



1962-2012

Leading the way into the next 50 years.

Student Handbook

2012-2013

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Student Life Staff

Jordan Bodinejbodine@usw.edu,

Dean of Enrolment Services/ Student Success

Tom Mulkey,tmulkey@usw.edu,

Dean of Student Life

Brant Etheridge,betheridge@usw.edu

Director of Housing and Security

Kimberly Russell,Kimberly.Russell@usw.edu

Student Government Association President

Melody Borjas – Vice President of Social Actives**Shay Russell** – Vice President of Intramurals**Ciara Fraher**–Secretary/Treasurer**Sasha Ortiz** - Vice President Media Relations**Men's Resident Directors**

Brant Etheridge, Don Koontz, Tom Mulkey

Men's Resident AssistantsIssac Ledesma, Jonathan Gonzalez, Alfonso Alonzo, Austin Johnson, Marek Onduj,
Chris Avery, Gustavo Vega, Zachary Vaughn**Women's Resident Director**

Alex Lopez

Women's Resident AssistantsSasha Ortiz, Kimberly Russell, Melody Borjas, Marisol Ramirez, Ciara Fraher, Macy Olness,
Darlene Villegas

Our History

The story begins, so it is told, in the early half of the 20th century when “a young man on horseback scaled the heights near Cloudcroft and climbed the Wofford fire lookout tower to gain a panoramic view of ‘The Land of Enchantment.’ In prayerful meditation, while aloft, the youth was inspired to beseech God to give him New Mexico for Christian education.” Through the intervening years, we are told, “God made this young man ready to help answer his own prayer.”

That young man was B. Clarence Evans, and he was the founder and first president of what was to eventually become University of the Southwest.

And so, after many prayers and dreams and plans, Clarence Evans finally saw his “College for Christian education” become a reality. In facilities rented from the Hardin Hotel at 111 North Dalmont in downtown Hobbs, Hobbs Baptist College was chartered as a two-year junior University in 1956, and changed to New Mexico Baptist College when the school became a four-year University in 1958.

Within a few years, however, it became apparent that the College had grown beyond the original design, and the move to a larger, permanent location became a motivating force. By 1961, the present site north of Hobbs on the Lovington highway was obtained.

In 1962, to reflect the expanded vision of the entire community that had now embraced this fledgling institution as their own, College of the Southwest was founded as an independent, non-denominational, four-year liberal arts college to serve the southeastern New Mexico and West Texas region, an approximately 21,000 square-mile service area.

Of the changes, Dr. Nell McLeroy, president from 1960-1964, stated, “This marks a milestone in the realization of our aspirations to attain an expanded program and build a college to properly serve the vital need for higher education for this section of the Southwest. We shall plan a program and curriculum for all prospective students, regardless of color, creed, or faith. We shall maintain a true Christian college and recognize that our University was originally founded by a Christian leader on a faith that we shall carry on.”

Under the leadership of President Gary A. Dill, the University has begun the transformation from a commuter college of primarily non-traditional students to a residential campus that will eventually house approximately 50% of the student population. University of the Southwest currently serves a student population of approximately 550 students, with plans in progress to grow to an approximately 1000 student campus.

Our Mission

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged;
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Institutional Objectives

University of the Southwest seeks to provide experiences that assist in the development of the following objectives:

Intellectual

1. To cultivate clarity of thinking, communication skills, critical evaluation, freedom of inquiry, and creative expression.
2. To develop appreciation for cultural heritage as a background to understanding human affairs.
3. To develop awareness that human learning is meaningful in the framework of commitment to truth.
4. To cultivate skills in preparation for occupations in which service to humanity is primary.

Physical

1. To promote physical and mental health.
2. To develop appreciation for physical exercise.
3. To encourage efficient and satisfying use of leisure time.
4. To foster the spirit of sportsmanship.

Social

1. To promote the concept of each human being as an individual of dignity and as a responsible citizen in a free society.
2. To help the student achieve social poise and competence.
3. To instill an awareness of social needs with a proper sense of personal and group responsibility in society.
4. To develop appreciation for the family and its importance to humanity.
5. To achieve the ideal of service to mankind.

Spiritual

1. To develop an appreciation for Biblical principles and Christ-centered values as the basis for interpretation of knowledge in all fields of learning.
2. To foster faith in God, in the Bible as the inspired word of God, in Jesus Christ as the Son of God, and separation of church and state.
3. To develop personal integrity based on Christ-centered principles and revealed in virtuous conduct.
4. To inspire unselfish service to God and humanity.
5. To strive for a sincere love for persons of all creeds and races.

Honor Code

Members of our community are encouraged and expected to live by standards which uphold an honorable lifestyle. In our attempt to encourage each student to understand and experience a community that honors the Christ-centered principles upon which University of the Southwest was founded, the faculty, staff and administration at USW will mentor all students to live a virtuous life. Through the balanced use of challenge and support (i.e. informal mentoring relationships and formal institutional discipline) all students will be encouraged to live a lifestyle reflecting Christ-centered values.

We Affirm the Dignity of the Human Spirit. Within the Christ-centered community, each individual is of inestimable value and worthy of profound respect. This respect should be demonstrated through the appreciation of individual differences. Individual dignity is damaged by prejudice, racial or ethnic slurs, unsubstantiated statements, the willful misrepresentation of truth, and the use of intimidation or physical force. Finally, since all of humanity has been created in the image of God, all human life must be respected.

We Affirm the Sanctity of the Human Body. The human body should be maintained through a proper balance of rest, exercise, and diet. The use and possession of hallucinogenic drugs, marijuana, narcotics, alcohol, or the misuse of prescription drugs may create considerable spiritual, physical, and psychological problems. Consequently, such behaviors are unacceptable and are strictly prohibited on campus. An atmosphere of wellness is the goal for this community.

We Affirm the Priority of Learning. USW is a living/learning environment committed to the development of the whole person. Through the process of living and learning in this community, certain identifiable outcomes should be realized. These include: a maturing, personal faith; a consistency between personal beliefs and behavior; the ability to live in and take responsibility for the community; the skills to manage change effectively; and an awareness of a personal life purpose with the requisite skills to express that purpose in a culturally diverse society.

An environment conducive to lifelong learning must be the responsibility of every individual. Such an environment will foster the development of skills in critical thinking, problem solving, research writing, and fundamental personal disciplines. Excessive noise, disregard for established quiet hours, and insensitivity to the personal study needs of fellow students undermine individual progress toward academic goals. Furthermore, academic dishonesty by its very nature is an affront to the process of learning and to the vitality of an academic community.

Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization and documentation, in which a student intentionally impedes or damages the academic work of others, or commits or assists other students in acts of dishonesty.

We Affirm the Distinctiveness of Our Community. USW is an academic community comprised of faculty, staff, administrators, and students. While enrollment is not limited to students with a personal Christ-centered faith commitment, the University's mission

includes embracing the truths of Biblical, Christ-centered values. Intellectual and spiritual growth are both intended outcomes of an educational experience at USW. In order to encourage an atmosphere conducive to intellectual and spiritual development as articulated in the University's mission statement, the University of the Southwest community establishes the following guidelines and expectations for all students: Scriptural principles, including love, fairness, justice, mercy, compassion, purity, obedience to the laws of the land, respect and self-control, are upheld as the ideals by which members of the University community are to govern their lives. Students are expected to have a commitment to Christ-centered values and social justice. It is recognized that involvement in the Christ-centered educational community of the University may take varying shapes and levels of commitment. Institutional expectations appropriate for some individuals may be less appropriate for others. Factors including maturity, personal issues of conscience, leadership roles, community expectations, effect of personal behavior on other University of the Southwest community members, and overall image and mission of the University must be weighed in determining what may legitimately be expected by the institution. As a matter of commitment to the best interests of this intentional Christ-centered educational community, the following expectations, in addition to the basic values stated, are established as a baseline for students of the University community so that a work, study, and living environment conducive to good health, Christ-centered values, and academic excellence can prevail.

Expectations & Standards: Community Life

Student Conduct

In keeping with the distinctive Christ-centered nature of our community, University of the Southwest establishes the following lifestyle expectations and standards. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The University faculty and administration reserve the right to confront and address other behaviors that are viewed as dangerous, destructive, or inconsistent with the USW mission.

1. The University fully expects all of its students to abide by the legal standards of the county, state, and federal governments. Therefore, the illegal use, possession or distribution of alcohol, tobacco, or drugs is prohibited.
2. As a Christ-centered community, University of the Southwest also recognizes our specific expectations. Substance abuse does not contribute to, but detracts from, the spiritual and educational development of our students. Possession or use of alcohol and/or contributing to the use of alcohol by under-age USW students is prohibited. Narcotics and/or any substances producing altered states of consciousness such as cocaine, heroin, marijuana, or other hallucinogenic drugs are not to be used or possessed. The use or possession of alcohol while on campus is prohibited.
3. Crude, vulgar, or offensive language, and disrespectful behavior, such as gossip, dishonesty, and malice are also viewed as inappropriate behavior for all students.
4. Finally, because University of the Southwest promotes community cooperation and interpersonal respect, all students are required to abstain from hosting, promoting, or being part of scenarios whereby any fellow student is encouraged or given the opportunity to violate the letter or the spirit of the aforementioned standards and expectations.

University Disciplinary Process

University of the Southwest attempts to interpret all of life based on Christ-centered principles.

The purpose for working with students in disciplinary matters is to allow students to grow in three areas: First, for all students to become more complete in Christ (Colossians 1:10). Second, for every student to develop responsibility for their own behavior and be held accountable for their own actions (Galatians 6:5). Third, for each student to participate in the discipline process by holding peers accountable (Matthew 18:12-17).

It is imperative that any discipline action is redemptive and corrective in nature and not merely punitive. Our desire is to love all students regardless of behavior, but to allow students to experience the consequences of their own behavior. Scriptural principles including love, fairness, justice, mercy, and compassion will all be used to ascertain the proper discipline for each student and infraction. It must be kept in mind that God disciplines those He loves (Hebrews 12:6). We will seek to incorporate discipline within this context. Within the discipline process it is our desire for students to experience forgiveness, restitution if need be, reconciliation in relationships, accountability for behavior, and restoration back into the community.

The philosophy of University of the Southwest is that discipline problems are most effectively and efficiently handled at the lowest possible administrative level. We follow the redemptive Biblical model found in Matthew 18:12-17, a process that starts with a private intervention with peers and/or residence hall staff.

USW Honors Board

The Honors Board consists of five (5) members who are responsible for fostering discussion and awareness of the Honor Code, for helping to answer questions concerning violations of the Honor Code, and hearing appeals of early stage disciplinary decisions, which may entail revisions and/or additions to those decisions. The Honors Board will make recommendation to the Dean of Students who may accept the Board's recommendation or make revisions and/or additions. The Board's membership consists of: 1-Dean of Student, non-voting board facilitator

2 Students:

1 - Student Government representative

1- Residential student

3 Faculty/Staff: (to be assigned by division chairs)

1 - Arts and Sciences or

1 - Business or

1- Education

One or more of the following disciplinary actions may be taken with regard to any rule or policy violations at the University:

Intervention.

The student is contacted personally and an informal discussion is held about behavior or attitudes.

Corrective Restitution.

The student is required to make restitution by some prescribed means for irregularity in conduct. This may take the form of a fine, work obligation, papers, or prescribed interview sessions.

Disciplinary Probation.

Probation will result in a growth contract that may include all or any of the following:

- a mentoring relationship with a faculty/staff member
- community service (time and location to be determined by the Honors Board)
- professional counseling (length and location to be determined by Honors Board)
- restitution, i.e. payment or service
- loss of extra-curricular or co-curricular privileges (Students involved in leadership activities such as Student Government Association, drama, athletics, ministry teams, music teams, etc. may forfeit a certain percentage of their participation and/or stipend.)
- letter of apology to USW's President
- formal paper from the student which critically examines his or her actions and the repercussions that followed
- formal educational presentation or program dealing with violation
- written reprimand
- appropriate Law Enforcement agencies notified
- other disciplinary action as deemed appropriate by the Honors Board.

The University reserves the right to notify parents of any disciplinary case.

Suspension

The student is involuntarily suspended for a stated length of time. During this time, he/she will be required to leave campus within 24-48 hours. The student will be required to return

to his or her parent's home or the location of his or her permanent address. Because of the University's obligation to the safety of the student, the parents or legal guardians of the suspended student will be notified of the student's status. No leadership involvement (extra-curricular or co-curricular) will be permitted during this period.

Dismissal

The student's enrollment will be terminated and he/she will be required to leave campus within 24-48 hours after the dismissal is announced. The University reserves the right to require the student to leave the campus immediately if it is deemed appropriate. The student may reapply for admission in the term following the one from which he/she was dismissed. The parents or legal guardians of the student will be notified of the student's status. Tuition and room and board costs will be forfeited as specified by the University's refund policy.

Removal from University Housing

Under specific circumstances, the University reserves the right to remove a student from University housing for disruptive, rude or threatening behavior, or destruction of community/University property. Access to other University-owned facilities can also be restricted. The parents or legal guardians of the student will be notified of the student's status.

Baseline Levels of Disciplinary Actions

University of the Southwest recognizes the need for consistency and fairness in its disciplinary procedures. Understanding that certain members of our community find themselves at varied stages of personal development and maturity, we reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. Behavioral expectations and policies apply both on and off campus.

NOTE: Possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with student conduct expectations. Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession.

1. Minor Violations likely to result in counseling to probation on the first occurrence include, but are not limited to:

- a. Violations of University housing policies.
- b. Minor damage to property.
- c. Lewd or indecent behavior.
- d. Non-destructive pranks.
- e. Being in the room of a boyfriend/girlfriend or anyone of the opposite gender during unauthorized times.
- f. Pornography: Printed, video, internet, etc.
- g. Dishonesty or giving false information.

2. Semi-Major Violations likely to result in probation to suspension on the first occurrence include, but are not limited to:

- a. Intentionally causing major damage to University owned or operated property.
- b. Discharging fireworks on campus.
- c. Unauthorized entry into a University facility.
- d. Intentionally harassing or threatening another person, including but not limited to, residence or security staff. This includes sexual harassment.

- e. Intentionally misusing fire or safety equipment. Automatically includes fines for misuse of fire extinguishers.
- f. Petty theft.
- g. Forgery or unauthorized alteration of a University document.
- h. Possession of stolen property.
- i. Computer crime or theft of service, and unauthorized use of another's password/account. (Also may result in loss of internet service.)
- j. Use or possession of alcohol and/or alcohol related paraphernalia

3. Major Violations likely to result in suspension or dismissal upon the first occurrence include, but are not limited to the following:

- a. Unlawful use or possession of prescription or non-prescription drugs, including drug paraphernalia (use, possession, selling or providing).
- b. Arson
- c. Grand Theft
- d. Intentionally giving a false warning of a campus emergency, i.e. pulling fire alarms.
- e. Use, discharge, possession or storage of any weapon, or dangerous chemical, on campus or at University sponsored activities.
- f. Violent, destructive or self-destructive behavior.

4. Repeated Violations:

Repeated violations will result in additional sanctions with the possible end result of dismissal from campus.

Growth Initiative

If a student's own behavior has been in violation of the policies of the University, and he/she wishes to change, that student is encouraged to take the initiative to discuss the behavior of concern with a residence life staff member, faculty member, counselor, coach, staff member or a Student Life officer. Upon doing so, the student may be exempt from certain disciplinary actions. The following requirements must be met in order to take advantage of the Growth Initiative:

- The student must initiate the contact. Once counseling and/or formal discipline has begun, the situation can no longer be addressed within the concept of the Growth Initiative.
- A behavior contract must be approved with the Dean of Students. This contract will specify the behavioral changes desired, the obligations the student has to the University and/or selected mentors and the type of assistance to be received from the University in accomplishing the stated goals for change. Ongoing behavior must not be in violation of the signed contract. If it is, the student may be subject to formal discipline, i.e., probation, suspension or dismissal.

The Growth Initiative is designed to provide positive support. In cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue, the University may respond accordingly. Depending upon the behavior in question, the University reserves the right to require a person to enter a professional setting where adequate help is available. Because of the nature of certain behaviors, specific consequences may be unavoidable even when a Growth Contract is initiated. Student leaders, because of their community responsibilities, may be asked to take leave from their leadership role while on a Growth Contract.

Fair and Impartial Process

It is University of the Southwest's desire to treat all students equitably when situations warrant confrontation which could lead to a disciplinary response. All students will receive a fair and impartial hearing, an oral and/or written summary of the reported behavioral infraction, and an oral and/or written determination of the case in question. Students do have the right to appeal official disciplinary decisions.

Appeal Procedures

Students wishing to appeal a disciplinary decision made by an official or officer of University of the Southwest must proceed as follows:

1. All appeals must be initiated through the Dean of Students. This includes decisions made by any and all Student Development offices of the University, i.e. resident assistants (RAs), resident directors (RDs), the Dean of Students, and the Honors Board.
 - a. The appeal must be made in writing and delivered to the Dean of Students within 48 hours after the student has been informed of a discipline decision.
 - b. The statement must specify the basis for the appeal.
 - c. The Dean of Students is responsible for disseminating all appropriate files and information to the committee or administration hearing the appeal.
 - d. The student must be available for an official hearing with the appropriate administrative officer and/or Honors Board within 72 hours of issuing his or her written appeal.
2. Curricular, extra-curricular and co-curricular privileges and activities are suspended during the appeal process.
3. The Dean of Students will notify the student of the final decision of the appeal process.
4. After the student has exhausted all appeals or has failed to initiate appeal procedures, the disciplinary decision then becomes final.

Appeals Flow-Chart

Student Life Offenses

Resident Assistant / Security
Resident Director / Director of Housing

Academic Offenses

Faculty Member
Division Chair

Honors Board
Dean of Students
President

Alcohol and Drug Abuse Policy

The consequences for consumption and/or possession of alcohol and/or illegal drugs on campus include:

Alcohol Related First Offense:

Any resident of student housing found to have alcoholic beverages/ containers on campus property may be subject to any/all of the following consequences:

1. Complete **50** hours of community service specified by the Director of Housing and Security.
2. Attend an alcohol awareness class. (Student pays the class fee.)
3. Automatic placement on disciplinary probation for the remainder of the academic year.
4. Parents/legal guardians will be notified if student is less than 21 years of age.
5. A fine in the amount of **\$150.00** will be imposed.

Alcohol Related Second Offense:

1. The Hobbs Police Department will be notified.
2. A fine in the amount of **\$250.00** will be imposed.
3. Possible expulsion from student housing.
4. Parents/legal guardians will be notified if student is less than 21 years of age.
5. The case will be reviewed by the Honors Board for other considerations.

Drug Related Offense:

Any resident of student housing found to have illegal drugs or drug related paraphernalia on campus property may be subject to any/ all of the following consequences:

1. The Hobbs Police Department will be notified.
2. A fine in the amount of **\$250.00** will be imposed.
3. Possible expulsion from student housing.
4. Parents/legal guardians will be notified if student is less than 21 years of age.
5. The case will be reviewed by the Honors Board for other considerations.

All funds resulting from these fines will be donated to the Palmer Drug Abuse Program in Hobbs.

Moving off campus for any reason may result in an adjustment of financial aid packages.

ALCOHOL/DRUG ABUSE AGREEMENT

Recent events have created the need to develop clearer guidelines with regard to consumption and/or possession of alcohol and/or illegal drugs on campus. This letter is your **OFFICIAL NOTICE**.

Effective immediately, the consequences for consumption and/or possession of alcohol and/or illegal drugs on campus include:

For each of the following offenses, the student will go before the Honor's Board and could face up to all of the following consequences:

ALCOHOL RELATED FIRST OFFENSE:

Any resident of the student housing found to have alcoholic beverages/containers on campus property may be subject to all of the following consequences:

1. You must complete 50 hours of community service specified by the Housing Director.
2. You must attend an alcohol awareness class. (You may pay the class fee.)
3. You will automatically be placed on disciplinary probation for the remainder of the academic year.
4. USW will notify parents/legal guardian if under 21 years of age.
5. USW will charge you a fine in the amount of \$150.

ALCOHOL RELATED SECOND OFFENSE:

Should a student choose to violate a second time:

1. The Hobbs Police Department will be notified and USW could recommend full charges be brought against you.
2. USW may charge you a fine in the amount of \$250.
3. Possible expulsion from Student Housing within 24 hours.
4. Parents/legal guardian will be notified if under 21 years of age.
5. You must complete 100 hours of community service specified by the Housing Director.

DRUG RELATED FIRST OFFENSE:

All prescription pills must be in a prescribed bottle with that resident's name on it. Any loose pills will be confiscated.

Any resident of student housing found to have illegal drugs or drug related paraphernalia on campus property may be subject to all of the following consequences:

1. The Hobbs Police Department will be notified and USW could recommend full charges be brought against you.
2. USW may charge you a fine in the amount of **\$250**.
3. Possible expulsion from Student Housing within 24 hours.
4. Parents/legal guardian will be notified if under 21 years of age.

APPEAL PROCESS:

As with all disciplinary action, students may file an appeal on any decision as outlined in the USW Student Handbook. All appeals will be held according to established guidelines.

By signing this document, you acknowledge you have read and understand the agreement.

 Student Signature

 Date

 Witness Signature

 Date

 Printed Name

 Printed Name

Expectations & Standards :

Spiritual Life

As a community committed to Christ-centered thought, behavior, and relationships with others and with God, University of the Southwest provides opportunities for spiritual growth. One of the primary reasons students choose to come to University of the Southwest is the spiritual atmosphere that is offered within the context of earning a university degree. Along with campus programming, students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If students need help in setting up or organizing an effective devotional life the Campus Ministries Office is available for help and direction.

Chapel

Chapel is an integral part of community life at USW, the cornerstone of our distinctiveness, and a vital part of a Christian education. Therefore, there are five objectives we seek in each session:

1. To provide a setting where God is worshipped enthusiastically.
2. To foster a sense of community among the campus family.
3. To expose students to the beauty of various expressions of faith within the Christian community.
4. To examine and address critical life issues from a biblical perspective.
5. To urge students, faculty, and staff to deepen their faith commitments.

Chapel Schedule

Chapel is held from 11:00–11:30 am on Wednesdays in the Atrium of the Scarborough Memorial Library.

Chapel Credit

Students who choose to attend Chapel for academic credit may enroll in a one credit hour class for up to three semesters, fulfilling a portion of their required religious studies hours.

Grade

Students will receive a Credit/No Credit grade based on attendance for chapel and the completion of assigned reflection papers.

Other Spiritual Life Activities on Campus

Bible Studies and Small Groups

Men's and women's bible studies meet on a weekly basis. All students are welcome to join these bible studies. The bible studies can be led by students or faculty and staff and vary in topic. Bible studies will be posted each semester as to the location and time.

Outreach Opportunities

There are several opportunities for service and evangelism in the community of Hobbs. Among these are Big Brother & Big Sisters, Habitat for Humanity, local churches and youth groups, Boys and Girls Club, and Fellowship of Christian Athletes. During orientation, USW students have the opportunity to learn about these and a variety of other service opportunities and organizations.

Missions Opportunities

There are mission trips planned during breaks. Look and listen for details and get involved in changing the world.

Church Attendance

Students are encouraged to attend consistently the church of their choice and support the ongoing ministry of that church.

Campus Ministry Team

The Campus Ministry Team is comprised of the Vice President of Campus Ministry and the leaders of each faith-based organization on campus. The Campus Ministry Team organizes, plans, and promotes spiritual life on campus throughout the year.

Expectations & Standards:

Residence Life

Residence Life Philosophy

USW believes that living in the residence halls offers a valuable community experience in every resident's life. Since residents represent a wide variety of backgrounds and interests, there exists a need for certain norms which allow residents to live together comfortably as a community and, at the same time, facilitate academic learning. Being a Christ-centered institution, USW desires that its residence halls become a Christ-centered community rather than merely a place of residence. This community should facilitate each resident's growth in all aspects of life.

Resident Directors/Resident Assistants

Resident Directors (RDs)

Resident Directors are responsible for the overall administration and operation of residence life. This includes formulating and implementing policy and supervising discipline. They assist students with a variety of problems from faulty physical facilities to personal crisis. They assist students in their growth and development, and model appropriate practices and policies. They establish residential policies to insure consideration for the time, privacy, well being and the value of each resident.

At least one RD will be on or near campus at all times while residence halls are open.

Resident Assistants (RAs)

Resident Assistants supervise residents within the halls. There is one RA assigned to each section of the residence halls. RAs are students who have completed a selection process, demonstrated their commitment to serving fellow students, and have been trained in helping skills. The RA is a "helper" whose primary responsibilities involve developing relationships, implementing programs, dispensing information (or referring a student to someone who can help), offering personal advice, and confronting violations of community standards. RAs keep duty hours in the evenings on campus, and at least one RA will be available in the residence halls each evening.

In order for our community to meet its goals, we need to have certain standards and expectations for living together. These standards are meant to be guidelines for mature, responsible conduct in an educational community and can encourage growth for both the community and the individuals. We expect that members of our community will strive to follow those standards and expectations to better order our life together. In keeping with this philosophy, all full-time students (enrolled for 12 or more hours in fall or spring terms) under the age of 21 are required to live in a university supervised residence facility. Requests for exceptions to this rule must be presented in writing to the Dean of Students. Exceptions may be granted for the following:

- Students who wish to live with a parent or guardian designated as such in Internal Revenue Services documents.
- Students who wish to live with faculty/staff personnel, or an approved host family.
- Married students, as defined by New Mexico state law.
- Students of independent financial status, as defined by the Office of Financial Aid.
- Students enrolled totally in internet based courses.
- Students involved in a student teaching semester.

- Students who do not qualify for federal financial aid, as defined by the Office of Financial Aid, may choose to move off campus after one semester.
- USW does not discriminate on the basis of race, color, sex or national or ethnic origin.

Off-Campus Housing Request Procedure

A student who meets at least one of the above criteria may complete the following to request exception from the above housing policy:

- *Letter of Petition:* Students who do not comply with this requirement will be fined \$100 and be required to move back on campus.
- *Recommendations:* Three character references from persons verifying lifestyles consistent with USW's model are required as part of the petition form. Candidates presently living on campus need to include a reference from their Resident Director. Other acceptable references are work supervisors, academic advisors, and University administrators, staff, and faculty.
- *Decision Process:* The Housing Committee (comprised of the Resident Directors, Director of Housing and Security, Student Success Coordinator, and the Dean of Students considers each petition individually and is the final authority of the approval or denial and classification status of each student.
- *Renewal:* All approvals must be renewed annually.

Room and Board

All students living on campus, with the exception of apartment residents, are required to purchase a University meal plan. USW provides two meal plans for students to purchase. One plan includes 19 meals per week; the other plan provides for 12 meals per week. Unused meals may not be carried forward weekly. All students must present their student ID to access their meal plan. All meals will be all-you-can-eat. No food or drink may be carried out of the USW Dining Hall. The only exceptions will be students unable to dine in the Mustang Corral due to an illness. No "cashing out" of unused meals will be permitted.

Registration and Check-in, Check-out

Upon arrival at USW, each student will be issued the appropriate room key and fob by the Resident Director when they move into the residence hall. Students are responsible for the key and fob and for replacement costs in case of loss. The loss of a key and/or fob is to be reported to the Housing Director immediately. The cost of replacing a key or fob is \$100.00. Care should be used in the handling of keys and fobs as they represent the safety of the student's personal property and the security of the rooms. Keys are not to be duplicated for any reason. Students should keep their doors locked to provide a safeguard for individual belongings. All residents will turn in their key and fob at the end of the academic year of when a student chooses to move out of residential life permanently.

Before receiving his/her key, the student must complete a room condition inventory sheet (RCI). The RCI sheets are used as a record of the condition of the room at the time of check-in and check-out. This form must be completed, signed, dated, and returned to the Director of Housing and Security before a key will be issued.

- It should be noted that when students are assigned a room, they are "issued" the furniture and fixtures in that room for their use and must assume responsibility for those items, for the care of the room, and its contents.
- Any missing articles or damages that occur during a student's residency in the room will be recorded on the RCI sheet and charged to the student.
- Failure to pay will result in this charge being deducted from the student's housing deposit and/or a loss of the housing deposit.

- Each student pays a \$125.00 refundable room damage deposit by the time of enrollment. Students' deposits are refunded when he/she leaves the residence halls permanently, less a standard \$25 cleaning fee. Deposits are not refunded for students who are planning to return after Christmas and/or summer breaks. All students are required to check out with their RA and/or RD when moving out of an assigned room. The RCI sheet will be used to check for cleanliness and/or damages. Procedures for checking in and checking out are posted at semester end and are also available upon request from the respective RD. Any violations of these procedures could result in loss of housing deposit plus damages being assessed.

Room Assignments

Room assignments for new students are made on the basis of information requested on the Housing Application form and availability of space. All rooms are filled on a first come first served basis. New students must fill out and return the Housing Application which is to be submitted along with the \$125.00 housing deposit, proof of health insurance and current immunization records to the Director of Housing for processing. To be eligible to live in University housing, an individual must be enrolled as a full-time student in the University. A student who drops below 12 semester hours must contact the Director of Housing for permission to remain within the campus housing system.

Choices for returning students are made in the spring during the announced room sign-up process. Returning students will be given a Room Reservation Form by a RA or Residence Director. These forms will be disbursed and collected prior to the end of the semester. First choice is granted to those students remaining in the same room; then changes are considered in the order of seniors, juniors, and sophomores. Maintaining a single room is contingent upon enrollment needs. A student requesting a single room will be charged an additional room fee. The University reserves the right to place additional students in all rooms if needed.

Note: Any student who plans to continue in campus housing must submit a reservation form each semester. If you do not receive a form from a RA or RD, make sure that you request one.

Room Changes

It takes considerable time and effort to build good roommate relationships. The RA and RD are available for consultation in resolving issues. Students will be allowed to make room changes prior to the Drop/Add date as long as they observe the following procedure:

- A request is made with the Director of Housing.
- The appropriate paperwork must be filled prior to switching rooms.
- The student (or students) wishing to relocate has already worked out the details of the move with any other students who would be affected. It is not up to the Director or RA to make arrangements for these kinds of moves.
- Anyone who makes a move without prior approval will be subject to a \$50 fine and will be asked to move back to their assigned room.
- Residents who are not returning to the same room or coming back to their residence hall for the spring semester must remove all of their belongings and follow check-out procedures **before leaving for Christmas break.**

We do, however, encourage all students to make a "good faith effort" in their present situation for at least one full semester.

Room Furnishings

Resident hall rooms are furnished with beds, dressers, closets, desks, and chairs. **Residence hall furniture and equipment are not to be removed from the room or building without authorization from the RD. Outside furnishings must be approved by the RD.** Each resident is issued a personal room key enabling rooms to be locked at all times. If you

become locked out of your room, the proper procedure is to find your roommate or wait for your RA. As a last resort, contact your RD.

- Do not block or prop open end floor doors or outside doors.
- Always lock your room, even if only leaving for a few minutes.
- Report any strangers in the building to the Resident Director. (Solicitors are not permitted in the residence halls.)

Meetings

The residence hall staff will conduct a regular schedule of mandatory meetings with residents to discuss housing policy and safety procedures. The first meeting of each semester will be a hall wide meeting and will take place shortly after moving in. RAs may call individual meetings or floor meetings to discuss specific issues for that living group. **Each of these meetings is mandatory for all residents.** The day and time of the meeting should be posted 24 hours in advance unless it concerns an emergency situation that must be brought to the attention of residents immediately. If a student could not attend a meeting, they must speak to the Director concerning the reason for their absence.

Residence Hall Visitation Hours

Residence hall visitation hours provide students with the opportunity to invite guests into their “home-away-from-home.” By accepting this privilege, a University resident is expected to demonstrate self-regulation and responsibility for other room occupants, guests, and occurrences. Regulations for visitation hours are as follows:

- Bedroom doors must remain fully open and the suite door must remain unlocked.
- Appropriate behavior between couples is expected (i.e. students should not engage in actions that have the appearance of compromising school policies).
- The RA or designated person will make regular rounds on each floor.
- RA’s will ask visitors for an ID card or driver’s license as a “deposit.”

Visitation hours are Thursday through Sunday from 8:00 p.m. to 12:00 a.m. All residents are expected to abide by these policies. Abuse of or neglect of residence hall visitation policies will be dealt with by the process outlined in the Honor Code.

Guests

Individual rooms are reserved for your use since you pay the housing fee. You and your roommate are responsible for the conduct and property in your room. You may have overnight “guests” of the same gender as yourself provided the guests adhere to all the policies and standards of USW. You must register your guests with the RD and RA in advance of their visit. A guest may stay a maximum of three days in a semester unless an exception is made by the Director of Housing. Guest meals are to be handled on a cash basis in the Mustang Corral.

Cleanliness & Room Checks

Each student must respect the rights of others with regard to cleanliness of the residence hall facilities. Residents should take personal responsibility for the cleaning of their rooms and cooperate in preserving the orderliness of the public areas of the residence halls. Personal items are not to be left in community lounges, study areas or kitchens. If they are found, they may be removed and/or discarded and/or fines may be assessed. Residence Life staff make room checks for cleanliness and damage. Bi-monthly room checks are scheduled at the discretion of the residence life staff. Rooms should be vacuumed, trash should be emptied, and desks and dressers cleared of clutter and dusted. Vacuums may be checked out from an RA, but students are expected to provide cleansers and other chemicals for the

upkeep of their rooms. **All residents are responsible for the cleaning of their own bathrooms.**

Lobby Conduct and Hours

Study, television, and conversational areas are provided at various places within the residence halls. Lobby conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between couples must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated. Consequently, public expressions of affection will be subject to public accountability. Furthermore, couples involved in inappropriate expressions of intimacy will be subject to disciplinary action. Each individual who uses the lobby should take responsibility for keeping it clean, orderly, and well-maintained. Lobby furniture is not to be moved. **Lobbies in all of the residence halls are open for visitors from 9:00 a.m. until 12:00 a.m.**

Solicitation

No one is permitted to sell items on campus without prior approval from the Dean of Students. No door-to-door solicitation or “party” sales are permitted by residents, nonresidents, children or professional salespersons. The Dean of Students must give permission to all authorized salespersons. You are urged to exercise great caution before signing any contract.

Vacuum Cleaners

Vacuum cleaners are to be checked out from the on-duty RA in the evening. RA's will ask you for an ID card or driver's license as a “deposit.” Students may be charged for damage to or loss of vacuum cleaners.

Quiet Hours

Quiet and study hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room. Quiet hours are from 10:00 p.m. to 9:00 a.m. everyday. In addition, during finals week of each semester, quiet hours are in effect 24 hours a day. During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing excessive noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep.

Within rooms, study or quiet time takes priority over the right to use stereo equipment or other equipment that may generate sound. In other words, the right to quiet supersedes the privilege to make noise. During this period, all sound must be contained within a resident's room. **Quiet Hours will be enforced.**

Courtesy Hours

Whenever quiet hours are not in effect, noise levels must be kept at a minimum, as determined by the residence hall staff. Stereo speakers are not permitted on window sills, and at no time should amplified sound be directed out windows. A violation of this policy may result in a fine or referral to the Honors Board. Electric instruments and drums are not permitted to be played in the residence halls.

Right of Entrance

The University reserves the right of entrance into students' rooms at any time to check general conditions, to perform custodial service, to make repairs, to handle emergencies, to ensure compliance with University rules and regulations, or if there is reason to believe that a health, safety, or fire hazard exists. If it is necessary to enter a room, the staff member will knock first. If there is no answer or the student does not open the

door for the staff member, entry with a key may be required, after the staff member has identified himself/herself. Failure to observe this practice will result in a conference with the Dean of Students and possible disciplinary action if deemed appropriate. The University reserves the right to conduct room inspections without prior notice. The University reserves the right to remove and store or dispose of any prohibited items found in the student's room or apartment either at the time of a formal search or if the item is found during routine room checks or visits to the room by a staff member. In most cases, the student will be asked to remove the items within a time period specified by the Resident Director. In the case of illegal items such as weapons, alcohol or drugs, drug paraphernalia, or any item that could potentially present a danger to residents, the Director can remove the item immediately. Such inspections may routinely take place during scheduled breaks and at other times during the semester.

Personal Privacy

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy.

In many respects, each residence hall floor is like a home. Each member of the floor should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Hence, it is very important that all members of the floor and their guests abide by the University's expectations which have been designed to promote privacy.

Initiation of New Students

Initiation practices are not permitted at USW. These practices often involve the use of intimidation, harassment, or physical force resulting in the injury or humiliation of the initiate. Individuals involved in initiation practices will be subject to severe disciplinary action, including the possibility of immediate disciplinary dismissal.

Personalizing Rooms

University of the Southwest wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures, which enhance an enjoyable living environment for students consistent with the philosophy of the University community.

- Occupants are expected to keep their rooms clean and tidy.
- Any items used to decorate rooms should be in good taste and reflect Christ-centered values. Posters, calendars and other decorations are subject to review by members of the residence life staff. Material which promotes or portrays violence, alcohol and drug related paraphernalia, sexuality/sexual activity, or occult activity are examples of inappropriate room décor.
- Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surface may not be used. White "Sticki-Tak" or another type of non-marking adhesive should be used to hang all wall decorations. Small tacks are also permitted.
- Incense, open flames, or Halogen lamps are never permitted due to fire safety regulations. Candles are acceptable only when being used on a candle warmer; they should never be lit.
- Do not tamper with electrical wiring, switches, outlets, or fixtures.
- Furniture must remain in the room at all times.
- Sports, play, and/or athletic equipment including dartboards is not to be used in the residence halls. Considerable damage or injury can occur as a result of playing games with various types of balls, etc.

- Student rooms, lobbies, and hallways are painted according to the maintenance schedule. Special requests for painting can be directed through the Dean of Students. Consideration will be made upon the condition of the room. Use of wallpaper or contact paper is not acceptable.
- The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
- If sound can be heard outside your room, it is too loud. It should be quiet enough that the study and sleeping conditions of others are not disturbed.

Furthermore, the electrical needs of individuals must be balanced with the utility load capacities of the residence hall plant. Consequently, cooking appliances are not permitted, with the exception of microwaves, toasters and automatic coffee makers. For health reasons, snacks should be stored in airtight containers. Students may keep refrigerators up to a maximum of 3.9 cubic feet in their rooms.

Only one extension cord per outlet is acceptable. No multi-plug receptacles or adapters may be attached unless they contain an internal fuse or circuit breaker with a maximum rating of 15 amps. Cords must be UL approved #16 gauge wire in excellent condition, and may not be placed under rugs or behind partitions. The use of personal electrical appliances is limited because of the safety and sanitation needs created by living in a community.

Pets

University of the Southwest allows students to keep and maintain up to a 1 gallon fish aquarium in their rooms, with no more than 2 fish or hermit crabs at any given time. However, if it is determined that the student is not properly cleaning and maintaining the fish and aquarium that student will be required to dispose of the aquarium and fish. No other type of pet is allowed, including all mammals, birds, rodents, reptiles, or insects. If a pet is found within a room or apartment, every attempt will be made to determine the identity of the owner. That person will be given notice to remove the pet immediately. An attempt will be made to give the owner the responsibility of the safe removal of the pet; however, if the identity of the owner cannot be determined or if there are repeated offenses by one individual, the Residence Director can order the immediate removal of the pet. A fine may be assessed or, in cases of repeated offenses, disciplinary action may be taken. The University reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

Telephone Service

Residents wanting telephone service in their rooms should contact Windstream in Hobbs. All deposits, charges, and fees are strictly between the individual resident and Windstream. **University of the Southwest will not guarantee any payment of any bills by a roommate or roommates on telephone service to an apartment or residence hall.** **Please note:** Telephone installation involves the risk that the student may be moved from one location to another - depending upon the needs of housing. USW is not responsible for any charges or fees incurred in moving telephone service.

Damages

The present occupants are responsible for any damage to their room and contents other than from ordinary use. "The room" is defined as everything from entry door to the window (including the outside of each), all furnishings, etc. Any damages or changes should be reported to the RA and recorded on your RCI. **Kicking or forcing open doors to enter or exit rooms may be charged as damage and assessed as a fine.** Screens must remain in the

windows at all times. Fines will be assessed for lack of compliance. Water may cause carpet and other damage; therefore, water games must be outside.

Common property such as hallways, bathrooms, stairwells, lobbies and all corresponding fixtures and furniture is the responsibility of the student body as a whole. Any such damage will be assessed to the specific student responsible if identifiable. In cases involving group negligence, the University reserves the right to assess fines, etc., to the group involved i.e., floor members, dorm residents, etc.

Additional Behavioral Expectations for Residence Life

All USW Student Handbook policies apply to each student. In addition to these guidelines, the following restrictions exist to enhance a positive community living environment.

University of the Southwest does not permit:

- Inappropriate, vulgar or profane language
- Any vandalism, theft, or destruction of property
- Use of athletic equipment in hallways or lobbies
- Inappropriate decor (posters, signs, etc., involving nudity or promoting activities otherwise prohibited by the University)
- Utility violations (the use of hot plates, large refrigerators, air conditioners, etc., that are prohibited)
- Any action that threatens the physical safety of fellow residents
- Propping open secured doors
- Noise violations
- Possession or use of pornographic material
- Violation of visitation hours policy
- Possession or use of fireworks or firearms
- Tampering with or misuse of the telephones, the telephone system, or smoke detectors
- Misuse or removal of lobby furniture
- Performing babysitting services in residence halls. **(If child is coming to visit parent in resident hall, the parent must give their RD and RAs a 24 hour notice that the child will be staying with them).**
- Improper check-out

Violations for any of the above may be subject to disciplinary action ranging from fines or community service to probation, suspension or dismissal.

Check-out Procedure

Each resident must complete the following basic check-out procedure before leaving campus at the end of the semester.

- Clean the room thoroughly and request a room check with the RA; then inventory the contents, noting the specific condition at the ending date on the RCI.
- Turn in the key and phob and sign out on your RCI. NOTE: \$100 is charged for failure to return the key or phob.
- Improper check-out may result in a fine of up to \$100.

Specific instructions will be posted on each floor prior to closing campus rooms at Christmas Break, and at the end of the school year. Special arrangements for any alternative housing needs at these times must be made individually with the Resident Director.

Storage Policy

Personal property may be left stored in the student's room between long semesters (during Christmas break) if the student plans to occupy the same room. No personal items may be stored during the summer and it is expected that students will take all personal property with them when they check out, including bicycles. The residence hall staff will not be

responsible for packing up items left behind and mailing them or placing them in storage. All items left behind will be considered abandoned property and will be discarded.

Laundry Facilities Area

Each residence hall is equipped with coin operated washers and dryers that students may use in their laundry room which is open during regular dorm hours. If there is a problem with the washers or dryers please contact the RD immediately.

Haircutting Services

Anyone providing haircutting services is expected to get approval of the location, dispose of hair in appropriate trash containers (not down the drains), and be responsible for clean-up each time.

Kitchens

Students are expected to clean up after themselves, washing utensils, appliances, and the sink of a shared kitchen.

Custodial/Maintenance Services

Light bulb replacement, plumbing repairs or emergencies, heating/ cooling problems, and housekeeping inquiries should be directed to the attention of the Director of Housing for referral. Thermostats should be set to 72 degrees. Setting thermostats at a lower degree setting will result in damages to air conditioners. Any suite who's thermostat is set below 72 degrees is subject to a fine or disciplinary action.

Property Protection

USW cannot be responsible for lost or stolen items. Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

- Insure and mark all valuables.
- Always lock your room and secure your window.
- Report all losses or thefts to the Student Life Office via your RA and RD
- Respect University property as you would respect your own belongings.
- Borrow property only with permission, and return borrowed property on time and in the same condition as when you borrowed it.
- Think before you act. Having fun should not be at the expense of another person or of the University.
- If you notice something happening that seems suspicious, report the matter to your RA, RD, or campus security at once. In case of emergencies or serious danger, please contact the Hobbs Police Department as well. Your involvement will make University of the Southwest a safe and enjoyable community.

Additional Community Standards

USW Copyright

USW prohibits the use of its name, logo, any/all USW imaging and/or icons without written permission from the Dean of Students. Any publication or product whether it be tangible or electronic (i.e. on-line, email, etc) that is published or produced without such written permission is considered a violation of USW policy. Material (tangible, electronic or otherwise) that is deemed to be inconsistent with the standards of Christ-centered integrity, honesty, charity, and love as defined in Scripture and reaffirmed in the USW Student Handbook will be subject to immediate removal from any services or facilities associated with USW. Those violating these policies (student or otherwise) will be subject to all appropriate legal consequences as well as institutional discipline.

Social Networking

MySpace, Facebook, Xanga, Blogspot, Friendster, and other such social networking sites are not prohibited. However, we strongly encourage every student to use extreme caution when using such sites for the following reasons:

- Personal safety – sexual predators are known to visit such sites for an easy target
- Identity theft
- Slander
- Cyberworld is not an authentic community – we encourage face to face conversations.
- Addictive - it can consume your time.
- Isolation – causes students to stay in their room, instead of meeting people.
- Information shared can easily be artificial and insincere.
- Information that is shared becomes instantly public.

When using social network sites remember the following precautions:

- Think before you write – be careful about personal information that is shared.
- Check privacy settings
- Be vague about location, schedule, and routine.
- Protect your password.
- What you post online stays online forever. Don't put anything online that you would not want on your resume or scholarship application.
- All information shared can be used as personal admission of guilt and every student will be held accountable for such information and it may result in discipline from USW.

Dishonesty

Dishonesty in any form, such as supplying false information, forgery or use of identification with the intent to mislead or defraud is prohibited. Examples include: lying, recording hours on your time card when not working, or any intent to deceive.

Internet Usage Policy

Access to the internet is provided to authorized users for educational purposes. Personal use is permitted and is subject to the same standards of conduct described in the USW Student Handbook. Visiting internet sites that involve pornography or other types of content that would conflict with University of the Southwest's mission as a Christ-centered institution is strictly forbidden. Students should understand that all traffic on the internet on campus is capable of being viewed, monitored, and logged by USW. Any student who attempts to circumvent security protocols to view pornography or other inappropriate material and/or is involved in illegal peer to peer file sharing of copyrighted material from their computer is subject to disciplinary action. The following discipline will take place:

First Offense – internet disconnected for the remainder of the semester/accountability and mentoring required

Second Offense – internet disconnected for the remainder of the semester/\$50 fine/accountability and mentoring required

Third Offense – internet disconnected for the remainder of the semester/\$100 fine/accountability and mentoring required/suspension from school 4 8-72 hours.

Fourth Offense – dismissal from school

Peer to Peer file sharing of copyrighted material is not allowed.

You are allowed to connect one computer per port. Connecting hubs, switches, servers, wireless access points or any other port expanding equipment is expressly forbidden.

NOTE: Students are responsible for maintaining their computers so as to comply with University policy.

Student Email Policy & Procedures

USW creates and maintains email addresses for use by all enrolled students. All institutional email communication will be directed to the student email account. Students are encouraged and required to check and use their account to receive important information regarding school functions and communications. New accounts will be created upon a student's enrollment to the institution and accounts may be removed without notice upon leaving the institution or account inactivity. All communication transmitted on this account is subject to review and should not be considered expressly private.

Access to a student account is available at www.usw.edu by clicking on the "Portal" link or the "Mustang Mail" link and requires a username and password. Each student's username follows the format of "first name.last name," with an initial password of the word "Mustang" followed by the last four digits of the student's social security number.

EXAMPLE

Username: john.smith Password: Mustang1234

Students are strongly encouraged to change their password after their initial login. Students who do not have a social security number on file will be issued a default password of the word "Mustang" followed by the four digits of the student's birth year (i.e. 1989). Please, [email csmith@usw.edu](mailto:email.csmith@usw.edu) with any questions regarding this policy.

Conventional Naming for email

The default naming convention for a traditional student's username is the first name dot last name. All students have an@usw.edu email extension. (example: john.smith@usw.edu) Exceptions to this rule may exist due to name conflicts.

Forwarding email

It is the full responsibility of the student to setup and maintain a forwarding address if they desire to have one. Ensure that the forwarding address accepts mail from the USW account. The student is responsible for the communication received at the student email account. To forward mail to an alternate address, follow the steps outlined in Outlook Web Access.

Fundraising using email

The use of the www.usw.edu email list to raise money for mission trips or other types of fundraising efforts including pyramid types of business or other business ventures is strictly forbidden.

Dress Code

Specific styles of dress and grooming are matters of individual taste. However, students at USW are expected to dress modestly and appropriately at all times. In determining what should be worn, you should consider the following:

- Modesty
 - Appropriateness to the activity
 - Sensitivity and consideration to others
- The USW Dress Code has been developed according to the three guidelines listed above. Please keep in mind that the items listed below are minimum standards. It is our expectation that students will consistently exceed the following minimums:

- Skirts, shorts and dresses are to be of a modest length.
- Students are required to wear shirts at all times.
- Attire which advertises, promotes, or refers to drugs, alcohol, or nudity is prohibited.
- Suggestive, obscene or violent messages are not to be displayed on clothing.
- Shoes are to be worn in all school buildings with the exception of the residence halls.

Facilities

Unauthorized entry, use, or occupation of campus facilities is prohibited. Unauthorized possession, duplication, or use of keys to any campus facility is also prohibited. Being on a campus roof at any time or in closed buildings after hours is not permitted. Damaging, defacing or causing abnormal cleaning and repairs shows poor stewardship and is not permitted.

Harassment

USW is committed to the preservation of human dignity and the protection of students. Harassment in any form—verbal, physical, sexual or visual—is against campus policy.

Hazing

USW prohibits hazing in any form. Hazing refers to an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization.

Hazing may include, but is not limited to: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food or alcohol, forced use of drugs, prolonged sleep deprivation, forced conduct which could result in embarrassment, or any other activity which could adversely affect the safety or physical or mental health of the individual.

Obscene Language, Gestures & Games

Words and gestures which are degrading and inappropriate in nature are not acceptable. Games which are contrary to Christ-centered principles are also against campus policy.

Pornography

The purchase or possession of literature, pictures, computer generated images, posters or recordings presenting an indecent or immoral philosophy inconsistent with the values of a Christ-centered community as indicated in scripture are prohibited. Students struggling with addiction are encouraged to seek help. Student Life staff members want the best for each student and will assist every effort to seek help. The RD is prepared to help with a referral.

Practical Jokes & Pranks

At USW we understand that jokes and pranks can be a part of the university atmosphere. However, pranks that cause property damage, show disregard for USW standards, degrade other students, or cause ill-will among students are prohibited. Students responsible for improper jokes and pranks are subject to disciplinary action.

Property

Theft of, or damage to, the property of another person or of the school or receiving, retaining, or disposing of the lost or mislaid property of another person or of the school are grounds for disciplinary action. Damaging, defacing, or causing abnormal cleaning or repairs are also grounds for disciplinary action. Because this demonstrates poor stewardship, those who create such situations shall not only be subject to community discipline, but may also be assessed damage costs, inclusive of replacement costs and labor fees. In situations when no one takes responsibility, the entire living area may share the cost equally.

Public Display of Affection (PDA)

Out of respect for those around you and for yourself, please keep public displays of affection to a minimum. Excessive and inappropriate amounts of PDA are against campus policy.

Sexual & Lewd Conduct

Engaging in conduct such as public nudity, indecent exposure, unlawful cohabitation, sleeping with or having sexual intercourse with a person other than one's lawful spouse is in direct conflict with campus policies and is prohibited.

Questions & Concerns

All USW staff, faculty and administration welcome your questions and concerns. If you have a question or concern, simply speak directly with the person who is in charge of that area. If you are unsure of who you need to talk to, your RA or RD will help you with direction.

Unresolved Issues & Student Advocacy

In the event that you find you can not find a satisfactory resolution to one or more concerns you may have, USW Student Life staff members are here to be advocates for students. Your RA, RD, and the Dean of Students may be able to speak for you on your behalf in the event that you are unable to resolve a legitimate conflict with another office or employee of the university.

Firearms and Weapons

Firearms, hunting bows, hunting knives, paintball, air soft guns, and other weapons of any type are not permitted to be carried, stored or possessed by students in the residence halls or on campus.

Fireworks

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action ranging from fines, community service, probation, suspension or dismissal, and possible civil action.

Fire Safety Equipment

Fire safety equipment (fire alarms, extinguishers, exit lights, and detectors) are located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or ringing a false alarm violates local and state laws. Individuals misusing fire extinguishers will be subject to a \$300 fine and disciplinary action. Individuals who trigger a fire alarm as a result of an irresponsible act will be subject to a \$300 fine, University disciplinary action, and possible civil action. Individuals failing to properly evacuate the residence hall in a timely manner during a fire alarm will be subject to a \$100 fine.

Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, on doors, or any University facilities, etc. is considered dangerous and illegal. University discipline for such actions may include suspension or dismissal and/or civil action.

Fire Evacuation Procedure

When a fire alarm sounds:

- Close room window.
- Stay low to the ground and calmly proceed to the nearest exit.
- Move to a safe distance away from the evacuated building (preferably directly to the designated meeting spot).

If your door is hot, do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Fire Drills

We will schedule periodic fire drills in each residence hall throughout the year. Comply with directions given during drills and display a responsive attitude. Do not remain in the hall when a general alarm sounds; to do so violates expected conduct and subjects you to disciplinary action.

Tornado Alert Procedures

TORNADO WATCH means there is a possibility of one or more tornadoes in our area. Continue normal activity but “be on the watch.” TORNADO WARNING means a tornado has been sighted or detected by radar, and may be approaching. The civil service siren will sound with a single continual signal. When you hear this, seek shelter immediately.

Tornado Shelter/Safety

Move to an inner room or hallway on the lowest level of the building you are in, stay away from windows, and cover yourself with a blanket or other object if possible. Stay in the safety area until the tornado warning is lifted. When possible, Resident Assistants are to help the Resident Directors move everyone into a safe area.

Unusual Absences

Out of concern for the safety of our students, roommates/suitemates/ friends are requested to report unexplained or unusual absences to the RDs as soon as possible.

Student Government/Activities

Student Government Association (SGA)

The USW Student Government Association (SGA) consists of a Student Body President, Vice President of Spiritual Life, Vice President of Intramurals, Vice President of Campus Activities and Secretary/ Treasurer. The mission of SGA is to be a body of student leaders who serve the USW community through special events, campus improvements, student representation, and community service. SGA operates under a specific constitution devised and adopted by the students of USW. For more information, stop by the SGA Office located in the Student Services Suite in Scarborough Memorial Library

Intercollegiate Athletics

USW participates in intercollegiate athletic programs with competition for men in baseball, basketball, soccer, tennis, cross country, and track and field. Women compete in basketball, soccer, softball, tennis, volleyball, cross country, track and field. USW is a member of the National Association of Intercollegiate Athletics (NAIA).

Intramural Athletics

Both men and women have the opportunity to participate in intramural athletics. Physical development is a part of the curricular and co- curricular programs of USW. Intramural sports include basketball, softball, flag football, volleyball, racquetball, soccer and other games and activities.

New Student Orientations (NSO)

USW facilitates a scheduled orientation time for all new incoming students prior to the start of the fall semester. Students, staff, and faculty join together to help new students learn what USW is all about. NSO comes out of the Student Life Office and is required for all new students.

Southwest Cultural Pride Club (SCPC)

There are many International students who attend University of the Southwest and are welcome to join our International Student Organization. The SCPC provides opportunities for fellowship and support for International students enrolled at USW.

Students in Free Enterprise (SIFE)

SIFE is a national organization composed of business and non-business majors who are involved in learning more about the free enterprise system, communicating its merits and value to the community, and becoming spokespersons for free enterprise. For more information, contact the SIFE Coordinator.

Fellowship of Christian Athletes (FCA)

FCA is the largest Christian sports organization in America and focuses on serving the community by equipping, empowering and encouraging people to make a difference for Christ

Special Interest Groups

Interest groups may develop from semester to semester with the possibility of official recognition and a permanent place among student organizations on campus. A faculty advisor is necessary for official recognition.

Sigma Tau Delta English Honor Society

USW's chapter of the International English Honor Society, Sigma Tau Delta, is one of the most active on campus. Sigma Tau Deltans sponsor a number of events including the J.L. Burke Literary Tea and poetry readings. For information contact Barbara McGrath in the Fadke Arts & Sciences Center.

Alpha Chi National Honor Society

A national scholarship organization, this society strives for academic excellence and is restricted to the top 10% of the junior and senior classes.

Lecture and Speaker Series

Special activities are offered regularly and include speakers, concerts, films, and productions including:

The **Jack Maddox Distinguished Lecture Series**, in which nationally prominent speakers are invited to the campus to visit informally with students and faculty members. These speakers then deliver a formal presentation to the area public free of charge. Some of our most recent speakers have included Laura Bush, Jo Frost, Dr. Robert Ballard, and Jean Chatzky. This year's speakers will be Captain Chesley "Sully" Sullenberger and Peyton Manning.

The **Hatton W. Sumners Speaker Series (Free Enterprise Dinner)** provides USW students, staff, and the surrounding communities the opportunity to better understand the principles of American democratic self-government and fosters leadership in preserving our heritage of personal freedom and responsibility. Some of our most recent speakers have included Erin Gruwell, Tom Sullivan, and Captain Scott O' Grady. This year's speaker will be Jeffrey Zaslow.

Cultural Events

The Hobbs community provides a number of events for participation and enjoyment which include: music, drama, art, theatre, and other types of programs. The Lea County Event Center, the Lea County Commission for the Arts, the Western Heritage Museum, and other organizations bring several additional cultural attractions to the community. Opportunities are available for selected students to be involved in theatre, symphony orchestra, and musical groups in the community.

Social Life

There is a wide range of activities sponsored by SGA, Student Life office and other organizations on campus. Some of these activities include the Skate Night, Leadership Retreat, Athletic Awards, and various Homecoming activities. Additional features such as films, musical groups, and other events are also held throughout the year.

Student Services

Virtual Bookstore

University of the Southwest has partnered with MBS Direct to provide online textbook service to all students. A link to the virtual bookstore is in the student portal. Students will be able to buy books 24/7 visiting bookstore.mbsdirect.net/usw.htm or using the MBS Direct toll free number, 800-325-3252 or by fax, 800-499-0143.

Multiple forms of payment will be accepted including credit and debit cards, personal checks, and USW book vouchers. A UPS shipping charge equaling 10% of the total purchase will be charged for each shipment. For this reason, students are encouraged to order all textbooks at onetime. Book vouchers will be sent to your USW email. For information on how to access your USW email, please visit the student portal.

Book Buy Back

Students may sell textbooks back to MBS Direct. All shipping charges are paid by MBS.

Book Return Policy

MBS Direct guarantees your satisfaction with a 100% return policy. If you should need to return your books, you can do so within 14 days after the start of class or the date your order was placed; whichever is later. For more information visit the company website.

Counseling Services

Student life personnel are available to assist students with problems and concerns. In addition, USW faculty and staff are concerned about students and are willing to assist them. Students are encouraged to seek guidance from their advisers or other faculty members with whom they feel comfortable. A student may be referred to off-campus professional counselors for additional help when needed.

Food Services

Located in the Bill Daniels Campus Center, the **USW Dining Hall** offers an all-you-can-eat venue for those students with campus meal plans. **The Studio Café**, located in the main hall of the Bill Daniels Campus Center, is the place to go for hot coffee, cappuccino, pastries, bottled drinks, and snacks.

No food is to be removed from the Dining Hall without permission from the Food Service Manager.

Meal Times

Breakfast: Mon. - Fri. 7:00 am - 8:30 am (hot breakfast)

8:30 am - 9:00 am (continental breakfast) **Lunch:** Mon. - Fri. 11:00 am - 1:00 pm Saturday 11:00 am - 1:00 pm (brunch) Sunday 11:30 am - 1:15pm

Dinner: Mon. - Fri. 5:00 pm - 7:00 pm Sat. - Sun. 5:00 pm - 7:00 pm

Mail Service

All incoming and outgoing mail and parcels are handled through the University Mailroom located at the west entrance to the Bill Daniels Campus Center. Students can anticipate that U.S. Postal Service mail for the campus will be distributed by 12:30 pm Monday through Friday. United Parcel Service (UPS) and FedEx will pick up and deliver Monday through Friday. Stamps and U.S. Postal Service shipping are available through the University Mailroom.

Mailboxes

Mailboxes for students living on campus are located at the west entrance to the Bill Daniels Campus Center. PLEASE remember that mailboxes will not be opened for the student. You must retrieve your own mail by using the combination assigned to you.

Packages

When a student receives parcels too large to fit in the mailbox, the student will be notified to stop in at the Mailroom window for his/her package. Students may present their package notification slip and sign for his/her package. Packages not claimed after ten working days will be returned to sender. Parcels may be picked up any time during University Mailroom hours.

Health

A limited amount of first-aid supplies are available through members of the residence life staff.

Accident Insurance

For the benefit and protection of all students, each student must be covered by an insurance policy. All students are required to have medical insurance. If a student has not made arrangements to provide his/her own insurance, the school will provide coverage and charge the cost to the student's account (international students only). Please refer to the student insurance brochure for the specific amounts and dates of coverage.

Student Success Office

Located in the Enrollment Service Office, this key student resource center offers much more than its name might seem to imply. For some time now, the Student Success Office has been offering tutoring, career assistance and testing. The goal is for the Student Success Office to be the central place on campus where any student can go to obtain a quick and reliable answer to any academic question. Some of the services the Student Success Office offers include the following:

- **Career Assistance**
Students wishing to obtain employment during school may visit the Student Success Office for job-postings and other career-related resources.
- **Placement Testing**
The Student Success Office administers placement tests and student tests by faculty request.
- **Tutoring**
The free tutoring program is designed to help students who need special assistance with course-related work. Appointments can be made with tutors who specialize in specific content areas.

Library

The library staff work closely with students in providing reference help, bibliographic instruction, and meeting class assignment needs.

Library Hours

Monday thru Thursday 8:00 a.m. to 9:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Saturday 12:00 noon to 4:00 p.m.

Sunday 2:00 p.m. to 6:00 p.m.

CLOSED ON ALL HOLIDAYS

Schedules will be posted for USW Breaks. Summer Hours.: Mon.-Fri.

8:00am-5:00pm

Veterans

USW has been approved for veteran's benefits administered by the Veteran's Administration. Further information concerning these educational benefits may be

secured in the Office of the Registrar.

Campus Security

The Campus Security Office is located in Scarborough Memorial Library. Security may be contacted by calling 575-318-1196. The campus security officers are employed by the University to safeguard students, staff, and visitors. The officers represent the University and have the authority to reasonably carry out their duties, including inspecting facilities, preventing disorderly behavior, and controlling traffic. Students and visitors are expected to cooperate with campus security. To report a crime or an emergency, dial 911. For a non-emergency situation or to get assistance entering a building, please locate a security officer.

General Information

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 gives University students the right to view educational records (records, files, documents, and other materials which contain information directly related to the student and maintained by the University) maintained in the Academic Services Office, Office of Admission and Financial Aid Office, Office of the Registrar, and the Student Life Office.

Educational records do not include: records of instructional or administrative personnel which are personal in nature and are not accessible to any other person; records maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals; or financial records of parents. Students who wish to view their files should indicate that they wish to do so to the University official responsible for maintaining that particular file. An appointment will be made for the student to view the file within a reasonable amount of time. Parents of dependent student (as defined by the Internal Revenue Service) have the same right of access to the records of their dependents.

The Privacy Act permits the University to release, without student consent, directory information. Directory information at University of the Southwest includes student's name, address, telephone number, major field of study, place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. Students who do not want directory information released must submit a request in writing to the Office of the Registrar. The University will communicate academic and behavioral information to parents when appropriate.

Information on the types of educational records maintained by University of the Southwest, officials responsible for maintaining records, persons who have access to such records, purposes for which these persons have access to records, and procedures for correcting inaccurate records is available through the Office of the Registrar.

Financial Aid

Financial aid programs at USW are funded through a variety of sources. Programs are designed to help cover the difference between the cost of attending USW and the student's own resources. Each application is handled on an individual basis in order to determine the type of award which would best serve the student. Programs include institutional scholarships, work-study assignments, federally funded grants and loans, and state-funded grants and loans. Students needing more information regarding financial aid should contact the Office of Financial Aid.

Computer/Technology Policies

As a community that affirms the leadership of Jesus Christ in a technological world, University of the Southwest requires responsible use of technology resources by students, faculty and staff. As such, the University's behavioral guidelines also apply in the use of computing, video and other technologies. Respect for personal dignity, privacy, and copyright is of utmost importance.

Security

Security officers are responsible for parking violations, residence hall security, and other security concerns. When stopped by a security officer, students must produce their student identification card and comply with all requests made by the officer. Academic buildings are locked at 8:00 p.m. nightly.

Although University of the Southwest takes reasonable precautions to ensure student safety and property protection, the responsibility still lies with the student to use common sense and request University security assistance when necessary.

Safety Precautions

- Secured doors must not be propped open. An unsecured door jeopardizes the privacy and safety of all floor members.
- Do not walk alone at night from one building to another, or back to a residence hall. If you work or study late, have a friend accompany you while walking or jogging at night. Keep office, classroom, or lab doors locked at all times when studying at night.
- Have residence doors locked at all times and know who is at the door before answering it.
- Lock car doors upon entering or leaving the vehicle.

USW Motor Vehicle Regulations

Motor Vehicle Ownership

Maintaining a motor vehicle on the USW campus is a privilege for each person who operates it in a reasonable, considerate manner and abides by campus regulations. Those who do not comply with campus motor vehicle regulations, keep financial obligations paid up to date, or do not maintain a satisfactory academic record may lose the privilege of using a motor vehicle on campus. All traffic regulations are in effect at all times (day and night), including holidays, breaks and vacations. All traffic and parking regulations apply to students, faculty, and staff members.

Speed Limits

The maximum speed limit for all roadways controlled by the University is posted by the signs. Speed limit violators will be cited and assessed a fine by a security officer which may be paid by mail. The speed limit on the main campus is **15 miles per hour**.

Vehicle Registrations

- All motor vehicles, including motorcycles, must have a valid University parking permit to park on campus at any time. The permits are self-adhesive and are properly displayed when affixed to the rear window of the vehicle in the lower right corner (passenger's side). Expired parking permits must be removed prior to the new permits being placed on the vehicle. Alternative placement for vehicles with convertible tops is on the right corner of the vehicle rear bumper.
- Parking permits may be obtained in person at the Office of Housing and Security. No permits are mailed off campus. You will need your vehicle information to obtain a permit. A permit authorizes the vehicle to park on University property, but it does not guarantee a specific parking place. If a University employee or student has more than one vehicle that might be driven on campus, the additional vehicle should also be registered.
- Student parking permits are valid Sept. 15 through Sept. 14 of the following year. Students must obtain a new parking permit each year.
- Faculty/Staff parking permits are valid for the duration of the owner's employment at the University. A staff member must obtain a new permit only if they need to register a new vehicle.

- Bicycles do not require a permit.
- Visitor parking permits and special parking permits are issued by the University at no charge. Such permits shall not be issued to persons who are students, faculty, staff or who are otherwise receiving compensation for their work on campus. Visitor permits and special permits shall be limited to the place(s), dates, and times written on the permit. Visitors must obey traffic and parking regulations as a condition of remaining on University property.
- Temporary permits may be issued for no charge to persons having a valid University permit. Temporary permits shall be stated on the permit. Temporary permits may be obtained at the Office of Housing and Security.

Where to Park

- **General use.** All University parking lots are open at all times for parking to students, faculty, and staff with valid University parking permits displayed on their vehicle(s).
 - **Guest and Special Use.** University parking lots are open to guest and temporary permit holders as stated on the permits.
 - **Special Events.** Parking lots may be opened for general use without permits for the duration of any special events (i.e. community, athletic or theatre events).
 - **Curbs and Signs.** Regulations regarding curb markings and signs are in effect in parking lots.

Where not to Park

- **Yellow Curbs.** These are loading zones. Do not park in these zones.
- **Blue Curbs.** These are handicapped zones. Do not park in these zones except with valid New Mexico handicap parking permit or temporary University handicap permit issued by the Office of Students with Disabilities.
- **Red Curbs.** These are fire zones. Do not park in these zones.

General Regulations

- Registered owners are responsible for proper parking of a vehicle, regardless of who may be operating the vehicle
- Vehicles shall not be washed or repaired anywhere in campus parking areas.
- Vehicles shall not be parked on grass, vegetation or University sidewalks.
- For parallel parking, vehicles must be parked no more than 18 inches from the curb. The vehicle must be parked facing the same direction as the traffic flow.
- The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of any parking regulation.
- Any person who repeatedly violates the parking regulations of the University is subject to:
 - Vehicle booting
 - Vehicle barred from campus
- Failure to comply with the regulations may result in loss of driving privileges on campus or vehicle impoundment. The registered owner is responsible for paying all costs and any fines levied and is subject to other disciplinary action by the University
- The University assumes no responsibility for damage to a motor vehicle, theft, or any other loss for any reason while a vehicle is operated or parked on campus
- Inoperable vehicles or vehicles that are abandoned are subject to impoundment after 72 hours. The vehicle operator will be responsible for any towing and/or storage charges.

Motorcycle, Motorbike, and Motor Scooter Regulations

- These vehicles are subject to the same regulations as four-wheeled motor vehicles.
- These vehicles may not be parked in entryways, on sidewalks, or pedestrian paths, and must not be stored in University buildings.
- These vehicles may not be driven on any sidewalk, road or driveway not authorized for use by a four-wheeled vehicle.

Suspension of Privilege to Drive and Park on Campus

When a permit holder has accumulated three or more parking violations, Campus Security may prohibit the permit holder from driving or parking on campus for a period of 30 days. At the end of that period, he/she will be eligible to apply for reinstatement of all driving privileges. Any person who drives or parks on campus while on suspension may have his/her vehicle impounded.

Citations and Payment

- Campus Security officers and student employees assigned to parking enforcement duties are authorized to issue parking citations for violations of University parking regulations.
- Any person who receives a parking citation is required to pay the citation at the Office of Housing and Security or by mail to USW Business Office, 6610 N. Lovington Hwy, Hobbs, NM 88240, no later than 30 days from the date of the citation.
- **Fines will be doubled** if the driver either fails to pay the fine or fails to file an appeal within the 30-day period.
- Failure to pay the fine will result in banning the vehicle from parking on campus, booting of the vehicle, and will result in a hold being put on student's transcripts. Faculty and staff who fail to pay fines will be referred to the Dean of Students.

Appeals

All parking citations may be appealed to the Honors Board.

Parking Citation Appeal Procedure

- The fine must be paid to the Business Office located in the Burke Administration Building. The fine must be paid within 30 days of the citation issue date.
- A letter of appeal must be completed prior to the original due date. Appeal requests after the original due date will not be honored.
- The signed letter of appeal must be submitted to the Office of Housing and Security. When a sufficient number of appeals are requested (minimum of five), an Honors Board will be convened. The appellant will be notified of the time, date, and location his/her appeal will be heard.
- If the Honors Board determines that the citation was not properly issued, it will order a reimbursement of the fine paid by the appellant. If the board determines that the citation was properly issued, the fine shall remain the property of the University as payment for the citation.
- Honors Board decisions are final.

Expectations & Standards: Academic Policies

At University of the Southwest, our major concern is student success, and our primary focus is quality classroom instruction. The interaction between students and faculty is fundamental to the goals of the University and the success of each student. Therefore, academic policies are designed to assist each student in planning and successfully completing the course of study he or she selects. Familiarity with the published policies and frequent counseling with University personnel will contribute to a happy and productive academic career.

University Credit Hours and Academic Classification

Units of university credit are expressed as semester hours. Each hour represents one class hour per week or a minimum of two hours of laboratory work per week. Student classification is based on the following numbers of semester hours earned toward a degree.

Freshman	0 – 32
Sophomore	33 – 64
Junior	65 – 96
Senior	97 – 128

Grading System

Grades are based on the quality of work completed. The grading system is as follows:

- A 90 to 100 Excellent
- B 80 to 89 Good
- C 70 to 79 Average
- D 60 to 69 Passing
- F < 60 Failing

I Incomplete (“F” if not completed in 60 days)

W Withdrawal (Not computed in GPA)

CR Credit (Certain courses may be taken for credit only rather than for a letter grade.)

NC No Credit. (No credit is assigned when a student who has enrolled in a course for credit only fails to meet all course requirements).

Grade Points

Grade points per semester hour are assigned as follows:

- A 4 grade points per semester hour
- B 3 grade points per semester hour
- C 2 grade points per semester hour
- D 1 grade point per semester hour

F 0 grade points per semester hour. “F”s are included in computing grade point averages.

I 0 grade points per semester hour. Incompletes are not included in computing grade point averages. Adjustments are made upon completion of work.

W 0 grade points per semester hour. Semester hours are not included in computing grade point averages.

CR 0 grade points per semester hour. Semester hours are shown in the total hours completed but are not included in computing the grade point averages.

NC 0 grade points per semester hour. Semester hours are not shown

in the total hours completed and are not included in computing the grade point averages.

The grade point average is computed by dividing total grade points earned by total hours attempted. For example, if the grade points earned total 32 and the total hours attempted equal 16, the grade point average is 2.0.

Class Attendance

Each student is responsible for his or her attendance in the classroom. Prompt and regular attendance is expected and is considered an indicator of interest and responsibility. Students are reminded that missing class does hinder student progress and performance in the class and may therefore affect grades.

The University reserves the right to assess cases of nonattendance on an individual basis. Students who accumulate excessive absences may be administratively withdrawn from a class.

Academic Integrity

University of the Southwest has an outstanding academic reputation. Honesty is expected of all members of the University community. Indeed, the university's mission statement recognizes integrity and personal responsibility as core components. Dishonesty, cheating, and plagiarism have no place in higher education.

Academic dishonesty is defined as an act of academic fraud. It could be any of the following:

- cheating: the use of unauthorized material during a test, or the act of copying from another student
- plagiarism: the unauthorized use or use without proper citation of either someone's published work, unpublished material in someone else's computer files, or material derived from the internet
- theft: any form of unauthorized procurement of academic documents, i.e., exams, student reports
- falsification: any form of illegal alteration of academic documents for any purpose
- impersonation: the act of permitting another person to substitute for oneself at an examination
- obstruction: interference with or sabotage of the work of any other person through vandalism or theft
- assistance: the act of helping another to commit fraud in any of the abovementioned ways.

Fostering Academic Integrity

The Southwest community assumes responsibility for fostering academic integrity.

The University: The University assumes responsibility for establishing, publishing, and consistently enforcing policies that ensure academic integrity.

Students: Students are responsible for understanding what is expected from every academic assignment and what would indicate academic dishonesty. The following recommendations are to insure that students comply with academic policies:

- Attend all classes; in case a class is missed, talk to the instructor and find out about assignments given and topics covered.
- Time management is crucial. When study time is planned, the possibility of last-minute panic is minimized along with the consequent temptation to take unethical

shortcuts.

- Unless explicitly prohibited in a course, sharing and discussing ideas with other students is encouraged as it can facilitate learning. But make sure that you do not share what you turn in for individual assignments.
- Do not keep open books or course material in close proximity to you while you take a test unless it is explicitly allowed.

Faculty: Each faculty member has the responsibility of clearly articulating the University's position on academic honesty and the requirements of assignments. To insure that students understand the requirements, faculty members follow these recommendations:

- Include statements referencing academic integrity in course syllabi and in lectures.
- In course syllabi, faculty can list any special policies relevant to the course. For example, faculty can clarify what is meant by a restricted use of a resource like the internet; faculty can set guidelines for nonstandard assignments like group work, field trips, and un-graded papers.

Additional Policies

Sexual Harassment Policy

University of the Southwest strives to recognize human dignity and therefore DOES NOT tolerate sexual harassment. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. Consequently, the University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that interferes with a person's ability to perform his/her work or educational pursuit and is based upon the sex of that person. Sexual harassment is any gender-related conduct that makes it more difficult for a person to do his or her job or receive his or her education. Harassment includes but is not limited to:

- Requests for dates with a student by faculty/staff.
- Persistent requests for dates.
- Unwelcome requests for sexual favors.
- Continued expression of sexual interest after being informed that the interest is unwelcome.
- Non-consensual or unwelcome physical conduct.
- Comments that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd.
- Retaliation and/or retribution in any way for refusal to comply with requests for sexual favors.
- Preferential treatment or promise of preferential treatment for submitting to sexual contact.

Sexual harassment has no place at University of the Southwest. Accordingly, the person who engages in such conduct will bear full responsibility for such unlawful acts. In the event that a determination of sexual harassment is made, discipline will be dealt with in accordance with the Honor Code and Honor Board.

Should you feel sexually harassed, you are urged to report your concerns to the Dean of Students, Campus Security, and/or your RD. An investigation into the charge will be conducted. Confidentiality shall be maintained to the greatest extent possible.

Sexual Assault Policy

A goal of University of the Southwest is to create a campus community free from interpersonal abuse including sexual assault. Further, USW adopts the principle that all members of the USW community shall be able to pursue his/her interests free from non-consensual sexual contact. USW is committed to the following twofold process: 1) to provide crisis intervention and a judicial/disciplinary response for victims and alleged offenders, and 2) to educate and promote discussion on interpersonal abuse and violence.

For the purpose of this policy, sexual assault is any sexual behavior or physical contact of a sexual nature between two or more people to which one person does not or cannot consent. USW prohibits sexual acts or contacts with others which can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair the victim's power to give consent, engaging in such acts when there is reasonable cause to believe the victim suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where the victim is a minor under New Mexico

law. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. In addition, USW provides direct medical treatment and counseling to support the individual. Examples of prohibited behavior include but are not limited to the following: 1) acquaintance or date rape; 2) stranger rape; 3) indecent exposure; or 4) attempted sexual acts by use of verbal or non-verbal threats.

USW considers both physical surroundings and educational programming in addressing prevention of campus sexual assault. USW examines such factors as campus signs, lighting, and locking procedures to foster security and safety. For further safety information, contact USW Campus Security.

USW actively supports sexual assault victims. All members of the University community are encouraged to take every measure available to eliminate sexual assault on this campus. In addition to campus educational efforts, peer influence will be central to protecting members of the community from assault. Any student aware of a sexual assault on or off campus is encouraged to contact Campus Security, the Dean of Students or one of the senior administrators on the campus. All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs. If deemed necessary, a warning will be issued to the campus community.

USW imposes appropriate sanctions upon violators of this sexual assault policy. These sanctions may include, but are not limited to, suspension and expulsion. In addition, an individual charged with a sexual assault may be subject to prosecution under state or federal law.

Reporting

The guiding principle in the report of a sexual assault is to avoid re-victimizing the sexual assault victim by forcing the person into any plan of action. Sexual assault victims may contact any one of several USW departments or community agencies for assistance. The following resources provide immediate aid or ongoing consultation:

USW campus security	575-318-1196 (Available 24 hours)
Hobbs Police	911 (Available 24 hours)
Dean of Students	575-631-6228
Director of Housing	575-492-2101

A report of sexual assault will be handled by the following procedures:

1. In the event of a medical emergency, medical response personnel will be contacted (911).
2. It is recognized that a sexual assault victim may be undecided in reporting the assault to the police. A report to the police can empower the victim in exercising legal rights and aid in the protection of others. If a report is to be made to the police, the victim will be encouraged not to destroy evidence by cleaning up in any way. If the sexual assault victim is undecided in reporting, the victim will be encouraged to preserve evidence anyway, in case the victim decides to file a police report at a later date.

3. The sexual assault victim who does not wish to see the police will be encouraged to go to the hospital. A medical consultation will address physical problems and may diminish fears about injury, venereal disease, or pregnancy. The medical exam includes preserving evidence in the event that the sexual assault victim later chooses to file a police report.
4. If the sexual assault victim has agreed to contact USW Campus Security, the Dean of Students will be notified for immediate emergency assistance. The sexual assault victim can make a blind report to the police or can decide to report to the police later, although earlier reporting may improve later prosecution.
5. The sexual assault victim may choose to contact the Dean of Students. If the incident occurred off-campus and involved a USW student the sexual assault victim will be advised to consider contacting the appropriate police department and filing a police report.
6. If the sexual assault occurs on campus and the student involves the Dean of Students, the procedures to be followed are outlined in the catalog under Honor Code. The sexual assault victim will be encouraged to file a police report. If the victim does not choose to file a report, the victim may still request procedural services from the Dean of Students. In the event of a successful off-campus prosecution, USW reserves the right to proceed with on-campus adjudication, based on the court's guilty finding, with or without the participation of the sexual assault victim.
7. The Dean of Students and/or Campus Security may offer the following services to assist the sexual assault victim:
 - escort services
 - place of residence and phone number change
 - restraining order assistance
 - academic schedule adjustments
 - withdrawal from the academic program
 - student judicial procedures