I welcome both continuing and new students to the Johnson University Florida campus for the 2014-2015 school year. Since arriving on the Florida campus last year, I have been emphasizing to the students, faculty, staff, alumni, and donors the four core values that, I believe, have driven this institution since 1975 and will continue through Johnson University Florida into the future. These core values are:

1) An education that is “Strong in the Scriptures”
2) Programs of study that are ministry focused
3) A solid commitment to the principles of the Stone Campbell Movement
4) A campus culture that is Christ centered and prizes a “family” spirit

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: “Thy word have I hid in my heart that I might not sin against thee” (Psalm 119:11) and “Thy word is a lamp unto my feet and a light unto my path” (Psalm 119:105). Learn from Jesus our Lord who responded to the temptation of the devil, not with 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. David L. Eubanks
Chief Operating Officer
Johnson University Florida

Published August 4, 2014
Updated September 30, 2014 (revisions highlighted in yellow and summarized below)

<table>
<thead>
<tr>
<th>Pages 43-44</th>
<th>Modified text in Missing Student Notification Policy and Procedures</th>
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<tbody>
<tr>
<td>Page 54</td>
<td>Added Deferred Suspension as an optional consequence</td>
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<tr>
<td>Pages 57-58</td>
<td>Enhanced Student Consumer Information and Public Disclosures</td>
</tr>
<tr>
<td>Page 63</td>
<td>Added another definition of Indecent Exposure</td>
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<td>Page 66</td>
<td>Additional text in Confidentiality</td>
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<td>Page 67</td>
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<tr>
<td>Page 70</td>
<td>Added deferred suspension to list of possible disciplinary sanctions for a student</td>
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<tr>
<td>Page 78</td>
<td>Updated Current Crime Statistics Notes</td>
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<tr>
<td>Page 79</td>
<td>Modified text in Campus Emergency Notifications</td>
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<tr>
<td>Pages 79-80</td>
<td>Modified and added text in Emergency Response Plan</td>
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<tr>
<td>Pages 86-87</td>
<td>Modified and added text in Preparation for and Response to Fire</td>
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RESOURCE PEOPLE
The following list allows you to quickly contact us if we can help you or if you have a question. If you call from off campus, the number is (407) 569-extension number. Remember, if you don’t 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.

<table>
<thead>
<tr>
<th>Area Where You Need Help</th>
<th>Person Who Can Help You</th>
<th>407-569-Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Office</td>
<td>Dr. Brian Smith</td>
<td>1337</td>
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<td></td>
<td>Cathy Cottrell</td>
<td>1337</td>
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<tr>
<td>Academic Support Center</td>
<td>Garrett Thompson</td>
<td>1340</td>
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<tr>
<td>Admissions &amp; Recruitment</td>
<td>Kellie Spencer</td>
<td>1172</td>
</tr>
<tr>
<td>Campus &amp; Community Recreation</td>
<td>Bob Mehlenbacher</td>
<td>1169</td>
</tr>
<tr>
<td>Campus Housing</td>
<td>Bob Mehlenbacher (Resident Director – RD)</td>
<td>W: 1169 or H: 1443</td>
</tr>
<tr>
<td></td>
<td>Whitney Rudolph (Assistant RD)</td>
<td>W: 1360 or H: 1432</td>
</tr>
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<td></td>
<td>Resident Assistants (RAs):</td>
<td></td>
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<tr>
<td></td>
<td>Kaleb Baker</td>
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<td></td>
<td>Ian Daniels</td>
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<td></td>
<td>Tyler Olender (Head RA)</td>
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<tr>
<td></td>
<td>Mikey Sackrider</td>
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<td></td>
<td>Whitney Rudolph (Resident Director – RA)</td>
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<td></td>
<td>Tara Olender</td>
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<td></td>
<td>Amy Sallee</td>
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<tr>
<td></td>
<td>Natalie Snodgrass</td>
<td></td>
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<tr>
<td>Chief Operating Officer – Florida Campus</td>
<td>Dr. David Eubanks</td>
<td>1164</td>
</tr>
<tr>
<td>Faculty (full-time)</td>
<td>Professor Lyle Bundy</td>
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<tr>
<td></td>
<td>Dr. Wendy Guthrie</td>
<td>1332</td>
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<td>Dr. Les Hardin</td>
<td>1328</td>
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<tr>
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<td>Dr. Greg Hartley</td>
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<td>Dr. Joe Harvey</td>
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<td></td>
<td>Professor Roland Howard</td>
<td>1334</td>
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<td>Professor Rachel Nawrocki</td>
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<td>Dr. David Peters</td>
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<td>Dr. Ruth Reyes</td>
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<td>Dr. Bob Ritchie</td>
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<td></td>
<td>Professor Twila Sias</td>
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<td>Dr. Mark Ziese</td>
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<td>Financial Aid</td>
<td>Heather LoGiacco</td>
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<td>Intercollegiate Athletics</td>
<td>Doug Johnson</td>
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<td>Internships – Ministry</td>
<td>Dr. Joe Harvey</td>
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<tr>
<td>Library</td>
<td>Linda Stark</td>
<td>1318</td>
</tr>
<tr>
<td>Mailbox &amp; Parking Assignments</td>
<td>Student Life Office</td>
<td>1163</td>
</tr>
<tr>
<td>Maintenance &amp; Custodial Requests</td>
<td>Plant Services – send e-mail to <a href="mailto:1FIX@JohnsonU.edu">1FIX@JohnsonU.edu</a> or call</td>
<td>1349</td>
</tr>
<tr>
<td>Registrar’s Office &amp; Transcripts</td>
<td>Diane Adams</td>
<td>1341</td>
</tr>
<tr>
<td>Student Accounts &amp; Check Requests</td>
<td>Bryce Foulke</td>
<td>1365</td>
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<tr>
<td>Student Concerns</td>
<td>Sandi Peppard</td>
<td>1331</td>
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<tr>
<td>Student Events</td>
<td>Whitney Rudolph</td>
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<tr>
<td>Student ID Keycards</td>
<td>Student Life Office</td>
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</tbody>
</table>
UNIT ONE: Introduction

JOHNSON UNIVERSITY’S MISSION
Johnson 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.

Expanded Mission Statement
Johnson, a private, coeducational institution of higher learning offering associate, baccalaureate, and graduate degrees, strives to be faithful through 21st century methods to its historic purpose of preparing students to preach the Gospel.

Johnson 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 engages a faculty supportive of its mission and committed to teaching and advising; scholarly and creative activity; and service to churches, Johnson, 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 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 offers graduate programs in professional and academic areas that prepare students for leadership in congregations, educational institutions, and other service vocations. Johnson also recognizes its responsibility of service to Christian congregations, the local community, and the world.

Johnson 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.

Religious Affiliation
Johnson is a nondenominational university associated with the independent Christian churches/churches of Christ whose heritage is rooted in the Restoration Movement (also known as the Stone-Campbell Movement). While the majority of students come from these churches, followers of Christ from many denominations are represented.
Christian Perspective
A Christian worldview permeates every program and activity at Johnson. 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. 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 which 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.

ACCREDITATION and ASSOCIATIONS
Johnson University Florida operates and grants degrees under a license granted by means of accreditation by the Commission for Independent Education with the Florida Board of Education (325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400; Telephone: 850.245.3200).

Johnson University Florida is approved as an eligible private institution for receipt of federal and state financial aid by the U.S. Department of Education and the Florida Department of Education.

SACSCOC Regional Accreditation. Johnson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC, www.sacscoc.org) to award associate’s, bachelor’s, master’s, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Johnson University.

ABHE Institutional Accreditation. Johnson also holds institutional accreditation from the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to award associate’s, bachelor’s, master’s, and doctor’s degrees (5850 T.G. Lee Blvd., Ste. 130, Orlando, Florida 32822; Telephone: 407.207.0808; www.abhe.org).
Both SACSCOC and ABHE are recognized by the United States Department of Education and the Council of Higher Education Accreditation (CHEA).

**Veterans.** Johnson University Florida’s academic programs are approved by the Bureau of State Approving for Veterans’ Training for persons eligible under laws administered by the Veterans Administration.

**STATEMENT OF FAITH**
The University is aware of the potentially controversial nature of creeds and has no intention of adding to an already divided church. The essence of our belief is in the old saying, “no creed but Christ.” Therefore, any person who holds to the Lordship of Jesus and meets the other admission requirements is welcome at Johnson University. Yet, in order to understand the nature of the University, you should know that every trustee, administrator, and teacher holds the following items to be true, and that students may not use the campus as a place to actively promulgate teachings greatly out of line with these:

- There is one true God of the Old and New Testaments.
- All the scriptures of the Old and New Testaments are inspired, and if one believes and obeys Jesus Christ, such faith and obedience will bring the remission of sins and eternal redemption hereafter.
- Jesus is the Christ, the Son of God, born of the Virgin Mary, without the interposition of man, and He is in the all-inclusive sense, our Savior, Prophet, Priest and King.
- Jesus died on the cross for the whole human race and for all ages, and His blood cleanses from all sins, on the conditions laid down in the New Testament.
- Jesus was buried in the grave, and He came from the grave alive in the body in which He was buried, triumphant over death and the grave.
- Jesus gave the Great Commission to the Apostles (Matthew 28:18-20; Mark 16:14-16; Luke 23:45-47; John 20:22-23; Acts 1:8) to embrace all nations and all ages to the end of time.
- Jesus Christ sent the Holy Spirit down from Heaven to the Apostles through whom the Gospel was unfolded, and men and women are saved according to the conditions laid down and on record in the book of Acts.
- Faith, repentance, confession of faith in Jesus and baptism (immersion) and prayer are for the remission of past sins, and faith, repentance and confession of sins and prayer are for the remission of the erring Christian’s sins (Acts 8:22).
- The basis of the Restoration Plea handed down to us by the fathers and the basis of the union of Christendom are found in the New Testament.
- Jesus Christ will come at the end of the world and will judge all men and all ages according to that which is written in the Sacred 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 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, handicap, veteran status, genetic information, or political affiliation 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.

Direct questions concerning the non-discrimination policy to Dr. Mark F. Pierce, Vice Provost for Research and Planning, Johnson University, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2405, e-mail: mpierce@johnsonu.edu.
UNIT TWO: Student Services

STUDENT LIFE
The purpose of the Student Life Management Area of Johnson University Florida is to establish and sustain a campus community environment that encourages spiritual, academic, and personal excellence appropriate to a Bible college setting. Student Life provides student support programs, services, and activities that contribute to and enhance the physical, emotional, and spiritual development of students. It 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 which 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 responsibility of the student to read the Catalog, Student Handbook, and other information Johnson 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 man-made 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 security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides sub-contracted, professional security services on campus overnight, typically during curfew hours. The campus security personnel do not have the authority to arrest individuals.
allegedly involved in the commission of a crime on campus. They do, however, have complete authority to contact the appropriate legal and campus authorities.

**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.

**Family 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 play. Childcare and employment are available either on campus or within an easy drive. Students interested in family housing on the Florida campus should contact the Resident Director.

In addition to campus housing, the Florida campus also includes the educational buildings listed 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 a.m. until 9:00 p.m. on most weekdays. All classroom doors lock at 5:00 p.m. The Chapman Center is open on weekends for previously scheduled and approved events. Building use is scheduled via the online facilities request form located at [www.johnsonu.edu/Florida/Student-Life/Campus-Services/Plant-Services.aspx](http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Plant-Services.aspx).

- **Trible 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 a.m. until midnight; however, the doors lock at 9:00 p.m. 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 weight room, 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 through the web site at [www.johnsonu.edu/Florida/Student-Life/Campus-Services/Library-Resources.aspx](http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Library-Resources.aspx). 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.

- **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 and houses a Community Music School, offering private and group lessons to students of all ages.

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. That commitment is being further realized by 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.

The resources and services of the Academic Support Center are briefly described below. 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), 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’ll help you take it to the next level. We will proof read 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 will periodically host workshops on various topics, such as writing, research, success tips, using technology, and other helpful topics. These will be announced through the Academic Support Center Newsletter (Student Success Tips) and in the weekly Chapel Announcements.
Online Resources. Many of the resources, and some of the services, mentioned above will also be available online. You can, for example, submit assignments for evaluation using a link on the Online Academic Support Center website, http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx.
COUNSELING SERVICES
General counseling services are available to students through the Student Life Office. 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 funds collected from student activity fees. The university has written agreements with local professional counselors and counseling centers, listed below. The Student Life Office provides financial assistance for a student’s first visit and half of all subsequent visits while the student is enrolled as a degree-seeking student. Confidentiality is assured. Transportation may be arranged through the Student Life Office, if needed.

| Judy Grotjan, Counselor, M.A.C.M., AACC |
| A Ministry of First Christian Church of Kissimmee |
| 415 North Main Street |
| Kissimmee, FL 34744 |
| (407) 847-2543, ext. 30 |
| Counseling Center |
| A Ministry of First Baptist Orlando |
| 3125 Bruton Boulevard |
| Orlando, FL 32805 |
| (407) 514-4470 |

| Hope Counseling Center |
| A Ministry of Northeast Christian Church |
| 2885 Partin Settlement Road |
| Kissimmee, FL 34744 |
| (407) 870-0520 or (321) 624-5948 |
| Pathway Counseling Ministry |
| P.O. Box 620478 |
| Oviedo, FL 32762-0478 |
| (407) 366-5656 |

| Keri Funk, M.S. |
| Registered Mental Health Counselor Intern |
| The Next Step Counseling Center |
| 2001 Hickory Tree Road |
| St. Cloud, FL 34772 |
| (321) 805-4850 |

HEALTH INSURANCE REQUIREMENT
The University requires undergraduate students living on campus and full-time commuter students enrolled in traditional programs to have health insurance. Health insurance information for Johnson University students is available on the insurance carrier’s website at https://consolidatedhealthplan.com/group/224/home. A summary of the student health insurance policy is available on request from the Student Life Office. 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: Florida Hospital Kissimmee, 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

**Doctors:** John T. Littell, MD, 300 Park Place Blvd., Kissimmee, FL, (407) 343-1711

Refer to local Yellow Pages for more physicians.

**Note:** If needed, transportation may be arranged through the Student Life Office.

**CONTAGIOUS MEDICAL CONDITION**
If you show symptoms of or think you might have a contagious medical condition (head lice, MRSA, influenza, etc.) that is transferable to others via casual contact, please report it to university personnel in the Student Life Office immediately. Then seek appropriate medical attention right away. Our desire is to keep the campus community healthy.

**STUDENT NEWS**
The Student Life Office sends out a regular electronic newsletter called *Weekly Announcements*, via email to currently enrolled students, typically on Tuesday each week that school is in session. The Student Life Office also publishes a monthly event calendar to currently enrolled students via the my.johnsonu.edu portal. A paper copy of the *Weekly Announcements* will be posted each week on the bulletin board in the SUB and will also be available via the my.johnsonu.edu portal.

All items for display on bulletin boards in the SUB must bear the stamp of approval of the Student Life Office. The Student Life Office reserves the right to remove outdated announcements and announcements posted without permission.

**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. 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.
5. First class mail will be forwarded for a period of six months from the last date of 
attendance of the student. After six months, first class mail will be returned to the sender.
6. On-campus mail, non-first class mail, and packages cannot be forwarded, per Post Office 
Guidelines.
7. Material of questionable content will be held by the Student Life Office for pick-up 
directly from the Executive Director of Student Life. 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 so deems it necessary.

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 following schedule:
- Fall semester, 11:59 pm on Saturday, the day after the final day of the semester
- Approved Winter Break residents, 11:59 pm on Friday prior to the start of the Spring 
semester
- Spring semester, 11:59 pm on Saturday, the day after the final day of the semester
- Summer semester and approved Summer Break residents, 11:59 pm on Wednesday prior 
to the start of the Fall semester

Continuing students must have their keycard recoded for the next semester before the expiration 
dates listed above, during normal office hours in the Student Life Office on Monday – Friday, 
8:00 am – 5:00 pm.

The following table describes the light indications on the Onity Integra Locks (keycard access 
door locks). Please report any unresolved issues to the Student Life Office during normal office 
hours.
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steady Green</td>
<td>• Unlocked</td>
</tr>
</tbody>
</table>
| Immediate Red | • The keycard isn’t authorized for that door  
• The user is not assigned to the door’s locking plan  
• The keycard has expired  
• The keycard was voided |
| Alternating Flashing Green and Flashing Red | • The deadbolt is thrown  
• Improper lock installation  
• A wire is pinched or shorted out |
| Delayed Red | • The keycard is blank, demagnetized, or damaged  
• The keycard was inserted incorrectly  
• The keycard was left in the lock for too long  
• The internal card reading mechanism requires service or cleaning |
| Flashing Green | • Unlocked; the lock is in “office mode” |
| Flashing Red | • The lock was blocked with a blocking card |
| Steady Red and Green after insertion and removal of card | • The lock is in “security mode,” a valid keycard and PIN is required for entry/access |
| Steady Green with Flashing Red | • The batteries in the lock are low |

**WEIGHT ROOM RULES**

Only current Johnson University Florida students and employees are allowed to use the weight room. Exceptions must be granted in writing through the Student Life Office before a guest uses the weight room. Additional information on weight room etiquette, weightlifting techniques, free weights, and spotters is posted in the weight room itself.

**General Rules:**

1. The number one concern in the weight room is SAFETY.
2. Exercise at your own risk.
3. Enter the weight room mentally and physically ready to work.
4. Proper attire must be worn while lifting.
5. Return all weights to their proper storage area after use.
6. Exercise with a spotter.
7. Always use common sense. If you see potential danger, please report it.
8. Leave the weight room clean and in proper order, even if you didn’t find it that way when you arrived.

**GENERAL FEE**

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

- Security services
- Library & Media services
- Academic Support Center services
- Student Life services
- Class events & activities
- Campus banquets
- SGA events & activities
- 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.

**CREDENTIALS COMMITTEE**
The Credentials Committee is charged with the responsibility to review and determine the academic status of students with serious academic problems. It is a decision-making committee and may grant or refuse matriculation as deemed advisable in each situation. The Credentials Committee on the Florida campus is comprised of the Associate Provost, the Associate Registrar, the Executive Director of Student Life, the Director of Admissions, and one member of the Faculty.

**STUDENT HONORS**

**Dean’s List.** At the end of each term of study, the Academic Office publishes a list of students who have achieved a grade point average (GPA) of 3.66 or above in at least 12 hours of credit courses. Notification of this achievement is sent to the home church of each student, and the list is announced in Chapel. Normally, those students achieving the Dean’s List award are recognized at Convocation in the Fall; however, graduating seniors who have achieved this honor in their final term of study are recognized during Commencement.

**Graduating Senior Awards.** The Valedictorian and Salutatorian awards are presented to graduating Seniors who have maintained the highest and second-highest CGPAs during their time of study at Johnson University Florida. In addition, any graduating Senior who earns a CGPA of 3.90 or higher will graduate with the Honor status of Summa cum laude; a 3.83 or higher, Magna cum laude; and a 3.50 or higher, Cum laude.

**Ministry Awards.** The faculty chooses recipients of the Ministry Awards, which include the Preaching Award, Teaching Award, Musicianship Award, Missions Award, Youth Ministry Award, and Human Services Award. The highest honor bestowed upon a graduating Senior is the Zeta Upsilon Award, which is also chosen by the faculty.
Note: All of the above honors are based on a minimum of 64 semester-hour credits earned at Johnson University Florida.

Other Academic Awards. Depending upon a student’s rank and graduation status, the following awards will be given at either the Commencement ceremony or Convocation Chapel:

- Biblical Languages Award: highest GPA for four semesters of a Biblical Language.
- Bible Award: a second year student who received the highest grade honors in the following courses: Intro. to Biblical Studies/Bible Survey, Gospels I & II, OT History, and Foundations of Christianity.
- Humanities Award: Junior or Senior who demonstrates the greatest ability with the Humanities Division.
- Highest GPA: full-time student compiling the highest GPA during the academic year (with a minimum of 33 credits earned during the school year).
- Class Orator: graduating Senior chosen by the faculty to speak during Commencement.
- Scholarly Achievement Award: Senior who receives the highest score on the testing of the Johnson University Florida Bible Comprehensive Exam.

Citizenship Award. Faculty, staff, and the student body annually elect the recipient of this 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 church and chapel attendance
- Active participation in local church activities (especially teaching, outreach, etc.)
- Conscientious adherence to Johnson University Florida standards
- General conduct reflecting credit to the Lord and the University
- Concern for university property – its buildings, furnishings, vehicles, systems, etc.

Son of JUFL & Daughter of JUFL Awards. These awards are made annually to the male and female students chosen by the student body. Nominees evidenced prominent attendance at intercollegiate athletic sporting events, in addition to enthusiastic and generally positive attitudes regarding Student Life programs of the University. These awards are presented during Baccalaureate to degree-seeking traditional students who were enrolled in both semesters.
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 (previously part of the Life-long Leadership Development program). 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.

CLASS GROUPS
For social enrichment and leadership development opportunities, the students in traditional degree programs are divided into four Class groups (Freshman, Sophomore, Junior, and Senior Classes), each group under the guidance of a faculty member and a staff member who serve as Class Sponsors. These Class groups provide a basis for social activities and spiritual growth. Your participation in Class groups is very important and is strongly encouraged.

Classes share 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. Typically, there are six major responsibilities of the traditional classes, summarized as follows: Senior Class – Fall Fling and Senior Chapel, Junior Class – Christmas Banquet and gift during Graduates Lunch, Sophomore and Freshman Classes – Spring Banquet. Classes also serve as a basis for the Student Government Association (SGA) in that class officers are chosen each year to represent the student body’s interests to the SGA, and through the SGA to the University.

STUDENT GOVERNMENT ASSOCIATION (SGA)
The student body speaks officially through the Student Government Association (SGA). This student organization is comprised of Officers selected by the student body and Class Representatives selected by the individual class groups into which the student body is divided. At-large SGA members may be selected from the student body by the Executive Director of Student Life. The SGA President presides over all SGA meetings and is the official channel through which requests and suggestions are made to the University. Class Representatives must maintain at least a 2.0 CGPA; Officers must maintain at least a 2.66 CGPA.

A copy of the SGA Handbook is available upon request from the Student Life Office. All students are welcome to attend the SGA meetings as observers; those students who wish to address the SGA should make formal arrangements through one of their Class Representatives.
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**

In general, the procedure for presenting a concern or suggestion from the student body, through the SGA, to the University is as follows:

1. A student or student group initiates discussion of a concern or suggestion in a Class meeting or with a Class Representative to SGA. It is a good practice to provide the Class Representative with a written version of the concern or suggestion.
2. The SGA Class Representative brings the concern or suggestion to the full SGA for discussion.
3. The SGA seeks input from appropriate sources, including, but not limited to, approved student groups, recognized student leaders, faculty members, the Executive Director of Student Life, and other staff members.
4. The SGA passes a resolution and prepares a proposal to the appropriate office or individual who can best address the concern or suggestion.
5. The SGA President delivers the proposal to the Executive Director of Student Life for presentation to the administrative leaders of the University.
6. The Executive Director of Student Life informs the SGA President of any actions taken by the University as a result of the proposal.

Advice from the SGA is also solicited by the University in other ways. For example, SGA members are routinely asked for their suggestions 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. SGA often serves as a focus group of current students for assessment purposes.

**STUDENT CLUBS**

Students may form clubs for any purpose approved by the Executive Director of Student Life. 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!

Some past and present clubs 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 others.

The proper procedure to start a student club is to submit a written Student Club Proposal to the Executive Director of Student Life. The proposal should include the following information:

1. With at least one other student, write a statement of purpose for the student club. Normally a single paragraph is sufficient.
2. Write down your ideas about how the club would function—frequency and place of meetings, activity goals, membership qualifications, and so on.
3. Secure, if possible, the agreement of a faculty or staff member to serve as club sponsor.
4. Submit your written proposal to the Executive Director of Student Life for approval and suggestions for proceeding.
INTERCOLLEGIATE ATHLETICS
Johnson University Florida is a Division II member of the National Christian College Athletic Association (NCCAA) and a member of the Florida Christian College Conference. Additional games are scheduled each year with select colleges. More information about Athletics is available on the “Student Life” tab of the University’s web site, http://www.johnsonsuns.com/.

Intercollegiate NCCAA conference teams currently fielded by Johnson University Florida are men’s basketball, women’s volleyball, men’s and women’s soccer, men’s and women’s cross country. 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 and white.

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 Assistant Dean Dr. Ruth Reyes 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.
- Johnson Florida offers private lessons in piano, voice, and guitar. Contact Dr. Reyes for chapel leadership information.

“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 it defines 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 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 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.

To ensure that the program will fulfill its intended purpose, students should observe the following guidelines:

- No more than 20 hours may be completed in one term.
- Students should complete 60 hours by the end of the sophomore year.

Students may be placed on probation or suspended due to failure to complete service learning requirements in a given term. Students are placed on Service Learning Probation after the first failure and Service Learning Suspension after the second failure. Students who fail Service Learning may not graduate in the term in which the failing grade is recorded.

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 at 9:00 am, and Chapel D-groups typically meet at various locations around campus on Thursdays 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
University social activities and events are planned each year by various student groups, the Student Life Office, and other departments of the University. 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 Fling. Fall Fling is scheduled on a secret date, typically during the Fall 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.

Homecoming. The Advancement Office now sponsors this annual event. Homecoming normally takes place on the fourth Friday of January each year and features a half-time recognition ceremony to honor the Homecoming Court, which is elected by the student body. The SGA plans several activities during Spirit Week leading up to Homecoming. Other activities designed for alumni may also occur.

Spring Banquet. The Sophomore Class plans this event that occurs in early March, usually the week before Spring Break. The Sophomore Class will work with the Freshman Class to create the banquet. 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 Banquets. These celebration and fellowship meals take place to congratulate the year’s intercollegiate student-athletes. Students, faculty, staff, or volunteers who have played a significant support role with the intercollegiate athletics program are often invited to attend these banquets.

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 also expresses their appreciation to their Class Sponsors during Senior Chapel.

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 Lunch. The Graduates Lunch is held on the day of 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. The Junior Class presents each bachelor graduate with a special gift to remember their experience at Johnson University Florida. At the discretion of the Advancement Office, non-graduating Seniors and/or family member guests may be invited to the Graduates Lunch.
**Commencement.** The Commencement ceremony 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.

**Recruitment Events.** Events such as Ignite, Middle School Mania, Senior Salute, Impact, and Open Houses are designed to introduce and recruit middle school 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., Roundup, reception at North American Christian Convention, reunion, etc.).

**Conferences.** Occasional statewide conferences 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 campus include a 55,000-gallon swimming pool (48’ x 32’, 3’-6’ deep); a sand volleyball court; a gymnasium for volleyball, basketball, and other indoor games; a Student Union Building equipped for ping pong, billiards, television and movie viewing, board games, a weight room, and a snack vending machine; fishing in campus ponds; a barbecue grill and picnic area; a fenced play area for children; and lots of space for walking, jogging, personal reflection, and outdoor games. The Student Life Office organizes various recreational activities throughout the school year, both on campus and in 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. 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 and include the spring training complex for the Houston Astros across the street; Osceola Heritage Park, home of the Silver Spurs Rodeo and the Osceola County Fairgrounds, just around the corner; and world-class bass fishing accessible in downtown Kissimmee.
UNIT FOUR: Community Living

Students, by their voluntary membership in Johnson’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.

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. 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 which models these values. While opinions concerning some behavioral standards may vary from culture to culture and from time to time, the following lifestyle and campus standards have been adopted as appropriate for living in this Christian community.

CAMPUS COMMUNITY STANDARDS OF CONDUCT

Objectives
Johnson University Florida is 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 the school will not be compromised in its task as a Christian institution of higher learning.

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

Your actions and decisions as a student of Johnson University Florida affect both you as an individual and the University community as a whole. Your decision to join this community indicates that you are willing to uphold the community standards that are described in this Handbook. A Johnson University Florida student, therefore, will be held accountable for his/her actions with regard to these community standards. Standards are in effect for a student’s entire period of enrollment, including the Fall Semester, Winter/Christmas Break, Spring Semester, Spring Break, and Summer Break/Semester.

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 listed later in this document 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. These standards, while being neither Biblically nor legally mandated, are just as binding on the students of Johnson University Florida.

**Discharging of Consequences**
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. As detailed below, full-time university employees and designated student leaders are viewed by Student Life as playing 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. However, the Student Life Office seeks to partner with all the campus community in maintaining these standards. In doing so, The Student Life Office, as described below, empowers those members of the campus community to aid them in this task. Those who assign points for an infraction of the Standards of Conduct need to notify the Student Life Office in writing within 36 hours of the incident via the Incident Reporting Form. Infractions meriting 15 points or more should be reported sooner to the Executive Director of Student Life, if possible.

**Authority to Issue Points**

<table>
<thead>
<tr>
<th>Level</th>
<th>University Employee</th>
<th>Authorized to Issue Points</th>
<th>Refer to Next Level of Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Student, Campus Visitor</td>
<td>N/A</td>
<td>1-45 Points</td>
</tr>
<tr>
<td>1</td>
<td>Resident Assistant, Part-time University Employee (who is not a student)</td>
<td>1-8 Points</td>
<td>9-45 Points</td>
</tr>
<tr>
<td>2</td>
<td>Full-time University Employee, Campus Security Personnel</td>
<td>1-10 Points</td>
<td>11-45 Points</td>
</tr>
<tr>
<td>3</td>
<td>Full-time Student Life Personnel</td>
<td>1-30 Points</td>
<td>31-45 Points</td>
</tr>
<tr>
<td>4</td>
<td>Student Life Discipline Committee</td>
<td>1-45 Points</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Summary Chart of Standards and Consequences**
The following chart is intended to clearly outline the range of points to be assigned for actions taken by all students of Johnson University Florida – traditional and degree-completion program
students, on-campus and online students, full-time and part-time students, degree-seeking and non-degree-seeking students, resident and non-resident students.

<table>
<thead>
<tr>
<th>CAMPUS COMMUNITY STANDARD</th>
<th>Definition Reference</th>
<th>Range of Points</th>
<th>Level of Person Observing Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lifestyle Standards</strong></td>
<td></td>
<td></td>
<td>0 1 2 3 4</td>
</tr>
<tr>
<td>Respect</td>
<td>1.01</td>
<td>3-5</td>
<td>Refer Points Points Points Points</td>
</tr>
<tr>
<td>Entertainment (Level 1)</td>
<td>1.02.1</td>
<td>5-8</td>
<td>Refer Points Points Points Points</td>
</tr>
<tr>
<td>Entertainment (Level 2)</td>
<td>1.02.2</td>
<td>10-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Employment</td>
<td>1.03</td>
<td>10-15</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Grooming and Personal Hygiene</td>
<td>1.04</td>
<td>2-5</td>
<td>Refer Points Points Points Points</td>
</tr>
<tr>
<td>Attire and Appearance</td>
<td>1.05</td>
<td>2-5</td>
<td>Refer Points Points Points Points</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>1.06</td>
<td>2-5</td>
<td>Refer Points Points Points Points</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>1.07</td>
<td>30-45</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Sexual Impurity</td>
<td>1.08</td>
<td>10-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Theft or Vandalism</td>
<td>1.09</td>
<td>10-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Assault or Battery</td>
<td>1.10</td>
<td>15-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Falsification</td>
<td>1.11</td>
<td>5-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Authorized Access or Entry</td>
<td>1.12</td>
<td>10-30</td>
<td>Refer Refer Refer Points Points</td>
</tr>
<tr>
<td>Violation of Established Laws</td>
<td>1.13</td>
<td>10-45</td>
<td>Refer Refer Refer Refer Points</td>
</tr>
</tbody>
</table>

| **Campus Standards**                      |                      |                | 0 1 2 3 4                         |
| Apartment Cleanliness                     | 2.01                 | 1-5            | Refer Points Points Points Points |
| Damaging or Defacing the Apartment or Furniture | 2.02 | 3-5            | Refer Points Points Points Points |
| Damaging or Defacing the Exterior of Campus Housing | 2.03 | 3-5            | Refer Points Points Points Points |
| No Pets on Campus                         | 2.04                 | 1-15           | Refer Points Points Points Points |
| Curfew                                    | 2.05                 | 2-8            | Refer Points Points Points Points |
| Loitering                                 | 2.06                 | 1-4            | Refer Points Points Points Points |
| Misuse of Campus Technology               | 2.07                 | 5-8            | Refer Points Points Points Points |
| No Weapons on Campus                      | 2.08                 | 15-20          | Refer Refer Refer Points Points   |
| Endangerment                              | 2.09                 | 3-8            | Refer Points Points Points Points |
| Authorized Visitation in Campus Housing    | 2.10                 | 5-8            | Refer Points Points Points Points |

After points are issued, the Student Life Office will add points to a student’s discipline record for the appropriate semester and determine if he/she must now pay a fine and/or meet with the Executive Director of Student Life or the Student Life Discipline Committee to receive possible Optional Consequences. A student found to have reached or exceeded the fine/disciplinary meeting limits will be contacted by the Student Life Office to inform him/her of the fine/disciplinary meeting that is now required of the student.

**LIFESTYLE STANDARDS**

This section of the *Student Handbook* is dedicated to lifestyle standards. 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 the type of consequences...
possible in response to unacceptable behavior. Students are to abide by the instructions of those with responsibility for their well-being.

Lifestyle Standards apply to all students, including students enrolled in traditional degree programs, adult-studies degree-completion programs, and online degree programs, regardless of residency either on or off campus.

1.01 – Respect
Students must be respectful to others at all times. Specifically:
   a. University employees, including Resident Assistants and Campus Security Personnel, are to be respected and obeyed. Insubordination toward University employees 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. Disrupting a campus activity is prohibited.
   f. 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:
   a. Classroom behavior
   b. Interaction with those in authority
   c. Interaction with fellow students
   d. Mobile phones/pagers abused in class

1.02.1 – Entertainment (Level 1)
Students are not permitted to engage in activities that the University has determined are unacceptable. Materials deemed as unacceptable will be confiscated and not returned. Rented materials will be returned to the business owning the material. Unacceptable Level 1 entertainment activities include, but are not limited to:
   a. Violent or graphic electronic games (‘M’ rating or above)
   b. Violent or graphic television, audio recordings, or music
   c. Movies receiving a rating beyond that of PG-13 (R, NC-17 and X, for example), with the exception of The Passion of the Christ (2004).
   d. Violent or graphic material accessed via the computer or other electronic means
   e. Violent or graphic posters
   f. The university and student organizations do not sponsor dances.
   g. Students will be held responsible for the information and/or photos they post on a social networking site.
   h. Participation in any gang-related activities

1.02.2 – Entertainment (Level 2)
Unacceptable Level 2 entertainment activities 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. 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 1.03 for more details.)
1.03 – 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

1.04 – Grooming and Personal Hygiene
Students are to be well groomed and practice good hygiene. Students are expected to maintain a modest, wholesome appearance with regard to personal hygiene and cleanliness. Hair should be neatly trimmed and of a style that is not considered extreme by the faculty (e.g., hair carvings and Mohawk-style haircuts are unacceptable). Beards and mustaches should be neatly trimmed and groomed, as opposed to ungroomed natural facial-hair growth.

1.05 – Attire and Appearance
Dress Code Philosophy
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.

General Attire
Students are expected to exercise discretion and modesty in their dress and appearance and dress in an appropriate manner for the situation in which they find themselves, as defined and explained by Student Life personnel during orientation activities. There are some overall standards that apply to every situation. The following list is intended to be both specific and illustrative of the general dress code standards:
   a. Clothing that is excessively tight is not acceptable.
   b. Clothing that is too short or with exaggerated slits 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 and skirts should be no shorter than the length of your ID keycard (long side) above the top of your kneecaps.
   c. Clothing that exposes the midriff (area from under your armpits to your hips, all the way around the torso, applies to both males and females), is low cut, has straps less than the width of your first two fingers, or is strapless is not acceptable.
   d. It is unacceptable for individuals to dress in manners normally associated with other gender’s attire.
   e. Soiled, torn, or worn clothes are unacceptable, except when worn as “dirty-work clothes” for outdoor cleaning, landscaping, or recreation purposes.
f. 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 the Student Life Office may be required to be removed or covered while on campus as a condition of admittance or continued enrollment.

g. While piercings are not prohibited, they are restricted. Students should avoid extreme or faddish displays. Men are to limit piercings to earrings, while women are to limit their piercings to earrings and nose piercings.

Classroom, Library, and Chapman Center Attire
Clothing generally viewed as “work casual” is acceptable in these areas. Students of both genders need to be conscious that they must dress in a modest fashion to not be a distraction to others. The professor is the final authority in the classroom concerning student attire and appearance. In addition to the general guidelines from General Attire, students are not to wear athletic-type shorts or tank tops in the classroom, library, or Chapman Center (except going to, while inside, or coming from the gym for recreation).

All male piercings and/or spacers are prohibited in the classroom, library, and Chapman Center. All female piercings and/or spacers, with the exception of one earring in each ear, are prohibited in the classroom, library, and Chapman Center.

On weekends and after 6:00 pm on weekday evenings, the dress code for the library is modified – the General Attire dress code remains in effect; however, the classroom/Chapman Center dress code will be suspended in the library during these hours. For both modesty and hygienic purposes, clothing must be long enough so that exposed skin does not touch the wood seat of the library chairs.

Chapel Attire
Clothing generally viewed as “work formal” is acceptable for Chapel. The following is intended to be both specific and illustrative of the type of clothing that is acceptable (and not acceptable in parenthesis):

a. Men wear collared shirts, dress pants (no jeans), and appropriate shoes (no casual flip flops or sports sandals).

b. Women wear dresses, skirts, dress pants (no jeans), shirts/blouses of a more formal nature, and appropriate shoes (no casual flip flops or sports sandals).

c. Those in leadership roles during Chapel are encouraged to model a high level of appropriate Chapel attire.

Gym, Athletic Activities, Apartment Area, and SUB Attire
Clothing generally viewed as “informal” is acceptable in these areas. Recreational and social activities are opportunities to wear appropriate informal clothing. The following is intended to be both specific and illustrative of the type of clothing that is acceptable:

a. Shorts of reasonable length are acceptable – no shorter than where the end of your fingertips hit your thighs, with the exception of University athletic uniform shorts.

b. Shirts that cover the chest and midriff (applies to both males and females) are acceptable.

c. Swim attire with an appropriate cover is acceptable outside the pool area only when walking to and from the swimming pool area.
Swimming Pool Attire
Swimsuits must be of good taste. The following is intended to be both specific and illustrative of the type of clothing that is not acceptable in the swimming pool and surrounding pool deck area:
  Women – Bikinis and swimsuits that expose the front midriff, are excessively low-cut, or are excessively high-cut are unacceptable.
  Men – Swimsuits that are excessively short, tight, low-cut, or high-cut are unacceptable.

1.06 – 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 walking 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, isolated areas on campus, or in parked cars either on or off campus.

1.07 – 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, 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.

1.08 – 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 Executive Director of Student Life. For instance:
   i. A couple spending the night together in an unchaperoned situation is unacceptable.
   ii. Students should avoid spending extended time in locations where there is little or no accountability, such as apartments (on or off campus) or bedrooms.
   iii. 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.

1.09 – Theft or Vandalism
Theft or vandalism of university property or the property of others, either on or off campus, is prohibited.
   a. This includes activities that are intended to be “pranks.”
   b. The university will cooperate fully with law enforcement authorities should alleged crimes occur involving the campus community.
   c. Public property, such as a street sign, is not permitted in university housing.

1.10 – 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.
   • 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.”

1.11 – 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 Infringement
Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also be subject to civil and criminal liabilities. 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.

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.

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.

Academic Integrity
Because Johnson seeks to develop mature Christian leaders and scholars, the University strictly upholds the principle of academic integrity. The primary role 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**

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Instructor’s Response</th>
<th>VP for Student Services’ Response</th>
<th>Discipline Committee’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Assign consequence within purview of course</td>
<td>• Archive incident</td>
<td>• No action</td>
</tr>
<tr>
<td></td>
<td>• Instruct student concerning academic</td>
<td>• Inform student of consequences of future academic dishonesty consequences</td>
<td></td>
</tr>
</tbody>
</table>

34
<table>
<thead>
<tr>
<th>Instructor’s Response</th>
<th>VP for Student Services’ Response</th>
<th>Discipline Committee’s Response</th>
</tr>
</thead>
</table>
| dishonesty and how to avoid future issues  
• Report incident to the VP for Student Services | which include, but are not limited to …  
– assignment of appropriate consequences,  
– release from any student worker roles,  
– removal from intercollegiate athletic teams, and/or  
– disqualification from participating in groups representing the university | |
| 2nd Offense | Same as 1st Offense | Same as 1st Offense, plus …  
• Assign appropriate consequences  
• Call hearing for egregious academic dishonesty | • Hold hearing to review student’s enrollment status at request of VP for Student Services |
| 3rd Offense | Same as 1st Offense | Same as 2nd Offense, except …  
• Call hearing | • Hold hearing to review student’s enrollment status  
• Normal outcome of three (3) confirmed acts of academic dishonesty could result in suspension or expulsion |
| 4th Offense | Same as 1st Offense | Same as 3rd Offense | • Hold hearing to review student’s enrollment status  
• Normal outcome of four (4) confirmed acts of academic dishonesty could result in expulsion with notation made on student’s transcript |

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

a. Entering an apartment without a resident of that apartment being present
b. Entering an office without the occupant of the office being present
c. Using another person’s key or keycard to gain access
d. Loaning a keycard to another to gain access
e. Entering any building, room, mail room, mailbox, or personal property without proper permission
f. Entering the gymnasium or other area of the Chapman Center building without permission
g. Propping or leaving open any locked door after gaining legitimate access for yourself
h. Accessing another’s computer, laptop, or any other information storage/retrieval device without proper permission
i. Unless otherwise announced, the pool is open for use between 6:00 a.m. and 10:00 p.m. 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.
1.13 – 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 which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the University may require the University to call upon off-campus authorities. On such occasions, outside authorities will be summoned only 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.

a. 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.
b. The university may also impose its own consequences for choices that members of the campus community make that result in legal consequences. However, the Student Life Office will also attempt to support any students that encounter legal difficulties.
c. While the University cannot provide legal advice or counsel, it will attempt to assist in the situation, if possible and prudent.

CAMPUS STANDARDS
This section of the Student Handbook is dedicated to campus housing and campus use. 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 students and the type of consequences possible in response to unacceptable behavior. All Campus Standards become effective on the day the resident student moves into campus housing or the day the non-resident student begins attending a class. Campus Standards apply to all resident students living on campus and to all non-resident students and guests while visiting the campus.

Students are to abide by the instructions of those with responsibility for their well-being. The Executive Director of Student Life, the Resident Director, and the Resident Assistants are the primary persons responsible for life in campus housing. However, Student Life also views other faculty and staff as having authority in the housing area and throughout the campus. Students will abide by the judgment of the Resident Director or the Executive Director of Student Life in all questionable matters.

2.01 – Apartment Cleanliness
a. Single-student apartments must be maintained to the standards of the Room Inspection Checklist used by the Resident Assistants to assess the condition of the room. A copy is available from the Resident Director upon request.
b. Non-traditional apartments housing families (primarily in Roger 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 Student Life Office that an apartment is not being kept in an acceptable condition, the Student Life Office reserves the right to inspect campus housing to investigate alleged infractions.
c. Non-traditional apartments housing single students may receive weekly room checks.
2.02 – Damaging or Defacing 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 housing deposit. If the student’s housing deposit is depleted, the student is
responsible for the remaining amount 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 forbidden inside buildings.
d. Each apartment is equipped with a weather radio. Any missing or damaged weather
radio at checkout will be charged to the student’s account.

2.03 – Damaging or Defacing the Exterior of Campus Housing
a. No items may be stored outside of campus housing. Reasonable exceptions will be made
for students living in Family Housing, 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. Family Housing residents may, at the discretion of the Resident Director, be
asked to remove items stored outside.
b. Bicycles must be stored inside campus housing or on the provided bicycle racks. It is a
good practice to securely lock your bicycle onto one of the bicycle racks provided on
campus and to take your bicycle home with you when you 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.
c. No exterior antennas or cables should be run outside or from apartment to apartment.

2.04 – No Pets on Campus
Pets are NOT allowed on campus. The only exception to this is fish kept in a well-maintained
aquarium that is 10 gallons or less. In addition to Points, pets kept 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.

2.05 – Curfew
a. WEEKNIGHTS: All students living in single-student housing that have not been
declared as non-traditional are to be in their apartments during the curfew hours listed
below. Curfew will be checked every weeknight. Any exception to the weeknight
curfew times listed below must be approved in advance by the Resident Director.

   **Sunday through Thursday nights – Midnight to 5:30 a.m.**

b. WEEKENDS: If a single-student resident remains on campus over the weekend, curfew
hours are:

   **Friday and Saturday nights – 1:00 a.m. to 5:30 a.m.**

c. BREAKS: If a single-student resident is approved for Winter Break or Summer Break
   Housing, curfew hours are:

   **Winter Break and Summer Break – 1:00 a.m. to 5:30 a.m.**

d. Permission to be outside of the apartment during the above curfew times will only be
given for emergencies, work schedules, or an approved “Late Night.” Advance
notification of work schedule must be made to the Resident Assistant.
e. 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, 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.

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

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

2.06 – Loitering

The physical design of campus housing creates a potential problem when members of the opposite sex 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. A prolonged 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.

b. If a brief, open-door conversation is taking place, the other occupants of the apartment should be made aware of the open door. The right of other occupants of the apartment to request that the door be closed must be respected. (*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.)

c. 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.

d. 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.

e. 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.

2.07 – 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. 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
f. Contracting with cable TV, satellite, or pay TV services

2.08 – No Weapons on Campus
No member of the campus community is permitted to possess a weapon on campus. Possession of some weapons on school grounds is against state and federal law. Items considered by the University to be a weapon and thus not permitted anywhere on campus property include, but are not limited to, the following:

- Firearm, pellet gun, BB gun, CO₂ gun, paint ball gun, blow gun, air soft gun, tazer, water balloon launcher, other projectile, explosives, dangerous chemicals, hunting knife, long-blade knife, bow and arrows, crossbow, billy club, whip, spear, sword, martial arts weapon, ammunition, and any other dangerous item.

Storage, use, or threat of use of a firearm, weapon, incendiary device or explosive as listed above 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.

2.09 – 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. Failing to comply with instructions from a Resident Assistant or the Resident Director
h. Using the stove, a toaster oven, or other such items in an irresponsible manner
i. Having an open fire without permission from Student Life
j. Creating a fire hazard

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) Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited.
5) 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.
6) Barbeque grills should only be used in open areas at least ten feet from any building.
2.10 – Authorized Visitation in Campus Housing

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. In recognition of the fact that there is not a lounge area near the apartment buildings, 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 a.m. and 9:00 p.m.
d. All other lifestyle and campus standards and regulations must be followed.
e. The front window blind must be open and the 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 assigned an equivalent number of points.
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.

Family Housing Visitation
The University respects the privacy rights of married students. Thus:

a. Residents in Family Housing are permitted to set their own visitation rules.
b. However, the University does not permit either spouse to visit alone with someone of the opposite gender in their apartment.
c. The University also does not permit single students, in the absence of the occupants of the apartment, to be present in the apartment in a mixed gender setting.
d. Unregistered overnight visitors are not permitted in Family Housing. If a guest intends to stay overnight in the family housing apartment of a resident student, they must register the overnight visit with the Student Life Office during normal office hours.

c. All other campus housing visitation standards, listed below, 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 Executive Director of Student Life, have their campus housing visitation privileges limited or revoked, in addition to applicable mandatory and/or optional consequences.
HOUSING NOTICES – General and Specific
Housing Notices are statements of policy that are of interest to the campus resident.

Health Insurance Requirement
The University requires undergraduate students living on campus and full-time commuter students enrolled in traditional programs to have health insurance. Health insurance information for Johnson University students is available on the insurance carrier’s website at https://consolidatedhealthplan.com/group/224/home. A summary of the student health insurance policy is available on request from the Student Life Office. 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.

General Housing Notices
a. Student residents of Single-Student and Family 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 shall be made to the Student Accounts Office of the University via personal check, money order, credit card, or the receipt of financial aid.
b. 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 Family Housing retain possession until their assigned move-out date from the Resident Director.
c. 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.
d. The university reserves the right to enter campus housing at its discretion to make repairs or to verify compliance with campus housing rules.
e. Apartment doors must remain closed after entry into or exit from the apartment.
f. Appropriate damage fees will be charged to a student’s account to cover the cost of repairs to an apartment that has been damaged. In addition to these possible costs, a $50 charge will be assessed to students who leave campus prior to checking out of their apartment, or who do not follow the checkout procedure as established by the Resident Director.
g. Students must be registered for at least 6 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 on-line courses do not count toward this total. After the semester has begun, students who drop below 6 credit hours during the add/drop period, are no longer attending at least 6 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.

h. The university makes every effort to honor **apartment/roommate requests** made by students who have paid the housing deposit. However, the Resident Director reserves the right to arrange housing in a manner that best accommodates the needs of the campus community. Should space be available, students can request a bedroom without a roommate. Should the request be granted, the student will be charged double the room rate. All housing is dependent on availability.

i. One of the requirements to living on campus is appropriate **health insurance**. It is important that student residents be able to receive medical care, should it be necessary. On-campus student residents may lose eligibility for campus housing until documentation of health insurance is provided.

j. **Resident Assistants** are selected through an application process that occurs in the spring prior to the coming school year. Vacancies are filled as necessary.

k. Students in and/or transferring to the adult-studies or online degree programs are **not eligible** for campus housing.

l. Single-student, **non-traditional housing** is assigned, as space permits and at the discretion of the Resident Director, to single students 25 years of age or older who reside with other non-traditional roommates.

m. Students are permitted to **decorate** their campus apartments for Christmas. However, all instructions issued by the Resident Director must be followed.

n. 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.

o. **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.

p. **Children** ages 13 and under are to stay out of the swimming pool, single-student campus apartments, and other campus buildings (except their own Family 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 and only 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 only with the Resident Director’s prior approval.

**Specific Housing Notices – Deposits**

a. Applicants interested in living in single-student housing must pay a non-refundable **$100 housing deposit**. Should the applicant be accepted and become a student, the housing deposit automatically converts to a security deposit.

b. Housing deposits are **only refundable** should the applicant pay the deposit during the application process and subsequently be denied admission to the University. Security deposits are refundable per housing regulations.

c. Single-student residents must maintain **$100 on deposit** in 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 **Security Deposit** for the current academic year. If a student vacates university housing for the summer break, the Security Deposit reverts back to a Room Deposit, reserving the student a place in university housing for the next academic year. The Room Deposit will be refunded ONLY if the request is received in writing, postmarked by July 15 of the school year following the last semester attended by the student. After this time, the Room Deposit cannot be refunded to students who do not return in the Fall. Students may request a refund of the Room/Security Deposit after checking out of housing with the Resident Director, provided all other accounts with the University have been paid in full.

d. Students requesting **Family Housing** must pay a **$50 Housing Reservation Fee** to reserve a place in Family Housing. As the apartment becomes available, a $200 Security Deposit must be paid before the student will be permitted to move in.

e. Applicants must request their **housing deposit refund** on or before July 15th for applicants entering in the Fall term and December 15th for applicants entering in the Spring term. Housing deposits paid after those dates are non-refundable.

**Specific Housing Notices – Checkout**

a. Students failing to properly **checkout** from student housing will forfeit their housing deposit and their personal belongings will be removed from the apartment and discarded.

b. Should the University determine that a student will **vacate campus housing** for any reason, including those listed below, the Resident Director will determine a reasonable move-out date or implement one set by Administration or the Discipline Committee. Within a reasonable period of time after the move-out date, 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 housing deposit.

c. 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. **Family Housing**: Completion of degree requirements or notification from the student that Family Housing is no longer needed

   iii. Failure to meet the quantitative measure for Satisfactory Academic Progress described in the Johnson University Catalog

   iv. Failure to meet the qualitative measure for Satisfactory Academic Progress described in the Johnson University Catalog

   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 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. A blank copy of the Emergency Contact List form is available from the Student Life Office.

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 Family Housing** – Student residents of Family Housing will be determined to be missing if a resident family member 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, e-mail, 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**

- a. Guests who fail to adhere to the University's rules and standards are subject to eviction from the University premises.

- b. Children under 14 are not permitted in campus buildings or the swimming pool without a supervising adult present.

- c. In the interest of safety and the health of the trees, children are not permitted to climb the trees on campus.

- d. Overnight guests are not permitted in campus housing without permission from the Resident Director. As a courtesy, the other members of a single-student apartment should be consulted and their schedules and wishes respected. Guests must abide by school regulations. Guests may stay overnight for up to three nights with the approval of the other residents of the room.
e. 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.

**Housing Assignments and Waiting List Policies**

**Single-Student Campus Housing** – Single-student apartments are reserved for individuals who have:

a. Been formally accepted as a student of Johnson University Florida by the Admissions Office
b. Completed the apartment request procedure with the Resident Director
c. Paid the housing deposit
d. Continuing students must have completed the registration process during the previous term to reserve a place in single-student housing.
e. Continuing students must have their account current and be cleared by the Finance Office prior to being able to occupy housing.
f. Registered for at least six credit hours of courses, not including correspondence or on-line courses.

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.

**Single-Student Campus Housing CGPA Priority**

The university reserves the right to consolidate or reassign students to fill apartments to capacity when there are vacancies.

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.
Important Housing Dates for Current Students to Remember

<table>
<thead>
<tr>
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<th>Applications available on …</th>
<th>Applications due by …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term Housing</td>
<td>Monday, four weeks prior to end of Spring semester</td>
<td>4:30 pm on Friday, two weeks prior to end of Spring semester</td>
</tr>
<tr>
<td>Winter Break Housing</td>
<td>Monday, four weeks prior to end of Fall semester</td>
<td>4:30 pm on Friday, two weeks prior to end of Fall semester</td>
</tr>
<tr>
<td>Spring Term Housing</td>
<td>Monday, four weeks prior to end of Fall semester</td>
<td>4:30 pm on Friday, two weeks prior to end of Fall semester</td>
</tr>
<tr>
<td>Summer Term Housing</td>
<td>Monday, six weeks prior to end of Spring semester</td>
<td>4:30 pm on Friday, four weeks prior to end of Spring semester</td>
</tr>
</tbody>
</table>

Campus Family Housing

Family Housing apartments on campus are very limited. They are reserved for students who have been formally accepted to Johnson University Florida by the Admissions Office, have paid the $50 Housing Reservation Fee, and have completed the apartment request procedure with the Resident Director. After the reservation fee has been paid, Family Housing is awarded based on two criteria. The first criterion is the date the reservation fee is received by the Admissions Office. The second criterion is the type of apartment needed based on the size of the family (see chart below). Once an apartment has been offered to a family, a $200 security deposit will be required prior to moving into the apartment. If the University is not able to offer the family campus housing by the published housing assignment date, the family can either receive their housing reservation fee back and be removed from the waiting list or leave the fee with the University and remain on the waiting list for housing. The family will then be on the waiting list for future housing.

Should a family at any point refuse housing offered to them by the University, they will forfeit both their fee and their position on the waiting list. Should they desire to be placed on the list in the future, a new Housing Reservation Fee must be paid and they are to be placed back on the list with criterion one above being based on the date that they paid the new Housing Reservation Fee.

Children over age 18 and any other adults are not permitted to live in the campus apartments without express, written permission from the Resident Director.

In addition to the student’s ID keycard, the spouse of a student residing in Family Housing will 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 shall be charged $5 per missing key.

The family housing apartment assignment is as follows:

<table>
<thead>
<tr>
<th>Married Family</th>
<th>Apartment Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husband and Wife with no children</td>
<td>Efficiency or two-bedroom apartment at Resident Director’s discretion</td>
</tr>
<tr>
<td>Husband and Wife with 1-2 children</td>
<td>Two-bedroom apartment at Resident Director’s discretion</td>
</tr>
<tr>
<td>Husband and Wife with 2-4 children</td>
<td>Three- or four-bedroom apartment at Resident Director’s discretion</td>
</tr>
</tbody>
</table>
Married Family                          Apartment Size

<table>
<thead>
<tr>
<th>Single Parent with Child(ren)</th>
<th>Efficiency or two-bedroom apartment at Resident Director’s discretion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Parent with 1-2 children</td>
<td>Three- or four-bedroom apartment at Resident Director’s discretion</td>
</tr>
<tr>
<td>Single Parent with 2-4 children</td>
<td></td>
</tr>
</tbody>
</table>

The university requires the following concerning Family Housing:

1. Permission for continued occupancy in Family Housing is based on a quantitative measure. At least one spouse or the single parent must be taking 6 credit hours per semester in the traditional program, not including correspondence or on-line courses, or participating in the Academic Assistance Program.

2. Permission for continued occupancy in Family 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 6 hours of classes during the regular registration period, not including correspondence or on-line 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. Family Housing is expected to be occupied year-round and not just during the school year.

**Changing Family Housing**

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 Student Life Office in conjunction with the Plant Services Department and the Finance 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 Family Housing wishing to change apartments must have their account current or be cleared by the Finance 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 should be submitted online at [http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Plant-Services/Facilities-and-Vehicle-Request-Form.aspx](http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Plant-Services/Facilities-and-Vehicle-Request-Form.aspx), e-mailed to 1FIX@JohnsonU.edu, or called in to the repair line at 407-569-1349 (1+FIX). 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, request to be able to change the light bulbs in the University-owned light fixtures. Maintenance problems that
could endanger residents or property should 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 or to refer to the Plant Services Policies and Procedures Manual for the specific safety and security policies, procedures, and practices used in maintenance and custodial services.

**Occupant Rights**

Occupy 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 should 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 should 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 or request text alerts for cycle completion 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**

Residents of single-student housing who receive permission to remain in campus housing during the Winter Break will be charged additional rent for the period of time between the Fall and Spring semesters. Those single-student residents who do not choose to pay the additional rent for Winter Break Housing must checkout by 12:00 noon on the Saturday following final exams for the Fall semester, because student keycards will expire that day. 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. Single-student residents may return to campus housing and must have their keycard recoded the Thursday prior to the beginning of the Spring semester, during normal office hours, 8:00 am – 5:00 pm.

Winter Break Housing must be requested by the single student to the Resident Director 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 account
c. Have all current financial responsibilities with Johnson University Florida paid
d. Not have accumulated more than 14 points during the Fall semester
e. Not have been on probation during the Fall semester
f. Have paid the $50 non-refundable Winter Break Housing reservation fee, which will be applied as the first $50 of the additional rent
g. Continue to adhere to all Standards and Housing Regulations and adhere to supplemental Winter Break Housing regulations set forth by the Resident Director

Summer 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. Students will be advised by the Student Life Office concerning 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.

Preferred Applicants are:

a. Registered and intending to return for the Fall semester
b. Finished with all financial aid paperwork for the Fall semester
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

Preferred Applicants have:

a. A cumulative GPA of at least 2.0
b. A current housing deposit on account
c. All current financial responsibilities with Johnson University Florida paid
d. Not accumulated more than 14 points during the Spring semester
e. Not been on probation during the previous Spring semester
f. Paid the non-refundable Summer Housing Registration Fee. The fee will be applied to the first month’s rent should the student be offered Summer Housing or refunded should the student not be offered Summer Housing by the published Summer Housing assignment date.

Preferred Applicants are prepared to:

a. Pay the non-refundable Room Reservation Fee at the time of application
b. Pay the monthly rent for the apartment
c. Adhere to all Standards and Housing Regulations contained in the current Student Handbook
d. Adhere to supplemental Summer Housing regulations set forth by the Resident Director
e. Submit to the authority of the Summer Resident Assistant and/or a designee
f. Understand that roommate requests are not accepted for summer residents
g. 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. However, those meeting all the qualifications will, in most cases, be given first opportunity to accept summer housing.

Single-student residents in Summer Housing must:

- Keep all current financial responsibilities with Johnson University Florida paid
- Maintain regular employment during the summer
- Continue to adhere to all Standards and Housing Regulations and adhere to supplemental Summer Housing regulations set forth by the Resident Director
- Not accumulate more than 14 points during the summer

GOOD PRACTICES

Good Practices are statements that identify the best way to deal with certain circumstances.

1. It is a good practice to always leave something you use cleaner than you found it or received it. This is particularly true of the University’s property – classrooms, conference rooms, bathrooms, apartments, common kitchen areas & appliances, the SUB, outdoor recreational areas, grill equipment, picnic tables, the pool area, outside garbage cans, etc.

2. If you are a student resident and you plan to be away from campus overnight, it is a good practice to let your Resident Assistant know where you will be and how you can be contacted in case of an emergency.

3. It is a good practice to withhold your apartment number from individuals who are not part of the campus community.

4. It is a good practice to always completely close and lock your mailbox.

5. It is a good practice to avoid dark or poorly lit areas on or around campus after dark.

6. It is a good practice to keep doors and windows locked at all times, not just when all occupants are away from the apartment.

7. It is a good practice to securely lock your bicycle onto one of the bicycle racks provided on campus and to take your bicycle home with you when you 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.

8. It is a good practice for parents to constantly supervise their children while visiting or living on campus.

9. It is a good practice to report any suspicious activity to campus personnel. If there is an indication of an emergency situation, call 9-1-1.

10. It is a good practice to regularly check your university e-mail and campus mailbox (at least once a week).

11. It is a good practice for off-campus students to keep the Student Life Office informed of any changes to their address, e-mail address, or telephone numbers.

12. It is a good practice to have renter’s insurance on your personal property while you are living on campus or renting off campus. The university does not assume responsibility for student-owned property in any location at any time.

13. It is a good practice for campus residents to not use an analog modem that attaches to the telephone in order to keep the phone line free for incoming and outgoing calls.

14. It is a good practice to consider it to be “quiet time” after 10:00 pm around campus housing units.
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 – Points > Fine > Meeting > Hearing

Points Earned for Non-compliance

Non-compliance with the Campus Community Standards of Conduct leads to points. The accumulation of a designated number of points by a student in a given semester leads to a monetary fine, a meeting, and/or a hearing, as described below. Consequences are imposed if the student either receives the designated number of points over time for multiple offenses or receives them all at once for a single offense.

- 15 Points = $15 fine
- 30 Points = Additional $30 fine [for total fine(s) of $45] and requires a meeting with the Executive Director of Student Life or a designee
- 45 Points = Requires a hearing with the Student Life Discipline Committee

A written appeal concerning the issuance of points may be submitted to the Executive Director of Student Life within two weeks of the date the points were issued and must be based on one or more of the criteria for appealing consequences described later in this section.

Unless specifically extended by the Student Life Discipline Committee, individual student point totals return to zero with the beginning of a new semester in which a student is enrolled. However, resulting consequences, such as probation, may extend into future semesters of enrollment.

Points Earned during Winter Break and Summer Break

The Code of Conduct, along with the Points System, remains in effect for students during Winter Break and Summer Break. All offenses will merit the same number of Points and Optional Consequences as merited during the Fall or Spring semesters.

For the purposes of the Points totals, the Winter Break is considered a part of the Fall semester and the Summer Break/term is considered a part of the Spring semester. Thus, points merited by a student will continue to accumulate through the end of the Winter Break for the Fall semester and through the end of the Summer Break/term for the Spring semester, except as described below concerning residents of Family Housing. Students meriting 30 points while in Winter Break or Summer Break Housing will be removed from campus housing for the duration of the break.
Payment of Fines
Fines are to be paid to the Student Life Office in the form of a personal check made payable to “Johnson University Florida” or cash in bills only (no coins). Fines may, at the discretion of the Student Life Office, be added to the student’s school bill if they are not paid by the deadline. Failure to pay a fine on time may result in the student being blocked from attending class, which would be counted as an unexcused absence(s), until the fine is paid. Fines may, at the discretion of the Student Life Office, be used as full or partial restitution to the offended party.

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.

Optional Consequences available to the Executive Director of Student Life or the Student Life Discipline Committee:

Calling of a Disciplinary Hearing – After meeting with a student who has received 30 points or more during a semester or if the student’s actions so warrant, the Executive Director of Student Life or a designee may call a hearing before the Student Life Discipline Committee at his/her discretion. The committee may prescribe additional consequences for actions during that process.

Restitution – The Executive Director of Student Life 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.

Probation is for a designated period of time and implies that the student is not in good standing with the university. Any further rules violations will constitute grounds for a hearing before the Student Life Discipline Committee with a view to possible suspension or expulsion from the university. One condition of probation is the loss of the privilege of representing the university in any extracurricular activity, including, but not limited to, resident assistant, chapel d-group leader, chapel committee member, class officer, SGA officer, class representative to SGA, etc. A student on probation may not represent the university on any athletic team, travel team, camp team, recruitment team, music team, etc. In short, a student on probation may not represent the university either on or off campus during the period of probation.

Discretionary Sanctions may include revocation of any student privilege, loss of the privilege of representing the University in any extracurricular activity, exclusion from visiting university housing, mandatory study hours, work assignments, community service, monetary fines, disqualification from awards, and/or a research project in the area of the violation.
Interim Suspension – The Executive Director of Student Life or a designee may impose a university or housing interim suspension prior to a 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 Executive Director of Student Life or Student Life Discipline Committee may determine to be appropriate.

Administrative Withdrawal – Regardless of his or her Point total, a student will be subject to administrative withdrawal from the University and/or from university housing if it is determined that, by clear and convincing evidence, the student could be suffering from a mental health disorder and, as a result of this state:
  a. Behaves, or threatens to behave, in a way which poses the danger of physical harm to self or others; or
  b. Behaves, or threatens to behave, in a way which would cause property damage or impede the lawful activity of others on campus; or
  c. Displays actions characteristic of an extreme learning disability; or
  d. Demonstrates rebelliousness toward university policies; or
  e. Demonstrates extreme antisocial behavior.

If a student is found to be unable to function in the University environment after evaluation by Student Life personnel and/or other professionals of the University’s choice, the Student Life Office will assist the Academic Office in the administrative withdrawal of the student from the University. Johnson University Florida is primarily an institution of higher education that is not staffed to give ongoing therapeutic treatment for the types of needs listed above. If it is prudent, the family of the student will be contacted for assistance.

Optional Consequences available only to the Student Life Discipline Committee:

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

Forfeiture of Financial Assistance – Students who accept a scholarship, loan, grant, or any other financial assistance from the university, are deemed to have agreed to observe the rules, regulations, and policies of the university. The university shall, through the Student Life Committee of the Faculty, review the record of each recipient of financial assistance who has received the following disciplinary sanctions: probation, housing suspension, housing expulsion, university suspension, or university expulsion. Students who have received disciplinary sanctions may forfeit their financial assistance.

Housing Suspension – 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** – Immediate and permanent separation of the student from university housing.

**Deferred Suspension** – This is a very severe type of sanction used for an offense serious enough to warrant suspension but where the consequences are 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 the student may be suspended, continued on deferred suspension, or placed on probation. Deferred suspension is not available to students in the final semester of their program and in no instance will 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 and cannot represent Johnson University in any official capacity. Deferred suspension includes the loss of the privilege of representing the university in any extracurricular activity, including, but not limited to, resident assistant, chapel d-group leader, chapel committee member, class officer, SGA officer, class representative to SGA, etc. A student on deferred suspension may not represent the university on any athletic team, travel team, camp team, recruitment team, or music team, etc. 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** – A student may be suspended from the University (1) for the remainder of any ongoing semester, (2) for a longer, but definitely stated period of time, (3) for a future semester or semesters, or (4) indefinitely, with a date set forth in writing at which time the student will be given the privilege of applying for readmission—such application to be reviewed and acted upon by the Student Life Discipline Committee. Suspended students are not permitted to return to campus without the written permission of the Executive Director of Student Life.

**University Expulsion** – A student may be immediately and permanently separated from the University.

**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 Executive Director of Student Life or a member of the Student Life Discipline Committee will call a hearing of the Student Life Discipline Committee when a student has admitted to or been accused of an offense that is determined to require immediate Discipline Committee attention or when a student has accumulated 45 or more points during a given semester.

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

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

a) Hearings normally shall be conducted in private. Admission of any person to a 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 hearing. The Executive Director of Student Life must be notified of the identity of anyone requested to be in attendance at the hearing at least 24 hours before the appointed time of the hearing.

c) The Student Life Discipline Committee has the right to deny permission for the accused student to bring an individual into the hearing. The Student Life Discipline Committee may particularly choose to not allow other students to accompany the accused student in the 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 hearing. An exception to this guideline is when the committee invites an individual to speak during the hearing.

e) Written statements, documents, exhibits, and pertinent records may also be presented at the 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 hearing. Any witness is subject to follow-up questioning by any committee member.

f) None of the following rules of evidence apply during a disciplinary 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 the Campus Community Standards of Conduct.

h) A record of all hearings held before the Student Life Discipline Committee shall be made and preserved by the office of the Executive Director of Student Life. 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.

i) The record of the hearing shall be the exclusive property of the University. The record is not distributed to the accused or any other party. The office of the Executive Director of Student Life shall keep records of hearings for a period of at least seven (7) years. Records of suspension or expulsion will be kept permanently in the office of the Executive Director of Student Life.

**STUDENT LIFE DISCIPLINE COMMITTEE**
The Student Life Discipline Committee consists of up to five faculty members appointed by the Associate Provost, up to two student members nominated by the SGA, and the Executive
Director of Student Life or an appropriate designee. If a quorum of committee members is not available to handle a given case in a timely fashion, the Associate Provost will select alternate committee members.

Within seven (7) working days of the conclusion of a discipline hearing, the student will be provided with the written decision of the Student Life Discipline Committee. The decision will include a statement of outcomes, including any sanctions imposed.

**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 hearing. Procedural irregularities alone will not be sufficient to sustain an appeal unless found that the irregularities denied the student a fair 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 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 may be appealed to the Executive Director of Student Life. Actions of the Executive Director of Student Life 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 Catalog, which can be accessed at http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx under Academic Services, or contact the Financial Aid Office at 407-569-1368)
- Academic programs, school costs (including tuition, fees, textbook info, and refunds), facilities, accreditation & licensure, and policies (refer to the current Johnson University Catalog, which can be accessed at http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx under Academic Services)
- Student Right-To-Know and the Cleary (Campus Security) Act Annual Security Report combined with the Annual Fire Safety Report: 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 at 407-569-1163, combined annual reports 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 at 407-569-1336)
- Equity in Athletics Disclosure Act Annual Report: Athletic program participation rates and financial support data (annually by October 15, contact the Athletic Director’s Office at 407-569-1346)
- Drug-Free Schools and Campuses Act: Information on the university’s alcohol and drug abuse awareness program (report prepared biennially, contact the Financial Aid Office at 407-569-1368)
- 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 Student Handbook or contact the Financial Aid Office at 407-569-1368)
- Transfer of credit policies (refer to the current Johnson University Catalog, which can be accessed at http://www.johnsonu.edu/Florida/Student-Life/Academic-Resources.aspx under Academic Services)
- Articulation agreements with other colleges (contact the Registrar’s Office at 407-569-1336)
- Retention rates for first-time, full-time undergraduate students (contact the Registrar’s Office at 407-569-1336)
- Diversity of student body (contact the Registrar’s Office at 407-569-1336 and the Financial Aid Office at 407-569-1368)
- Employment placement information about graduates (contact Mark Pierce at 865-573-4517)
• 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, http://offender.fdle.state.fl.us/offender/homepage.do. Information may also be obtained by calling the FDLE toll-free at 1-888-357-7332 or 1-877-414-7234 for TTY accessibility.

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. Staff from the Special Services Office on the Tennessee campus evaluates requests and determines appropriate accommodations. The Academic Support Center provides appropriate assistance. Nearly all campus facilities are handicap accessible.

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.

Please Note: If you have a disability as defined in the Americans with Disabilities Act, you must notify the Academic Office of your disability and complete the necessary steps to receive reasonable accommodation for your disability.

Information regarding the Americans with Disabilities Act is available through the Academic Office or the Academic Support Center. The Assistant Director of Academic Support and Career Services is the designated ADA liaison for the institution.

Students who fail to register their disability(ies) with the Academic Office and complete the procedures as outlined in the ADA Policy (located in the Academic Office Policy and Procedures Manual) will not receive any accommodation for their disabilities. Reasonable accommodation begins when the procedures are fulfilled and are not retroactive to the period of time before the procedures are completed.

STUDENT 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 using the following link on the university website:
Johnson 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.

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, post-secondary 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 Student Life 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.

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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
- 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) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a Johnson University student or employee. It 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 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 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, handicap, veteran status, genetic information, or political affiliation 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.

Direct questions concerning the non-discrimination policy to Dr. Mark F. Pierce, Vice Provost for Research and Planning, Johnson University, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2405, e-mail: mpierce@johnsonu.edu.

For the Tennessee and Online campuses, inquiries related to Title IX may be referred to the Title IX Coordinator, Dr. Mark F. Pierce, Vice Provost for Research and Planning, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2405, e-mail: mpierce@johnsonu.edu.

For the Florida campus, inquiries related to Title IX may be referred to the Title IX Coordinator, Dr. Brian D. Smith, Associate Provost, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1312, e-mail: bsmith@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.

**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, gender-based harassment, indecent exposure, and any other illegal sexual conduct. [The university’s editorial update to quoted source material appears in square brackets.]

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, or sexual conduct against the victim’s will. Sexual assault includes rape, sexual battery, sexual coercion, and sexual exploitation.

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.

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.

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.

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. **Gender-based Harassment.** Gender-based harassment is an act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if that act does not involve conduct of a sexual nature.

j. **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. Indecent exposure also includes transmitting electronic images of one’s sexual organs through email, text messaging, or other form of social media.

k. **Any other illegal sexual conduct** that is not explicitly defined above.

**Other Related Definitions.**

1) **Consent.** Consent is a voluntary agreement to engage 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 give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage 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, the lead Title IX Coordinator is Dr. Mark F. Pierce, Vice Provost for Research and Planning, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2405, e-mail: mpierce@johnsonu.edu. For the Florida campus, the branch Title IX Coordinator is Dr. Brian D. Smith, Associate Provost, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1312, e-mail: bsmith@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.

**Rights of Accuser and Accused.** The following rights apply to both the accuser (alleged victim) and the accused (alleged perpetrator):

- The right to investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to university administrators
- The right to be treated with respect by university officials
- The right to have university policies and procedures followed without material deviation
- The right to be fully informed of the nature, rules, and procedures of the campus conduct process
- The right to be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where university officials are required to made a timely warning to the campus community
- The right to be notified of available counseling, mental health, or student services, both on campus and in the community
- The right to 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
- The right to 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 accused for compelling safety reasons (this exception does not include the name of the alleged victim/complainant, which will always be revealed to the accused)
- The right to a hearing closed to the public
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training
- The right to a conduct panel comprised of representative of both genders
- The right to petition that any member of the conduct body be removed on the basis of bias
- The right for the same opportunity to 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 student conduct hearing policies and procedures
• The right to 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
• The right not to have irrelevant prior sexual history admitted as evidence in a university hearing
• The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the conduct body in determining its sanction
• The right to 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 accuser (alleged victim):
• The right not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities
• The right to 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.
• The right to notification of options for, and available assistance in, changing academic, living, transportation, or working situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available. Accommodations may include:
  o Change of a student resident’s housing to a different on-campus location
  o Assistance from university support staff in completing the relocation
  o Arranging to dissolve a housing contract and pro-rating a housing refund
  o Exam or assignment rescheduling
  o Taking an “Incomplete” grade for a course
  o Transferring to a different course section
  o Temporary withdrawal
  o Alternative course completion options
  o Change in working location and/or supervisor
  o Change in work duties and/or responsibilities
• The right to preservation of privacy, to the extent possible and allowed by law
• The right not to have released to the public any personally identifiable information about the accuser/complainant, without his or her consent
• The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated)
• The right to 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
• The right to give testimony in a university hearing by means other than being in the same room with the accused
• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses
• The right to be present for all testimony given and evidence presented before the conduct body
The right to 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 accused (alleged perpetrator):
- The right to a timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions.
- The right to a fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation.
- The right to 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.
- The right to written notice of the outcome of the hearing and the sanction(s) imposed by the conduct body.

Confidentiality. This section is currently under development and is expected to be complete by July 2015.

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.

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. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail. However, 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.

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 in a sexual assault case. In the case of sexual assault, 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 to prove criminal sexual assault, particularly if there were no witnesses. If sexual violence has occurred, the university will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects. When deemed necessary, the university will take steps to protect the complainant, including interim steps taken prior to the final outcome of the investigation.

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, guide the victim through the available options, and support the victim in his or her decisions related to the incident.

If a victim or eyewitness 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. 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).

**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 Title IX Coordinator will either lead the investigation or appoint a lead investigator to thoroughly investigate the claims made in the initial report.

Throughout the course of an investigation, both the accused and the accuser will have an equal opportunity to present relevant witnesses and other evidence. The investigation and any
subsequent disciplinary hearing 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 disclosed and resolved immediately. A prompt and equitable resolution of a sexual misconduct complaint will be made using a preponderance of the evidence standard to evaluate the complaint (i.e., it is more likely than not that sexual misconduct occurred). “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.

Sexual misconduct investigations will be resolved promptly. A typical sexual misconduct case takes approximately 60 days following receipt of the complaint; 1 day to initiate the process, 1-28 days to thoroughly investigate the incident, 2-9 days to conduct a disciplinary hearing (if necessary), 1-6 days to reach a fair and equitable decision, 1-2 days to concurrently provide written notification to the complainant and the alleged perpetrator of the final outcome of the complaint, and 2-14 days to allow time for an appeal (if applicable). These time frames are estimated; the actual amount of time needed for each stage of the process will be determined by the facts of a particular case. These time frames may be increased, if needed, by the Title IX Coordinator or the university official in charge of a particular case.

**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:

http://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.

**Awareness and Prevention Programs.** The university offers educational programs for students residing in the residence halls that promote awareness and prevention of rape, acquaintance or date rape, dating violence, domestic violence, stalking, and other sex offenses, forcible or non-forcible, heterosexual or homosexual. Self-defense classes are occasionally taught on campus.

This section is currently under development and is expected to be complete by July 2015.

**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.
Knox County Sheriff’s Office – Family Crisis Unit
www.knoxsheriff.org/family/index.php
Emergency Phone: 9-1-1
24-hour Helpline: 865-521-6336
Office Phone: 865-215-6820
Family Justice Center, 400 Harriet Tubman St., Knoxville, TN 37915
The Family Crisis Unit is responsible for investigating incidents of domestic violence, child abuse, and elder abuse. In addition to investigating these incidents, the unit also provides immediate safety crisis counseling information and support to victims of these crimes.

Sexual Assault Crisis Center of East Tennessee
www.sacetn.org
24-hour Crisis Line: 865-522-7273, 1-888-522-5244
Office Phone: 865-558-9040
6215 Kingston Pike Suite A, Knoxville, TN 37919

YWCA of Knoxville, Victim’s Advocacy Program
www.ywcaknox.com/programs/vap/
Office Phone: 865-523-6126
Advocates for victims of domestic violence.

Tennessee Domestic Violence Hotline
1-800-356-6767

In Osceola County, Florida.
Osceola County Sheriff’s Office – Victim Services
www.osceola.org/index.cfm?IsFuses=department/Sheriff
Emergency Phone: 9-1-1
Service Phone: 407-348-1150
2601 East Irlo Bronson Highway, Kissimmee, FL 34744
The Osceola County Sheriff’s Office Victim Advocate Unit is on call 24-hours a day and provides crisis counseling and intervention, emergency cell phones, transportation, and assistance in filing victim’s compensation claims.

Florida Coalition against Domestic Violence – Domestic Violence Hotline
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/
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.

The university will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct victim, 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.** A student or employee found guilty of sexual misconduct following a disciplinary hearing 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 Executive Director of Student Life 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
- **Deferred suspension**, 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. This section is currently under development and is expected to be complete by July 2015.

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 Tennessee and Florida. 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 complainant may cause irreparable damage to the reputation of the accused, may be guilty of defamation of character, and may be sued in a court of law.

ALCOHOL AND DRUG 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 (IHE) 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 prosecution when local codes, state of Tennessee codes, or federal codes have 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). 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 from the University 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.

**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

Long-term effects of heavy alcohol use include:
- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence

- bad breath
- hangover
- 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 hundred 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
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

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
- loss of interest in food or sex
- sudden death
- suffocation
- visual hallucinations
- severe mood swings

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

Prolonged use can result in:
- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- dizziness
- headaches
- 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
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

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

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


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 Student Life Office accepts the role of providing leadership and structure in the area of campus safety and security. The Executive Director of Student Life, along with the university administrators and the Resident Director, implements the safety and security procedures of the university. However, the Student Life Office 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, including immediate fire- or weather-related emergency situations and terrorist threats.

All members of the campus community are instructed to report all criminal behavior to both the Student Life Office and to the local authorities. 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 Campus Crime and Security 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 security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides sub-contracted, professional security services on campus overnight, typically during curfew hours. The campus security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. They do, however, have complete authority to contact the appropriate legal and campus authorities.

The university routinely provides crime prevention information to students at new-student orientation, campus housing orientation, chapel announcements, campus-wide memorandums, and bulletin board postings. In addition, employees also receive some crime prevention information in the Faculty and Staff 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, Campus Crime and Security regulations, and 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 Executive Director of Student Life in the Student Life Office on the Florida campus.

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

<table>
<thead>
<tr>
<th>Crimes</th>
<th>On Campus</th>
<th>In Residential Facilities</th>
<th>** On Adjacent &amp; Accessible Public Property **</th>
<th>*** On Non-campus Building or Property ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide: Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonnegligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Crimes</td>
<td>On Campus</td>
<td>In Residential Facilities</td>
<td>** On Adjacent &amp; Accessible Public Property **</td>
<td>*** On Non-campus Building or Property ***</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------</td>
<td>---------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Forcible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonforcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>Stalking</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Disciplinary Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Disciplinary Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Disciplinary Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**NOTES:**
* New federal reporting requirements of Violence Against Women Reauthorization Act of 2013
** Data from local law enforcement agency was updated on 9/10/14 – confirmed that no changes were necessary.
*** The Florida campus of the university does not currently own, lease, control, or otherwise operate any non-campus building or property.

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

<table>
<thead>
<tr>
<th>Fire Statistics for 2013</th>
<th>Beazell Hall</th>
<th>Chambers Hall</th>
<th>Foundation Hall</th>
<th>Heritage Hall</th>
<th>Packer Hall</th>
<th>Trulock Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unintentional Fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intentional Fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Undetermined Fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of deaths related to the fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of injuries related to the fire that resulted in treatment at a medical facility</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Value of property damage related to the fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of fire drills held in 2013</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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. Its authenticated service connects city agencies to citizens (or, in this case, university officials to students) in real-time, delivering information to residents of geographically targeted areas and neighborhoods.

Information can be received online and via e-mail for free. Residents receive messages by mobile phone as part of their text messaging plan (otherwise standard text message rates apply). 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).

Set-up Instructions:
Phone only registration: Text JohnsonUFL to 888777 and follow the instructions given.

-OR-

E-mail and Phone registration: Go to Nixle.com – click the orange SIGN UP NOW banner.

**Step 1 - Sign up**
1. Enter your e-mail address
2. Create your own password
3. Enter your full name
4. Enter your mobile phone number
5. Click “I accept, sign me up!”

**Step 2 – Your home area** - Enter 1011 Bill Beck Blvd, Kissimmee, FL 34744 as your home address

**Step 3 – Refer your friends** - SKIP and Finish

**Step 4 – Optional information or SKIP and go to Nixle site.**

You have now registered your e-mail and mobile phone. You should have a text on your phone asking you to text YES to 888777. This will activate the account on your phone.

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**EMERGENCY RESPONSE PLAN**

The Florida campus of the university maintains a detailed Continuity of Operations Plan to guide the institution in case of a campus emergency. The emergency procedures outlined in this plan are intended to facilitate the protection of lives and property through effective use of university and community resources. When an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Disaster Response Coordinator or Designee may declare a campus state of emergency, and the guidelines in this Emergency Response Plan may be implemented.

Upon the occurrence of an emergency, the Disaster Response Coordinator or other responsible University official will make every attempt to notify all university students, faculty, staff, and administrators. 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
Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate emergencies of various magnitudes.

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

<table>
<thead>
<tr>
<th>Department of Public Safety</th>
<th>If possible, tell the dispatcher the nature of your emergency, your exact location, and what services are needed. Remain there until help arrives.</th>
<th>Emergency Situation: 9-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Director</td>
<td>Bob Mehlenbacher</td>
<td>Office: (407) 569-1169</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: (407) 569-1443</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: (321) 402-3824</td>
</tr>
<tr>
<td>Student Community Director, serving as assistant to Resident Director</td>
<td>Whitney Rudolph</td>
<td>Office: (407) 569-1360</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: (407) 569-1432</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: (321) 282-8611</td>
</tr>
</tbody>
</table>

**Command Center**

In the case of a declared state of emergency on campus, a Command Center will be established in the Reception area of the Chapman Center, or alternate site as necessary, and staffed as required by the Emergency Response Plan. All emergency related information, announcements, instructions, etc., will be transmitted to the appropriate departments, areas, personnel, and others. The Emergency Response Team will have complete authority for the overall operation of an emergency situation at Johnson University Florida.

Upon notification of a state of emergency:

1. Students will be advised via the Disaster Response Coordinator, the Resident Director, and/or the Resident Assistants.
2. All parties not directly affected by the emergency are mobilized once ALL students, faculty, staff, and visitors have been moved to safety.

**Emergency Response Team**

All campus personnel will coordinate with the Disaster Response Coordinator for implementation and execution of the University Emergency Response Plan, as it pertains to their area.

- Disaster Response Coordinator: Director of Plant Services - Florida Campus or designee
- Public Information Coordinator: Chief Operating Officer
- Incident Commander: Designee of the Disaster Response Coordinator
- Fire and Rescue Coordinator: Fire Department representative or designee
- Facilities Coordinator: Director of Plant Services - Florida Campus

In the event of an emergency, the Emergency Response Team will be dispatched to the affected areas. The team will consist of the following personnel:

- Director of Plant Services - Florida Campus
- Resident Director
- Student Community Director
- Resident Assistants
- Information Technology Director
The Disaster Response Coordinator will have responsibility for delegating all activities. Team members will be assigned where needed. Their job will be to assist all affected parties during the emergency and cooperate with emergency response personnel.

Weather/Emergency Alert Information

<table>
<thead>
<tr>
<th>ALERT or CONCERN</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather Emergency</td>
<td>If your weather radio broadcasts an alert, follow the instructions located near your weather radio or in this table.</td>
</tr>
<tr>
<td>Severe Thunderstorm or Tornado Watch</td>
<td>Suitable conditions exist for severe thunderstorms or a tornado. Remain alert and be prepared to seek shelter immediately.</td>
</tr>
<tr>
<td>Severe Thunderstorm or Tornado Warning</td>
<td>Take cover immediately in the bathroom of the apartment, unless instructed to do otherwise by authorized personnel. Chambers Hall residents should seek shelter in an interior room on the first floor of their apartment.</td>
</tr>
<tr>
<td>Hurricane Watch or Warning</td>
<td>Remain alert. Listen carefully to the information. Prepare to either evacuate or shelter-in-place. Listen for further instructions from authorized personnel.</td>
</tr>
<tr>
<td>Shelter In Place Warning</td>
<td>Do not leave your apartment. Follow shelter-in-place instructions given by authorized personnel. Listen for further instructions.</td>
</tr>
<tr>
<td>Civil Danger Watch or Warning</td>
<td>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.</td>
</tr>
<tr>
<td>Radiation Hazard Watch or Warning</td>
<td></td>
</tr>
<tr>
<td>Material Hazard Watch or Warning</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Warning</td>
<td></td>
</tr>
<tr>
<td>Local Area Emergency</td>
<td></td>
</tr>
<tr>
<td>Severe Weather Statement</td>
<td></td>
</tr>
<tr>
<td>Immediate Evacuation Warning</td>
<td>Listen to the information carefully. Collect your evacuation materials. Do not leave campus on your own. Listen for further instructions from authorized personnel.</td>
</tr>
<tr>
<td>Immediate Safety or Health Emergency</td>
<td>Call 9-1-1 from a campus telephone; campus personnel will be notified simultaneously with the emergency personnel with whom you speak. If you used a non-campus telephone to call 9-1-1, call the Resident Director at 407-569-1169 (office) or 407-569-1443 (home) immediately after hanging up with the 9-1-1 operator.</td>
</tr>
<tr>
<td>Immediate Maintenance Emergency</td>
<td>Call the Resident Director at 407-569-1169 (office, during business hours) or 407-569-1443 (home, during non-business hours). If the Resident Director is unavailable, contact a Resident Assistant.</td>
</tr>
<tr>
<td>Non-Emergency Maintenance Need</td>
<td>Call 407-569-1349 (1FIX) or send an email to <a href="mailto:1FIX@JohnsonU.edu">1FIX@JohnsonU.edu</a> to submit a maintenance request.</td>
</tr>
</tbody>
</table>

Response to Tornado

When a tornado watch is announced:

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

1. Campus Personnel will be dispatched to each building to make written or verbal notification and to assist as needed.
2. All campus personnel will be notified.
3. Updates will be given as conditions warrant until an “all clear” is given by the National Weather Service.
4. It will be the responsibility of the campus personnel to inform instructors of the weather conditions and to keep them updated.
5. It will be the instructor’s responsibility to inform their students of weather conditions.

**When a tornado warning is announced, be prepared to:**

*(A tornado warning means tornadoes have been sighted.)*

1. Listen for special instruction from the Disaster Coordinator or designee.
2. Evacuate quickly to a designated area identified by the Disaster Coordinator when requested to do so.
4. Get beneath heavy furniture if a safe area is not accessible or time does not permit.
5. Stay away from outer walls or glass.
6. Avoid any room with a wide free-span roof.
7. Wait for an “all clear” signal or further instructions.

**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 Disaster Response Coordinator. Information received from weather radios should be obeyed.

Hurricane season preparations:

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

When a hurricane *watch* is announced, we will take the following steps:

1. Campus personnel will be dispatched to each building to make written or verbal notification and to assist as needed.
2. All campus personnel will be notified.
3. Updates will be given as conditions warrant until an “all clear” signal is given by the National Weather Service.
4. It will be the responsibility of the campus personnel to inform instructors of the weather conditions and to keep them updated.
5. It will be the instructor’s responsibility to inform their students of weather conditions.

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. Listen for updates on the radio or TV.
2. Make sure you have stocked up on emergency supplies.
3. Remain calm.

When a hurricane *warning* is issued:

*(A hurricane warning means hurricane conditions are expected in your area within 24 hours. Conditions may include gale warnings and flood danger.)*

1. Secure any loose objects outside by bringing them inside.
2. Avoid unnecessary use of phones as the Disaster Response Coordinator may be issuing updates.
3. 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 Disaster Response Coordinator, Resident Director, or Designee of their destination. If the Disaster Response Coordinator deems it necessary, students may be evacuated to the Chapman Center—this will be mandatory for all students residing in campus housing. If the center or “eye” of the storm passes directly over the campus, there will be a break in the storm lasting from a few minutes to a half hour. Students will be instructed to remain in their apartment or designated area until given the “all clear” signal.

**Shelter-In-Place Instructions**

During an emergency you may be asked to “shelter-in-place.” Your local 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.
Follow these Shelter-In-Place instructions for your on-campus apartment

1. Choose a room with few or no windows.
2. Close all doors and windows. Seal any obvious gaps around windows, doors, vents, etc., with tape, plastic wrap, towels, or other materials. A wet towel at the bottom of the door is also a good idea. Close the blinds and stay away from the windows.
3. Turn off all HVAC (Heating, Ventilation & Air Conditioning) systems. If applicable, place vents in the closed position, set the ventilation system to 100% recirculation.
4. Turn off and cover all exhaust fans, i.e., bathrooms, kitchen.
5. Close as many internal doors as possible.
6. Take your weather radio and a portable radio with you.
7. Stay inside until you are advised it is safe to exit your home. Once advised, open your apartment to air it out.
8. Stay off the telephone except to report emergencies. Authorities may be trying to communicate with you.
9. Wait for the “all clear” signal from authorized personnel.

Follow these Shelter-In-Place instructions for non-apartment 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 – 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 in. 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. See Appendix 1-D for a list of shelter-in-place rooms organized by building.
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. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room if available and time permits.
14. 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.
15. 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.
Bare Minimum Shelter-In-Place 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 and/or Evacuation Kit
There are six basics you should stock for your home: 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; suggested items are marked with an asterisk (*). 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.

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 (20)
- 5” x 9” sterile dressing (1)
- Conforming roller gauze bandage (1)
- Triangular bandages (2)
- 3 x 3 sterile gauze pads (2)
- 4 x 4 sterile gauze pads (2)
- Roll 3” cohesive bandage (1)
- Germicidal hand wipes or waterless alcohol-based hand sanitizer (2)
- Antiseptic wipes (6)
- Pair large medical grade non-latex gloves (2)
- 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

Sanitation Supplies
- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*

- 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)

- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding
- Include 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.

For Baby*
- Formula and powdered milk
- Diapers

For Adults*
- Heart and high blood pressure medication
- Insulin, if diabetic
- Prescription drugs

- Bottles
- Medications

- 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)

Store your kit in a convenient place 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.

**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 the Disaster Response Coordinator, Facilities Coordinator, or Resident Director and clearly describe the nature of the situation.
3. Do everything possible to ensure the safety of all present.
4. Do everything possible to provide for the comfort of anyone in need of medical assistance.

Should the campus be notified of an escaped prisoner or become aware of one, the Disaster Response Coordinator should be notified immediately.
1. The Disaster Response Coordinator 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 Bomb/Explosives Threat**
In the event of a bomb or explosives threat, the person receiving the threat should contact the Disaster Response Coordinator 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 Disaster Response Coordinator will make a decision whether evacuation should be effected. Should a bomb be detonated on campus, call 9-1-1 and the Disaster Response Coordinator.

**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 Disaster Response Coordinator 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.

**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**
1. Fire drills will be conducted two (2) times per year, one to be held in each semester.
2. Fire drills are typically unannounced and are sometimes monitored by a local fire department official.
3. Fire drills will encompass all campus personnel and students.
4. 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. All occupants in the housing area must go directly to the grass area beyond the student parking lot and access road in front of Foundation Hall (between Palm Branch Lane and Bill Beck Boulevard).
2. Make sure everyone in your apartment is awake and aware of what is going on.
3. Married students and their families will gather on the grass area beyond the south end of the student parking lot and Cross Way beside Packer Hall. The Resident Director will be there to verify your presence.
4. Single male students will gather in the grass area beyond the middle of the student parking lot and Palm Branch Lane directly in front of Foundation Hall. Resident Assistants will be there to verify your presence.
5. Single female students will gather in the grass area beyond the north end of the student parking lot and Palm Branch Lane beside Beazell Hall. Resident Assistants will be there to verify your presence.
6. All Resident Assistants will give accountability to the Resident Director, who will report to the Fire Department personnel upon their arrival.
7. Do not leave your designated area until notified by the 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:

Pull the pin // Aim the Fire Extinguisher // Squeeze the trigger // Sweep 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 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.

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

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 Associate Provost in conjunction with the Chief Operating Officer. The Disaster Response Coordinator will notify university personnel. University personnel will share the responsibility to notify students under the direction of the Disaster Response Coordinator.

Chapman Center as a Shelter
The university holds a cooperative relationship with both the Osceola County Emergency Services and the 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 both staff and 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.

NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts
• **Imminent Threat Alert** – Warns of a credible, specific, and impending terrorist threat against the United States.

• **Elevated Threat Alert** – Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision** – An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

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**The NTAS Alert – How can you help?**

**Terrorism Information** – Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

Citizens should report suspicious activity to their local law enforcement authorities. The “If You See Something, Say Something™” campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit [www.dhs.gov/ifyouseesomethingsaysomething](http://www.dhs.gov/ifyouseesomethingsaysomething) to learn more about the campaign.

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**DISCLAIMER**

The information 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 handbook and any additions or corrections thereto as they are announced through various school media. Thus, the information in this handbook does not constitute a contract between the student and Johnson University Florida.
APPENDIX A: Student 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 operate their vehicles at their own risk.

Driving Privileges. Motor vehicles are for transportation to and from campus, not on campus. No other driving is permitted on campus except: (1) for loading and unloading vehicles; (2) for picking up or dropping off passengers; (3) by Non-Traditional Students using the campus laundry facility; (4) by Plant Services personnel in the course of their work; and (5) by special permission obtained from the business office. Residence hall occupants may not drive to class, chapel, the gym, or the pool. Violators will be ticketed. Students operate their vehicles on campus at their own risk.

Pedestrians. The Johnson University campus is a pedestrian-friendly environment. Pedestrians have the right-of-way at all crosswalks. Pedestrians sometimes use the street as a walkway, particularly in areas where sidewalks are not present. Where sidewalks are available, pedestrians should use them. Drivers of all vehicles, including bicycles, are to exercise caution when driving on campus and be alert to the presence of pedestrians. Speed limits are strictly enforced in order to protect the safety 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. A registration fee is assessed each semester for each motor vehicle. Residence hall occupants may have only one motor 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. Registration fees for vehicles brought to campus mid-semester may be pro-rated.

Section 2. Parking
Residents of Campus Housing. Parking areas for campus housing residents are assigned by the Student Life Office. 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.

Commuters. Commuter students will park only in the designated parking areas.

“No Parking” Zones. Except for temporary loading or unloading, vehicles will be ticketed if found parked in the following “No Parking” zones: (1) under the Chapman Center overhang; (2) behind the Student Union Building; (3) in any grassy area, except around the residence halls during move-in and move-out; (4) other areas as posted.

Section 3. Speed Limit
Speed Limit and Reckless Driving. The speed limit on the Florida campus is 15 MPH.
If you exceed the speed limit or drive recklessly on campus, you will receive a moving violation citation and be required to pay a fine.

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 student-owned vehicles, students must be prepared to exchange insurance information. The Executive Director of Student Life may also release student auto insurance information to students involved in an accident on campus.

Curfew. Those in charge of campus security will inquire about the movement of vehicles that come on campus after curfew.

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

Parking. (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) parked overtime; (7) in handicapped space; (8) parked outside lines or appropriately marked space; (9) parked in space assigned to someone else.

Moving. (1) Exceeding campus speed limit; (2) excessive speed for existing conditions; (3) failure to obey a traffic sign; (4) failure to obey campus security personnel; (5) operating vehicle without a valid operator’s license; (6) reckless driving and/or racing; (7) failure to yield right-of-way; (8) leaving scene of accident; (9) operating mechanically unsafe vehicle; (10) driving under the influence; (11) operating a vehicle that is unnecessarily loud (loud mufflers, horns, stereos, etc.); (12) drive 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 according to the following schedule. The University reserves the right to revoke driving privileges for excessive noise violations.
<table>
<thead>
<tr>
<th>Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Refer to Exec. Dir. of Student Life for disciplinary action</td>
</tr>
<tr>
<td>Parking</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Refer to Exec. Dir. of Student Life for disciplinary action</td>
</tr>
<tr>
<td>Handicap Parking</td>
<td>$100 and up to five hours of community service</td>
<td>Refer to Exec. Dir. of Student Life for disciplinary action</td>
<td>Refer to Exec. Dir. of Student Life for disciplinary action</td>
<td></td>
</tr>
<tr>
<td>Moving</td>
<td>$35</td>
<td>$50</td>
<td></td>
<td>Refer to Exec. Dir. of Student Life for disciplinary action</td>
</tr>
</tbody>
</table>

**Traffic Board.** A traffic hearing board reviews motor vehicle regulations, safety procedures, and considers appeals of traffic or parking citations. The board consists of the resident director, resident assistants, or such members as may be appointed by the Executive Director of Student Life. The Executive Director of Student Life presides over the traffic board.

**Application for Appeal.** A written appeal, using the form supplied by the Executive Director of Student Life, is the initial step in the appeals process. This must be done within fourteen calendar days from the issuance of the citation or the right of appeal will be forfeited. Appeals must be made by the person cited or the person to whom the vehicle is registered. The completed form should be submitted to the Student Life Office.

**Hearing.** The Executive Director of Student Life may attempt to settle the dispute informally. The traffic board will meet as required. Failure to appear without prior notice at a scheduled office or traffic board meeting will result in forfeiture of right to 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 Executive Director of Student Life 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 disciplinary procedures.