Selection Form](#). Students are not permitted to change their Meal Plan after the add/drop period ends. Students with a Meal Plan may view information through the student portal (my.JohnsonU.edu) about the number of meals they have used in any given week.

Traditional Meal Plans	Cost per Semester 2019-20
Plan A – 17 meals per week	\$1,915
Plan B – 13 meals per week	\$1,740
Plan C – 9 meals per week	\$1,558

Non-residential students, non-traditional single students, and married students are not required to choose a Meal Plan; however, they may select a Meal Plan if they wish.

## STUDENT EMAIL ADDRESS

Johnson University issues a unique user name and password to all new students. They receive an email during the admission process with their user name and password and security information. The university issued name and password provide students with access to My.JohnsonU.edu and Sakai courses, both of which contain personal information. Students are thus responsible for protecting their personal information with password management by changing their university issued passwords and setting up a

security question for future password changes at <http://JohnsonU.edu/password>. Students are expected to keep personal information up to date on the my.JohnsonU.edu portal.

Student email addresses are used to communicate vital information regarding Johnson University, such as registration information, student financial services information, campus emergency notifications, and weekly announcements sent to the current Johnson University Florida community. It is the student's responsibility to check his/her own Johnson University email account regularly, preferably every day, since important correspondence from the University is sent to this email address.

## NETWORK USAGE POLICY

The following code of computing practice applies to everyone who uses the Johnson University network or university computer systems. Disciplinary action for violating the code is governed by provisions in the *Student Handbook*; the *Faculty and Administration Guidebook*; the *Staff Handbook*; the Computer Crimes Act of the State of Tennessee, sections 39-14-601 through 39-14-606; and Florida Statute 815.06, Offenses against users of computers, computer systems, computer networks, and electronic devices. The Tennessee Code and Florida Statute prohibit unauthorized, fraudulent, and malicious use of computing systems and resources.

1. Only authorized users are granted access to any of the Johnson University computing systems. An authorized user is any member of the administration, staff, faculty, or student body who has been assigned a user account consisting of a valid user ID and password. Family members of people in one of the above groups who are assigned user accounts by Campus IT are also authorized to use the Johnson University computing systems.
2. You must use only the computer account which has been authorized for your use. You may not use someone else's account. If you have trouble using your account or if you need more than one account, contact Campus IT.
3. You are responsible for the use of your computer account. You should take precautions against others obtaining access to your computing resources. Do not make your account available to others for any purpose.
4. Although Johnson University does not make a practice of monitoring email, Johnson University reserves the right to retrieve the contents from Johnson owned computers such as email messages for legitimate reasons, as to find lost messages, to comply with investigations of wrongful acts, to respond to subpoenas, to stop the spread of viruses, or to recover from system failure. Additionally, pornography, gambling, and violation of copyright laws are stumbling blocks for many Christians. In order to protect members of the Johnson University community, Johnson University blocks sites which the administration has deemed inappropriate for Christians.
5. The following practices are unacceptable:
  - Attempting to circumvent the restrictions associated with your computer account.
  - Attempting to access files for which you do not have authorization or attempting to monitor others' network traffic without authorization.
  - Copying files or data belonging to the University without authorization. Written authorization from the Dean of Students must be obtained before one can copy programs belonging to the University.
  - Using the network to illegally transfer copyrighted material or to permit others to illegally transfer copyrighted material. It is Johnson University's policy to honor copyright restrictions and software licenses. Only software that has been legally obtained may be used on university computers.
  - Modifying system configurations on university-owned computers or network devices. Only Campus IT can perform or authorize such changes. Campus IT may remove personally owned hardware or software from university computers or network systems if they believe that it interferes with the computers' or network's operation.

- Using the network to harass others. This includes, but is not limited to, the use of anonymous or forged email, spam, and other unsolicited messages. Port scanning of systems (campus or Internet) is prohibited and considered harassment.
  - Using the network to post vulgar, profane, libelous, false, or malicious statements on social media, discussion groups, or other online forums hosted on either Johnson or off-campus servers.
6. To minimize the impact of your work on the work of others, do nothing that will prevent others' use of the facilities or deprive them of resources.
    - The use of peer-to-peer (P2P) file-sharing networks, such as Ares or Limewire, is prohibited. Such networks are used on a widespread basis to transfer pornography and to illegally transfer copyrighted material, and the use of such networks places an undue burden on the Johnson University network. If you have any questions or concerns about this policy, please contact Campus IT. Legitimate BitTorrent downloads such as Linux disk images and game updates are permitted.
  7. Students are responsible for making backups of their files and email account data.
  8. Student workers should use departmentally assigned accounts when logging on to university staff computers. Students should not log on using their Student ID accounts unless directed to by Campus IT.
  9. Except as authorized, in writing or by email by Johnson University, users are not to use the Johnson University network for compensated outside work, the benefit of organizations not related to Johnson University (except in connection with scholarly, creative or community service activities), or commercial or personal advertising.
  10. Anyone who maliciously attempts to hinder the operation of or gain unauthorized access to the Johnson University network or any computers on the network will be subject to disciplinary action, up to and including prosecution in a court of law, suspension from the student body, or termination from employment.
  11. Campus IT has the responsibility to protect fair access to network and Internet resources by all users and to implement, publicize, and enforce policy consistent with these rights. Accordingly, Campus IT may remove any user, service, or program from the network (without notice) that impedes with fair access pending an investigation and decision, or satisfactory resolution.

## HEALTH INSURANCE REQUIREMENT

The University requires all undergraduate students taking courses on campus to have health insurance. Policy information is available on request from the Student Accounts Office on the Tennessee campus and from the Student Life Office on the Florida campus. Students are automatically enrolled in the University's health insurance plan unless they provide proof of coverage. Students who enroll in the plan at the beginning of Fall Term pay in advance for a 12-month policy. Students who enroll in the plan at the beginning of Spring Term pay in advance a reduced amount, due to the reduced length of the policy.

## AREA HEALTH SERVICES

**Hospitals:** Advent Health Kissimmee, formerly known as Florida Hospital, 2450 N. Orange Blossom Trail, Kissimmee, FL

Osceola Regional Medical Center, 700 W. Oak St., Kissimmee, FL

Saint Cloud Regional Medical Center, 2906 17th St., Saint Cloud, FL

**Walk-in Clinics:** Solantic Walk-in Urgent Care, 1471 E. Osceola Parkway (*just south of Wal-Mart, behind the ice cream cone shaped building*), Kissimmee, FL // (407) 452-3700 // Mon.-Fri. 9 am – 9 pm, Sat.-Sun. 10 am – 6 pm



I Care Clinic, 3262 Vineland Rd, Unit 102, Kissimmee FL // (866) 422-7367 //  
Mon.-Fri. 9 am – 5 pm, Sat. 9 am – 1 pm

*Refer to an internet search or the local Yellow Pages for more health services in the Kissimmee area.*

## CONTAGIOUS MEDICAL CONDITION

If you show symptoms of or think you might have a contagious medical condition (e.g., head lice, MRSA, influenza, shingles, other virus, etc.) that is transferable to others via casual contact or close proximity, please **report it to Student Life Office personnel** immediately and **seek appropriate medical attention** right away. Some conditions may require you to be isolated until the danger of infecting others has passed (not permitted in class, in campus housing, and/or on campus). Our desire is to keep the JUFL campus community healthy.

## COUNSELING SERVICES

Students may seek informal counsel from the faculty and staff members of the University.

Professional, clinical counseling may be arranged with an area counselor through the Student Life Office at a reduced fee and subsidized by the Student Life Office. The Florida branch campus of the university has written agreements with local professional counselors and counseling centers, which are listed below. The Student Life Office provides 100% financial assistance for a student's first visit and 50% financial assistance for all subsequent visits while the student is enrolled as a degree-seeking student. Confidentiality is assured.

<b>Judy Grotjan</b> , Counselor, M.A.C.M., AACC A Ministry of Kissimmee Christian Church 415 North Main Street Kissimmee, FL 34744 <a href="http://kissimmeechristianchurch.org/kingdom-counseling">kissimmeechristianchurch.org/kingdom-counseling</a> (407) 847-2543	<b>Keri Funk</b> , M.S. LMHC Breakthrough Counseling 6900 Tavistock Lakes Blvd., Suite 400 Orlando, FL 32827 <a href="http://kerifunk.com">kerifunk.com</a> (407) 782-8827
<b>Adam Robbins</b> , Counselor, M.S. A Ministry of Kissimmee Christian Church 415 North Main Street Kissimmee, FL 34744 <a href="http://kissimmeechristianchurch.org/home">kissimmeechristianchurch.org/home</a> (407) 847-2543	<b>Counseling Center</b> A Ministry of First Baptist [Church] Orlando 3125 Bruton Boulevard Orlando, FL 32805 <a href="http://firstorlandocounseling.com">firstorlandocounseling.com</a> (407) 514-4470
<b>Hope Counseling Center</b> A Ministry of Northeast Christian Church 2885 Partin Settlement Road Kissimmee, FL 34744 <a href="http://myneccchurch.com/hope-counseling">myneccchurch.com/hope-counseling</a> (321) 624-5948	

If you or someone you know is in **immediate danger** because of thoughts of suicide, **call 9-1-1 immediately!** Other helpful resources to combat thoughts of suicide include ...

- 1-800-SUICIDE (1-800-784-2433)
- 1-800-273-TALK (1-800-273-8255), <http://www.suicidepreventionlifeline.org>, National Suicide Prevention Lifeline (confidential and free)



- Text HOME to 741741, Crisis Text Line for the United States, trained crisis counselor
- 1-866-4-U-TREVOR (1-866-488-7386), The Trevor Lifeline, Family and Youth Services Bureau
- Suicide Prevention Help Guide, <http://www.helpguide.org/home-pages/suicide-prevention.htm>
- Suicide Prevention, <https://www.nimh.nih.gov/health/topics/suicide-prevention/index.shtml>
- American Foundation for Suicide Prevention, <https://afsp.org/about-suicide>
- Psalm 71

Other helpful **counseling resources** include the free national hotlines listed below:

- RAINN: Rape, Abuse, and Incest National Network: 800-656-4673
- Al-Anon for Families of Alcoholics: 800-344-2666 (For individuals seeking support if a family member abuses alcohol)
- Alcohol & Drug Abuse Hotline: 800-729-6686
- The Childhelp National Child Abuse Hotline: 800-422-4453
- National Youth Crisis Hotline: 800-442-4673 (An international Suicide Hotline)
- National Domestic Violence Hotline: 800-799-7233
- American Association of Poison Control Centers: 800-222-1222
- America Social Health: STD Hotline: 800-227-8922
- Shoplifters Anonymous: 800-848-9595
- Eating Disorders Awareness and Prevention: 800-931-2237

## THE CHAT ROOM

“The Chat Room” is a service offered to currently enrolled students through the Student Services administrative area. **The Chat Room is a free and confidential place for students to get help.** It is students supporting other students through individual and group sessions designed to help them learn how to navigate life issues, resolve relationship issues, manage stress, live away from home, etc. Even though The Chat Room volunteer students are not professional therapists or counselors, they have completed training to equip them to be good helpers; and they continue to receive guidance from trained faculty. All information is held in accordance with The Chat Room’s confidentiality policy. Request an appointment by emailing [ChatRoom@JohnsonU.edu](mailto:ChatRoom@JohnsonU.edu).



## STUDENT NEWS

The Student Life Office sends out a regular electronic newsletter called *Weekly e-Announcements*, via email to currently enrolled students, typically on Monday or Tuesday each week during the fall and spring semesters. Access to the *Weekly e-Announcements* is also available via the **my.JohnsonU.edu** portal. The Student Life Office also publishes a monthly event calendar to currently enrolled students via the **my.JohnsonU.edu** portal.

## MAIL HANDLING AND DISTRIBUTION

The Student Life Office is responsible to handle student mail. It does so under the following guidelines:

1. All students enrolled in classes taking place on campus receive individual access to a student mailbox, with either a brass key or a combination code.
2. All student mail and packages either generated or received by the University are delivered to the Student Life Office located in the SUB.

3. Student Life Office personnel sorts and delivers all mail that fits in the student mailboxes.
4. Mailboxes are not intended for long-term storage. Students are expected to check their university email and empty their campus mailbox regularly, at least once a week. If a mailbox reaches capacity, Student Life Office personnel will discard old material that is not first-class U.S. mail, making room for future mail.
5. Items too large to place in the mailbox will be held in the Student Life Office for student pick-up during regular business hours. Written notices will be placed in the mailbox indicating that a package is available for pick-up. The student must bring the package slip and sign the acknowledgement ledger in order to receive the package.
6. First class mail will be forwarded for a period of one month from the last date of attendance of the student. After one month, first class mail will be returned to the sender.
7. On-campus mail, non-first class mail, and packages cannot be forwarded, per Post Office Guidelines.
8. Material of questionable content will be held by the Student Life Office for pick-up directly from the Associate Dean of Students. The office defines questionable material as material that contains content that is sexually, racially, or otherwise offensive in the opinion of the Student Life Office. Disciplinary steps may be taken if the Student Life Office deems it necessary.
9. Students are expected to always completely close and lock their mailbox.

## **LOST AND FOUND**

The Student Life Office provides a service of Lost and Found for members of and visitors to the campus community. Lost and Found operates under the following guidelines:

1. Items turned over to Lost and Found will be tagged for tracking. The Student Life Office cannot be responsible for items turned over to Lost and Found.
2. Items will be searched in an attempt to identify the owner.
3. Items with a means of connecting them to a member of the campus community will be returned to that individual. The individual will be notified that the item has been found. Smaller items may be returned via campus mail.
4. Items with a means of connecting them to a visitor to the campus will be held and the owner will be notified, if possible.
5. Unclaimed items will be disposed of after a period of two weeks. Items of perceived value may be held longer at the discretion of the Student Life Office.  
Should the finder be interested in claiming the item, the Student Life Office will attempt to contact the finder at the telephone number left at the time the item was turned in to Lost and Found.
6. **Items lost during a major campus event may be turned over to the department organizing the event.**

## **STUDENT ID KEYCARDS**

Student ID keycards will expire according to the schedule listed below. Continuing students must have their keycard recoded for the next semester before the expiration dates and times listed below, during normal office hours in the Student Life Office on Monday – Friday, 8:00 am – 5:00 pm.

- Fall semester, 11:59 am on Saturday at the end of Finals Week
- Spring semester, 11:59 am on Saturday at the end of Finals Week
- Summer semester and approved Summer Break residents, 11:59 am on the Friday prior to the start of the Fall pre-season schedule

## **FITNESS CENTER POLICIES**

Johnson University Florida students, faculty, and staff are welcomed and encouraged to use the Fitness Center. Exceptions must be granted, in advance, in writing, through Student Life. Disorderly conduct, abuse, or misuse of the facility and equipment or disregard for the Fitness Center's policies is unacceptable and will not be tolerated. Participants exercise at their own risk and are expected to be safety conscious, responsible, and courteous at all times. As safety is of utmost importance, all Campus Community Standards of Conduct will be observed and the following policies will also be enforced:

1. DO NOT TOUCH mirrors at any time.
2. Appropriate athletic attire (i.e., closed-toe shoes, shirts, and shorts or pants) is required.
3. Participants should bring a clean towel for personal use during each visit.
4. Participants must thoroughly clean equipment after each use with paper towels and cleaning solution provided.
5. Participants must use equipment for its intended purpose to minimize risk for injury.
6. Standing, exercising, and any other activity behind a treadmill in operation is not permitted.
7. Cardiovascular equipment usage is limited to 30 minutes per machine during peak activity hours. Monopolizing other equipment is not permitted; users must be mindful and "work-in" sets with others.
8. Participants are responsible to return all equipment to its proper location.
9. Headphones/earbuds must be worn to amplify audio during open activity hours.
10. Grunting, growling, and other loud noises are not permitted along with dropping/throwing any equipment.
11. Collars are required to be placed on barbells at all times.
12. Chalk (including liquid chalk) is not permitted.
13. Cell phone use is not permitted while using equipment.
14. Minimize the presence/use of personal items in the Fitness Center. JUFL is not responsible for lost or stolen personal items.
15. Participants must report accidents, injuries, broken equipment, and/or other issues immediately to Student Life personnel.

## **GENERAL FEE**

The General Fee is a composite fee for various student services, such as those listed below.

- Safety and security services
- Library and media services
- Academic Support Center services
- Student Life services
- Access to Student Union facilities – Fitness Center, common-area kitchen, common-area living room, swimming pool
- SGA events & activities
- Class events & activities
- Campus banquets
- Student ID card
- Student admission to home games of intercollegiate athletic sports
- On-campus and off-campus recreational programs
- Mail delivery services
- Campus parking (one vehicle)
- Other student services provided by the Student Life Office

Every student who takes courses on campus has access to the computer network and labs, library, activities center, academic support center, career services, interscholastic sports, intramural athletics, open gymnasium, swimming pool, and other services during the academic year. Students enrolled in online

programs have access to online library resources and computer support. General fees support such services.

Students who elect to provide their own computers have wireless access to the computer network from their residence hall room and other on-campus locations. Suggested computer configurations are available from the Information Technology staff.

### **ADDITIONAL VEHICLE FEE**

Campus parking for one vehicle is included each semester in the general fee for every student taking classes on campus (two vehicles for a married couple). A single student who resides in campus housing and wants to park an additional vehicle (car, truck, motorcycle, etc.) on campus may request an additional parking decal from the Student Life Office. If space is available and the request is approved, the student must register the additional vehicle in the Student Life Office at the beginning of each semester and pay a \$45 additional vehicle fee.

### **ACADEMIC STANDING COMMITTEE**

The Academic Standing Committee is comprised of the Provost or a representative appointed by the Provost, Registrar, Vice President for Student Services, Chief Admissions Officer, Director of Academic Support, and two faculty members. The Academic Standing Committee makes recommendations to the Admissions Office regarding readmission, but the Admissions Office makes the final decision.

### **STUDENT HONORS**

**Academic Awards** – Several awards are given for a variety of outstanding academic performances and are typically announced at Convocation, Baccalaureate, and Commencement.

- **Latin Honors** – Johnson University awards Latin Honors to students who demonstrate academic excellence throughout their entire undergraduate career at Johnson University:
  - Students earning a cumulative grade point average (GPA) of 3.50 to 3.69 graduate *cum laude* (“with honors”). They receive a white cord to wear at Commencement.
  - Students earning a GPA of 3.70 to 3.84 graduate *magna cum laude* (“with high honors”). They receive a silver cord to wear at Commencement.
  - Students earning a GPA of 3.85 to 4.0 graduate *summa cum laude* (“with highest honors”). They receive a double gold cord to wear at Commencement.
- **Program Awards** are presented in the following areas based on 60 semester-hour credits earned at Johnson University Florida:
  - Bible
  - Biblical Languages
  - Business and Public Leadership
  - Communication & Creative Arts
  - Congregational Ministries
  - Education
  - Human Services
  - Intercultural Studies
- **Sigma Beta Delta Honor Society** – *Sigma Beta Delta* is an International Honor Society for business, management, and administration. The school of Business and Public Leadership nominates juniors and seniors ranked in the top 20 percent of their class into the *Sigma Beta Delta* Honor Society, who are then approved by the faculty for membership.
- **Delta Epsilon Chi Honor Society** – *Delta Epsilon Chi* is an honor society sponsored by the Association of Biblical Higher Education (ABHE) to encourage and honor outstanding academic

scholarship, approved Christian character, and Christian leadership ability. The Johnson University faculty may nominate up to 7 percent of the graduating class, choosing from among those who have earned a minimum 3.30 cumulative GPA.

- **Class Orator** – A graduating senior is nominated by the senior class and approved by the faculty to speak during Commencement.

### **Citizenship Award**

The faculty, staff, and student body of the Florida campus annually elect the recipient of the Citizenship Award. It is given to the student who has best exemplified the principles of Christian citizenship in all phases of school life and is limited to students who have been enrolled full time for the entire school year. The following criteria have been determined as the basis of this award:

- Good manners and courtesy
- Participation in university activities
- Faithful chapel attendance
- Active participation in local church activities
- Conscientious adherence to university standards
- Concern for university property
- General conduct reflecting honor to the Lord and the university

### **Son of JUFL & Daughter of JUFL Awards**

These awards are made annually during Awards Chapel to the male and female students chosen by the student body who evidenced prominent attendance at JUFL sporting events, in addition to enthusiastic and generally positive attitudes regarding the Sports and Student Life programs of the university.

## UNIT THREE: Student Activities

Johnson University Florida students have the opportunity to enjoy a wide variety of leadership, social, and recreational opportunities designed to encourage personal and campus community development.

### ACTIVITY ELIGIBILITY

If you wish to be eligible for participation in activities in which you will represent the University (such as music, drama, athletic, or recruiting groups), you must be enrolled in at least 6 credit hours at Johnson University Florida. Participants must also meet other academic and Student Life requirements, particularly a history of satisfactory completion of Service Learning and Chapel courses. To be eligible for intercollegiate sports, the National Christian College Athletic Association (NCCAA) rules require that you be actively enrolled in at least 12 credit hours. The Athletic Director can provide full athletic eligibility details upon request.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

The student body speaks officially through the Student Government Association (SGA). The purpose of Johnson University Florida's Student Government Association (SGA) is to promote the spiritual well-being of the student body. The SGA Leaders are comprised of Executive Officers and Class Officers. SGA should represent the student body requests and needs to the administration of Johnson University Florida. SGA is in charge of approving and maintaining Student Organizations. SGA is responsible for planning social activities for the student body. SGA shares an important role in planning various on-campus and off-campus events, such as banquets, fellowship meals, community service projects, special-interest trips, and social activities for the campus community. SGA is also responsible for the organization and allocating of funds for official Johnson University Florida SGA events, student organizations, and committees.

The SGA Leadership Team is comprised of Executive Officers selected by the student body and Class Officers selected by each class. Executive Officers must be full-time students for both semesters of service or, if not enrolled full-time, be finishing required courses in their final semester. As recognized student leaders, all leaders of SGA must be in good standing with Johnson University Florida. SGA leaders must maintain at least a 2.5 CGPA.

The procedure for presenting a concern or suggestion from the student body, through SGA, to Johnson University Florida is located in the SGA Handbook, which is available upon request from the Student Life Office. All students are welcome to attend the SGA meetings. Faculty members, Trustees, or others who might wish to address the SGA should make prior arrangements through the SGA President.

#### ***Role of SGA in Decision Making***

The SGA represents student requests and needs to the administrative leaders of the University.

Advice from the student body is solicited by the University in a variety of ways. For example, SGA input is used to improve new editions of the *Student Handbook*. SGA members are often asked for input to the University's ongoing self-evaluation, assessment, and planning activities. The SGA often serves as a focus group of current students for assessment purposes. Student input into institutional decision-making is also provided by the SGA nominating student representatives for two institutional committees, the Student Life Discipline Committee and the Library Committee.

#### ***Student Organizations***

In general, the University does not start student clubs; students do. If you think there is enough interest in a special focus not now covered by other student groups, you can organize one!

Past student organizations include MOVE (Missions Outreach for Victorious Evangelism) Missions Club, Timothy Club, Campus Chapter of International Justice Mission (IJM), Beta Sigma Chi Sisterhood Club, GO (Get Outside) Groups, Women's Fellowship, Journalism Club, Photography Club, Youth Ministry Forum, Bikers' Club, a chapter of the National Association of Hebrew Students, Pep Club, Surfers for Christ, and many others.

SGA is responsible for approving, maintaining, and funding all student organizations. To propose a student organization, adhere to the following steps:

1. Collect a New Student Organization Application from the SGA Executive Secretary or the Student Community Director.
2. Fill out the New Student Organization Application completely.
3. Submit the complete New Student Organization Application to any SGA Executive Officer.
4. The New Student Organization Application will be submitted to the Student Community Director and Associate Dean of Students for final review. The leader of the submitted student organization will be notified by the SGA Executive President of their acceptance or rejection within 15 days of the submission of the New Student Organization Application.

## **INTERCOLLEGIATE ATHLETICS**

Johnson University Florida is a Division II member of the National Christian College Athletic Association (NCCAA). Non-conference games are scheduled each year with select colleges. More information about Athletics is available on the JUFL Athletics web site, <http://www.johnsonsuns.com/>. To be eligible for intercollegiate sports, the National Christian College Athletic Association (NCCAA) rules require that you be actively enrolled in at least 12 credit hours. The Athletic Director can provide full athletic eligibility details upon request.

Intercollegiate NCCAA conference teams currently fielded by Johnson University Florida are women's volleyball, women's basketball, men's soccer, and men's basketball. Johnson University Florida sponsors various community-league men's and women's teams and also sponsors intramural sports activities on campus. The colors of the Johnson University Florida Suns are orange, white, and blue.

### **Code of Proper Conduct for Athletic Events**

Spectators (whether students, faculty, staff, parents, alumni, or friends) bear important responsibilities to athletic events for the atmosphere and conduct of games, both home and away. The following standards of conduct have been put in place for anyone attending or playing an athletic event at Johnson University Florida. Please abide by the following:

1. Treat other people as you know they should be treated and as you wish them to fairly treat you.
2. Regard the rules of the game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Be gracious in victory and defeat; learn especially to take defeat well.
6. Be as cooperative as you are competitive.
7. Remember that your actions reflect on you and the institution that you represent.
8. Do all things without grumbling or complaining!

If anyone does not follow these standards at a Johnson University Florida athletic event, they may be asked to leave the facility and/or forfeit the privilege of attending any future athletic contests.

## **MUSIC OPPORTUNITIES**

If your interest is in music and worship, the following opportunities are available.

- The Campus Choir and Choral Society comprised of University students and adult members of the community, is open to all students without audition. The group performs at the annual “Night of Noel” concert during the Christmas season on campus and also in area churches, at Epcot’s “Candlelight Processional” Service, and at local churches presenting a different spring-themed concert each year. You may join for credit and not-for-credit. Contact the Music Department for information.
- New Creation is the auditioned vocal ensemble that tours each spring break with sound and lighting tech support. New Creation tour presents a unique two-part program: 1) concert-style a cappella or accompanied songs and anthems, and 2) a contemporary-themed longer set with a full rhythm band, some original music, some familiar worship songs, and spoken word. New Creation also performs at campus special events, chapel services, and Commencement. Check the website for New Creation auditions.
- Opportunities to lead and help lead chapel worship or student devotional services are also available if you are a singer, instrumentalist, or both. Contact the Music Department for chapel leadership information.
- Johnson University Florida offers private lessons in piano, voice, and guitar.

“Praise the Lord! For it is good to sing praises to our God; for it is pleasant, and a song of praise is fitting.” Psalm 147:1

## **CHURCH ATTENDANCE**

Johnson University recognizes that a student’s spiritual growth is an essential element in the total educational experience. Therefore, students are expected to attend and be actively involved in local churches. Participation in the Sunday service should be considered a starting point for such involvement. Regular church attendance and active participation in a local church family allows each student the opportunity and environment to deepen spiritual consciousness. Several congregations in the Kissimmee area offer “student membership” to Johnson University Florida students in order to facilitate active involvement in the local church. For a list of local area churches, visit the Student Life Office in the Student Union Building.

## **SPIRITUAL FORMATION – Christian Service and Chapel**

Johnson University actively promotes “spiritual formation,” which is defined as being with Christ, becoming like Christ, and engaging in the work of Christ according to the leading of God’s Holy Spirit. The University’s mottos—“Faith, Prayer, Work” for the Tennessee and Online campuses, and “Strong in the Scriptures” for the Florida campus—embodies these concerns. While the entire Johnson University curriculum helps students develop spiritually, three elements of the Arts & Sciences Core make special contributions:

**The Service Learning Program** provides opportunities for students to apply classroom learning to real-life situations through voluntary service in the church and community, commonly referred to as Christian service. Students serve under the mentorship of the Service Learning Coordinator and field supervisors. The program is designed to achieve five goals:

- Students take a holistic approach to education that reinforces and expands classroom learning.
- Students provide services that benefit the church and/or community.
- Students grow in their self-understanding as they identify their gifts and strengths, and confirm their career decisions.
- Students develop a lifelong commitment to community involvement and civic engagement.



- Students develop life skills, including critical thinking, problem solving, and the ability to work with others.

Students enroll in PRMN 1000 Service Learning each term as part of the Arts & Sciences Core. Johnson University requires undergraduate students in on-ground, baccalaureate programs to complete 120 hours of Service Learning in order to graduate. Associate's degrees require 60 hours. Transfer students must complete the same number of service learning hours as the number of credits they must complete to graduate. Teacher Education majors are exempt from PRMN 1000 Service Learning in the Arts & Sciences Core because they fulfil such requirements through their Field Experiences.

Service Learning hours may be fulfilled in various ways. To illustrate: (1) Students may find their own place of service and report the hours served each term to the Service Learning Coordinator. (2) Some professors assign service learning experiences as part of their courses and report the hours worked by each student. (3) Campus-wide projects may be offered to fulfil a designated number of hours. (4) Academic programs may require students to participate in program-wide service projects as part of their learning experience. (5) Another opportunity for service comes each Spring when students are released from school for the Week of Evangelism and Service Learning. Some students use this time to engage in short-term mission trips and other intensive ministry experiences. Typically, service learning activities incorporate student reflections on their experiences and feedback from field supervisors to promote future growth.

**Chapel** services expose campus-based students to Christian leaders from around the world, providing a sense of the great scope and variety of God's global mission. Weekly Chapel Groups enable students to pursue individual interests. Full-time traditional undergraduate students earn 0.5 credit each term for participating in PRMN 1500 Chapel. Students enrolled in 5.9 credits or less are not required to enroll in Chapel. No more than one week of absences earns a grade of "A." No more than two weeks of absences earns a "B." More than two weeks of absences earns an "F." Students should consult the Chapel syllabus for more information, including the chapel make-up policy. Students who fail PRMN 1500 Chapel may also make up the credit by completing an online Spiritual Formation course, such as CMPR 3120 Spiritual Formation for Ministry. On the Florida campus, Chapel typically meets in the Chapman Center auditorium on Tuesdays and Thursdays at 9:00 am, and Chapel groups typically meet at various locations around campus on Wednesdays at 9:00 am.

**Spiritual Formation Courses**, combined with practicum experiences, offer non-traditional online students similar opportunities to grow spiritually. In some cases, Spiritual Formation courses are embedded within professional majors (e.g., CMPR 3120 Spiritual Formation for Ministry).

## **SOCIAL ACTIVITIES AND EVENTS**

A wide variety of social activities and events are planned by the Student Life Office, other departments of the University, and various student groups. The following are examples of activities that are often held during the school year.

**Convocation.** Convocation is held at the beginning of the Fall term, normally the first Chapel service of the semester. This event celebrates the opening of the school year and features a special speaker, the induction of new students and employees, and a time of corporate worship.

**Fall/Spring Fling.** Fall Fling is scheduled on a secret date, typically during the Fall term but occasionally during the Spring term. Sponsored by the Senior Class, this surprise skip day follows a long tradition of fun and relaxation as a campus family.

**Christmas Banquet.** The Junior Class sponsors this banquet with traditional Christmas decorations and seasonal entertainment.

**Spirit Week.** Spirit Week is typically held during the week of the last home basketball game of the Johnson University Florida Men's Basketball program. SGA prepares group activities for each day of Spirit Week.

**Spring Banquet.** The Sophomore Class plans the Spring Banquet that occurs in early March, usually the week before Spring Break. The class will select a theme and arrange for publicity, decorations, food, program, and clean-up. Decorating ideas are available from the Student Community Director.

**Athletic Awards Banquet.** This celebration and fellowship meal takes place to congratulate the year's intercollegiate student-athletes. The Athletic Department arranges for publicity, decorations, food, program, and clean up. Students, faculty, staff, or volunteers who have played a significant support role with the intercollegiate athletics program are often invited to attend.

**Freshman Finale.** The Freshman Class celebrates the near completion of their first year at JUFL close to the end of the Spring semester.

**Senior Chapel.** This Chapel service is designed by Senior students to honor Junior students. Juniors are normally given a charge by the Senior Class to remain faithful to God's calling, to both a life of service to God and a life of ministry to others. Typically, the Senior Class President presents a dedication during Senior Chapel to a faculty or staff member who has been influential to the class.

**Baccalaureate.** Faculty are robed for this formal worship service highlighting the graduating seniors. It is held close to the end of the spring semester, normally during the final Chapel service of the school year the week prior to Commencement (Graduation).

**Graduates Reception.** The Graduates Reception is typically held on the night before Commencement. The Advancement Office hosts graduating Seniors for a meal and presents a brief program to honor the graduates and welcome them into the Alumni Association. At the discretion of the Advancement Office, non-graduating Seniors and/or family-member guests may be invited to the Graduates Reception.

**Commencement.** The Commencement service is held at the end of the spring term. As the last official event of the school year, this formal robed event is the graduation ceremony for students receiving associate and bachelor degrees during that academic year. Before the Commencement service begins, the Junior Class typically presents each bachelor graduate with a commemorative gift to remind them of their experience at Johnson University Florida.

**Recruitment Events.** Several annual events, such as Preview Days, Impact, Connection Weekend, are held to introduce and recruit middle school and/or high school students to the Florida campus of Johnson University.

**Alumni Activities.** There are often activities organized for alumni of the University during various times of the year (i.e., alumni family reunion, young alumni reunion, regional gatherings, etc.).

**Conferences.** Statewide conferences occasionally take place on campus, most of which are open to students for little or no cost to register or attend.

## **RECREATION AND ENTERTAINMENT**

Opportunities for recreation and entertainment on the Florida campus include the following:

- swimming pool (48' x 32'; 3'-6' deep; 55,000 gallons), including covered and uncovered pool deck areas and several chaise-lounge chairs
- outdoor sand volleyball court
- gymnasium equipped for volleyball, basketball, and other indoor games
- Student Union Building equipped for ping pong, billiards, television and movie viewing, board games, a Fitness Center, and a snack vending machine
- fishing in campus ponds
- barbecue grill and picnic area
- lots of outdoor space for walking, jogging, running, personal reflection, and outdoor games

The Student Life Office organizes various recreational activities for students throughout the school year, both on campus and within the local community.

Johnson University Florida is located in Central Florida, an area that abounds with famous tourist attractions and natural beauty that make the Orlando-Kissimmee area the world's #1 tourist destination. In addition to many world famous theme parks, our local community also offers many other cultural benefits, including art galleries; parks; museums; a planetarium and science center; a performing arts center that regularly hosts orchestra, opera, and ballet performances; an excellent public library system; and more. Major convention centers and performing arts centers regularly host many professional arts and entertainment performers from around the world. Swimming, deep-sea fishing, snorkeling, diving, and boating are great leisure activities available to those who live in Central Florida. Other opportunities for entertainment are within walking distance of the University's Florida campus and include Osceola Heritage Park, home of the Silver Spurs Rodeo and the Osceola County Fairgrounds. Renowned bass fishing lakes are accessible just a few miles away in Kissimmee and Saint Cloud.

## **UNIT FOUR: Community Living**

Any individual who lives, studies, or works at Johnson University is part of a community that is dedicated to educating and equipping students for effective service in the larger community of God's Kingdom.

**Students, by their voluntary membership in Johnson University's Christian community, assume responsibility to abide by all the regulations of the university.** They should also use personal discretion regarding any activities that may be morally or spiritually destructive, or may reflect poorly on the university.

Johnson University does not presume to be a censoring agency for all activities. However, evidence of maturing Christian convictions and discerning judgment is expected. Johnson University reserves the right to discipline a student who, in its judgment, does not conform to the expectations governing student conduct. Johnson University students should recognize that anything they do, whether on campus or off, during academic periods or during break, should contribute to the educational purpose of the university.

Because of the biblical mandate for holy living and the world's need for servants who demonstrate Christian character and integrity, the university is committed to developing a community that models these values. While opinions concerning some behavioral standards may vary from culture to culture and from time to time, the Campus Community Standards of Conduct described in this section are appropriate for living in this Christian community.

### **Policy on Continued Enrollment**

Johnson University Florida students must demonstrate that they are able and willing to manage appropriately their academic, social, and personal lives, in addition to their physical and mental health, in order to remain enrolled. The Executive Vice President and/or the Associate Dean of Students may initiate the administrative withdrawal process of a student who is no longer able or willing to do so. A student may be administratively withdrawn for one or more reasons, including, but not limited to the following:

- A student who does not attend classes in accordance with the published attendance policy, is intentionally disruptive to the academic process, or is repeatedly disruptive to the social and/or academic experience of other students may be administratively withdrawn.
- Students must demonstrate that they are able to comply with the directives and recommendations of physical and psychological health care professionals concerning medications and self-care. (NOTE: Students are responsible for administering their own medications in order to comply with medical directives. JUFL staff do not administer medications.) A student who is unable to demonstrate compliance with such medical directives or recommendations may be administratively withdrawn.
- A student who behaves, or threatens to behave, in a way which poses the danger of physical harm to themselves or others will be confronted, counseled, and required to follow a resolution plan. A student who is unable or unwilling to comply with the resolution plan will be administratively withdrawn. If it is prudent, the family of the student may be contacted for assistance. Following administrative withdrawal, re-enrollment will be considered only after evidence of resolution to the underlying problem(s) is presented.
- A student who leaves the campus and/or has been hospitalized due to a psychological crisis may not return to the campus until he/she has been cleared for return by a psychiatrist or other qualified mental health professional and until he/she has met with the Associate Dean of Students. Johnson University Florida is an institution of higher education that is not equipped or staffed to provide ongoing therapeutic treatment for mental health disorders or crises.

## CAMPUS COMMUNITY STANDARDS OF CONDUCT

### Objectives

Johnson University is wholly dedicated to the training of men and women for effective Christian service. Servants of Christ must live by the standards of Christ, including those for ethical behavior. Romans 12:1-2, Ephesians 2:10, I John 2:15-16, I Corinthians 8:9-13, and 10:23-24 clarify our understanding of God's expectations for His people. We recognize it is difficult to judge the motives that produce behavior. The university, however, accepts the responsibility to establish minimal standards of conduct to enhance the quality of student life and to ensure that it is not compromised in its mission as a Christian institution of higher learning. The university family, as a whole, works to protect the Christian atmosphere necessary for the training of Christian workers and works to foster positive lifestyle habits among the student body. Full-time university employees and designated student leaders fulfill important roles in the maintaining of the Standards of the university community on the Florida campus. The Student Life Office accepts the role of providing leadership and structure in the area of standards of conduct for students.

Standards are rules that carry mandatory consequences and possibly optional consequences. The purpose of the Campus Community Standards of Conduct described in this document is to communicate and enforce institutional standards of student behavior in order to ...

- Encourage the pursuit of academic excellence
- Encourage individual responsibility
- Encourage respect for authority
- Encourage maturity

Actions and decisions of a Johnson University Florida student effect both the individual and the university community as a whole. **A student's decision to join this community indicates that he or she is willing to uphold the community standards described in this *Student Handbook*.** A Johnson University Florida student, therefore, is held accountable for his/her actions with regard to these community standards. Standards are in effect for a student's entire period of enrollment – while semesters are in session and during the mid-semester, winter, and summer breaks. Standards are in effect while a student is on campus and off campus. These Standards apply to all Johnson University Florida students – both traditional and non-traditional students, resident students and commuter students, full-time and part-time students, degree-seeking and non-degree-seeking students. Students are to abide by the instructions of those with responsibility for their well-being.

Standards become effective on the day the resident student moves into campus housing or the day the commuter/non-resident student begins attending a class. Standards also apply to guests while visiting the campus.

### Categories of Standards – Biblical, Legal, and University

Each rule, hereafter known as a standard, falls into at least one of three categories – Biblical, Legal, or University Standards. While some standards may be Biblical, Legal, or both, others will simply be standards that the university has deemed beneficial to implement. The consequences described later in the *Student Handbook* weigh the consequences of a student's unacceptable behavior to the relative importance of the standard.

- A. **Biblical Standards** – These standards are defined as those that are taught specifically in Scripture. At the core of our institution is its Biblical foundation. We are “Strong in the Scriptures.” The university will make every effort to uphold the authority of Scripture as its central guide to student conduct.

- B. **Legal Standards** – There are legal standards on everyday life that all citizens of the United States, including Christians, are required to obey. The university will enforce all applicable legal standards and support all law enforcement groups investigating any alleged local, state, or federal crime.
- C. **University Standards** – The trustees of the university, with the advisement of the faculty, staff, and administration, have also created a body of standards that students are to uphold. While being neither Biblically mandated nor legally mandated, these standards are just as binding on the students of Johnson University Florida.

### Summary Chart of Standards and Consequences

The following chart clearly outlines the consequences for behavior choices made by all students of Johnson University Florida who violate the Campus Community Standards of Conduct.

CAMPUS COMMUNITY STANDARDS	Consequences
<b>MINOR VIOLATIONS</b>	
Behavior:	
Respect	
Entertainment (Level 1)	1 <sup>st</sup> Offense = DR Warning
Employment	
Misuse of Campus Technology	
Endangerment	2 <sup>nd</sup> Offense = \$25 DR Fine
Public Display of Affection	
Attire & Appearance (Dress Code)	
Apartment Policies:	3 <sup>rd</sup> Offense = \$35 DR Fine
Apartment Cleanliness	
Damaging Apartment or Furniture	
Damaging Exterior of Campus Housing	
No Pets on Campus	Recurring offenses will be reported to and handled by the Associate Dean of Students.
Community Policies:	
Loitering & Quiet Time	
Visitation in Campus Housing	
Entertainment on Campus	
Curfew	(DR = Disciplinary Report)
<b>MAJOR VIOLATIONS</b>	
Entertainment (Level 2)	
Sexual Misconduct	
Sexual Impurity	
Theft or Vandalism	
Assault or Battery	
Falsification	
Unauthorized Access or Entry	
No Weapons on Campus	
Violation of Established Laws	Any Offense = Meeting with the Associate Dean of Students; May include optional consequences and/or a student discipline hearing with the Student Life Discipline Committee (optional consequences are described in Unit Five)

## **MINOR VIOLATIONS**

Minor violations of student conduct standards are regarded as less serious infractions; thus, minor violations result in lighter sanctions, especially for first offenses. The authority to issue reprimands, written warnings, and fines for minor violations of the Standards rests with Student Life personnel, including the Resident Assistants, the Student Community Director, the Faculty, and the Resident Director.

### **Behavior**

While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of all students and unacceptable behavior that is not permitted.

#### **Respect**

Students must be respectful to others at all times. Specifically:

- a. University employees, including Resident Assistants and Campus Safety & Security personnel, are to be respected and obeyed. Insubordination toward any university employee will not be tolerated.
- b. Fellow students and others on campus are to be respected.
- c. Students are not to be slanderous towards others with false or malicious accusations.
- d. Demeaning or destructive pranks are prohibited.
- e. Hazing is prohibited.
- f. Disrupting a campus activity is prohibited.
- g. The use of profanity, vulgar language, or other abusive language is prohibited.

Disrespect is not tolerated in any area of the university including, but not limited to:

- Classroom behavior
- Interaction with those in a position of authority
- Interaction with fellow students
- Mobile phones, computers, or other electronic devices abused in class

#### **Entertainment (Level 1, Minor Violation)**

Students are not permitted to engage in activities that the university has determined are unacceptable. Material deemed as unacceptable will be confiscated and not returned to the student. Rented material deemed as unacceptable will be returned to the business owning the material.

Unacceptable Level 1 entertainment activities are minor violations and include, but are not limited to:

- a. Sexually explicit movies, games, television shows, magazines, audio recordings, music, posters, reading material, or any other material
- b. Unacceptable posts on a social networking site
- c. Participation in any gang-related activities
- d. Inappropriate dance – Even though appropriate styles of dance can be a form of exercise or an expression of art, worship, choreography, or celebration, Johnson University students are to exercise Christian discretion by avoiding dance that does not honor God and promote holiness or dance that is erotic, sexually suggestive, occurs in unhealthy environments, or accompanies lyrics that do not reflect a pure and godly lifestyle. University groups (with the exception of the class-sponsored banquets) are not permitted to sponsor dance at events, whether on or off campus.

- e. Johnson University students are not to go to any establishment or event where the sale or service of alcohol or tobacco is the primary emphasis of the establishment (i.e., bar, club, lounge, winery, brewery, etc.).

### **Employment**

Students are not permitted to be employed at an establishment or event that has any of the following characteristics:

- a. The primary job responsibility of the student is the sale or service of alcohol or tobacco
- b. The primary emphasis of the establishment or event is the sale or service of alcohol or tobacco
- c. The establishment or event promotes sexually suggestive activities or attire
- d. The establishment or event promotes other activities that are contrary to Christian values, such as gambling, pornography, illegal pyramid style marketing, and so forth

### **Misuse of Campus Technology**

Campus technology may not be used in a manner deemed inappropriate by the university. Such inappropriate uses include, but are not limited to:

- a. Misuse of the telephone/voicemail system
- b. Misuse of the computer/wireless internet system, including unauthorized peer-to-peer file sharing or other act of copyright infringement
- c. Misuse of the satellite TV system
- d. Misuse of other campus technology systems
- e. Tampering with safety or security equipment
- f. Setting off a fire alarm or using or tampering with any fire safety equipment on university property or at university-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment
- g. Contracting with cable TV, satellite, or pay TV services

### **Endangerment**

Endangering others or oneself is prohibited. Activities considered as endangerment include, but are not limited to:

- a. Threatening to do harm, attempting to do harm, or doing harm to yourself or others
- b. Leaving doors or windows open or unlocked when not present in the apartment
- c. Attempting to gain or gaining access to an apartment through a window
- d. Attempting to open or opening a locked window from the outside
- e. Admitting a stranger into an apartment or other campus facility
- f. Hanging over handrails
- g. Accessing the roof of any building
- h. Failing to comply with instructions from a Resident Assistant or the Resident Director
- i. Having an open fire without permission from Student Life personnel
- j. Creating a fire hazard (*Many of these prohibited activities violate local, state, or federal fire safety codes.*)
  - 1) Safety is always a concern in university residence halls. Under no circumstances should anyone tamper with existing electrical equipment such as lighting, wiring, or switches.
  - 2) Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged.
  - 3) Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time.
  - 4) Emergency exit doors must be kept closed at all times; tampering with or disabling the hardware on an emergency exit door is prohibited.



- 5) Using a burning candle, the stove, a toaster oven, or other such item in an irresponsible manner
- 6) The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, improper use/storage of flammable materials, the use of sun lamps, and the use of space heaters is prohibited.
- 7) Barbeque grills should only be used in open areas at least ten feet from any building.

### **Public Display of Affection**

Relationships between couples are expected to be discreet and above reproach. While it is natural for couples to develop genuine affection for one another and to express this feeling in appropriate ways, the public display of affection is limited.

Except for the holding of hands, the conduct of couples is to be guided by a hands-off policy. For example, couples will not walk together with her hand in his back pocket or his hand in her back pocket, sit on each other's laps, or sit together in a hammock, or in a chair built for one, or share a bed.

When on campus, couples must keep themselves to open and lighted areas. When sitting together, couples should not be in a reclining position. Couples will not visit in empty classrooms, music practice rooms, or isolated areas on campus.

### **Attire and Appearance (Dress Code)**

While it is not the university's intention to imply that students do not already know how to dress appropriately, we have a dress code to reinforce appropriate attire for the following reasons:

- To encourage students to dress in situation-appropriate clothing;
- To encourage students to dress and feel like a professional;
- To encourage students to practice self-discipline and submission to established standards; and
- To encourage a university-wide professional image.

Students and employees are expected to exercise Christian discretion and modesty in their attire and to dress appropriately for the occasion. Individual professors or student-worker supervisors may require a different standard of dress in their classrooms or work areas for educational or professional reasons. The professor is the final authority in the classroom concerning student attire, appearance, and grooming. The student-worker's supervisor is the final authority in the workplace concerning student-worker attire, appearance, and grooming. The Faculty and Student Life staff, including Resident Assistants, will give guidance to students concerning these standards.

Some general dress code standards apply to every situation. Fashion fads and extremes are not appropriate. The following list intends to be both specific and illustrative of the general dress code standards for all students:

- a. Clothing that is too short, excessively tight, or revealing is not acceptable.
  - 1) Shorts should be no shorter than where the end of your fingertips hit your thighs, with the exception of university athletic uniform shorts.
  - 2) Dresses, skirts, and skirt slits should be no shorter than the length of your ID keycard (long side) above the top of your kneecaps.
  - 3) Leggings or yoga pants should be worn with a tunic or shirt long enough to reach where the end of your fingertips hit your thighs.
  - 4) Undergarments should not be visible.

- 5) Clothing that is low-cut or strapless is not acceptable.
- b. While inside university buildings, shirts must cover the chest and midriff (the area from under your armpits to your hips, all the way around your torso).
- c. While outdoors, male students are permitted to be without a shirt for recreation, except during university-sponsored events or activities, unless instructed otherwise.
- d. Soiled, torn, or worn clothing is unacceptable, except when worn as “dirty-work clothes” for outdoor cleaning, landscaping, or recreation purposes.
- e. Clothing, hairstyles, tattoos, or piercings that are lewd, profane, contemptuous, or anti-Christian are prohibited. Clothing, hairstyles, tattoos, or piercings deemed to be inappropriate by Student Life personnel may be required to be removed or covered while on campus as a condition of admittance or continued enrollment.
- f. Students are expected to maintain a modest, wholesome appearance with regard to personal hygiene and cleanliness. Hair must be neatly trimmed and of a style that is not considered extreme by the faculty. Beards and mustaches must be neatly trimmed and groomed, as opposed to ungroomed natural facial-hair growth.
- g. While piercings are not prohibited, they are restricted. Students must avoid extreme or faddish displays. Students are to limit their piercings to earrings and nose piercings.
- h. When using the JUFL swimming pool fenced-in area, swimsuits must be modest and of good taste within the following guidelines:
  - Women: Bikinis and swimsuits that expose the front midriff, are excessively low-cut at the top, or are excessively high-cut at the bottom are unacceptable on campus. Acceptable swim attire with an appropriate cover is permitted outside the JUFL swimming pool fenced-in area only when walking to and from the JUFL swimming pool fenced-in area and other campus locations.
  - Men: Swimsuits that are excessively short, tight, low-cut at the top, or high-cut at the bottom are unacceptable on campus.

### **Tuesday’s Chapel Attire**

Students are expected to dress at a higher level for Tuesday’s Chapel service, especially those in leadership roles within the corporate worship service.

- a. Men are to wear collared shirts, pants, and appropriate shoes (not casual flip-flops, sneakers, or sports sandals).
- b. Women are to wear dresses, skirts, pants, shirts/blouses of a more formal nature and appropriate shoes (not casual flip-flops, sneakers, or sports sandals).

### **Apartment Policies**

The Associate Dean of Students, the Student Community and Resident Director, and the Resident Assistants are the primary persons responsible for life in campus housing. Students will abide by the judgment of the Student Community and Resident Director or the Associate Dean of Students in all questionable matters.

### **Apartment Cleanliness**

- a. Single-student apartments must be maintained to the standards of the Room Inspection Checklist, which is used weekly by the Resident Assistants to assess the condition of each room. A copy is available from the Resident Director upon request.
- b. Non-traditional apartments housing families (primarily in Chambers Hall) do not receive regular interior room checks. However, these apartments are to be kept in an acceptable condition. Should it come to the attention of the Resident Director that an apartment is not being kept in an acceptable condition, the University reserves the right to inspect campus housing to investigate alleged infractions.

- c. Non-traditional apartments housing single students will receive weekly room inspections.
- d. When the apartment cleaning standards are not met, the Resident Director has the authority to assess a cleaning fine against the student's account. If individual responsibility for insufficient cleaning cannot be determined, the fine is divided equally between all the residents of the apartment.

#### **Damaging the Apartment or Furniture**

- a. Apartments may not be defaced in any manner whatsoever, including hanging items in the interior in a manner that defaces the apartment.
- b. The Plant Services Department, working with the Student Life Office, will determine the cost of any needed repairs and the Resident Director will assess these costs against the student's account. The student is responsible for the cost of repairs, and these costs will be charged to the student's account.
- c. The use of water balloons, water guns, and so forth is prohibited inside buildings.
- d. Each apartment is equipped with a weather radio. The replacement cost of any missing or damaged weather radio will be charged to the student's account.

#### **Damaging the Exterior of Campus Housing**

- a. No items may be stored outside of campus housing. Reasonable exceptions will be made for students living in Chambers Hall, including the storage of a grill on the back patio area. However, items left outside must not be unsightly in the discretion of the Resident Director. Chambers Hall residents may, at the discretion of the Resident Director, be asked to remove items stored outside.
- b. No exterior antennas or cables should be run outside or from apartment to apartment.

### **Community Policies**

#### **No Pets on Campus**

Pets are NOT allowed on campus. The only exceptions to this policy are fish kept in a well-maintained aquarium that is 10 gallons or less and properly approved service or emotional support animals [refer to "Americans with Disabilities Act (ADA)" section in Unit Six]. Unauthorized pets on campus may result in the full or partial loss of the student(s) housing deposit, regardless of the amount of damages to the facility.

#### **Loitering & Quiet Time**

The physical design of campus housing creates a potential problem when people are visiting at the doorway of an apartment. While there is nothing inherently wrong with visiting at the doorway of an apartment, students and visitors must adhere to the guidelines listed below to protect the rights of others living in the apartment and to avoid causing damage to university property.

- a. Any conversation with a visitor of the opposite sex must take place outside of the apartment, with the apartment door closed, or in another appropriate location on campus. (NOTE: Leaving an apartment door open for a prolonged period of time could cause damage to the air conditioning equipment, which could also lead to mildew or mold issues over time.)
- b. Once any part of a visitor's body crosses the threshold of an apartment doorway in any fashion, room visitation rules apply and will be enforced.
- c. Placement of chairs, stools, and other items in an open doorway or on a walkway in front of an apartment creates an exit hazard in case of fire; therefore, to do so is not permitted.
- d. Any attempt to look into an apartment in any manner in order to invade the privacy rights of the occupants of the apartment is considered loitering with intent to invade privacy.

- e. “Quiet time” begins at 10:00 pm around campus housing units and continues until 7:00 am.

### **Visitation in Campus Housing**

#### **Traditional/Non-traditional Single-Student Housing Visitation**

Mixed gender visitation in any campus housing apartment in any form, aside from that described in this section as acceptable, is not permitted. The Florida campus of the university permits students of one gender to visit the living room/kitchen area of the other gender under the following conditions:

- a. There must be at least two Johnson University Florida students represented from each gender at all times.
- b. There may not be more than 10 individuals present.
- c. The visit must occur between 11:00 am and 9:00 pm (Sunday – Thursday nights) or 10:00 pm (Friday and Saturday nights).
- d. All other lifestyle and campus standards and regulations must be followed.
- e. The front window blind must be open and the lamp or overhead light in the living room must be switched on.
- f. The residents of an apartment who are present when another person is breaking the visitation rules will be held equally responsible.
- g. An exception is generally made for a parent of the opposite gender if the parent is present in the room only during visitation hours or during move-in/move-out times. Care should be taken to not inconvenience the other residents in the apartment.

#### **Non-Traditional Family Housing Visitation**

The university respects the privacy rights of married students. Thus:

- a. The university permits residents of Non-Traditional Family Housing to set their own visitation times and conditions, within the boundaries of other university standards.
- b. However, the university does not permit either spouse to visit alone with someone of the opposite gender in an apartment.
- c. The university also does not permit single students, in the absence of the occupants of the non-traditional Family Housing apartment, to be present in the Family Housing apartment in a mixed gender setting.

#### **Visit by Non-Resident Student or Guest**

Non-resident students and guests may visit campus housing residents under the following conditions:

- a. The visit must occur during non-curfew hours. A non-resident student or guest may visit a resident student of the same gender until curfew begins or after curfew ends.
- b. Unregistered overnight visitors are not permitted; including, but not limited to, a non-resident student or guest visiting a resident student overnight.
  - 1. *Single-Student Housing* – If a non-resident student or guest intends to stay overnight in the apartment of a traditional or non-traditional single student, the resident student must seek roommate and RA approval and register the overnight visit with the Resident Director before 12:00 noon. Guests may stay overnight for up to three nights with the approval of the RA, RD, and other residents of the room.
  - 2. *Family Housing* – If a non-resident student or guest intends to stay in a Family Housing apartment overnight, the resident student must register the overnight visit with the Resident Director before 12:00 noon. Guests may stay overnight for up to seven nights with the approval of the RD.
- c. All other campus housing visitation standards apply to the non-resident student or guest visiting campus housing.

- d. Non-resident students or guests who visit campus housing need to obey all campus standards. Non-resident students or guests who disobey campus standards may, at the discretion of the Resident Director or Associate Dean of Students, have their campus housing visitation privileges limited or revoked, in addition to applicable mandatory and/or optional consequences for the student.

### Entertainment on Campus

Movies with an R rating and graphically violent or explicit electronic games with an M rating may be viewed or played in your bedroom, but they may not be viewed or played in any common area, including but not limited to the SUB, Dining Hall, Café, apartment living rooms, classrooms, or outdoors. Before an R rated movie may be viewed or an M rated game may be played in the apartment living room, all roommates must agree and sign a Roommate Contract form and submit it to the RA. Movies with a rating above R and electronic games with a rating above M are unacceptable.

### Curfew

All students living in traditional single-student housing are to be inside a traditional single-student apartment in their designated apartment building during the curfew hours listed below. Curfew will be checked by the RAs, typically on Sunday thru Thursday nights. The only reasons a single-student resident may receive permission to be outside of their designated apartment building during curfew hours are for an emergency, after-curfew work schedule, or approved “Late Night” privilege.

<b>Sunday through Thursday nights</b>	<b>12:00 midnight until 5:30 am</b>
<b>Friday and Saturday nights</b> (if the student stays in campus housing during the weekend)	<b>1:00 am until 5:30 am</b>
<b>When classes are not in session</b>	<b>1:00 am until 5:30 am</b>

Students will be granted the “Late Night” privilege of staying out (off-campus) past curfew twice each semester for a non-work situation. The “Late Night” process is as follows:

- 1) The student must request a “Late Night” from his/her RA at least **12 hours before** that night’s curfew. In cases where a “Late Night” privilege is requested less than 12 hours before that night’s curfew, the Resident Director will make the final approval decision.
- 2) The RA will determine if the request is approved, set a reasonable return time, and issue the student a “Late Night” card.
- 3) When the student returns to campus after curfew, safety and security personnel will ask to see the student’s ID keycard and the “Late Night” card.
- 4) The student will return the “Late Night” card to his/her RA within 24 hours.
- 5) “Late Night” privileges are not to be used on campus, unless approved in advance by the Resident Director.

Curfew violations include returning to campus after curfew has begun or staying out all night without permission from the Resident Director.

Residents of non-traditional Family Housing, residents of non-traditional single-student housing, and non-resident students do not have a curfew. However, they are not permitted to be in or around the apartments where students with curfews live during curfew hours.

## MAJOR VIOLATIONS

Major violations of student conduct standards are regarded as more serious infractions; thus, major violations result in a more involved process and more severe sanctions. The authority to issue more severe sanctions for recurring minor violations and/or major violations of the Standards rests with the Associate Dean of Students and the Student Life Discipline Committee. Major violations are handled by the Associate Dean of Students and may involve a student discipline hearing with the Student Life Discipline Committee.

### Entertainment (Level 2, Major Violation)

Unacceptable Level 2 entertainment activities are major violations and include, but are not limited to:

- a. Illicit gambling
- b. Use or possession of an illegal drug or abuse of prescription/non-prescription medicine
- c. Use or possession of tobacco in any form
- d. Smoking any substance in any form
- e. Possession or consumption of alcohol (An exception to this is a server who works at a restaurant that serves alcohol, but whose primary purpose is not serving alcohol. Refer to Employment Standard for more details.)

### Sexual Misconduct

It is the policy of Johnson University that sexual misconduct is unacceptable and will not be tolerated; therefore, sexual misconduct committed by or upon a Johnson University student or employee is strictly prohibited. Please refer to the Title IX and Clery Policy section in Unit Six of the *Student Handbook* for detailed information on sexual misconduct definitions; grievance procedures (including reporting procedures, investigation procedures, hearing procedures, and appeal procedures); awareness and prevention programs; victim services and resources; possible disciplinary sanctions; and other related topics. Examples of sexual misconduct include, but are not limited to, the following non-consensual acts:

- a. Sex discrimination
- b. Sexual harassment
- c. Sexual assault
- d. Sexual violence
- e. Stalking
- f. Dating violence
- g. Domestic violence
- h. Gender-based harassment
- i. Indecent exposure
- j. Any other illegal sexual conduct

The university will cooperate fully with law enforcement authorities should an alleged sexual misconduct crime occur involving a member of the campus community, especially if the alleged crime occurred on campus property.

### Sexual Impurity

In addition to avoiding all forms of sexual misconduct, students must guard their sexual purity and guard against the appearance of sexual impurity. Even consensual sexual intimacy between people who are not legally married to each other is unacceptable. Sexual impurity has a broad definition that includes, but is not limited to:

- a. Engaging in consensual sexual relations, physical contact of a sexual nature, or an intimate relationship outside of marriage.
- b. Such acts and lifestyles deemed by the university to be sexually immoral and, therefore, unacceptable include participation in sexually intimate behavior outside of marriage, adultery, homosexuality (Leviticus 18:22; 20:13; Romans 1:27), incest, abortion, and all forms of sexual abuse.

- c. The university understands sexual purity before God as a heart issue and that viewing pornography fuels lustful thoughts and objectifies those portrayed in the material. In order to be consistent with biblical teaching, the university prohibits accessing pornographic websites or pornographic material in any form.
- d. The appearance of sexual impurity includes, but is not limited to, inappropriate living or visiting arrangements as determined by the Associate Dean of Students. For instance:
  - i. Coed living outside of marriage or the person's immediate family unit (parents and siblings) is unacceptable.
  - ii. A couple spending the night together in an unchaperoned situation is unacceptable.
  - iii. Students should avoid spending extended time in locations where there is little or no accountability, such as apartments (on or off campus) or bedrooms.
  - iv. Neither coed camping trips nor coed vacations are permitted without the presence of married chaperones.
- e. Gaining or granting access to an apartment or other location where inappropriate sexual activities take place or where the appearance of inappropriate sexual activities can be reasonably established is unacceptable.

### **Theft or Vandalism**

Theft or vandalism of university property or the property of others, either on or off campus, is prohibited.

- a. Vandalism includes, but is not limited to, the deliberate destruction of, damage to, defacing of, malicious misuse of, or abuse of university property or the property of any member of the campus community.
- b. This includes activities that are intended to be "pranks."
- c. The university will cooperate fully with law enforcement authorities should alleged crimes occur involving the campus community.
- d. Public property, such as a street sign, is not permitted in university housing.

### **Assault or Battery**

Assault or battery in any form is prohibited. This includes, but is not limited to hazing, physical assault, battery, harassment, detention, stalking, threatening to do harm, attempting to do harm, or doing harm to yourself or others. Verbal assault, including use of vulgar or profane language to create a hostile or threatening environment, may be treated as a threat of physical assault.

- Criminal assault is defined in Florida Statutes as follows, "784.011 Assault. (1) An 'assault' is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent."
- Criminal battery is defined in Florida Statutes as follows, "784.03 Battery ... (1)(a) The offense of battery occurs when a person: 1. Actually and intentionally touches or strikes another person against the will of the other; or 2. Intentionally causes bodily harm to another person."

### **Falsification**

Dishonest practices by students are not acceptable. Activities categorized as falsification include, but are not limited to: lying, furnishing false information, forgery, fabrication, copyright infringement, plagiarism, excessive collaboration, insufficient documentation, inadequate paraphrase, and other forms of cheating. Acts against the university's Academic Integrity standards, as described below, will be dealt with as falsification.

### **Copyright Policy**

Students, faculty, and staff are expected to comply with federal copyright law ([Title 17 of the United States Code](#)). Copyright laws protect original works of authorship (such as writing, music, art, video productions, computer programs) as an incentive for creativity by allowing an author to

profit from his or her work. There is a "fair use" provision in the Act that balances the need to protect the intellectual property rights of the author with the public's need for free and open discussion.

The use of peer-to-peer (P2P) file-sharing networks, such as Ares or Limewire, is prohibited. Such networks are used on a widespread basis to transfer pornography and to illegally transfer copyrighted material. If you have any questions or concerns about this policy, please contact Campus IT. Legitimate BitTorrent downloads, such as Linux disk images and game updates, are permitted. Unauthorized distribution of copyrighted material, including P2P file sharing, may subject a student to civil and criminal penalties. Students are encouraged to use legal means to obtain digital copies of audio and video files that are under copyright. Such legal alternatives include [iTunes](#), [Rhapsody](#), or [Hulu](#), among others.

**NOTE:** Federal copyright law provides that the rental, purchase, lending, or download of a copyrighted work, such as a movie, does not entitle anyone to exhibit the work to more than a small group of family and friends in a public setting without a public performance license. The law includes a limited "educational exception" for a nonprofit educational institution's instructor to show a movie in a face-to-face classroom setting for instructional purposes, only when it directly relates to a course's curricular goals.

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws –**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Violations of federal copyright laws carry the following civil penalties: civil injunction, impounding and disposition of infringing articles, statutory damages, actual damages and additional profits, court costs and attorney's fees. Criminal violations may be punishable by fine or imprisonment or both. Please refer to current federal copyright laws for more information.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

#### **Academic Integrity**

Because Johnson seeks to develop mature Christian leaders and scholars, the university strictly upholds the principle of academic integrity. The primary rule of academic integrity is that all members of the university community must do their own work, executed to the best of their ability, exclusively for the assignment for which it is presented. Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the university's educational objectives and the students' best interest.



**Plagiarism.** Students commit plagiarism when they deliberately submit the writing of someone else as their own work. This offense may involve either submission of a paper written by someone else or directly copying from a printed source without using quotation marks or appropriate documentation. For demonstrable plagiarism in a paper, students will receive a minimum penalty of “F” on that paper. The penalty may include a failing grade for the course. The matter will also be reported to the Student Life Office. Disciplinary action may lead to suspension or dismissal from Johnson University.

**Excessive Collaboration.** To write more effectively, students (like most writers) may discuss their ideas and plans for papers with others or may read a paper (or a section of a paper) to friends, making revisions based on their responses. Normally such collaboration improves writing. Students may also seek help from a volunteer or hired typist. For instructors to gain an accurate representation of a student’s work, the student must present the rough draft of any theme or research paper typed by someone other than the student. The final copy must mention the typist’s name. Either of the above practices carried to the extreme constitutes excessive collaboration and prevents instructors from recognizing the real ability and progress of their students, thus inhibiting effective teaching and learning. Students may receive the grade of “F” on a paper which shows unmistakable evidence of excessive collaboration. Since students often practice excessive collaboration without a deliberate intention to deceive, a professor, after conferring with the student, may allow a rewrite of the paper.

**Insufficient Documentation.** Honesty and courtesy require that writers acknowledge their debt for information and opinions they draw from other sources. Documentation provides both an acknowledgment of this debt and a kind of support for the ideas expressed in a paper. Appropriate documentation may range from the mere mention of a name or title to the extensive footnotes and bibliography required in a fully documented paper. Insufficient or inaccurate documentation constitutes a serious weakness in a paper and normally results in a lowered grade. Students may receive the grade of “F” on a paper where insufficient documentation overwhelms the communication.

**Inadequate Paraphrase.** In paraphrasing, students should carefully change the words and sentence structure of the original source while retaining the original sense of the source’s meaning. Students must learn the ability to paraphrase. Usually inadequate paraphrase represents a lack of knowledge and skill on the part of the student rather than a deliberate attempt to deceive. Professors treat inadequate paraphrase like any other writing deficiency, provided it does not also involve insufficient documentation. Students may receive the grade of “F” on a paper where inadequate paraphrase makes up most of the communication. In such instances, professors may require the student to rewrite the paper. Inadequate paraphrase without documentation usually constitutes plagiarism.

**Other Forms of Cheating.** Examples of other forms of cheating include (1) padding a bibliography by adding resources not actually used in the paper, (2) getting exam questions ahead of time from someone who has already taken the same exam, (3) copying another student’s work on an exam, (4) giving answers to another student during an exam, (5) using unauthorized notes during an exam, and (6) working on the same homework with other students when the professor does not allow it.

### Consequences for Violating Academic Integrity Standards

	Instructor's Response	Academic Office's Response	Discipline Committee's Response
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Assign consequence within purview of course</li> <li>Instruct student concerning academic dishonesty and how to avoid future issues</li> <li>Report incident to the Assistant Director of Program Administration in the Academic Office</li> </ul>	<ul style="list-style-type: none"> <li>Archive incident</li> <li>Inform student of future academic dishonesty consequences, which may include:                             <ul style="list-style-type: none"> <li>assignment of appropriate consequences,</li> <li>removal from intercollegiate athletic teams, and/or</li> <li>disqualification from participating in groups representing the university</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No action</li> </ul>
<b>2<sup>nd</sup> Offense</b>	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense, plus ... <ul style="list-style-type: none"> <li>Instruct Associate Dean of Students to assign appropriate consequences</li> <li>Request hearing for egregious academic dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>Hold hearing to review student's enrollment status at request of Academic Office or Associate Dean of Students</li> </ul>
<b>3<sup>rd</sup> Offense</b>	Same as 1 <sup>st</sup> Offense	Same as 2 <sup>nd</sup> Offense, except ... <ul style="list-style-type: none"> <li>Request hearing</li> </ul>	<ul style="list-style-type: none"> <li>Hold hearing to review student's enrollment status</li> <li>Normal outcome of three (3) confirmed acts of academic dishonesty could result in suspension or expulsion</li> </ul>
<b>4<sup>th</sup> Offense</b>	Same as 1 <sup>st</sup> Offense	Same as 3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>Hold hearing to review student's enrollment status</li> <li>Normal outcome of four (4) confirmed acts of academic dishonesty could result in expulsion with notation made on student's transcript</li> </ul>

### Unauthorized Access or Entry

Students are not permitted to enter areas, either locked or unlocked, that are not zoned for their use. The following intends to be both specific and illustrative of the type of access that is not acceptable:

- Entering an apartment without a resident of that apartment being present
- Entering an office without the occupant of the office being present
- Using another person's key or keycard to gain access
- Loaning a keycard to another to gain access
- Entering any building, room, mail room, mailbox, or personal property without proper permission
- Entering the gymnasium or other area of the Chapman Center building without permission
- Propping or leaving open any locked door after gaining legitimate access for yourself
- Accessing another's computer, laptop, or any other information storage/retrieval device without proper permission
- Unless otherwise announced, the pool is open for use between 6:00 am and 10:00 pm, although currently enrolled JUFL students and employees may use the pool until curfew. The use of the

pool during other times is not permitted. The pool is occasionally closed to general use for maintenance and other purposes. Such closings will be posted.

- j. Children ages 13 and under are not permitted in the swimming pool, single-student campus apartments, and other campus buildings (except their own Non-Traditional Housing apartment) without parental supervision or the presence of a supervising adult.

### **No Weapons on Campus**

No member of the campus community is permitted to possess a destructive device, explosive, firearm, or weapon on campus. Possession of certain weapons on school grounds violates state and/or federal law. Definitions for destructive device, explosive, firearm, or weapon are located in Florida Statutes, Section 790.001. Items considered by the university to be a destructive device, explosive, firearm, or weapon and thus not permitted anywhere on campus property include, but are not limited to, the following:

- (1) Bomb, grenade, pipe bomb, or similar device;
- (2) Explosives or dangerous chemicals;
- (3) Firearm, pellet gun, BB gun, CO<sub>2</sub> gun, paint ball gun, blow gun, air soft gun, tazer, water balloon launcher, or other projectile-launching gun;
- (4) Knife designed for non-kitchen use, long-blade knife (4" or longer), folding knife with 4" or longer blade, or switchblade type spring-loaded folding knife;
- (5) Bow and/or arrows, crossbow, billy club, whip, spear, sword, martial arts weapon, ammunition; or
- (6) Any other dangerous item that could be considered a weapon.

Storage, use, or threat of use of a destructive device, explosive, firearm, or weapon on university property or at university-sponsored activity sites is prohibited. This also includes malicious use of any instrument capable of inflicting serious bodily injury to any person.

### **Violation of Established Laws**

Normally, on-campus misconduct by students will result in disciplinary action being taken on campus through the Student Life Committee. On some occasions, however, the university may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions that cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the university will require the university to call upon off-campus authorities. On such occasions, outside authorities will be summoned by an official of the university. Students should recognize that the university is obliged to report to off-campus authorities the commission of any act that is considered to be a crime. The university will cooperate fully with all law enforcement officials should it be alleged that a member of the campus community has been involved in an illegal activity.

The university may also impose its own consequences for choices made by a member of the campus community that result in legal consequences. Student Life personnel will also attempt to support any student who encounters legal difficulties. While the university and its employees cannot provide legal advice or counsel, they will attempt to assist a student in such a situation, if possible and prudent.

## CAMPUS HOUSING

Campus Housing Notices are statements of policy that are of interest to the campus resident.

### General Housing Policies

- a. **Full-time undergraduate single students** are required to live in campus residence-hall housing. Single students may submit a written appeal to the Associate Dean of Students for an exception to this policy. Exceptions will be considered for the following reasons:
  - Single students who have parents, legal guardians, or siblings who live in a residence within commuting distance may request permission to live with and commute from that residence.
  - Single students whose employer requires employees to live in “convenience of employer” housing.
  - Single students 23 years old or older may petition the Associate Dean of Students for permission to live off campus or in non-traditional student housing, if available.
- b. Student residents of Single-Student and Non-Traditional Housing will be charged the appropriate amount each semester for campus housing on their school account, based on their housing assignment. This **housing charge** includes utilities (electricity, basic telephone service, water, and sewer), parking, wireless Internet access, and satellite television service. Housing charges may be prorated for the Summer term, based on the assigned move-out date for an individual student resident. Payments are due to the Student Accounts Office of the university via personal check, money order, credit card, or the receipt of financial aid.
- c. Before the summer break begins, student residents of Non-Traditional Housing must agree to and sign a **Payment Plan** agreement with the Student Accounts Office.
- d. Residents of Non-Traditional Housing must complete and submit a **Housing Agreement** to the Resident Director prior to occupying the apartment.
- e. If a student moves into campus housing before his/her **assigned move-in date and time**, a \$100 fine will be posted to the student’s account for unauthorized occupation of campus housing. Anyone who permits a student to move into the apartment before his/her designated move-in date and time will also be assessed a \$100 fine.
- f. If a student resident continues to access campus housing after his/her **keycard has expired**, a \$100 fine may be posted to the student’s account for unauthorized occupation of campus housing.
- g. The student resident shall be entitled to **possession** on or shortly before the first day of the term and shall yield possession to the university on or shortly after the last day of the term, unless otherwise agreed upon by the student resident and the Resident Director. Student residents of Non-Traditional Housing retain possession until their assigned move-out date from the Resident Director.
- h. The student shall occupy and use the premises as a **dwelling unit**. The student shall notify the university of any anticipated extended absence (any time longer than 3 weeks) from the premises not later than the first day of the extended absence. The student is not exempt from payments during any extended absences. Any individual invited to stay in the apartment during an absence must be cleared through the Student Life Office.
- i. The university reserves the **right to enter** campus housing at its discretion to make repairs, to verify compliance with campus housing rules, or during an emergency situation.
- j. For **general safety**, student residents are encouraged to not give their apartment number to individuals who are not part of the campus community.
- k. Apartment **doors must remain closed** after entry into or exit from the apartment.
- l. Appropriate **cleaning or damage fines** will be charged to a student’s account to cover the cost of repairs to an apartment that has been left in an unacceptable condition. In addition to these possible costs, a student who leaves campus prior to checking out of their apartment or who does not follow the checkout procedure established by the Resident Director, will forfeit the housing deposit.

- m. Students must be **registered for at least 12 credit hours** of courses or be regularly participating in the Academic Assistance Program at Johnson University Florida in order to qualify for campus housing. Correspondence and online courses from other institutions do not count toward this total. After the semester has begun, students who drop below 12 credit hours during the add/drop period, are no longer attending at least 12 credit hours of class at any time during the semester, or are not actively participating in the Academic Assistance Program will no longer be eligible for campus housing. The Resident Director will assign them a move-out date. Appeals to this housing policy must be made in writing and will be handled on a case-by-case basis by the Resident Director.
- n. **Resident Assistants** are selected through an application process that occurs in the spring prior to the coming school year. Vacancies are filled as necessary.
- o. Single-student, **non-traditional housing** is assigned, as space permits and at the discretion of the Resident Director, to single students 23 years of age or older who reside with other non-traditional roommates.
- p. Students are permitted to **decorate** their campus apartments. However, all instructions issued by the Student Life personnel must be followed.
- q. Students **operating a business** out of their apartment that is cause for concern or disruption among the campus community may be required to discontinue operating the business on campus.
- r. **Residents of Chambers Hall** are responsible for the upkeep and orderly appearance of the **flower bed area** in front and the **concrete slab area** in back of their assigned apartment. Ground-planted and container-planted flowers, plants, vegetables, and herb gardens are to be well kept. Bushes and trees are not permitted in these areas. On occasion, these areas are included in the general landscaping activities performed by Plant Services personnel.
- s. **Children** ages 13 and under are not permitted in the swimming pool, single-student campus apartments, and other campus buildings (except their own Non-Traditional Housing apartment) without parental supervision or the presence of a supervising adult. Students may not keep children as overnight guests in their apartments, with the exception of a younger sibling with the Resident Director's prior approval. Babysitting is not permitted in single-student campus apartments, unless previously arranged with a parent who is a current faculty or staff member and with the Resident Director's prior approval.
- t. Resident students are **prohibited from renting out** their campus-housing unit or bed to anyone else. This policy is in place to protect campus residents and the campus community from exposure to safety and security risks.

### Specific Housing Notices – Deposits

- a. Applicants interested in living in single-student housing must pay a **\$100 Room Deposit**. Should the applicant be accepted and become a student, the Room Deposit automatically converts to a Housing Deposit.
- b. Housing Deposits are **refundable** should the applicant pay the deposit during the application process and subsequently be denied admission to the university.
- c. Single-student residents must maintain **\$100 on deposit** on their student account until they permanently vacate university housing. Before a student enters school, the \$100 deposit serves as a **Room Deposit** to reserve a place in university housing. When the student matriculates, the \$100 automatically becomes a **Housing Deposit** for the current academic year. If a student vacates university housing for the summer break, the Housing Deposit reverts back to a Room Deposit, reserving the student a place in university housing for the next academic year. Students may be issued a refund of the Room/Housing Deposit after completing the checkout process, provided all other accounts with the university have been paid in full.
- d. To apply for **non-traditional on-campus student housing**, a student must be accepted for admission to Johnson University and be 23 years of age or married. An online application must be submitted and a **\$500 Housing Deposit** must be paid before the application will be processed. Before a student enters school, the \$500 deposit serves as a **Room Deposit** to reserve a place in

university housing. When the student matriculates, the \$500 automatically becomes a **Housing Deposit** for the current academic year. Non-traditional housing assignments are made based on the date the housing application was received, required deposit has been paid, available units, size of family (if applicable), unit requested, and university discretion.

### Specific Housing Notices – Checkout Process

- a. The campus housing **checkout process** includes proper removal of personal belongings (both individual and shared items), apartment cleaning, RA approval to leave, Plant Services and Student Life inspection, and assessment of costs or fines, which are determined on a case-by-case basis.
- b. Students failing to **properly checkout** from student housing will forfeit their housing deposit and their personal belongings will be removed from the apartment and will be discarded.
- c. Should the university determine that a student will **vacate campus housing** for any reason, the Resident Director will determine a reasonable move-out date or implement one set by the Administration or the Discipline Committee.
- d. Within a reasonable period of time after the student's move-out date and time, Plant Services and Student Life personnel will determine the cost of any repairs or cleaning needed to restore the apartment to good working order, and the Resident Director will assess those costs against the student's housing deposit. If individual responsibility for repairs or cleaning cannot be determined, the assessed costs are divided equally between all of the residents of the apartment.
- e. The following situations will result in a **move-out date** being assigned by the Resident Director:
  - i. *Single-Student Housing*: Completion of the Spring semester, unless Summer Housing is approved; completion of an extended period of time due to enrollment in Summer courses or participation in a school-sponsored mission trip taking place during the Summer term; completion of degree requirements; or notification from the student that Single-Student Housing is no longer needed
  - ii. *Non-Traditional Housing*: Completion of degree requirements or notification from the student that Non-Traditional Housing is no longer needed
  - iii. Failure to meet the quantitative or qualitative measures for Satisfactory Academic Progress described in the Johnson University Catalog
  - iv. Failure to maintain payment of the student account or payment plan
  - v. Failure to register for an upcoming semester during the prescribed registration period
  - vi. Dismissal from campus housing as a result of a discipline ruling

### Missing Student Notification Policy

Student residents (those students who reside in on-campus housing) have the option to identify an individual that the university can contact no later than 24 hours after the time the student is determined to be missing. Student residents have the option to submit confidential contact information to authorized campus officials on the online Emergency Contact List form. This information will be used by the Resident Director, Student Life personnel, or other authorized campus personnel in the event that a student resident is determined to be missing. The online Emergency Contact List form is available from the my.JohnsonU.edu portal.

### Missing Student Notification Procedures

- *Single-Student Residents* – Residents of Single-Student Housing will be determined to be missing if they remain unaccounted for during a 24-hour time period, normally determined by two consecutive nightly curfew checks of the apartments, unless arrangements to be absent from the apartment were previously made with a Resident Assistant or the Resident Director. If a student is not present in the apartment when a Resident Assistant checks curfew for the second consecutive night, the Resident Assistant will immediately notify the Resident Director or Student Life Office that the student is missing.

- *Student Residents of Non-Traditional Housing* – Student residents of Non-Traditional Housing will be determined to be missing if a resident family member or roommate reports them as having been missing for 24 hours or more to the Resident Director or Student Life Office.
- Once a student resident is determined to be missing, attempts to contact the missing student will be made within 24 hours via telephone, cell phone, personal pager, email, and/or a physical search of the campus.
- If a student resident is determined to have been missing for more than 24 hours and has not returned to campus, the university will initiate the emergency contact procedures that the student designates on the Emergency Contact List form. In addition, the university is required to refer the missing student report to the local law enforcement agency that has jurisdiction in this area, which is the Osceola County Sheriff's Office, within 24 hours.
- If a missing student resident is under 18 years of age and is not emancipated from a custodial parent or guardian, the university will notify a custodial parent or guardian no later than 24 hours after the time the under-aged student resident is determined to be missing, in addition to notifying any other contact person designated by the student.
- If a missing student has not submitted an Emergency Contact List form to the Student Life Office, the university will make a reasonable attempt to contact a family member of the missing student to assist in locating the missing student.
- If a missing student resident is located on or off campus, the student will no longer be considered missing.

### **Families & Guests**

For the purpose of this document, “campus community” includes students, faculty, staff and their immediate family members, and may include guests and alumni visiting the campus. Students may not invite off-campus groups or individuals to use campus recreation or housing facilities without prior permission from the Campus Services Coordinator.

- a. Guests who fail to adhere to the university's rules and standards are subject to eviction from the university premises.
- b. Guests must abide by school regulations and standards of conduct.
- c. Guests may stay overnight for up to three nights with the approval of the RA, RD, and other residents of the room.
- d. Overnight guests who operate a vehicle on campus must register it with the Student Life Office upon their arrival at the university. Guests are to park in Lot #1, which is the parking lot adjacent to the Library.

### **Policy on Marital Separation**

If a non-traditional student separates from his or her spouse, the student must report the situation to the Associate Dean of Students. The Associate Dean of Students will then determine if the student can remain in campus housing for the remainder of the current term. If the couple does not reconcile before the end of the current term, the student can no longer live in campus housing and will be given a move-out date.

Because of the complex nature of marital problems leading to separation, the University reserves the right to take whatever action is necessary for the welfare of the couple and of the student body in general.

### **Housing Assignments and Waiting List Policies**

All campus housing is dependent on availability. The university reserves the right of the Resident Director to arrange campus-housing assignments in a manner that best accommodates the needs of the campus community. The university also reserves the right of the Resident Director to revise campus-housing assignments in order to fill campus apartments up to capacity when there are vacancies.

*Single-Student Campus Housing* – Single-student campus housing is reserved for an individual who:

- a. Has been formally accepted as a student of Johnson University Florida by the Admissions Office,

- b. Has completed the online Traditional Student Housing Application form available on the my.JohnsonU.edu portal before 10 business days prior to the first day of classes,
- c. Has a current housing deposit of \$100 on their student account,
- d. Has registered for at least twelve credit hours of courses, not including correspondence or online courses, and
- e. Has been cleared by the Student Accounts Office prior to occupying campus housing.

Continuing students will receive housing preference based on the criteria listed above. In the event that single-student housing becomes full, those who have not been placed in an apartment will be placed on a waiting list based on the same criteria above.

The university makes every effort to honor **apartment/roommate requests** made by single students who have paid the housing deposit **by June 30**. However, the Resident Director is not able to consider apartment or roommate requests made after June 30. If space is available, a student may request a bedroom without a roommate. If the request is granted, the student will be charged a higher room rate.

***Single-Student Campus Housing CGPA Priority*** – A minimum CGPA of 1.5 is required for single-student housing priority. The CGPA of the student is not to be rounded up. For example, a 1.499 CGPA does not qualify the student for housing priority. Students in single-student campus housing who have a CGPA below 1.5 at the end of the Spring term will not have housing priority over incoming students for the following Fall term.

Should space be available as of 10 business days prior to the first day of classes, continuing students with a CGPA below the acceptable level will be placed in housing on a space-available basis. Continuing students will be placed in available housing beginning with the highest CGPA.

New students who pay a housing deposit and are accepted within 10 days from the beginning of the first day of classes for the semester will be placed in campus housing after all continuing students with CGPAs below acceptable levels have been placed.

Continuing students who are placed on a waiting list due to their low CGPA and who are not offered housing prior to the beginning of the fall semester may request their housing deposit be refunded, even though the deadline for such requests may have already passed. Continuing students who are offered housing and refuse it are not eligible to receive their housing deposit back. All other deposit policies apply and remain in effect.

***Non-Traditional Campus Housing*** – Non-Traditional Housing apartments on campus are very limited, if they are available at all. They are reserved for an individual who:

- a. Has been formally accepted as a student of Johnson University Florida by the Admissions Office,
- b. Is 23 years of age, married, or single with underage children,
- c. Has completed the online Non-Traditional Student Housing Application form available on the my.JohnsonU.edu portal before 10 business days prior to the first day of classes,
- d. Has a current housing deposit of \$500 on their student account,
- e. Has registered for at least twelve credit hours of courses, not including correspondence or online courses, and
- f. Has been cleared by the Student Accounts Office prior to occupying campus housing.

Non-traditional campus housing assignments are based on the date the housing application was received, required deposit paid, available units, size of family, unit requested, and university discretion. If the university is not able to offer the non-traditional student campus housing by the published housing assignment date, the non-traditional student can either receive their Housing Deposit back, which would remove them from the waiting list, or leave the deposit with the university and remain on the waiting list



for Non-Traditional Housing. If a student on the waiting list is offered non-traditional/family housing and declines, the non-traditional student can either receive their Housing Deposit back, which would remove them from the waiting list, or leave the deposit with the university and move to the end of the waiting list.

In addition to the student's ID keycard, the spouse of a married student residing in Non-Traditional Housing will also receive an ID keycard. Residents of Chambers Hall will also be given two back door keys. If all keys are not returned to the university on or before the assigned move-out date, the student will be charged \$25 for each missing key.

The university requires the following concerning Non-Traditional Housing:

1. Permission for continued occupancy in Non-Traditional Housing is based on a quantitative measure. At least one spouse or the single parent must be taking 12 credit hours per semester in the traditional program, not including correspondence or online courses from other institutions, or participating in the Academic Assistance Program. Appeals to this policy must be made in writing and will be handled on a case-by-case basis by the Resident Director.
2. Permission for continued occupancy in Non-Traditional Housing is also based on a qualitative measure. At least one spouse or the single parent must be making satisfactory progress toward the completion of a degree according to the number of hours completed versus the number of hours attempted as determined by the Academic Office.
3. If the apartment is occupied by a student who intends to take classes during the following semester, he/she must register for at least 12 credit hours of classes during the regular registration period, not including correspondence or online courses. If neither spouse has registered for classes during the regular registration period, the Resident Director will initiate an investigation to determine the intentions of the family. Should it be found that they do not intend to take further courses at Johnson University Florida, the Resident Director will establish a move-out date.
4. Other than the student's spouse and dependent children, any other adult is not permitted to live in the non-traditional apartment without approval from the Resident Director.
5. Non-Traditional Housing is expected to be occupied year-round and not just during the school year.

***Changing Non-Traditional Campus Housing*** – Non-traditional students with families sometimes request the ability to move to a more desirable campus apartment, should one become available during their time on campus. The decision whether or not to honor requests to move from one apartment to another will be determined by the Student Life Office, the Plant Services Department, and the Student Accounts Office. The Student Life Office considers these requests based on the following terms:

- a. Families changing apartments while living on campus will be charged a \$200 moving fee to offset the cost of the move to the institution if the Resident Director does not request the move. If the Resident Director requests the move to better utilize the available apartments, the family will not be charged for the move.
- b. Residents of Non-Traditional Housing wishing to change apartments must have their account current or be cleared by the Student Accounts Office prior to being approved to change apartments.

### **Maintenance of the Apartments**

The university shall have the responsibility to maintain the premises in good repair at all times. Maintenance requests must be emailed to [1FIX@JohnsonU.edu](mailto:1FIX@JohnsonU.edu), or called in to the repair line at 407-569-1349 (1FIX). Service calls for repair work will normally occur during business hours. The Plant Services Team is not responsible for shower curtains, bedding, or cleaning supplies. They do, however, change the light bulbs in university-owned light fixtures. Maintenance problems that could endanger residents or property must be reported immediately to a Resident Assistant or to the Resident Director. Dial 9-1-1 in the case of a threatening emergency.

Maintenance and custodial services of all campus facilities are performed by properly authorized university personnel; including full-time staff members, part-time staff members, and part-time student workers; or by properly supervised, sub-contracted professional service providers. Maintenance and custodial personnel are required to adhere to the safety and security policies and practices established by the university. Please contact the Director of Plant Services for the Florida campus for more information about the specific safety and security policies, procedures, and practices used in maintenance and custodial services.

### **Occupant Rights**

Occupancy of a university-owned residence does not establish a landlord-tenant relationship between the student and Johnson University Florida. Searches conducted by local, state, or federal police without a university official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched. Unauthorized soliciting, including mailings, posters, advertisements for events, merchandising and canvassing on campus is prohibited. Students must ask solicitors, vendors, or canvassers for proof of authorization. Permission for activities of this type must be obtained from the Student Life Office. Unauthorized solicitation must be reported to the Student Life Office or any member of the Student Life staff.

### **Personal Property**

The university is not responsible and will not be liable for any damage or loss to personal property anywhere on campus grounds, university buildings, apartments, or in the parking lot. Care should be taken to secure personal belongings, keep apartment doors and windows locked, and keep vehicles locked. The student resident may purchase renter's insurance by contacting a local insurance company.

Laundry facilities are available on campus on the north side of Packer Hall's ground floor. The washers and dryers are owned and operated by an outside company. The machines accept quarters, debit cards, and credit cards. You may view the status of a laundry machine, request text alerts for cycle completion, or report a problem at [http://www.laundryview.com/laundry\\_room.php?lr=122101](http://www.laundryview.com/laundry_room.php?lr=122101). The university assumes no responsibility for damage to clothing resulting from use of the laundry facilities. Due to space limitations and as a courtesy to others, items left in the laundry room overnight may be removed and discarded by custodial staff.

While personal belongings and modest amounts of furniture are permitted in the apartment, all personal belongings must be removed from the campus when a student checks out from campus housing. Items left will be disposed of at the discretion of the Resident Director.

### **Winter Break Housing for Single Students**

Winter Break Housing must be requested by the single student to the Student Life Office by the Spring term registration deadline. Single-student residents in Winter Break Housing must:

- a. Be registered and intending to return for the Spring semester
- b. Have a current housing deposit on their student account
- c. Have all current financial responsibilities with Johnson University Florida paid
- d. Not have been found responsible for a major offense or more than a 3<sup>rd</sup> minor offense during the Fall semester
- e. Not have been on probation during the Fall semester
- f. Continue to adhere to all Standards and Housing Regulations and adhere to supplemental Winter Break Housing regulations set forth by the Resident Director

Winter Break residents must have their keycard recoded for Winter Break before the final Friday of the Fall semester during normal office hours, Monday – Friday, 8:00 am – 5:00 pm. Winter Break single-student residents must have their keycard recoded for the Spring semester during normal office hours, 8:00 am – 5:00 pm, by the beginning of the Spring semester.

### **Summer Break Housing for Single Students**

At its discretion, the university may offer a limited number of students the opportunity to live on campus during the summer break. The Resident Director determines the number of available beds and the application timeline. Approved residents of Summer Housing must have their keycard recoded before the last day of the Spring semester, during normal office hours on Monday – Friday, 8:00 am – 5:00 pm.

Eligible Applicants are:

- a. Registered by April 15 and intending to return for the Fall semester
- b. Finished with all financial aid paperwork for the Fall semester by April 15
- c. Regularly employed (preference will be given to those students who are employed for the summer by Johnson University Florida)
- d. Planning to reside in Summer Housing for the entire summer break

Eligible Applicants have:

- e. A cumulative GPA of at least 2.0
- f. A current housing deposit on account
- g. All current financial responsibilities with Johnson University Florida paid
- h. Not been found responsible for a major offense or more than a 3<sup>rd</sup> minor offense during the Spring semester
- i. Not been on probation during the previous Spring semester

Eligible Applicants must:

- j. Pay the monthly rent for the apartment
- k. Adhere to all Standards and Housing Regulations contained in the current Student Handbook
- l. Adhere to supplemental Summer Housing regulations set forth by the Resident Director
- m. Submit to the authority of the RD and the Summer Resident Assistant and/or a designee
- n. Understand that roommate requests are not accepted for summer residents
- o. Understand that the Summer Housing list will be created on a first come, first served basis

The Resident Director reserves the right to waive a given qualification for summer housing if it is in the best interest of both the summer residents and the university. In most cases, however, those single students who meet all the qualifications have the first opportunity to accept Summer Housing. Single-student residents in Summer Housing must:

- p. Keep all current financial responsibilities with Johnson University Florida paid
- q. Maintain regular employment during the summer
- r. Continue to adhere to all Standards and Housing Regulations and adhere to supplemental Summer Housing regulations set forth by the Resident Director
- s. Not commit a major offense or more than a 3<sup>rd</sup> minor offense during the summer

## **GENERAL CAMPUS USE**

1. Campus facilities are intended for current faculty, staff, and student use, with prior approval from the Campus Services Coordinator.
2. Students, faculty, and staff are encouraged to leave things cleaner than when they found them or received them. This is particularly true of the university's property – classrooms, conference rooms, bathrooms, apartments, common kitchen areas, appliances, the SUB, The Florida Commons Dining Hall, The Café, outdoor recreational areas, grill equipment, picnic tables, the pool area, outside garbage cans, etc.
3. Students are encouraged to avoid dark or poorly lit areas on or around campus after dark.
4. Parents are expected to supervise their children while visiting or living on campus. Children ages 13 and under are not permitted in campus buildings or the swimming pool without a supervising adult present.
5. In the interest of safety and the health of the trees, people are not permitted to climb the trees on campus.
6. Residents are encouraged to lock their bicycle securely onto one of the bicycle racks provided on campus. They are expected to take their bicycle home with them when they vacate campus housing. Bicycles left on the rack after the end of the spring semester will be disposed of at the discretion of the Resident Director.
7. Playground Rules:
  - JUFL residents and authorized guests only
  - Children ages 2-12 with supervision
  - Available 8:00 am to dusk
  - Wear appropriate clothing and footwear
  - User assumes all responsibilities and risks
  - Use equipment as it was designed to be used
  - Do not climb on fences
  - Do not move equipment
  - Do not jump from high surfaces
  - No animals allowed inside fenced area
  - Obey instructions from JUFL personnel
  - Report suspicious activity to JUFL personnel
  - Safe and courteous behavior expected

## UNIT FIVE: Disciplinary Procedures

Johnson University is committed to the principle of justice as revealed in the Scriptures and to the practice of reasonable, fair, and appropriate disciplinary procedures. Therefore, the student discipline system of Johnson University Florida is founded upon Biblical principles, with accelerating degrees of assistance from accountability measures to discipline measures to referral measures. Enforcement of these standards balances personal responsibility with appropriate discipline that is based on love and grace. Critical components of successful discipline are the right attitude of a person's heart AND the adjustment of a person's unacceptable behavior. While discipline is rarely viewed as pleasant, it is necessary for the healthy development of a person training for leadership and ministry. It is important to keep these things in mind as you read this section of the Handbook.

### MANDATORY CONSEQUENCES – Warning > Fines > Meeting

**Minor violations** of the Campus Community Standards of Conduct lead to reprimands, written Disciplinary Report (DR) warnings, and DR fines.

1<sup>st</sup> Offense = DR Warning

2<sup>nd</sup> Offense = \$25 DR Fine

3<sup>rd</sup> Offense = \$35 DR Fine

Recurring minor offenses will be reported to and handled by the Associate Dean of Students.

Payment of Fines. Fines are added to the student's school account. Fines may, at the discretion of the Student Life Office, be used as full or partial restitution to an offended party.

**Major violations** or recurring minor violations of the Campus Community Standards of Conduct lead to a mandatory meeting with the Associate Dean of Students and may include optional consequences and/or a student discipline hearing with the Student Life Discipline Committee.

### OPTIONAL CONSEQUENCES

In addition to the Mandatory Consequences described above, one or more of the following Optional Consequences may be imposed upon any student found to have violated the Campus Community Standards of Conduct.

#### Consequences available to the Associate Dean of Students and/or the Student Life Discipline Committee:

**Calling of a Discipline Hearing** – After a major violation, or after meeting with a student who has more than three minor violations during a semester, or if the student's actions so warrant, the Associate Dean of Students or a designee may call a discipline hearing before the Student Life Discipline Committee. The committee may prescribe additional consequences during this process.

**Restitution** – The Associate Dean of Students and the Student Life Discipline Committee both have the authority to order that the student, as a condition of his/her continued presence at the university, render reasonable compensation for loss, damage, or injury caused by misconduct. This may take the form of appropriate service and/or monetary or material replacement.

**Disciplinary Probation** is imposed for a designated period of time up to one year and means that the student is "not in good standing with the university" (see details below). Any further violations of the Standards could constitute grounds for a discipline hearing before the Student Life Discipline Committee with a view to possible suspension or expulsion from the university.

**Not in Good Standing with the University** means the student has lost the privileges of representing the university in any extracurricular activity and holding office in any student organization. This restriction includes, but is not limited to, serving as a resident assistant, chapel group leader, chapel committee member, class officer, SGA officer, etc. A student who is not in good standing with the university may not represent the university on any athletic team, travel team, camp team, recruitment team, music team, etc. In short, a student who is not in good standing with the university may not represent the university either on or off campus during the time period that the student is considered not in good standing with the university.

**Discretionary Sanctions** may include revocation of any student privilege, including, but not limited to, the loss of the privilege of representing the university in any extracurricular activity, holding office in any student organization, performing a field internship on campus, and/or visiting university housing. Discretionary sanctions may also include the imposition of mandatory study hours, work assignments, community service, accountability meetings, academic assistance/support, monetary fines, disqualification from awards, and/or a research project in the area of the violation.

**Interim Suspension** – The Associate Dean of Students or a designee may impose a university or housing interim suspension prior to a discipline hearing before the Student Life Discipline Committee. Interim suspension may be imposed to ensure the safety and well-being of members of the university family or preservation of university property; to ensure the student's own physical or emotional safety and well-being; or if the university determines that a student poses a definite threat of disruption to, or interference with, the normal operations of the university. During an interim suspension, the student shall be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Associate Dean of Students or Student Life Discipline Committee may determine to be appropriate.

**Consequences available only to the Student Life Discipline Committee:**

**Additional Fine** – An additional fine may be imposed on a student, should this be viewed as necessary by the committee.

**Housing Suspension** involves separation of the student from university housing for a definite period of time, after which the student is eligible to return. Conditions for readmission to university housing may be specified.

**Housing Expulsion** involves immediate and permanent separation of the student from university housing.

**Deferred Suspension** is a very severe type of sanction used for an offense serious enough to warrant suspension but where the timing of the consequences is mitigated by circumstances specific to the case. Deferred suspension is typically limited to the period of time extending to the end of the semester, after which time the student may be suspended, continued on deferred suspension, or placed on probation. Deferred suspension is not available to a student in the final semester of their program and in no instance will it be continued beyond the end of the next semester after imposition.

During a deferred suspension, the student is not in good standing with the university (see details above) and cannot represent Johnson University in any official capacity. In short, a student on deferred suspension may not represent the university either on or off campus during the period of deferred suspension. Additional conditions may apply and will be determined on a case-by-case basis. During the period of deferred suspension, the student will have the opportunity to demonstrate the ability to live according to the community standards described in the university's *Student*

*Handbook.* A student who violates those community standards during the period of deferred suspension will be automatically suspended for a minimum of two semesters.

**University Suspension** is a very severe sanction which lasts for the period of time determined by the discipline committee and until the conditions for readmission are satisfied. During a suspension, the student is not in good standing with the university (see details above). When placed on suspension, the student is required to leave the campus within a time limit set by the discipline committee. A suspended student is restricted from all University functions, including classes and extracurricular activities, for the duration of the suspension. To return to campus for any reason during the time of suspension, permission must be obtained in writing from the Associate Dean of Students. The minimum duration of suspension is the remainder of a semester. The maximum duration is three years. A suspended student must obtain clearance from the discipline committee before he/she can be readmitted as a student in good standing. A suspended student cannot graduate in the same semester they have been suspended. In the case of university suspension, the Associate Dean of Students will notify the Registrar, Financial Aid, and Student Accounts offices of the student's suspension.

**University Expulsion** – A student may be immediately and permanently separated from the university. This form of dismissal is a termination of enrollment and is regarded as final. It is only imposed if it is generally felt that no conceivable contingency would bring about reinstatement of the student. In the case of university expulsion, the Associate Dean of Students will notify the Registrar, Financial Aid, and Student Accounts offices of the student's expulsion.

**Counseling Intervention** – When behavior indicates that counseling may be beneficial, the student may be referred to a Christian counselor or another mental health professional.

## **CHARGES AND HEARINGS**

The Associate Dean of Students or a member of the Student Life Discipline Committee may call a discipline hearing of the Student Life Discipline Committee when a student has admitted to or been accused of a major violation, or after meeting with a student who has more than three minor violations during a semester, or if the student's actions so warrant.

All charges shall be presented to the accused student in summary written form. A time shall be set for a discipline hearing not less than 36 hours after the written notice was emailed to the student's Johnson University email address, placed in the student's campus mailbox, or hand delivered to the student. The student is strongly encouraged to be present for the discipline hearing. The student may request an alternative time for the discipline hearing, in writing, with an explanation of the circumstances. Although the Student Life Discipline Committee may accommodate such a request, the discipline hearing may be conducted in the absence of the student when proper notice has been given.

Discipline hearings shall be conducted by the Student Life Discipline Committee according to the following guidelines:

- a) Discipline hearings are conducted privately. Admission of any person to a discipline hearing shall be at the discretion of the Student Life Discipline Committee.
- b) The accused student can request the opportunity to bring a parent or friend to the discipline hearing. The Associate Dean of Students must be notified of the identity of anyone requested to be in attendance at the discipline hearing at least 24 hours before the appointed time of the discipline hearing.
- c) The Student Life Discipline Committee has the right to deny permission for the accused student to bring an individual into the discipline hearing. The Student Life Discipline Committee may particularly choose to not allow other students to accompany the accused student in the discipline hearing.

- d) The accused student is responsible for presenting his/her own case and, therefore, others are not permitted to speak to the committee or to address any witness or other person participating at the discipline hearing. An exception to this guideline is when the committee invites an individual to speak during the discipline hearing.
- e) Written statements, documents, exhibits, and pertinent records may also be presented at the discipline hearing by either the accused student or by the committee, with the approval of the chairperson of the committee. Both the accused and the committee are entitled to present witnesses at the discipline hearing. Any witness is subject to follow-up questioning by any committee member.
- f) None of the following rules of evidence apply during a discipline hearing: the federal rules of evidence, the Florida rules of evidence, common-law principles of evidence, or any other formal law of evidence. The acceptance of testimony and any tangible proof will be at the discretion of the committee.
- g) The committee's determination shall be made using a preponderance of the evidence standard on the basis of whether it is more likely than not that the accused student violated one or more of the Campus Community Standards of Conduct.
- h) The committee may reach one of the following decisions:
  - a. The student is responsible or partially responsible and is subject to appropriate disciplinary consequences.
  - b. The student is not responsible and is not subject to disciplinary consequences.
  - c. The case is dismissed for lack of sufficient evidence to determine responsibility.
  - d. The case is suspended and returned to the Associate Dean of Students for further investigation.
- i) The student will be provided with the written decision of the Student Life Discipline Committee within seven (7) working days of the conclusion of a discipline hearing. The decision will include a statement of outcomes, including any disciplinary consequences and/or sanctions imposed on the student by the committee.
- j) In the case of university suspension or expulsion, the Associate Dean of Students will notify the Registrar, Resident Director, Financial Aid, and Student Accounts offices of the Student Life Discipline Committee's decision to suspend or expel the student.
- k) The record of a student's discipline hearing shall be the exclusive property of the university. The discipline record is not distributed to the accused student, the accuser, or any other party. Student discipline files are kept strictly confidential.
- l) Access to confidential student discipline records is strictly limited to in-office reviews only by authorized university officials, under the supervision of the Associate Dean of Students. Under no circumstance will a confidential student discipline file, regardless of whether or not the student is under any disciplinary sanction, leave the Associate Dean of Student's office unless accompanied by the Associate Dean of Students, except by authorization of the Vice President for Student Services.
- m) The Associate Dean of Students shall keep records of student discipline hearings for a period of at least seven (7) years. Records of a student's suspension or expulsion due to disciplinary sanctions are kept permanently by the Associate Dean of Students in a secure, locked, and fire-resistant file cabinet.

### **STUDENT LIFE DISCIPLINE COMMITTEE**

The Student Life Discipline Committee consists of up to five JUFL faculty members, up to two JUFL student members typically nominated by the SGA, and the Associate Dean of Students or an appropriate designee. If an appropriate number of committee members are not available to handle a given case in a timely fashion, the Associate Dean of Students will select alternate committee members.



## **APPEALING CONSEQUENCES**

Depending on where and when the student becomes involved in the disciplinary process, he/she may have the privilege of an appeal to the next higher authority. Appeals must be made in writing and have basis in at least one of the following criteria:

1. **Procedural irregularities**, including violation of published university policies and procedures, sufficient to materially affect the fairness of the discipline hearing. Procedural irregularities alone will not be sufficient to sustain an appeal unless found that the irregularities denied the student a fair discipline hearing.
2. **Lack of sufficient evidence** to support the decision of the hearing authority
3. **New and relevant evidence** not known to the student at the time of the discipline hearing
4. Imposition of an **excessive or inadequate sanction** relative to the facts of the case

Students may appeal the action of a Resident Assistant to the Resident Director. Actions of the Resident Director and Student Community Director may be appealed to the Associate Dean of Students. Actions of the Associate Dean of Students may be appealed to the Vice President for Student Services. Actions of the Student Life Discipline Committee may be appealed through the Student Grievance process outlined later in Unit Six of this *Handbook*. The decision of the grievance committee is final.

## UNIT SIX: Federal and State Compliance Policies

### STUDENT CONSUMER INFORMATION and PUBLIC DISCLOSURES

Because the University participates in the Title IV federal financial aid program, the University is required to disclose specific information to students, prospective students, current employees, and/or the general public. Anyone may request a full copy of the reports listed below. These disclosure requirements include the following:

- Financial assistance available to students, including loan counseling – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>, or click on <https://www.johnsonu.edu/Florida/Future-Students/Financial-Aid.aspx> under the Future Students or Student Life tabs, or contact the Financial Aid Office on the Florida campus at 407-569-1368.
- Academic programs, school costs (including tuition, fees, textbook info, and refunds), facilities, accreditation & licensure, and related policies – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>.
- Annual Security Report combined with the Annual Fire Safety Report, which contains institutional security policies, crime statistics, fire statistics, student housing facility fire safety systems, fire drills, emergency response plan, and evacuation procedures (annually by October 1) – Refer to the current *Student Handbook* or contact the Student Life Office on the Florida campus at 407-569-1163. The combined annual reports are available online at <http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Parking-Campus-Safety.aspx> (click on the link imbedded in the first sentence under “Safety Report”).
- Information on completion or graduation rates (annually by July 1) – Contact the Registrar’s Office on the Florida campus at 407-569-1336.
- Equity in Athletics Disclosure Act Annual Report, which contains athletic program participation rates and financial support data (annually by October 15) – Contact the Athletic Director’s Office on the Florida campus at 407-569-1348.
- Drug-Free Schools and Campuses Act Biennial Report, which contains information on the university’s alcohol and drug abuse awareness program (report prepared every two years) – Contact the Student Life Office on the Florida campus at 407-569-1163.
- Summary of the university’s policy concerning alcohol and drugs, standards of conduct, possible sanctions, and health risks (annually by October 1) – Provided in its entirety in the current *Academic Catalog* and *Student Handbook* or contact the Student Life Office on the Florida campus at 407-569-1163.
- Transfer of credit policies – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>.
- Articulation agreements with other colleges – Contact the Registrar’s Office on the Florida campus at 407-569-1336.
- Retention rates from Year 1 to Year 2 for first-time, full-time undergraduate students – Contact the Registrar’s Office on the Florida campus at 407-569-1336.
- Diversity of student body – Contact the Registrar’s Office on the Florida campus at 407-569-1336 and the Financial Aid Office on the Florida campus at 407-569-1368.
- Employment placement information about graduates – Contact the Director of Institutional Effectiveness on the Tennessee campus at 865-251-2373.
- Students of Johnson University Florida are not required by local or state regulations to provide immunization records prior to admission; however, students of Johnson University Tennessee are required to provide documentation of certain immunizations prior to admission.

- The Florida Department of Law Enforcement (FDLE) maintains a sexual predator and sexual offender registry website and toll-free telephone number. The following web address may be accessed to obtain local law enforcement agency information about registered sex offenders who may be present in the immediate area,  
<https://offender.fdle.state.fl.us/offender/sops/home.jsf;jsessionid=h8CXj3wu0ghbZbrp77V1XwE88wpPaYooc4WzEn55.MEGAETHSECONDARY>. Information may also be obtained by calling the FDLE toll-free at 1-888-357-7332 or 1-877-414-7234 for TTY accessibility.

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## **AMERICANS WITH DISABILITIES ACT (ADA)**

Johnson University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 by providing reasonable accommodations for students with documented disabilities. Johnson University Florida will comply with the provisions of Title III of Americans with Disabilities Act, as a public accommodation, and will provide reasonable accommodation to persons otherwise qualified who fulfill the University's ADA procedures, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for the institution. Nearly all campus facilities are handicap accessible.

If you have a disability as defined in the Americans with Disabilities Act, you must request reasonable accommodations through the [Request for Reasonable Accommodations Form](#) and complete the necessary steps to receive reasonable accommodation for your disability. Trained personnel from the Academic Support Center on the Florida campus evaluates properly submitted requests and meets with the student to determine appropriate accommodations. The Academic Support Center provides or arranges for appropriate assistance. A student who fails to request reasonable accommodations as described above will not receive any accommodation for their disability. Reasonable accommodations begin when the proper procedures are completed; they are not retroactive to any period of time before the proper procedures were completed.

Students with disabilities who require the use of Service or Emotional Support Animals as a reasonable accommodation may be permitted to bring such animals on campus, provided they comply with the University's policies regarding such animals. A student may request accommodation for the use of a Service or Emotional Support Animal through the Student Life office. The Student Life office will work with other campus offices to determine eligibility for accommodation. The University's Service and Emotional Support Animal Policy and Procedure document and the Application and Information form are available from the Student Life office on both campuses.

Information regarding the Americans with Disabilities Act is available [online](#) or from the Academic Office or the Academic Support Center. The Assistant Director of Academic Support and Career Services is the designated ADA liaison for the Florida branch campus of the university.

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## **STUDENT GRIEVANCE POLICY**

**Johnson University Grievance Policy.** Students have the right to file a formal complaint about unsatisfactory situations if all other forms of redress failed to correct the situation. If currently enrolled students have complaints about policies, procedures, decisions, or conditions at Johnson University, they may submit a Student Grievance Form by contacting the Vice Provost for Research & Planning or by using the following link on the university website:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=StudentGrievances>

Johnson University encourages students to communicate freely with the administration, faculty, and staff before filing a formal complaint. Problems can often be corrected to the satisfaction of all parties through

informal communication. The administration encourages students to avoid frivolous complaints, so that staff will have more time to devote to serious matters. The Student Government Association (SGA) also exists to promote good relations between students, faculty, and staff. Many student grievances can be resolved effectively through the SGA, which interprets student opinion to the faculty and vice-versa.

The Office of Institutional Effectiveness reads all formal complaints and forwards them to the appropriate department for follow-up. The vice president of the administrative unit most closely connected to the complaint receives email notification within one week of the complaint. Files and follow-up documents are also reviewed at least once each term by a Grievance Committee composed of a representative from the Office of Student Services or an alternate administrator, two members of the faculty, and one representative from the Student Government Association (SGA). The Office of Institutional Effectiveness keeps all records on file.

**SACSCOC Complaint Procedures.** Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033-4097. For the Commission's complaint policy, procedure and complaint form, see the SACSCOC website ([www.sacscoc.org/pdf/081705/complaintpolicy.pdf](http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf)).

**ABHE Complaint Procedures.** Complaints and supporting documentation must be submitted in writing to the Director, COA, via email at [coa@abhe.org](mailto:coa@abhe.org) or postal mail at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822. Complaints will be processed by the COA staff in accordance with the Policy on Complaints Against an Institution or Accredited Program. All complaints must be submitted using the ABHE Complaint Form available at [forms.abhecoa.org](http://forms.abhecoa.org).

**State of Florida Complaint Procedures.** Should the institution not be able to resolve the student complaint, the student also has the right to contact the state of Florida and its appropriate agencies to determine the course of action.

- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to Florida Department of Education and shall be reviewed and handled by the Commission for Independent Education (<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>).
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Florida Office of the Attorney General and shall be reviewed and handled by the Consumer Protection Division (<http://myfloridalegal.com/pages.nsf/Main/18A7753257FE439085256CC9004EC4F7>).

**Out-of-State Complaint Procedures.** Students are urged to exhaust all possible internal avenues for resolution before filing complaints with external agencies. In the unlikely event that an issue cannot be resolved by the University, out-of-state students may file a complaint with their respective state licensing authority. See the Johnson University website for a list of student complaint processes by state.

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## **SATISFACTORY ACADEMIC PROGRESS**

To be eligible for Title IV federal financial aid, a student must maintain Satisfactory Academic Progress. The minimum Title IV requirement for a student in his/her second academic year in a given program longer than two years is a "C" average. Johnson's Satisfactory Academic Progress policy complies with Title IV regulations. Undergraduate students must maintain a required 2.0 cumulative grade point average (GPA) and must successfully complete at least 75% of all hours attempted each semester. Students who fail to meet either of these requirements will be granted one semester probationary period, which is deemed as a Warning status. If Satisfactory Academic Progress requirements are still not met at the end of the probationary period, all financial aid eligibility will be lost. Satisfactory Academic Progress will be

tracked at the end of every payment period. At any given evaluation, if a student demonstrates he/she meets Satisfactory Academic Progress requirements, he/she is automatically reinstated as eligible to receive Title IV aid.

In addition to the above GPA and completion rate requirements, all students must complete their programs of study by attempting no more than 150% of the hours normally required for completion. For example, if a program of study is normally completed with 120 credit hours, financial aid eligibility will be suspended once it becomes mathematically impossible to complete the program within 180 credit hours. Any student whose aid eligibility is suspended for failure to meet Satisfactory Academic Progress standards has the right to submit a written appeal. The Financial Aid office works in conjunction with the Registrar's office to determine, evaluate, and track student academic information in order to determine compliance with Satisfactory Academic Progress requirements.

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## **SECURITY OF STUDENT RECORDS**

Johnson University holds student records at all locations in locked fireproof file cabinets within locked offices, in password-protected micro-imaged storage media, and/or in password-protected software systems with internal security protocols. Only personnel with legitimate academic interests have access to files. Every night the University backs up data to secure external media in a rolling one-week backup system.

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99, also known as the "Buckley Amendment") affords students certain rights with regard to their education records. Johnson University complies with FERPA in all locations, all academic programs, and all modalities, setting forth the following rights of students:

- The right to inspect and review their education records within 45 days of the date the University receives a request for access
- The right to request amendment of education records that the student believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see below)
- The right to file a complaint concerning alleged failures by the University to comply with FERPA requirements (Contact the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.)

Generally, schools must have written permission from "eligible students" or the parent(s) of minor students in order to release any information from a student's education record. University students are almost always "eligible students" because of their age and status as post-secondary learners. Students may sign a release waiver if they wish to share information with parents or others.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations

- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

The University may also disclose “directory information” without a student’s prior written consent. Directory information includes the student’s name, address, email address, telephone number, date and place of birth, marital status, home church and church affiliation, dates of attendance, enrollment status, classification by year, previous high schools or colleges attended, degree program, participation in official activities and sports (including height and weight of athletes), degrees and awards earned, and photographic images and voice recordings in news or promotional materials. To illustrate: Students and alumni who receive honors or special recognition may be named in school publications with some explanation of the award.

Students may restrict release of directory information (except as indicated above) by making a request in writing to the Registrar’s Office within 10 business days of the first day of each term. Once filed, this request becomes a permanent part of the student’s record until that student instructs the University, in writing, to have the request removed, or until the student dies.

Students may expect employees or contractors of the University to record student images or voices (for instance, photos during student activities, audio or video of chapel services, Media Department video productions, etc.). Johnson University reserves the right to:

- Record student images and/or voices on analog or digital video, audio, film, photograph or any other medium.
- Use the student’s name, likeness, and voice in connection with the recording.
- Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which Johnson University, and those acting pursuant to its authority, deem appropriate.
- Use the aforementioned media without remuneration.

Students may opt out of this policy by contacting the [Chief Communications Officer](#).

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## **INTELLECTUAL PROPERTY RIGHTS POLICY**

Faculty, staff, and students own the copyright to their own works of authorship unless otherwise established by the author of the work and the University. Works of authorship and artistic expressions protected by this policy include literary, musical, sculptural, dramatic, pictorial, design, scientific, and compositions that are computer readable, computer displayable, video- or sound-recorded. Johnson University Florida retains all copyrights of (1) intellectual property created explicitly in a work-for-hire agreement; (2) its own copyrighted materials generated for use by the University community at the discretion of university authorities; and (3) materials as agreed to by appropriate parties, including, but not limited to, contractual agreements. This policy applies to staff, faculty, and students of Johnson University Florida. Nothing in this Policy shall constitute a waiver by the University of any rights that the University has under any other university policy.

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## TITLE IX AND CLERY POLICY

**Policy.** It is the policy of Johnson University that sexual misconduct is unacceptable and will not be tolerated; therefore, **sexual misconduct committed by or upon a Johnson University student or employee is strictly prohibited.** Reported violations of this policy will be investigated thoroughly and resolved promptly.

**Rationale.** Relationships between men and women at Johnson University are guided by Biblical principles of respect for other's feelings, rights, and responsibilities. The university is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, *et seq.*, which prohibits discrimination on the basis of sex in any federally funded education program or activity
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)
- Violence Against Women Reauthorization Act of 2013 (VAWA), an amendment to the federal Clery Act and companion to Title IX

**Scope.** This policy applies to all Johnson University students (including campus residents, commuters, and online students) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a Johnson University student or employee, although the university's response may be limited and will depend on the level of control that the university has over the third party. This policy also applies whether the act of sexual misconduct was committed on or off campus (both Tennessee and Florida campuses), regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

**Non-Discrimination Policy.** Johnson University is a Christian university affiliated with Christian churches and churches of Christ. Its mission is to educate students for "Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations." Accordingly, Johnson University seeks to hire and educate individuals who share its vision and core values to carry out that mission. Johnson University does not unlawfully discriminate in admissions, educational programs, or employment practices.

Johnson University does not discriminate on the basis of race, sex, color, national origin, age, veteran status, genetic information, political affiliation, or handicap—if such disability may be accommodated without undue hardship—in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

The University, however, reserves the right under those provisions to make certain employment decisions on the basis of religion, marital status, or sex consistent with the University's religious beliefs when establishing qualifications for certain positions. Further, as a Christian ministry, the University retains the right to select those who serve in ministerial positions, as that term has been defined by the courts in the context of the First Amendment to the United States Constitution, based on criteria established by the University without regard to Title VII, Title IX, or any other federal, state, or local law governing the employment relationship.

Direct questions concerning these policies to Dr. Gregory L. Linton, Vice Provost for Academic Services, Johnson University, 7900 Johnson Drive, Box 94, Knoxville, TN 37998. Telephone: 865-251-2364. Email: [glinton@johnsonu.edu](mailto:glinton@johnsonu.edu).

For the Tennessee and Online campuses and for the various ExtendEd locations, inquiries related to

Title IX may be referred to the lead Title IX Coordinator, Dr. Greg Linton, Vice Provost for Academic Services, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2364, email: [glinton@johnsonu.edu](mailto:glinton@johnsonu.edu).

For the Florida campus, inquiries related to Title IX may be referred to the branch Title IX Coordinator, Garrett Thompson, Assistant Director of Academic Support and Career Services, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1340, e-mail: [gthompson@johnsonu.edu](mailto:gthompson@johnsonu.edu).

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education's Office for Civil Rights at 800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

**Sexual Misconduct Definitions.** Examples of sexual misconduct prohibited by the university include, but are not limited to, sex discrimination, sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, indecent exposure, and any other illegal sexual conduct. The university's editorial update to quoted source material listed below appears in [square brackets].

- a. **Sex Discrimination.** Sex discrimination involves treating someone (an applicant[, student,] or employee) unfavorably because of that person's sex. *Source: U.S. Equal Employment Opportunity Commission (EEOC) web site, specifically located on <http://www.eeoc.gov/laws/types/sex.cfm>.*
- b. **Sexual Harassment.** Sexual harassment is unwelcome conduct of a sexual nature; including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment. *Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a).*

Examples [of sexual harassment] include, but are not limited to, unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work[, educational,] or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working. *Source: American Council on Education's publication entitled "Sexual Harassment on Campus: A Policy and Program on Deterrence."*

- c. **Sexual Assault.** Sexual assault means coerced or non-consensual sexual intercourse, sexual activity, sexual contact, or sexual conduct against the victim's will. Sexual assault includes rape, sexual battery, sexual coercion, intentional sexual touching, and sexual exploitation. For Clery purposes, sexual assault is defined as an offense that meets the definition of rape, fondling, incest, statutory rape, sodomy, or sexual assault with an object as used in the FBI's Uniform Crime Reporting (UCR) program.
- d. **Sexual Violence.** Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious act committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a



structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by prosecuting authorities.

- e. **Stalking.** Stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Aggravated stalking includes a credible threat to the person or failure to follow an injunction for protection or other court-imposed prohibition against repeat violence toward the person. For Clery purposes, stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress.
- f. **Dating Violence.** Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. For Clery purposes, stalking is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- g. **Domestic Violence.** Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. For Clery purposes, domestic violence is defined as a felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- h. **Sexual Exploitation.** Sexual exploitation means taking the advantage of sexuality and attractiveness of a person to make a personal gain or profit (*i.e.*, coercing someone into prostitution). It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.
- i. **Indecent Exposure.** Indecent exposure means exposing or exhibiting one's sexual organs in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public.
- j. **Any other illegal sexual conduct** that is not explicitly defined above.

#### **Other Related Definitions.**

- 1) **Consent.** Consent is a voluntary agreement to engage or participate in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to actively give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage or participate in sexual activity with one person does not imply consent to engage or participate in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.
- 2) **Hostile environment caused by sexual harassment.** "[A] hostile environment has been created ... if sexually harassing conduct by an employee, another student, or a third party is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex" (p. 5, U.S. Department of Education, *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, published January 2001). This standard would be applied to the work place in the case of an employee.

- 3) **Intimidation.** Intimidation means making a person timid or fearful; compelling or deterring a person by threats.
- 4) **Responsible Employee.** A “responsible employee” is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate university officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees receive specialized training annually. Responsible employees include university administrators, Student Services personnel (including Resident Assistants), athletic coaches, Human Resources personnel, and Campus Security personnel.
- 5) **Retaliation.** It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. The university prohibits retaliation against those who file a complaint or third-party report or those who otherwise participate in the investigative and/or disciplinary process. The university will take strong responsive action if retaliation occurs.
- 6) **Title IX Coordinator.** For the Tennessee and Online campuses and for the various ExtendEd locations, the lead Title IX Coordinator is Dr. Greg Linton, Vice Provost for Academic Services, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2364, email: [glinton@johnsonu.edu](mailto:glinton@johnsonu.edu). For the Florida campus, the branch Title IX Coordinator is Garrett Thompson, Assistant Director of Academic Support and Career Services, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1340, email: [gthompson@johnsonu.edu](mailto:gthompson@johnsonu.edu). Core responsibilities of the lead Title IX Coordinator include overseeing the university’s response to Title IX reports and complaints, identifying and addressing any pattern or systemic problem revealed by such reports and complaints, and evaluating an alleged victim’s confidentiality request, if one is made. Core responsibilities of the branch Title IX Coordinator include overseeing the university’s response to Title IX reports and complaints made on the Florida branch campus and evaluating an alleged victim’s confidentiality request, if one is made.

**Expectations of Both Parties.** The following rights apply to **both the reporting party (alleged victim) and the responding party (alleged perpetrator)**:

- Investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to university administrators
- Be treated with respect by university officials
- Have university policies and procedures followed without material deviation
- Be fully informed of the nature, rules, and procedures of the campus conduct process
- Be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where university officials are required to make a timely warning to the campus community
- Request changes to their academic, living, transportation, and/or working situations or protective measures after an alleged incident, if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available. Listed below are examples of such changes and/or interim measures.
  - Restrictions on contact between the parties
  - Change of a student resident’s housing to a different on-campus location
  - Assistance from university support staff in completing the housing relocation
  - Arranging to dissolve a housing agreement and pro-rating a housing refund
  - Rescheduling or extending the time to complete exams or assignments
  - Taking an “Incomplete” grade for a course
  - Transferring to a different course section
  - Temporary withdrawal or leave of absence from school
  - Alternative course completion options

- Change in working location and/or supervisor
  - Change in work duties and/or responsibilities
  - Counseling or financial assistance with counseling
  - Increased safety or security presence or monitoring of certain areas of campus
- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, or other services available for either party, both on campus and in the community
- Review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing
- Be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this exception does not include the name of the alleged victim, which will always be revealed to the responding party)
- A hearing closed to the public
- Have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training
- A conduct panel comprised of representative of both genders
- Petition that any member of the conduct body be removed on the basis of bias
- Have another person present, in a support or advisory role, during a university disciplinary hearing to accompany and assist in the university hearing process, according to discipline hearing policies and procedures
- Have the university compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence
- Not to have irrelevant prior sexual history admitted as evidence in a university hearing
- Make an impact statement at the campus conduct proceeding and to have that statement considered by the conduct body in determining its sanction
- Appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the university

The following rights apply only to the **reporting party (alleged victim)**:

- Not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities
- Be informed by university officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by university authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes the right not to report to law enforcement authorities, if this is the victim's desire.
- Preservation of privacy, to the extent possible and allowed by law
- Not to have released to the public any personally identifiable information about the reporting party, without his or her consent
- Not to have any complaint of sexual assault mediated (as opposed to adjudicated)
- A university no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others
- Give testimony in a university hearing by means other than being in the same room with the responding party
- Ask the investigators to identify and question relevant witnesses, including expert witnesses
- Be present for all testimony given and evidence presented before the conduct body
- Be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made

The following rights apply only to the **responding party (alleged perpetrator)**:

- A timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions
- A fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation
- A campus conduct outcome based solely on the evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- Written notice of the outcome of the hearing and the sanction(s) imposed by the conduct body

**Confidentiality.** Although every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to the university's obligation to investigate and take appropriate action, especially if the university is required to provide a timely warning of a Clery-reportable campus crime or an immediate threat to the health or safety of students or employees. When necessary, university officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible university officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

The university encourages our professional or pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery-reportable crimes may be included in the annual disclosure of crime statistics. Certain criteria must be met for complete confidentiality between a victim and a pastoral counselor or a professional counselor. There may be situations in which counselors are in fact under a legal obligation to report a crime. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors, as defined below. The following definitions apply to Title IX and Clery situations:

- **Pastoral counselor** – A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, AND is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor** – A person whose official responsibilities include providing mental health counseling to members of the institution's community AND who is functioning within the scope of the counselor's license or certification.

The university will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodations or protective measures.

## **TITLE IX AND CLERY GRIEVANCE PROCEDURES**

Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source of the problem.

An informal resolution process (e.g., mediation) may be used only if the reporting party affirmatively seeks such a process and all parties agree to participate in an informal resolution process that does not involve a full investigation and adjudication. Any party may decline or terminate an informal resolution process at any time, without penalty. No person reporting that he or she has been sexually assaulted will be asked to mediate or reach a resolution of the report directly with a person alleged to have committed the assault. Before using any informal process, the Title IX Coordinator will notify those involved of the

advantages and disadvantages of the informal resolution process and will establish and notify those involved about reasonable timeframes for the informal process. If all parties voluntarily choose an informal resolution process, the Title IX Coordinator will note the use, timeliness, and outcome(s) of the informal process, without disclosing the parties' names. Nevertheless, in the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. In such a case, the formal grievance procedure should be initiated immediately.

**Reporting Procedures.** Formal reporting procedures include the victim or eye-witness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim's or eye-witness' privileged or confidential disclosures to a professional or pastoral counselor. The following link may be used to report a Title IX incident:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=TitleIXReporting>

**A victim or eye-witness of sexual misconduct by or upon a Johnson University student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night.** The complaint will then be turned over to the Title IX Coordinator for investigation and processing through to conclusion.

Time is especially critical if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. In such a case, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, particularly if there were no witnesses. If such a crime has occurred, the university will take prompt and effective steps to end the violence, prevent its recurrence, and address its effects. When deemed necessary, the university will take steps to protect both parties, which may include interim measures taken prior to the final outcome of the investigation. Interim measures may include changes to either party's academic, living, transportation, and/or working situations or protective measures after an alleged incident, if such changes are reasonably available.

Upon the victim's request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, if the victim so chooses; guide the victim through the available options; and support the victim in his or her decisions related to the incident.

If a victim or eye-witness desires to make an anonymous report, the university's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery crime is evaluated on a case-by-case basis to determine whether or not the university must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Title IX Coordinator.

The university is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the U.S. Department of Education. The university is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

**Investigation Procedures.** Reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether or not the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the university's investigation of a sexual misconduct violation. A victim of sexual

misconduct may elect to have the investigation proceed through the criminal justice system, the university's disciplinary process, or both.

A Title IX investigation begins with the initial report of sexual misconduct made to a responsible employee. It is the duty of the responsible employee to notify the Title IX Coordinator immediately of any report of sexual misconduct made by a University student, University employee, or third-party. The following link may be used to report a Title IX incident:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=TitleIXReporting>

The Title IX Coordinator will appoint a lead investigator who will thoroughly investigate the claims made in the initial report. Throughout the course of an investigation, both the responding party and the reporting party will have an equal opportunity to present relevant witnesses and other evidence. The lead investigator will gather information and make a finding of fact using a preponderance of the evidence standard to evaluate the complaint (*i.e.*, it is more likely than not that sexual misconduct occurred). The lead investigator will simultaneously provide both parties with a copy of the preliminary investigative report and will state the timeframe for either party to respond with any substantive changes prior to submitting the final investigative report to the Title IX Coordinator.

The investigation and any subsequent disciplinary hearing(s) will be conducted impartially. Any real or perceived conflict of interest between the fact-finder or decision-maker and the parties involved in a complaint will be immediately disclosed and resolved.

Sexual misconduct investigations will be conducted promptly. A typical sexual misconduct case may take up to 90 days following receipt of the complaint. This is an estimated timeframe. The actual amount of time needed for each stage of the process will be determined by the facts of a particular case. This timeframe may be increased or decreased, as needed, by the Title IX Coordinator or the university official in charge of a particular case. The amount of time needed to complete the entire process is determined on a case-by-case basis by the Title IX Coordinator, based on the nature and scope of the incident.

**Hearing Procedures.** The University is committed to providing a prompt, fair, and impartial investigation and resolution for all students, employees, faculty, and staff involved. If the Title IX Coordinator determines that a hearing is necessary, a time shall be set for a Title IX hearing not less than 48 hours after the written notice has been made to both the responding party and the reporting party. In cases that involve a complaint from a student about a student, the officials will typically be the faculty members of the disciplinary committee. In cases that involve a complaint involving any faculty or staff employee of the University, the Title IX Coordinator will appoint an adjudication board consisting of three members including at least one cabinet level member and/or senior campus administrator. The Title IX Coordinator will provide specialized training for all hearing committee members prior to the scheduled hearing.

A Title IX hearing may be conducted in the absence of the responding party or reporting party when proper notice has been given. A Title IX hearing shall be conducted by the Student Life Discipline Committee (in the case of a responding party student) or by a specially appointed Human Resources Discipline Committee (in the case of a responding party employee), according to the following guidelines:

- a) A Title IX hearing is conducted in private and is closed to the public. Admission of any person to a Title IX hearing shall be at the discretion of the Discipline Committee.
- b) Both the responding party and the reporting party have the same opportunity to have another person or other persons present during a Title IX hearing, but only in a support or advisory role to accompany and assist the responding party or reporting party in the hearing process.
- c) Eyewitness testimony, written statements, relevant documents, applicable exhibits, pertinent records, and impact statements may also be presented at the Title IX hearing by either the responding party or reporting party. Both the responding party and the reporting party are entitled to present witnesses at the hearing. Any witness is subject to follow-up questioning by any committee member. The acceptance of any testimony and/or any tangible evidence will be at the discretion of the committee.



- d) The committee's determination shall be made using a preponderance of the evidence standard on the basis of whether it is more likely than not that the responding party violated Title IX or the university's Standards of Conduct. None of the following rules of evidence apply during a Title IX hearing: the federal rules of evidence, the Tennessee rules of evidence, the Florida rules of evidence, common-law principles of evidence, or any other formal law or rule of evidence.
- e) A record of all hearings held before the Student Life Discipline Committee shall be made and preserved by the office of the Dean of Students (Tennessee campus) or the Associate Dean of Students (Florida campus). A record of all hearings held before the Human Resources Discipline Committee shall be made and preserved by the office of the Human Resources Director. The record may take the form of summary notes, a rough transcript, or an audio recording. The choice of the form of record will be left to the discretion of the committee at each hearing.
- f) The record of the hearing shall be the exclusive property of the University. The record of a Title IX hearing is not distributed to the responding party, reporting party, or any other party. The record of a Title IX hearing shall be kept for a period of at least seven (7) years.

Ultimately, the Title IX Coordinator will make a finding of responsibility for violation of the university's Title IX policy and will determine a fair and equitable resolution of a Title IX complaint after the investigation process and hearing process, if necessary, are complete. "In each case, the issue is whether the harassment rises to a level that it denies or limits a student's ability to participate in or benefit from the school's program based on sex" (p. 5, U.S. Department of Education, *Revised Sexual Harassment Guidance*). This standard would be applied to the work place in the case of an employee.

**Appeal Procedures.** Recognizing that employees and students may be reluctant and/or embarrassed to voice a complaint about sexual misconduct decisions, the university's formal grievance process is available to permit a dissatisfied victim, eye-witness, or offender to make an appeal of a Title IX decision. A dissatisfied victim, eye-witness, or offender should follow the grievance procedures that can be found at the end of Unit Six of the *Student Handbook*. In short, a Title IX appeal would begin with submission of an online grievance form, which may be accessed by using the following link on the university website: <https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=StudentGrievances>

After the online grievance complaint form is submitted, the Title IX appeal will be investigated by the appropriate administrator and handled by the grievance committee. Since the Title IX Coordinator and lead investigator were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the grievance committee assigned to a Title IX appeal.

**Records Maintenance.** The university maintains documentation and records regarding alleged violations of the Title IX Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information of victims of sexual assault, domestic violence, dating violence, and stalking. The Title IX Coordinator maintains all files relating to the initial assessment, voluntary resolution, investigation, final investigative report, sanctions, and/or appeals of a Title IX case. If a student is found responsible for violating the Title IX Policy, this finding remains a part of that student's conduct record.

**Awareness and Prevention Programs.** The university offers an educational program for students and employees that promotes awareness and prevention of violence, promotes both individual and community safety, and reduces the perpetration of violent crimes. The university works to create and maintain a campus community culture designed to prevent rape; acquaintance or date rape; dating violence, domestic violence, or stalking; other sex offenses, forcible or non-forcible, heterosexual or homosexual; and other Title IX offenses. Ultimately, the foundation for such a program comes from the university's mission, Christian perspective, and core values.

The university's initial Title IX awareness and prevention program begins with a new-student orientation session during Genesis Weekend, which is held on both Tennessee and Florida campuses. The

same awareness and prevention information is also provided during the orientation process for new distance-education students and new employees.

The university's ongoing Title IX awareness and prevention program continues with additional educational activities on both campuses offered to both students and employees. These ongoing educational activities include, but are not limited to: (1) safety awareness and violence prevention articles published in the *Johnson University Royal Scribe* ([royalscribe.net](http://royalscribe.net)), a student publication for the entire university community; (2) educational materials available on the university's website and employee portal; and (3) special events or activities during Sexual Assault Awareness Month in April.

**Victim Services and Resources.** Local and referral help is available for victims of sexual misconduct from the university's Health Services department and counseling center (available only on the TN campus), as well as the Student Services department. Local community and state victim services organizations are listed below for both Tennessee and Florida campuses. Many of these resources have web sites and toll-free telephone numbers that would be helpful for online students.

**In Knox County, Tennessee:** *(Location-specific content omitted here. Refer to full Title IX and Clery Policy for these resources.)*

**In Osceola County, Florida:**

**Victim Services of Central Florida**

[www.victimservicecenter.org/](http://www.victimservicecenter.org/)

24-hour Helpline: 407-500-4325 (HEAL)

2111 E. Michigan Street, Suite 210, Orlando, FL 32806

Victim Service Center of Central Florida is the Certified Rape Crisis Center in Orange and Osceola counties. They serve all victims of sexual assault, violent crime and traumatic circumstance through free and confidential crisis intervention, therapy, advocacy, and outreach.

**Florida Coalition against Domestic Violence – Domestic Violence Hotline**

[www.fcadv.org/](http://www.fcadv.org/)

24-hour Hotline: 800-500-1119

The Florida Domestic Violence Hotline provides crisis counseling and refers callers to the nearest domestic violence center.

**Help Now of Osceola, Inc.**

[www.helpnowshelter.org/](http://www.helpnowshelter.org/)

24-Hour Domestic Violence Hotline: 407-847-8526

Outreach Office: 407-847-3286

Shelter: 407-847-0128

Administrative Office: 407-847-3260

821 Emmett Street, Kissimmee, FL 34741

Help Now provides safe emergency shelter, counseling, case management, information and referral, legal advocacy, and a 24-Hour crisis phone line.

**Florida Council Against Sexual Violence – Sexual Violence Hotline**

[www.fcasv.org/](http://www.fcasv.org/)

24-hour Hotline: 1-888-956-7273

The Florida Sexual Violence Hotline provides crisis counseling and refers callers to the nearest sexual violence services center. For child, adolescent, and adult victims.

**In Marion County, Indiana:** *(Location-specific content omitted here. Refer to full Title IX and Clery Policy for these resources.)*



The university will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct reporting or responding party, if requested and reasonably available. For example, a victim of sexual assault may be moved to a different residence hall (if a student) or work location (if an employee), if available.

**Immediate Assistance:**

- Contact information for trained on- and off-campus victim advocates or counselors who can provide an immediate confidential response in a crisis situation
- Emergency numbers for on- and off-campus safety, law enforcement, Title IX Coordinator, and other first responders
- Health care options, both on- and off-campus

**Ongoing Assistance:**

- Counseling, advocacy, and support resources, both on- and off-campus
- Academic accommodations and interim protection measures

**Possible Disciplinary Sanctions.** Following a disciplinary hearing, a student or employee determined to have committed sexual misconduct will be subject to disciplinary action up to and including expulsion from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a **student** include the following:

- Issuance of disciplinary points, verbal or written warning, and/or monetary fine
- Mandatory meeting with Dean of Students or his/her designee
- Mandatory counseling or other professional intervention
- Disciplinary hearing
- Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing the university, loss of institutional financial aid, etc.)
- Housing suspension or expulsion
- Disciplinary probation for a specified period of time
- Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an **employee** include the following:

- Issuance of verbal or written warning, recorded in the personnel file
- Mandatory meeting with the appropriate university administrator or his/her designee
- Mandatory counseling or other professional intervention
- Disciplinary hearing
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the university, , etc.)
- Employment probation for a specified period of time
- Suspension from or termination of employment

**Special Training for Responsible Employees.** Annual training is provided to Responsible Employees on issues related to sex discrimination, dating violence, domestic violence, sexual assault, and stalking. Adjudication hearings are conducted by university officials who also receive specialized training on how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

The primary sources of special training for Responsible Employees on the Tennessee campus, Online campus, and various ExtendEd locations are the lead Title IX Coordinator and the Vice President for Student Services. The primary sources of special training for Responsible Employees on the Florida campus are the branch Title IX Coordinator and the Associate Dean of Students. These designated university officials should have the most current knowledge of federal and state laws, regulations, and policies relating to Title IX. Since these university officials are the most informed members of the

university community with regard to the university's Title IX responsibilities, they are best prepared to train others in the appropriate responses to a Title IX complaint or potential sex discrimination situation that needs special attention and/or corrective action.

**Safety Awareness.** Through the years, Johnson University students and employees have not been immune from physical or sexual assault on or near the university's campuses in any location. After dark, people who are driving alone to and from campus should stay on the most public roads, avoiding the less traveled back roads to the campus. According to law enforcement officials, if a car with flashing blue lights tries to pull you over, turn on your emergency blinker lights and continue driving until you come to a brightly lit public parking lot where other people are present. Legitimate law enforcement officers won't mind the extra driving.

**Additional Considerations.**

- 1) Claims of sexual misconduct may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution difficult.
  - 2) Regardless of the truth or falsity of the allegations, sexual misconduct charges that cannot be proved may have an adverse effect upon the career and family life of both the alleged perpetrator and the alleged victim.
  - 3) If allegations of sexual misconduct prove to be untrue, the reporting party may cause irreparable damage to the responding party's reputation, may have defamed the responding party's character, and may be sued in a court of law.
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## ALCOHOL AND DRUG ABUSE POLICY

The 1989 amendments to the federal Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department's General Administrative Regulations (EDGAR Part 86.100, Subpart B), require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premises and as part of any of its activities." Accordingly, Johnson University has developed the following policy regarding alcohol and drug abuse:

*Standard of Conduct.* In keeping with the mission of Johnson University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, tobacco, or the abuse of legal substances by its students and employees is strictly prohibited. [NOTE: If a beverage contains more than zero percent alcohol, it is considered to be an alcoholic beverage.]

*Drug Testing.* Whenever it is reasonable to suspect a student of substance abuse, University officials will make drug testing available. If the results come back negative, the University will bear the cost of the drug test. If the results are positive, the student will bear the cost and will be subject to disciplinary action. If the student refuses a request to be tested for substance abuse, then s/he will be subject to disciplinary action.

*Sanctions for Violation of the Standard.* Violation of this policy will lead to disciplinary action up to and including expulsion from the University or termination of employment (and referral for legal action when a local code, state code, or federal code has been broken).

*Why an Abstinence Policy?* The pleasures of drinking alcoholic beverages, smoking or chewing tobacco, and sniffing, smoking or injecting illegal drugs are outweighed by their destructiveness. Yes, tobacco is lawful for all university-age students, marijuana is legal in some states, and alcoholic beverages are lawful for some (21 is the legal drinking age in Tennessee and Florida). However, the apostle Paul wrote, "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any" (I Corinthians 6:12, NKJV). Sobriety and self-control are the Biblical norm, not drunkenness and addiction. Johnson University teaches that abstinence is the best way to achieve the Biblical norm.

*Help is Available.* Confidential referrals for counseling, treatment, or rehabilitation are available on the Tennessee campus from the counseling center and the health services office to students and employees who voluntarily seek such assistance. Helpful literature on alcohol and drug abuse can also be found in those locations.

*Tennessee Codes.* Under Tennessee state law, it is unlawful for any person under the age of twenty-one to buy, possess, transport or consume alcoholic beverages (TCA 1-3-113); to provide alcoholic beverages to minors (TCA 39-15-404); to be intoxicated in public (TCA 39-17-310); to possess or exchange a controlled substance (TCA 39-17-417). Copies of the applicable Tennessee Codes are available from the Student Services Office.

*Florida Codes.* Under Florida state law, it is unlawful for any person to possess or distribute controlled substances or drugs (Section 893.03). With regard to alcohol, it is unlawful for any person to sell, give, or serve alcoholic beverages to persons under age 21 (Section 562.11) or for any person under the age of 21 years to have in her or his possession alcoholic beverages (Section 562.111). It is unlawful for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state (Section 316.1936). It is unlawful for any person to drive under the influence of an alcoholic beverage, any chemical substance set forth in Section 877.111, or any substance controlled under

Chapter 893, when affected to the extent that the person's normal faculties are impaired (Section 316.193). It is unlawful for any person to be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance (Section 856.011). Descriptions of the applicable Florida Codes are located in the *JUFL Student Handbook*.

*Federal Codes.* Possession and trafficking in controlled substances is regulated by federal law. The federal codes provide for fines plus imprisonment for possession (21USC844); forfeiture of real and personal property used to possess or facilitate possession (21USC853, 21USC881); forfeiture of vehicles, boats, aircraft, etc. used to transport a controlled substance (21USC884); civil fines and denial of federal benefits (21USC854); and ineligibility to purchase or receive a firearm (18USC922).

## **Straight Facts About Drugs and Alcohol**

### **Alcohol**

Alcohol abuse is a pattern of problem drinking that results in health consequences, social problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to school counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:

- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath
- hangover

Long-term effects of heavy alcohol use include:

- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage
- memory loss

### **Cigarette Smoking**

Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including: changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process.

Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

### **Cocaine and Crack**

Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a smokable form of cocaine that has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundreds or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use has been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using *any* amount of cocaine and crack:

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression
- loss of interest in food or sex
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

### **Inhalants**

Inhalants refer to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for:

- sudden death
- suffocation

- visual hallucinations
- severe mood swings
- numbness and tingling of the hands and feet

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty
- dizziness
- headaches

Prolonged use can result in:

- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

## **Marijuana**

Marijuana is the most widely used illicit drug in the United States and tends to be the first illegal drug teens use. The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one-third had marijuana in their blood.

Short-term effects of using marijuana:

- sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate
- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes
- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations

Long-term effects of using marijuana:

- enhanced cancer risk
- decrease in testosterone levels for men; also lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

## **Methamphetamine**

Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank."

Methamphetamine is used in pill form or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by college-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:

- increased heart rate and blood pressure
- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
- respiratory problems
- extreme anorexia
- hypothermia, convulsions, and cardiovascular problems, which can lead to death
- euphoria
- irritability, confusion, tremors
- anxiety, paranoia, or violent behavior
- can cause irreversible damage to blood vessels in the brain, producing strokes

Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS

*Source:* The National Clearinghouse for Alcohol and Drug Information, 05/24/2001 – excerpts from <http://www.health.org/govpubs/rpo884/>

## **State of Florida Laws Concerning Drug Use**

Under state law, it is a crime for any person to possess or distribute controlled substances or drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine).

Specifically, possession of less than 20 grams of marijuana is a first-degree misdemeanor punishable with imprisonment of up to one year and a fine of up to \$1,000. Possession of more than 20 grams of marijuana is a third degree felony punishable with imprisonment of up to five years and a fine of up to \$5,000. Possession of less than 28 grams of cocaine is a third degree felony. Possession of more than 28 grams of cocaine is a first-degree felony punishable with imprisonment of up to 30 years and a fine of up to \$250,000. The driving privilege also may be affected if any of these crimes are committed.

Trafficking (distributing specific large quantities of various controlled substances) is punishable by a minimum term of imprisonment of 3 to 25 years and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Penalties under federal law for drug trafficking generally are greater than penalties under state law.

Individuals who have been convicted of a felony involving the sale or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Convictions on drug-related charges also may result in forfeiture of federal financial aid.

## **State of Florida Laws Concerning Alcohol**

Florida Statute 562.11 -- Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to persons under 21.

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age or to permit a person less than 21 years of age to consume such beverages on the licensed premises.

It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his or her agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Anyone convicted of violating either of the above provisions is guilty of a second-degree misdemeanor. If a driver's license (or an identification card issued by the Department of Highway Safety and Motor Vehicles) is used in violation of these provisions, additional penalties may be imposed, including suspension or revocation of the driver's license.

Florida Statute 562.111 -- Possession of alcoholic beverages by persons under age 21 prohibited.

It is unlawful for any person under the age of 21 years ... to have in her or his possession alcoholic beverages.... Convicted violators of this statute are guilty of a second-degree misdemeanor. Suspension or revocation of a driver's license may also be imposed.

Florida Statute 316.193 -- Driving under the influence.

A person is guilty of the offense of driving under the influence and is subject to punishment as provided in subsection (2) if the person is driving or in actual physical control of a vehicle within this state, and:

- (a) The person is under the influence of alcoholic beverages, any chemical substance set forth in Section 877.111, or any substance controlled under Chapter 893, when affected to the extent that the person's normal faculties are impaired;
- (b) The person has a blood alcohol level of 0.08 or more grams of alcohol per 100 milliliters of blood, or
- (c) The person has a breath alcohol level of 0.08 or more grams of alcohol per 210 liters of breath.

Florida Statute 316.1936 -- Possession of open containers of alcoholic beverages in vehicles prohibited.

It is unlawful and punishable as provided in this section for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Convicted violators of this statute are guilty of a noncriminal moving traffic violation.

Florida Statute 856.011 -- Disorderly intoxication.

No person in the state shall be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance. Convicted violators of this statute are guilty of a second-degree misdemeanor.



## CAMPUS SAFETY

### Responsibilities

The university seeks to provide an environment free of unreasonable risks to the campus community. The Florida Campus Safety and Security Committee accepts the role of providing leadership and structure in the area of campus safety and security. The Florida Campus Safety and Security Committee implements the safety and security procedures of the university. However, the committee seeks to partner with all the campus community in maintaining campus safety and security. In doing so, the campus family, as a whole, works to protect the safety and security of the campus community.

All members of the campus community, students and employees alike, are empowered to aid in the task of providing a safe, secure campus by following personal safety and security practices. In addition, students and employees are obligated to report to someone in a higher position of authority any infraction of the university's Code of Conduct, which includes biblical standards, legal standards, and university standards of conduct. All members of the campus community are also obligated to report any perceived threat to the campus community or any type of emergency situation on or near the campus.

All members of the campus community are instructed to report all criminal behavior to both the local law enforcement authorities and to the Student Life Office. The university strongly encourages accurate and prompt reporting of all crimes to appropriate law enforcement agencies, even when the victim of a crime elects not to or is unable to make such a report. Non-emergency concerns are to be reported to a member of the Student Life Office for appropriate intervention. Incident reports will be used by the Student Life Office to complete the university's Annual Security and Fire Safety Report by October 1 each year.

**At a minimum, any serious campus safety, campus security, or campus crime concern should be reported immediately to someone in the Student Life Office, the Resident Director, and/or the appropriate off-campus authority (9-1-1, fire department, sheriff's office, as needed).** The university will respond appropriately and immediately to a serious safety situation or threat, including the issuance of a campus-wide warning, if necessary or prudent.

The university seeks to provide vigilant stewardship of its Florida campus facilities, including the safety and security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides campus safety personnel, typically from 9:00 pm to 1:00 am, and sub-contracted, professional campus security personnel, typically from 1:00 am to 6:00 am. The campus safety and security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. However, they do have complete authority to contact the appropriate legal and campus authorities.

The university routinely provides crime prevention information to students during new-student orientation, campus housing orientation, e-Announcements, campus-wide memorandums, and bulletin board postings. In addition, employees also receive some crime prevention information in the *Employee Handbook*. The university periodically reviews its physical facilities, programs, policies, procedures, and practices to ensure compliance with insurance requirements, applicable laws and regulations, including the Student Right-to-Know Act, the Campus Crime and Security regulations, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Federal Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f); TCA 49-7-2206) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information annually by October 1 about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs, and it applies to most institutions of higher education, both public and private. The Act is enforced by the United States Department of Education.

The Campus Security Act was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblower" and others from retaliation. The 2013 amendments expanded the Clery-reportable crimes to include stalking, dating violence, and domestic violence. For more information on the details of the Clery Act, see the Johnson University website.

The 2008 Reauthorization of the Higher Education Act requires institutions with on-campus student housing facilities to collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." Even though this law is separate from the Clery Act, the dissemination regulations of the Annual Fire Safety Report are very similar to those of the Clery Act. Historically, Johnson University Florida has published both annual reports together as one combined report. In accordance with federal regulations, fire statistics are reported annually to the U.S. Department of Education's Office of Postsecondary Education by way of the web-based Campus Safety and Security Survey.

The university complies with all federal reporting requirements related to campus security and fire safety. Beginning in 2014, all of the information and data required for both of these annual reports is contained in the *Student Handbook*. To request a copy of previously filed Campus Safety and Security Reports or previously filed Fire Safety Reports, contact the Associate Dean of Students in the Student Life Office on the Florida campus.

### **Campus Security Authorities – Florida Campus**

- Associate Dean of Students, Student Life Office, 407-569-1331
- Resident Director, Student Life Office, 407-569-1169
- Resident Assistants, Student Life Office, 407-569-1169, and Residence Halls
- Student Community Director, Student Life Office, 407-569-1169
- Plant Services Director, Plant Services Office, 407-569-1366
- Campus Services Coordinator, Student Life Office, 407-569-1360
- Athletic Director, Student Life Office, 407-569-1348
- Athletic Coaches, Student Life Office, 407-569-1348
- Full-time Faculty Members, refer to *Student Handbook* (p. 6) for names and phone numbers
- Title IX Coordinator for branch campus, Academic Support Center, 407-569-1340
- Campus Safety and Security personnel, mobile phone 407-433-4355 (8:00 pm – 6:00 am)

### Current Crime Statistics

[Provided in compliance with federal *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act)*]

Clery-Reportable Crimes and VAWA Offenses **	On-Campus						Immediately Adjacent & Accessible Public Property			Non-Campus Building or Property *
	Student Housing Facilities			TOTAL			2016	2017	2018	
	2016	2017	2018	2016	2017	2018	2016	2017	2018	N/A
Criminal Homicide: Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
Sexual Assault: Rape	0	0	0	0	0	0	0	0	0	N/A
Fondling	0	0	0	0	0	0	0	0	0	N/A
Incest	0	0	0	0	0	0	0	0	0	N/A
Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
Dating Violence	0	0	0	0	0	0	0	0	0	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
Stalking	0	0	0	0	0	0	0	0	0	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
Arson	0	0	0	0	0	0	0	0	0	N/A
Hate Crime: _____	0	0	0	0	0	0	0	0	0	N/A
Category of Bias: _____	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arrests: Liquor Law	0	0	0	0	0	0	0	0	0	N/A
Arrests: Drug Law	0	0	0	0	0	0	0	0	0	N/A
Arrests: Illegal Weapons	0	0	0	0	0	0	0	0	0	N/A
Disciplinary Actions: Liquor Law	0	0	0	0	0	8	0	0	0	N/A
Disciplinary Actions: Drug Law	0	2	0	0	2	2	0	0	0	N/A
Disciplinary Actions: Illegal Weapons	0	0	0	0	0	1	0	0	0	N/A

NOTES: \* The Florida campus of Johnson University does not currently own, lease, control, or otherwise operate any non-campus building or property.

\*\* The Florida campus of Johnson University did not receive any report of what was determined to be an "unfounded crime" during these reporting years.

### Current Fire Statistics

[Provided in compliance with federal *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act)*]

Fire Statistics for 2018	Beazell Hall	Chambers Hall	Foundation Hall	Heritage Hall	Packer Hall	Trulock Hall
Number and cause of fires: Unintentional Fire	0	0	0	1 - Cooking	0	1 – Laundry Room
Intentional Fire	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0
Number of deaths related to the fire	0	0	0	0	0	0
Number of injuries related to the fire that resulted in treatment at a medical facility	0	0	0	0	0	0
Value of property damage related to the fire	\$0	\$0	\$0	\$0	\$0	\$11,500
Number of fire drills held in 2018	3	3	3	3	3	3

### CAMPUS EMERGENCY NOTIFICATIONS

The Higher Education Authorization Act of 2008 requires institutions of higher education to formulate policies and procedures for notifying the campus community concerning significant emergencies or dangerous situations involving an immediate threat to the safety of the community. Johnson University utilizes the Nixle Community Information Service, which is built exclusively to provide secure and reliable communications, to send a text message to registered phones in the event of an emergency situation. Nixle's authenticated service connects city agencies to citizens (or, in this case, university officials to students and employees) in real-time, delivering information to residents of geographically targeted areas and neighborhoods.

In the event of an emergency, students and employees who have registered in Nixle will receive information through the Nixle Community Information Service text message system. Notifications will include information about the nature of the emergency and both general and specific instructions for responding to the emergency. In addition, similar information will be posted to campus email accounts for currently enrolled students and current employees. Standard text message rates may apply, depending on the carrier. The system is simple to use, and there is no spam. Johnson University will only use this system to announce a campus emergency situation or to test the system (at least one test per year, perhaps more frequent tests).

*Nixle Registration & Set-up* – Text **JohnsonUFL** to **888777** and follow the instructions given.

## **EMERGENCY MANAGEMENT PLAN – Education and Preparation**

Johnson University's **Emergency Management Plan** establishes the policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the university. This plan describes the roles and responsibilities of departments, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. The purpose of the **Special Unit Plan – Florida Campus** is to supplement the university's Emergency Management Plan with the procedures and organizational structure unique to the Florida campus at 1011 Bill Beck Boulevard in Kissimmee, Florida.

Johnson University Florida will respond to an emergency situation in a safe, effective, and timely manner. Florida branch campus personnel, equipment, and resources will be utilized to accomplish the following priorities:

1. Protection of human life
2. Support of health and safety services
3. Protection of Johnson University Florida assets
4. Maintenance of Johnson University Florida services
5. Assessment of damages
6. Restoration of general campus operations

In case of any type of emergency on the Florida campus, the Florida Campus Safety and Security Committee serves as the Emergency Management Team. The Chair of the Emergency Management Team (the Chancellor) or a member of the Emergency Management Team acting on its behalf will determine whether an emergency or disaster should be declared on the Florida campus and the extent to which the Emergency Management Plan and the Special Unit Plan are activated. The first member of the Emergency Management Team to arrive on the scene is authorized to direct immediate action in response to a crisis. If an emergency or disaster is declared on the Florida campus, the Chair of the Emergency Management Team will assign an appropriate Incident Response Team.

## **Who to Contact in Case of an Emergency**

**If there is any immediate danger, call 9-1-1.**

Osceola County Department of Public Safety	If possible, tell the dispatcher the nature of the emergency, your exact location, and what services are needed. Remain there until help arrives.	Emergency Situation: 9-1-1 Non-Emergency Situation: (407) 348-2222
Campus Safety & Security Personnel, available daily from 8:00 pm – 6:00 am	Campus Safety & Security Personnel	Mobile: (407) 433-4355
Resident Director	Micaela Cox	Office: (407) 569-1169 Mobile: (772) 713-5595
Director of Plant Services - Florida Campus	Jacob Cox	Mobile: (407) 446-8841

## **Emergency Notification Process**

Upon confirmation by university officials of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, university officials will immediately notify the campus community of the situation. University officials will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The notice will give instructions for appropriate response actions. Notification methods may include email distribution lists for current students and employees, Nixle text alert system, verbal announcement broadcast on campus telephones, banner on website and portal, official social media post, official press release, or any combination of such notification methods.

## **Timely Warning for Clery Crimes**

When necessary, university officials will make a timely warning to the campus community (as required by federal regulations) of a Clery crime that occurred on the campus' Clery geography, that was reported to a Campus Security Authority or local police agency, and that is considered to represent a serious or continuing threat to students and/or employees. However, a timely warning will not be issued if, in the professional judgment of responsible university officials, it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations). Notification methods may include email distribution lists for current students and employees, Nixle text alert system, verbal announcement broadcast on campus telephones, banner on website and portal, official social media post, official press release, or any combination of such notification methods.

## **Types of Emergencies**

### **Level 1 – Minor Incident**

A minor incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of Johnson University Florida. In the case of a minor incident, the Emergency Management Plan would not be activated. Examples of a minor incident include a localized fire, minor storm damage, or an unauthorized individual on campus.

### **Level 2 – Emergency**

An emergency is defined as a serious event that completely disrupts one or more operations of Johnson University Florida. Multiple university resources are involved. In the case of an emergency, the Emergency Management Plan is activated to the extent necessary. Examples of an emergency include a hurricane, brush fire, building fire, or active shooter on campus.

### **Level 3 – Disaster**

A disaster is defined as a very serious event that seriously impairs or halts the operation of the branch campus. In the case of a disaster, the Emergency Management Plan is fully activated. Examples of a disaster include a tornado, direct hurricane hit, or large-scale fire on campus.

## **Stages of Response**

The stages of the Special Unit Plan summarized below follow the guidance found in the “Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education,” which was published in 2013 by the Federal Emergency Management Agency (FEMA).

Stage One – **Education and Preparation** – Educate the campus community to be ready to prevent, respond to, recover from, and/or mitigate the impact on life or property from any campus emergency or disastrous event of any severity or magnitude, whether man-made or natural.

Stage Two – **Emergency Management** – Respond to an emergency situation or disastrous event affecting the campus.

Stage Three – **Initial Recovery** – Begin the recovery process following an emergency situation or disastrous event on campus.

Stage Four – **Facility Restoration** – Restore damaged campus facilities to full use and operation.

Stage Five – **Completion of Recovery** – Reinitiate use of the repaired campus facilities and/or initiate use of the replaced campus facilities to complete the recovery process.

## Weather/Emergency Alert Information

ALERT or CONCERN	RESPONSE
Weather Emergency	If your weather radio broadcasts an alert, follow the instructions located near your weather radio or in this table.
Severe Thunderstorm or Tornado Watch	Suitable conditions exist for severe thunderstorms or a tornado. Remain alert and be prepared to seek shelter immediately.
Severe Thunderstorm or Tornado Warning	Take shelter immediately in a room with no windows on the ground floor, unless instructed to do otherwise by authorized personnel.
Hurricane Watch or Warning	Remain alert and listen carefully to information. Prepare to evacuate or shelter-in-place. Listen for instructions from authorized personnel.
Shelter In Place Warning	Do not leave your apartment or office area. Follow shelter-in-place instructions given by authorized personnel. Listen for further instructions.
Civil Danger Watch or Warning	<p>Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment unless instructed by authorized personnel to evacuate. Listen for further instructions from authorized personnel.</p> <p><b>Osceola County Emergency Management Resources:</b></p> <ul style="list-style-type: none"> <li>Emergency Management website: <a href="http://www.osceola.org/GO/EM">http://www.osceola.org/GO/EM</a></li> <li>Emergency Management Facebook: <a href="http://www.facebook.com/OsceolaEOC">www.facebook.com/OsceolaEOC</a></li> <li>Emergency Management Twitter: <a href="http://www.twitter.com/OsceolaEOC">www.twitter.com/OsceolaEOC</a></li> <li>Osceola County Citizen Information Line: 407-742-0000</li> </ul>
Radiation Hazard Watch or Warning	
Material Hazard Watch or Warning	
Law Enforcement Warning	
Local Area Emergency	
Severe Weather Statement	
Immediate Evacuation Warning	Listen to the information carefully. Collect your evacuation materials. Do not leave campus on your own. Listen for further instructions from authorized personnel.
Immediate Safety or Health Emergency	<b>Call 9-1-1.</b> While on the phone with the 9-1-1 operator, have someone else call your Resident Assistant or the Resident Director at 407-569-1169 (office) or 772-713-5595 (cell) to notify campus personnel of the location and nature of the emergency.
Immediate Maintenance Emergency	Call the Resident Director at 407-569-1169 (office, during business hours) or 772-713-5595 (cell, during non-business hours). If the Resident Director is unavailable, contact a Resident Assistant or the Associate Dean of Students at 407-973-3229 (cell).
Non-Emergency Maintenance Need	Send email to <a href="mailto:1FIX@JohnsonU.edu">1FIX@JohnsonU.edu</a> , or call 407-569-1349 (1FIX) to submit a maintenance request.
Non-Emergency Local Law Enforcement	Call 407-348-2222 if you need to report a non-emergency situation to the Osceola County Sheriff's Office.

## Preparation for and Response to Fire

**In the event of a fire anywhere on campus, call 9-1-1.** This call will alert the Fire Department and the Department of Public Safety. Once emergency services have been notified, also report the fire to Student Life personnel as soon as possible.

## Fire Drills

Fire drills will be conducted two (2) times per year, one to be held in each semester.

1. Fire drills are typically unannounced and are sometimes monitored by a local fire department official.

2. Fire drills will encompass all campus personnel and students.
3. Fire drills will be scheduled at a time that creates the least interruption in classes and in daily activities.

Fires don't always happen at convenient times. In order to be prepared for a fire or other type of emergency, the University conducts a fire drill each semester. This information is provided to inform you of your responsibilities during a fire or fire drill.

1. Make sure everyone in your area is awake and aware of what is going on.
2. Residents of Heritage Hall, Chambers Hall, and Trulock Hall will gather at the pond deck (1 on map). The Student Community Director or a Resident Assistant will be there to verify your presence.
3. Residents of Beazell Hall, Foundation Hall, and Packer Hall will gather in the grassy area at the fence near the residence gate (2 on map). Resident Assistants will be there to verify your presence.
4. All Resident Assistants will give accountability to the Resident Director, who will report to the Fire Department personnel upon their arrival.
5. Occupants of non-residential buildings will gather at the end of the NW visitor-parking strip beside the Chapman Center (3 on map).
6. Do not leave your designated area until notified by the Fire Department personnel, Resident Director, or a Resident Assistant that it is okay to do so.



### Fire Prevention

It is the responsibility of every member of the campus community to bring to the attention of the institution any situation that may be considered a fire hazard. Help prevent cooking fires:

- Stay in the kitchen while cooking.
- Turn pan handles away from the edge of the stovetop.
- Keep stovetop surfaces clean and free from grease buildup.
- Supervise children closely when they help in the kitchen.
- Keep flammable fabrics or shirts with long, loose sleeves away from the oven and stovetop burners.
- Do not keep flammable cleaning fluids, solvents, or other liquids near the stove.



### **Fire Extinguishers**

Fire extinguishers and fire alarms are located in accessible locations in all buildings. When using a fire extinguisher, remember the **PASS** system:

**P**ull the pin // **A**im the Fire Extinguisher // **S**queeze the trigger // **S**weep nozzle from side to side

### **Fire Safety Systems in Campus Housing**

- Each apartment building (Foundation, Trulock, Chambers, Beazell, Packer, and Heritage Halls) has a fire extinguisher located on the outside wall of each floor.
- Each apartment in Foundation Hall and Trulock Hall has a smoke detector located in the kitchen/living room area near the bedroom entrances.
- Each apartment in Chambers Hall has a smoke detector at the top of the stairs. These apartments are also equipped with a sprinkler fire-suppression system.
- Each apartment in Beazell Hall, Packer Hall, and Heritage Hall has a smoke detector in the kitchen/living room area and a smoke detector located in each of the bedrooms. All smoke detectors are interconnected.
- Each apartment building is equipped with a fire emergency notification system with two pull stations outside on each floor.
- Each apartment is equipped with a notification horn within hearing range of all residents. Notification horns are also located on the outside of each apartment building.
- Personnel from the Plant Services Department inspect and test the smoke detectors monthly for proper operation and report failed detectors for repair or replacement.
- Personnel from the Plant Services Department inspect the fire extinguishers monthly for proper charge and report failed fire extinguishers for repair or replacement.
- Annually, an outside vendor inspects (and hydro-tests extinguishers scheduled for said testing) all fire extinguishers for proper charge and repairs or replaces any failed extinguishers.

### **Response to Fire Alarm**

If a fire alarm is activated on campus, JUFL personnel should follow the response protocol described below.

1. Evacuate the affected buildings immediately and send people to the appropriate Emergency Assembly Area (refer to campus map below).
2. Determine the nature and location of the fire threat or false alarm.
3. If it is determined to be a false alarm, re-set the alarm system and permit people to return to the area from which they were evacuated.
4. If there is a fire or fire threat on campus, call 9-1-1 immediately and request assistance from the fire department.
  - a. Notify a member of the Florida Campus Safety and Security Committee that a fire has been detected on campus. A committee member will determine if an emergency is to be declared and if the emergency management plan will be activated.
  - b. If the fire alarm was activated from a residence hall, a committee member will communicate with the fire alarm monitoring company.
  - c. Follow instructions given by fire department personnel.
  - d. Once cleared by fire department personnel, permit people to return to the area from which they were evacuated.



### Response to Tornado

Upon hearing of a weather alert over the National Oceanographic Aeronautical Administration (NOAA) weather radio, obey the instructions of the warning and follow the Shelter-In-Place protocol.

When a tornado watch is announced:

(A tornado watch means a tornado, severe thunderstorm, or both, are possible.)

1. All campus personnel and currently enrolled students will be notified via text alert to those registered in Nixle, email message to Johnson University FL Info distribution list, email message to currently enrolled JUFL students, and campus phone announcements.
2. Remain alert for instructions from either campus or local authorities. Updates will be given, as conditions warrant, until the Emergency Management Team issues an "all clear" signal to the campus community.

When a tornado warning is announced, be prepared to:

(A tornado warning means a tornado has been sighted.)

3. Listen for special instructions from the National Weather Service, the Emergency Management Team, or other university officials.
4. Evacuate quickly to a designated area when requested to do so.
5. Shelter-in-place. Record the names of everyone who is sheltered in the area.
6. Get beneath heavy furniture if a safe area is not accessible or time does not permit.
7. Stay away from outer walls or glass.
8. Avoid any room with a wide free-span roof.
9. If the structure you are in appears to be unsafe, cautiously exit the structure.
10. Wait for the "all clear" signal from the weather radio, the local authorities, or the Emergency Management Team Chair.

### Response to Hurricane

Hurricane season extends from the beginning of June through November. If there is a hurricane or other high wind event in this area, you will be informed by the Emergency Management Team. Information received from weather radios should be obeyed.

Hurricane season preparations:

- Have two (2) gallons of water for drinking (for each resident) reserved throughout hurricane season.
- Stock some non-perishable foods that can be eaten with little or no preparation (i.e. canned foods, cereals, peanut butter and crackers).
- Have a flashlight ready with fresh batteries.

When a hurricane watch is issued:

*(A hurricane watch means hurricane conditions pose a possible threat to your area. It does not mean a hurricane will strike.)*

1. All campus personnel and currently enrolled students will be notified via text alert to those registered in Nixle, email message to Johnson University FL Info distribution list, email message to currently enrolled JUFL students, and campus phone announcements.
2. Updates will be given, as conditions warrant, until the Emergency Management Team issues an “all clear” signal to the campus community.
3. Listen for special instructions from the National Weather Service, the Emergency Management Team, or other university officials.
4. Make sure you have stocked up on emergency supplies.
5. Remain calm and alert for instructions from either campus or local authorities.

When a hurricane warning is issued:

*(A hurricane warning means that hurricane conditions are expected in your area within 24-36 hours. Conditions may include gale-force winds, flood danger, and possible tornadoes.)*

Upon the issuance of a Hurricane Warning that encompasses the Kissimmee area, the Emergency Management Team Chair, in conjunction with the other Emergency Management Team members, will choose one of the following options:

- Shelter-In-Place (Category 1 Hurricane only)
  - Shelter-In-Place in first floor apartments or evacuate to hardened Chapman Center prior to sustained winds of 96 MPH (Category 2 Hurricane)
  - Evacuate to hardened Chapman Center prior to sustained winds of 111 MPH or greater (Category 3 and above)
6. Secure any loose objects outside by bringing them inside.
  7. Avoid unnecessary use of phones as the Emergency Management Team may be issuing updates.
  8. All campus residents should remain in their own apartments until they are notified to do otherwise. Should a student choose to leave campus, they must notify the Emergency Management Team, Resident Director, or an RA of their destination. If the Emergency Management Team deems it necessary, students may be evacuated to the Chapman Center—this will be mandatory for all students residing in campus housing. The Emergency Management Team will record the names of everyone who is sheltered in the area. Students will be instructed to remain sheltered in their apartment or designated area until given the “all clear” signal from the weather radio, the local authorities, or the Emergency Management Team Chair.

**Shelter-in-Place Instructions**

During an emergency, you may be asked to “shelter-in-place.” The JUFL Emergency Management Team or local city/county emergency management officials may ask you to shelter-in-place when the risk of harm during an evacuation is greater than sheltering yourself in your home or workplace. The information provided below was developed from various emergency management resources, including the American Red Cross (<https://www.redcross.org/get-help/how-to-prepare-for-emergencies.html>), Osceola County Emergency Management (<https://www.osceola.org/agencies-departments/emergency-management>), and Florida Division of Emergency Management (<https://www.floridadisaster.org/planprepare/disaster-supply-kit>).

**Follow these Shelter-In-Place instructions for on-campus apartments**

1. Choose a room with few or no windows.
2. Close all doors and windows. Close the blinds and stay away from the windows.
3. Close as many internal doors as possible.
4. Take your weather radio and a portable radio with you.
5. Stay inside until you are advised it is safe to exit your home. Once advised, open your apartment to air it out.
6. Stay off the telephone except to report emergencies. Authorities may be trying to communicate with you.

7. Wait for the “all clear” signal from authorized personnel.

**Follow these Shelter-In-Place instructions for non-residential campus buildings**

1. Cancel class. Follow reverse evacuation procedures to bring the campus community indoors.
2. If there are visitors in the building, provide for their safety by asking them to stay – do not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
3. Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school’s listed telephone number available in the room selected to provide shelter for the school secretary or person designated to answer these calls. This room should also be sealed. Acquire all school two-way radios available for communication, if time permits.
4. Allow those with wireless phones to call to let others know where they are. However, instruct them to keep calls short.
5. If time permits, change the automated attendant message on the telephone system to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
6. Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
7. If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
8. Have employees familiar with your building’s mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
9. Pre-stage essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
10. Select interior room(s) with the fewest windows or vents to serve as **shelter-in-place** rooms. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms, if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even the gymnasium may also work well.
11. It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Wireless telephone equipment may be overwhelmed or damaged during an emergency.
12. Bring everyone into the room. Shut and lock the door.
13. Write down the names of everyone in the room, and call your school’s designated emergency contact to report who is in the room with you.
14. Listen for an official announcement from school officials, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

**Shelter-In-Place Rooms**

Campus Apartment Buildings	<ul style="list-style-type: none"> <li>• First-floor bathroom</li> <li>• Or as instructed</li> </ul>
Chapman Center	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Registrar’s Office area</li> <li>• Non-windowed offices</li> <li>• CH-5</li> <li>• Or as instructed</li> </ul>
Brough Music Wing	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Or as instructed</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• LB-2</li> <li>• Or as instructed</li> </ul>
Student Union Building (SUB)	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Mailroom</li> <li>• Or as instructed</li> </ul>

Florida Commons Dining Hall	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Or as instructed</li> </ul>
The Café	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Or as instructed</li> </ul>
Maintenance Building	<ul style="list-style-type: none"> <li>• Tool Room</li> <li>• Or as instructed</li> </ul>

### Basic Shelter-In-Place Kit and/or Evacuation Kit

As a last-minute preparation for sheltering in place, quickly gather as many of the following items as you can:

- Scissors
- Duct tape
- Plastic sheeting
- Towels (to put under doors)
- Radio with spare batteries
- Flashlight with spare batteries
- Spare battery for weather radio
- Water and snack foods
- Games and books

### Full Shelter-In-Place Kit and/or Evacuation Kit

Most emergency management resources recommend that the six basics you should stock for your home are **water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items.**

Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

Possible containers include a large covered trash container, a camping backpack, or a duffle bag.

Remember to place important family papers (such as your marriage certificate, Social Security cards, passports, current insurance documents, and any other legal paperwork) in one place for quick and easy removal for taking them with you.

- Store your kit in a convenient place that is known to all family members.
- Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags.
- Change your stored water supply every six months so it stays fresh.
- Replace your stored food every six months.
- Re-think your kit and family needs at least once a year.
- Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

### Water

- Store water in plastic containers, such as soft drink bottles. Avoid using containers that will decompose or break, such as paper milk cartons or glass bottles.
- A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person per day.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).

**Food** – Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples, such as salt, sugar, pepper, spices, etc.
- High energy foods
- Vitamins

- Food for infants
- Comfort/stress foods

***First Aid Kit*** – Assemble a first aid kit for your home and one for each car:

- Adhesive bandages, various sizes
- 5" x 9" sterile dressing pads
- Conforming roller gauze bandage
- Triangular bandages
- 3 x 3 sterile gauze pads
- 4 x 4 sterile gauze pads
- Roll 3" cohesive bandage
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Antiseptic wipes
- Pair large medical grade non-latex gloves
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- Tweezers
- CPR breathing barrier, such as a face shield

***Non-Prescription Drugs***

- Preferred pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Laxative
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Activated charcoal (use if advised by the Poison Control Center)

***Tools and Supplies***

- Mess kits, or paper cups, plates, and plastic utensils
- Emergency preparedness manual
- Battery-operated radio and extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change
- Non-electric can opener, utility knife
- Fire extinguisher, small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

***Sanitation Supplies***

- Toilet paper, personal cleansing cloths or towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags and ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

***Clothing and Bedding***

- At least one complete change of clothing and footwear per person
- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear
- Sunglasses

***Special Items*** – Remember family members with special requirements, such as infants and elderly or disabled persons.

- Bottles, infant formula, and powdered milk
- Diapers or adult bladder pads
- Prescription medications
- Insulin, if diabetic
- Heart and high blood pressure medication
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

***Entertainment*** -- Games and books for all ages

***Important Family Documents*** – Keep these records in a waterproof, portable container:

- Will, insurance policies, contracts deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

**Response to Police or Medical Emergency**

Should a medical or police emergency arise, any campus personnel who becomes aware of a police or medical emergency should take the following steps:

1. Call 9-1-1 and clearly describe the nature of the emergency.
2. Call a university official and clearly describe the nature of the situation.
3. Do everything possible to ensure the safety of all those present.
4. Do everything possible to provide for the comfort of anyone in need of medical assistance.

Should campus personnel be notified of an escaped prisoner or become aware of one, the Emergency Management Team should be notified immediately.

1. The Emergency Management Team will then request that all exterior doors be locked and all of the campus community and visitors remain extra vigilant until the “all clear” signal is given.
2. All campus personnel are to cooperate fully with law enforcement officers.

### **Response to Active Shooter Threat**

If an active shooter or a civilian armed with a gun comes on campus, employ the **Run / Hide / Fight** method developed and copyrighted by the City of Houston and approved for public use by the Federal Bureau of Investigation (FBI). The Run/Hide/Fight response to an active shooter situation also comes from the “Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education” (pp. 82-84), which was published in 2013 by the Federal Emergency Management Agency (FEMA).

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

#### **RUN**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe

#### **HIDE**

- Hide in an area out of the shooter’s view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

#### **FIGHT**

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions...your life depends on it.

(Source: Retrieved 7/4/2019 from [https://www.fbi.gov/file-repository/active-shooter-event-quick-reference-guide\\_2015.pdf/view](https://www.fbi.gov/file-repository/active-shooter-event-quick-reference-guide_2015.pdf/view))

### **Response to Bomb/Explosives Threat**

In the event of a bomb or explosives threat, the person receiving the threat should contact the Emergency Management Team immediately!

Upon receipt of a bomb threat, the person receiving the call or note/letter should record the following information:

1. Date and time the call or note/letter was received.
2. Sex, approximate age, and race of the caller, if possible.
3. Speech, mannerisms (nervous, excited, etc.).
4. Background noises.
5. As much information as possible should be obtained about the bomb and its location. The person who takes the phone call should ask the following questions:
  - a. What is the exact location of the bomb?
  - b. What is the time the device is set for detonation?
  - c. What does the bomb look like?
  - d. What type of explosive was used to make the bomb?
  - e. Why was the bomb placed?
6. If the threat is received in writing, every effort should be made to preserve the article for evidence analysis.

The Emergency Management Team will make a decision whether evacuation should be effected. If a bomb or other explosive device is detonated on campus, call 9-1-1 and the Emergency Management Team.

### **Response to Demonstrations**

Johnson University Florida is a private institution and does not permit demonstrations of any kind. In all cases, demonstrations will be considered trespassing and law enforcement authorities will be called.

Should a demonstration occur, the following procedures should be followed:



Peaceful Non-Obstructive Demonstration – Campus personnel will be notified of the demonstration and will be kept updated on an hourly basis or less if events warrant.

Non-Violent Disruptive Demonstration – If access to the campus is denied, do not try to enter the campus forcefully. Notify the Emergency Management Team or designee and advise him/her of the situation.

Violent Disruptive Demonstration – In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, stay clear of the site. Do not entice or confront the demonstrators.

### **Response to Hazardous Material**

A Hazardous Material occurrence is described as any accidental spill, exposure, or contact with a chemical or substance that could endanger health or welfare. Be sure to stay away and keep others away from the incident site to minimize the chance of contamination.

In the event of a hazardous material spill occurrence on campus, contact someone from the Plant Services Department (407-569-1366) immediately.

### **Classroom Safety**

The instructor has full control and authority in his or her classroom. The instructor is encouraged to do everything possible to protect the well-being of the class, while at the same time not placing himself or herself in danger.

Should an incident arise in the classroom that somehow endangers the class, the instructor may use the following options at his or her discretion:

1. Dismiss those causing the disruption.
2. Dismiss the class.
3. Notify the Associate Provost in the Academic Office.
4. Call 9-1-1 and/or the Student Life Office at extension 1163.

### **Class Cancellation**

Classes are normally canceled when the School District of Osceola County cancels their classes due to dangerous weather. The campus community should monitor local TV and radio stations for updates. The decision to cancel classes otherwise will be made by the Chancellor and Vice Provost. The Emergency Management Team will notify university personnel. University personnel will share the responsibility to notify students under the direction of the Emergency Management Team.

### **Chapman Center as a Shelter**

The university holds a cooperative relationship with both the Osceola County Emergency Services and the American Red Cross of Central Florida to employ the Chapman Center as a shelter in the event of a crisis that would warrant the sheltering of a large number of people for a measured period of time. University personnel will run the operation of the shelter with the support of the Red Cross. Should the shelter be activated, every attempt will be made to cause as little disruption as possible to the day-to-day operations of the university.

### **Local Activities/Events**

Special events are a regular occurrence in the community surrounding the Florida campus. These events bring an influx of visitors to the area. Everyone is encouraged to be more vigilant than normal and to encourage the following procedures:

1. Report suspicious activity to the Resident Director or a Resident Assistant.
2. Ensure that apartments and vehicles are locked.
3. Ensure exterior doors are closed and locked.

Should some type of disaster strike our local community, the University will mobilize to aid where possible.

## APPENDIX A: Vehicle Regulations

### Part 1. REGISTRATION AND OPERATION

#### Section 1. General Policies

These regulations cover any vehicle operated on campus streets, including bicycles and motor vehicles. Students, employees, and guests operate their vehicles at their own risk.

**Driving Privileges.** Motor vehicles are to be used for transportation to and from campus on paved roads, not around campus. **Residence hall occupants may not drive to class, chapel, or the gym.** Violators will be ticketed. Students, employees, and guests operate their vehicles on campus at their own risk. Drivers of all vehicles, including bicycles, are to exercise caution when driving on campus and be alert to the presence of pedestrians.

**Motor Vehicle Registration.** Motor vehicles must be properly licensed, carry liability insurance, and be registered with the Student Life Office using the online vehicle registration form within the My.JohnsonU.edu portal. Residence hall occupants may have only one motor vehicle on campus, unless otherwise approved for a second vehicle on campus.

**Decals.** Johnson University registration decals adhere to the interior side of the windshield by static and must be mounted in the lowest possible position at the extreme left side of the front windshield.

#### Section 2. Parking

All student vehicles are to be parked in assigned parking areas while on campus. Failure to park in the assigned areas will result in a citation and \$30 fine.

**Residents of Campus Housing.** Vehicle Guidelines for JUFL residents are provided with the annual vehicle decal sticker during the registration/check-in process. Parking areas for campus housing residents are assigned as follows:

- Residents of Foundation, Trulock, Beazell, and Packer Halls park in Lot #2 (between Foundation Hall and Palm Branch Lane).
- Residents of Chambers Hall park in Lot #3 (behind Chambers Hall on both sides of Cross Way, except in spots designated for Dining Hall staff parking).
- Residents of Heritage Hall park in the gravel lot beside Heritage Hall.

**Commuters.** Commuter students will park only in the designated parking areas in Lot #1 (between the Library and Palm Branch Lane).

**“No Parking” Zones.** Vehicles will be ticketed if found parked in the following “No Parking” zones: (1) under or around the Chapman Center overhang; (2) beside the Student Union Building; (3) in any grassy area; (4) other areas as posted. An exception to these “No Parking” zones must be approved ahead of time by the Resident Director or Plant Services Director.

#### Section 3. Speed Limit

**Speed Limit and Reckless Driving.** The speed limit on the Florida campus is 15 MPH. People who exceed the speed limit or drive recklessly on campus will receive a moving violation citation and be required to pay a fine. Speed limits are strictly enforced to protect the safety of pedestrians.

#### Section 4. Other Regulations

**Accidents.** Any vehicular accident which results in personal injury must be immediately reported to

the Osceola County Sheriff's Office by calling 9-1-1. Any property damage accident that does not involve a university-owned vehicle or university property must be reported to the Osceola County Sheriff's Office. All accidents involving either a university-owned vehicle or university property must be immediately reported to the Plant Services Office by calling 407-569-1366. In the case of an accident involving personal vehicles, Students, employees, and guests must be prepared to exchange insurance information.

**Curfew.** Those responsible for campus safety and security will inquire about the movement of people and vehicles that come on campus after curfew begins. People who come on campus during curfew hours must stop at the entrance gate and check in with the Security Officer.

**Repairing Vehicles.** Do not change engine oil or repair cars in a campus parking lot, on a campus roadway, or in any campus grassy area, unless approved in advance by the Director of Plant Services for the Florida campus. The University does not offer maintenance facilities for student use.

## Part 2. ENFORCEMENT

### Section 1. Motor Vehicle Violations

The following are examples of registration, parking, and moving violations.

**Registration Violations:** (1) On University property with no visible or improperly displayed registration decal; (2) altered or mutilated registration decal; and (3) falsification of registration information.

**Parking Violations:** (1) In a no-parking zone; (2) in unauthorized area; (3) in loading zone; (4) in fire lane; (5) blocking or obstructing traffic, street, sidewalk, driveway, building entrance or exit, or another vehicle; (6) in handicapped space; (7) parked outside lines or appropriately marked space; and (8) parked in area assigned to someone else.

**Moving Violations:** (1) Exceeding campus speed limit; (2) excessive speed for existing conditions; (3) failure to obey a traffic sign; (4) failure to obey campus safety or security personnel; (5) driving a vehicle on the grass without approval from the Resident Director or Plant Services Director; (6) operating a vehicle without a valid operator's license; (7) reckless driving and/or racing; (8) failure to yield right-of-way; (9) leaving scene of accident; (10) operating mechanically unsafe vehicle; (11) driving under the influence; (12) operating a vehicle that is unnecessarily loud (loud mufflers, horns, stereos, etc.); and (13) driving off of roadway or street.

### Section 2. Citations and Fines

Violations of motor vehicle regulations will result in citations. It is not university practice to issue "warning" citations.

**Fines.** Fines will be charged to student accounts or directly to employees according to the following schedule. The University reserves the right to revoke driving privileges for excessive noise violations.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Registration	\$30	\$30	\$30	Refer to Associate Dean of Students for disciplinary action
Parking	\$30	\$30	\$30	Refer to Associate Dean of Students for disciplinary action

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Handicap Parking	\$100 and up to five hours of community service	Refer to Associate Dean of Students for disciplinary action		
Moving	\$35	\$50	Refer to Associate Dean of Students for disciplinary action	

**Appeal.** A written appeal submitted to the Associate Dean of Students within 14 calendar days from the issuance of the citation is the initial step in the appeal process. After 14 calendar days from the issuance of the citation, the right of appeal is forfeited. An appeal must be made by the person cited or the person to whom the vehicle is registered. The Associate Dean of Students may attempt to settle the dispute informally. Failure to appear without prior notice at a scheduled appeal meeting will result in denial of the appeal.

**Disciplinary Action.** After the second moving offense in an academic year or after the third parking offense, additional violations of motor vehicle regulations will result in disciplinary action by the Associate Dean of Students or the discipline committee. Penalties at their disposal include discretionary fines, loss of driving and/or parking privileges on campus, disciplinary probation, and disciplinary suspension. See Unit Five of the *Student Handbook* for a thorough explanation of the disciplinary procedures for students.