



RANDALL  

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UNIVERSITY™

# Student Handbook

2022-2023

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***Randall University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Randall University reserves the right to, and***

*does, maintain student educational and behavioral employment requirements and standards, which are based upon religious considerations consistent with its role and mission. For complete “Non- Discrimination and Grievance Procedure,”..*



## **RANDALL UNIVERSITY PURPOSE STATEMENTS**

### **INTELLECTUAL**

I - 1 To serve members of the Free Will Baptist denomination and others who desire an education in the Free Will Baptist tradition by providing courses of study including theology, missions, church music, business, and interdisciplinary studies as well as other programs leading to a baccalaureate degree, plus the Master of Arts degree in Biblical Studies and Ministry.

I - 2 To provide an appropriate general education core for all degree- seeking students.

I - 3 To provide a climate of learning where the student may develop the lifelong habit of critical thinking in the search for truth.

I - 4 To offer students opportunities to improve communication through computing, oral, and writing competencies.

### **SPIRITUAL**

S - 1 To assist students in understanding their relationship to God while strengthening their personal commitment to Jesus Christ.

S - 2 To help students cultivate habits of prayer, Bible study, and personal obedience to the teachings of scripture.

S - 3 To foster in each student a commitment to service in a local church.

S - 4 To encourage student participation and support for world evangelization.

### **SOCIAL**

SO - 1 To equip students to function as responsible citizens.

SO - 2 To encourage students to understand and appreciate other peoples and cultures.

SO - 3 To provide students opportunities for developing and using leadership skills.

### **MORAL**

M - 1 To encourage students to adopt a Biblical approach to all relationships.

M - 2 To challenge students to take personal responsibility for their decisions by developing a lifestyle characterized by integrity.

### **PHYSICAL**

P -1 To help students achieve physical fitness and health.

P -2 To maintain a campus environment free of tobacco, alcohol, and illegal drugs.

P -3 To provide students opportunities for athletic competition and assist students to develop habits of good sportsmanship. 3

### **MISSION STATEMENT**

Randall University is a Christian institution committed to the intellectual, spiritual, social, moral, and physical development of its students. It seeks to prepare students to serve the Lord Jesus Christ, both in the church and in society at large.

## **RANDALL UNIVERSITY PURPOSE STATEMENTS (Continued)**

### **PHILOSOPHY OF EDUCATION**

Believing that all truth is God's truth and that a College exists for teachers and students to pursue God's truth with freedom and responsibility, the intent of Randall University is to facilitate this pursuit. The person of Jesus Christ embodies the Randall philosophy of education. He said, "I am the way (ontology - What is real), the truth (epistemology - What is true), and the life (axiology - What is good)." Randall University exists so that all faculty and students may know Him and make Him known.

### **RANDALL BIBLICAL FOUNDATIONS STATEMENT**

(A complete disclosure is found in A Treatise of the Faith and Practices of Free Will Baptists, and is available online <http://nafwb.org/site/wp-content/uploads/2012/02/FWB-Treatise.pdf> )

**1. God** - The one true and living God revealed in nature as the creator, preserver, and righteous governor of the universe. He is revealed in Scripture as the triune God—Father, Son, and Holy Spirit, the One personal, perfect, infinitely wise and good God existing in three persons. He is the Redeemer, Savior, Sanctifier, and Judge of men, the only proper object of worship whom all intelligent creatures are to love, adore, and obey.

Scripture References: Gen. 1:1; Ex. 3:14; 31:13; 34:14; Lev. 19:2; Deut. 6:4; 32:4; I Kings 8:27; Ps. 19:1-2; 22:18; 47:7; 90:2; 119:68; 145:10; Mal. 3:6; John 4:24; Acts 15:18; Rom. 16:27; I Cor. 8:4; Eph. 2:4; Heb. 12:23; 1 Jn. 5:7; Rev. 19:6. *Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 2-3 and Articles of Faith 2,5.*

**1.1 Father** - He is infinite Spirit, the first person of the Godhead who is self-existent, eternal, unchangeable, everywhere present, all-knowing, all-powerful, independent, good, wise, holy, just, and merciful. He is the fountain of all perfection and happiness, exercising providential care and superintendence over all His creatures and governing the world in wisdom and mercy, according to the testimony of His Word. He is glorified by the whole creation and is worthy to be loved and served by all intelligence.

Scripture References: Mt. 5:16, 48; 6:9, 14; 11:25; Lk. 10:21; John 4:23; 17:21; Eph. 4:6; 1 Jn. 5:7. *Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 2-3 and Articles of Faith 2,5.*

## **RANDALL UNIVERSITY PURPOSE STATEMENTS (Continued)**

**1.2 Son** - Jesus Christ, the Son of God, is one with the Father in His divine nature. He is the second person of the Godhead and fills all the offices and performs the works of God. While possessing all divine perfections, He was miraculously conceived and born of the Virgin Mary and made of the seed of David according to the flesh, the only begotten of the Father, and the only incarnation of God. He is, therefore, God manifest in the flesh, in His divine nature truly God and in His human nature truly man, yet without sin. He is the mediator between God and man, once crucified; He is now risen and glorified, the ever present Savior and Lord.

Scripture References: Isa. 9:6; Luke 19:10; John 1:1-14; 4:42; 14:20; 16:30; Acts 1:11; Rom. 4:25; 9:5, 3:25-26; 5:18; 1 Cor. 15:22; Eph. 1:7, 17; 4:6; Col. 1:17; 2:8-10; 1 Tim. 3:16; 2 4 Tim. 4:1; Titus 2:13; Heb. 1:3-10; 2:17; 4:15; 7:25; 13:8; 1 Peter 2:21; 1 Jn. 3:13; 5:7, 20; Rev. 22:13. *Treatise of the Faith and Practices of Free Will Baptists: part II, Chapters 5-6 and Articles of Faith 2, 3, and 7.*

**1.3 Holy Spirit** - The Holy Spirit, the third person of the Godhead, is one with the Father in His divine nature. The Bible ascribes to the Holy Spirit all the attributes of God. The Holy Spirit convicts humanity of its sin and draws all to Christ. The Holy Spirit indwells and fills the lives of all believers and endows them with spiritual gifts that are to be used in their personal service to God. There are no particular gifts that serve as visible evidence of the salvation or sanctification of the believer.

Scripture References: Gen. 1:2; Job 33:4; Isa. 6:8-9; Matt. 28:19; Mark 3:29; John 16:8, 13; Acts 10:19; 13:2-4; 16:6; 1 Cor. 2:11; 6:11; Titus 2:11; 2 Peter 1:21; 1 Jn. 5:7. *Treatise of the Faith and Practices of Free Will Baptists Part II, Chapter 7 and Articles of Faith 2, 4, 8 and 10.*

**2. The Bible** - The Scriptures of the Old and the New Testaments were written by holy men who were inspired by the Holy Spirit. They constitute God's full and complete word to man, the infallible rule and guide to Christian faith and practice. They are without error and trustworthy in all matters upon which they speak.

**2.1 Special Creation** - God created the universe in its present state by His spoken word and for His pleasure and glory and the enjoyment of His creatures.

**2.2 Historicity** - All historical matters in the Bible are to be considered as an accurate record.

Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21. *Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapter 1, Appendix to Chapter 1, and Articles of Faith 1.*

**3. Sin** - Adam and Eve were created innocent, but by willful disobedience fell into a state of sin and condemnation. Their posterity, therefore, inherits a fallen nature of such tendencies that all who come to moral awareness, sin and become guilty before God.

Scripture References: Gen. 8:21; Ps. 51:5; 58:3; John 1:13; 3:3-6; 6:44; Rom. 5:12; 8:7; 1 Cor. 2:14; Gal. 5:19-20; Eph. 2:3; Col. 1:14; Heb. 12:14; Titus 3:5. *Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapter 4, Section II and Articles of Faith 6.*



## **RANDALL UNIVERSITY PURPOSE STATEMENTS (Continued)**

**4. Redemption** - The Son of God, by His incarnation, life, sufferings, substitutionary death for sin, burial, and resurrection, effected for all a redemption from sin that is full and free and is the ground of salvation by faith. Jesus Christ died for our sins, was resurrected, and ascended to heaven, where He serves as the only mediator between God and man. Christ makes intercession for us until He comes again.

*Scripture References: Rom. 5:9, 18; 8:34; 2 Cor. 5:14; Eph. 1:7; 1 Tim. 2:6; 4:10; Titus 2:11; Heb. 7:25; 9:22-24; 2 Pet. 3:9; 1 Jn. 2:2. Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 6, 12, and Articles of Faith 7, 8.*

**5. Salvation** - Individuals, by virtue of any natural goodness and human work, cannot become the children of God. They are all dependent for salvation upon the freely-provided redemption of God that is effected through the blood of Christ, the regeneration of the believer through faith in Christ, and the operation of the Spirit. In salvation the free will of man is retained. All believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.

*Scripture References: Prov. 28:13; Isa. 45:22; Mark 16:15; John 1:7; 3:3-36; 5:24, 40; Acts 16:31; 17:30; Rom. 5:16; 8:16, 38, 39; 10:10; 2 Cor. 7:10; Gal. 2:20; Phil. 1:29; 1 Thess. 5:23; 1 Tim. 2:4; Titus 2:11; Heb. 11:1-6; 2 Peter 1:4. Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 8, 9, 10, 11, 12, 13, Appendix 13, and Articles of Faith 8, 9, 10, 11, 12.*

**6. Satan** - Satan, an evil being, is the evil accuser who slanders God to man and man to God. He is the tempter of men who continually solicits men to sin. He is to be resisted by submitting to God. Satan's final destiny is that of a conquered enemy who now abides under a perpetual curse, whereby he is finally to be cast alive into the lake of fire. There he is to be tormented forever, along with all who refuse repentance and faith in Jesus Christ.

*Scripture References: 1 Chr. 21:1; Matt. 13:19; Lk. 4:5-13; John 12:31; 2 Cor. 2:11; 4:4; 11:14; Eph. 2:2; 6:11-18; Heb. 2:14; James 4:7; 1 Pet. 5:8; Rev. 20:2. Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 4, 19, and Articles of Faith 6.*

**7. Last Things** - The Lord Jesus, who ascended on high and sits at the right hand of God, will bodily return to close the Gospel era, glorify His saints, and judge the world. At the last day there will be a bodily resurrection of the dead, and all men will be judged according to their works. Following the judgment, the righteous will enter into eternal life, and the wicked will be condemned to a state of endless punishment.

*Scripture References: Acts 1:11; Matt. 25:31; 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2 Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; Acts 17:31; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12; Eccl. 9:10. Treatise of the Faith and Practices of Free Will Baptists: Part II, Chapters 20, 21, 22, and Articles of Faith 16.*

## **GENERAL ACADEMIC INFORMATION**

### **ACCREDITATION AND ASSOCIATIONS**

Randall University is accredited with the Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, Virginia 24551, Phone: 434-525-9539, Fax: 434-525-9538, and Website, [www.tracs.org](http://www.tracs.org). Randall is authorized by TRACS to offer certificates and appropriate associate, baccalaureate, and master's degrees.

The Transnational Association of Christian Colleges and schools (TRACS) is recognized by both the United States Department of Education (USDE) [http://www.ed.gov/NLE/USNEI/us/accred-recog\\_associations.html](http://www.ed.gov/NLE/USNEI/us/accred-recog_associations.html) and the Council for Higher Education Accreditation (CHEA) <http://www.chea.org/Directories/national.cfm>, as a national accrediting body for Christian institutions, Colleges, universities, and seminaries. TRACS is a voluntary non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering certificates, diplomas, and/or degrees through the doctorate. The geographic territory of TRACS currently consists of the United States and its territories.

The College is approved by the State Accrediting Agency to offer training to eligible veterans and other persons under provision of Section 1775 (a) (1), USC 38. Approval has been given for training of students under the War Orphans Educational Assistance Act and for the training of foreign students. The College also maintains membership in the National Association of Independent Colleges and Universities and the Oklahoma Association of Independent Colleges and Universities.



## **ACADEMIC CALENDAR**

**2022-2023**

### **Traditional Undergraduate**

#### **FALL SEMESTER 2022**

Faculty Return and Orientation	Tuesday	August 4
Faculty Professional Development	Wednesday-Thursday	August 10-11
Freshmen Arrive	Saturday	August 13
Welcome Service & Dinner	Saturday	August 13
Welcome Week	Sunday-Wednesday	August 14-17
Transfer Orientation	Tuesday	August 15
Returning Students Arrive	Wednesday	August 16
Classes Begin	Thursday	August 18
Convocation	Thursday	August 18
Labor Day Holiday (No Classes)	Monday	September 5
Thanksgiving Holidays (No Classes)	Monday-Friday	November 21-25
Final Examinations	Monday-Thursday	December 12-16
Grades Due	Tuesday	December 20

#### **WINTER INTERSESSION 2022-2023** (*Courses to be announced*)

Winter 4-week Session	Dec. 19 – Jan. 13
Winter 1-week Session	Jan. 9-13

#### **SPRING SEMESTER 2023** (*Courses to be announced*)

Classes Begin	Tuesday	January 17
Spring Break (No Classes)	Monday-Friday	March 13-17
Good Friday (No Classes)	Friday	April 7
Final Examinations	Monday-Friday	May 8-12
Graduation	Saturday	May 13
Grades Due	Tuesday	May 16

#### **SUMMER 2023** (*Courses to be announced*)

Summer 1-week Session	May 15-19
Summer 8-week Session	June 5 – July 28

(Calendar dates are subject to change at the discretion of the administration when it is determined to be in the best interest of the University to do so)

## **ACADEMIC MISSION AND POLICIES**

**“Hold on to instruction, do not let it go; guard it well, for it is your life.” Proverbs 4:13**

Randall University is an institution of higher learning that engages its students in the pursuit of truth and life. The Christian moorings of this institution serve to enhance rather than restrict the acquisition of these timeless properties. Curricula are developed that will challenge the student intellectually, psychologically, and socially.

The academic demands of Free Will Baptists call for programs of study for those seeking professional ministry careers as well as those seeking non- ministry careers. Diversified degrees are offered to satisfy both demands by offering accredited degree programs.

### ***ACADEMIC POLICIES***

1. ***Enrollment:*** Students should enroll for classes through their assigned Academic Advisor. Their assigned Advisor can be contacted through MySaint.
2. ***Academic Load:*** Seventeen (17) hours is the maximum student load allowed each semester without permission of the Dean of Undergraduate Studies.
3. ***Study:*** For successful College work the student should expect to study two (2) hours per week outside of class for every hour spent in class.
4. ***Attendance:*** As class attendance and participation are conducive to learning, a rather rigid policy is followed. Work may be made up at the professor’s consent. Excessive absences may result in grade reduction. In all absences the student must see the teacher and make up work missed.
5. ***Advisor:*** Periodically during the school year the student should meet with his/her faculty advisor for guidance and review of his work and adjustment.
6. ***Employment:*** Student may accept employment subject to the approval of the Director of Student Services. Students required to work part-time should follow the suggested academic load.  
  
40 hours of work per week .....10 semester hours  
30 hours of work per week .....12 semester hours  
20 hours of work per week .....14 semester hours  
10 hours of work per week .....17 semester hours
7. ***Dropping/Adding Courses:*** Students may drop or add classes after the semester has begun prior to the “Last day to add/drop Classes” on the Academic Calendar each semester. The student must complete any addition or dropping of classes with their Academic Advisor.

## ACADEMIC MISSION AND POLICIES (Continued)

8. **Withdrawal:** If a student is unable to complete a class, the student must obtain an official withdrawal form from the Registrar's Office and have it approved by the instructor and the Dean of Undergraduate Studies. Please consult the Academic Calendar for the "Last Day to Withdrawal" each semester.

9. **Academic Probation/Suspension:** As Randall is primarily an educational institution, the failure to maintain a minimum grade point average will result in academic probation for the student for one semester. Failure to remove the probation may result in suspension.

10. **Honor Rolls:** The Dean's List is maintained for those students who have carried an academic load of twelve (12) hours or more with a 3.5 grade point average with no grade lower than a "C" and have passed chapel. The President's List is maintained for those students who have an "A" average with an academic load of twelve (12) hours or more and have passed chapel.

## GRADING SYSTEM

GRADE	MEANING	POINTS
A	Excellent	4
B	Superior	3
C	Average	2
D	Below Average	1
F	Failure	0
P	Passing	
CR	Credit, Extra-Institutional Learning	
W	Official Withdrawal	
I	Incomplete	
IP	In Progress	

## ACADEMIC PROGRESS

All students (except special students) are expected to be making academic progress which will allow them to complete their courses of study within a reasonable time. All students are expected to maintain a minimum Grade Point Average of 1.70 the first semester. For each succeeding semester, the student must maintain the following cumulative grade point averages: 1.80 second semester, 1.90 third semester, 2.0 all succeeding semesters. Students who fail to maintain these minimum grade point averages will be placed on academic warning. If the Grade Point Average is not improved, the student will be placed on academic probation for a semester. Failure to improve the Grade Point Average following academic probation may result in academic suspension. The Vice President for Academic Affairs will make this decision based on the current performance of the student. Any appeal of academic suspension will be referred to the Academic Affairs Committee of the College. **NOTE:** Any student whose semester Grade Point Average falls below academic standards (while his/her Cumulative GPA remains within standards) will be warned by letter that failure to improve grades may result in substandard Cumulative GPA and formal notification on transcript of academic restrictions.

## **CLASS ATTENDANCE**

1. Regular, punctual class attendance is essential for the satisfactory completion of a course. The student is expected, therefore, to attend all sessions of the courses in which he/she is enrolled.
2. All absences are recorded and an absence does not excuse any student from any required work.
3. Students who are involved in extracurricular activities and/or public relations for the College may receive excused absences which entitle the student to make up any work missed. In order for an absence to be considered excused, the Activity Absence Form must be completed and presented to the instructor at least one class period prior to the absence. Excessive absences, even though they are excused, may affect the student's performance in the class.
4. Students are responsible for the content of any course in which they are officially enrolled. Individual instructors determine the degree that tardiness and absence from class affect students' grades. Instructors must detail those requirements and penalties in the class syllabus and receive approval for them from the Vice President for Academic Affairs. Students who exceed the number of absences or otherwise fail to meet attendance policies will experience the consequences outlined by the instructor in the course syllabus.

## **ACADEMIC INTERVENTION**

There are three fundamental problems which interfere with progress or defeat College students each year. These are the lack of scheduling, class attendance, and adequate study. Scheduling, or time management, is the number one culprit. Many students are faced for the first time with the responsibility of using their time without accountability to parents. The temptation to stay up late and socialize infringes upon the need to sleep. This leads to the second difficulty, which is failure to show up for the class instruction. Class absenteeism leaves the student deficient in note taking, class participation, and project completion. The end result of these previous failures is the inefficient use of the required study opportunities. The student is trying to catch up on work, studying when he/she is not rested, and compressing writing into the final few days or hours before an assigned deadline.

The Academic Intervention Program addresses these concerns in the following manner:

1. Each student in the program is assigned a faculty mentor who will determine a plan of action for improving his/her academic performance.
2. Each student completes a calendar which includes class schedules, test dates, campus activities, work hours, and project deadlines. The faculty mentor will oversee the calendar and set appointments for the student to report to the mentor.
3. The faculty mentor may periodically correspond with instructors to verify progress.

## **ACADEMIC INTERVENTION (Continued)**

4. Study circles for individual classes are formed for the benefit of the student in Academic Intervention but are also open to other students who may wish to attend.
5. The faculty mentor may recommend private tutoring for a cooperative student who is not making satisfactory academic progress.
6. Any student under the age of 21 who does not cooperate in completing his/her assignments and fails to keep appointments may be dismissed from the program following the notification of the student's parents.

Students may be placed in Academic Intervention through the following methods:

1. The request of the student with the approval of the Academic Dean;
2. A composite score of 19 or less on the ACT College Placement Test;
3. The recommendation of an instructor or faculty advisor;
4. Absences in excess of six for any class in which the student is enrolled;
5. An unsatisfactory progress report;
6. Academic Probation.

The ultimate goal of the Academic Intervention Program is to assist the student in his/her personal discipline until he/she reaches the point of self- discipline.

## **FERPA**

### **What are FERPA rights?**

Students have three primary rights under FERPA. They have rights to inspect and review their education records; have some control over the disclosure of information from their education record, and seek to amend their education records, under certain circumstances. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

### **When do FERPA rights begin?**

Once students have matriculated to Randall University, i.e. enrolled in course work, FERPA rights transfer to the student, regardless of the student's age and regardless of who is paying for the student's education.

### **What are education records?**

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency or institution, or by a third party acting on behalf of the agency or institution. Education records can exist in any medium. Examples include: handwritten notes, computer files/generated information, printed information, video or audio tapes, film, microfilm or microfiche.

### **Withholding the release of information**

According to FERPA, a student can request, while still enrolled, that the institution not release any directory information about him/her. Institutions must comply with this request. At Randall University, students who wish to restrict the release of directory information about them must complete a "Request To Withhold Directory Information" form, available from the Registrar's Office. The completed form must be submitted in person to the Registrar's Office and must be accompanied by a photo I.D. Students will be required to renew the request within the first ten days of the semester.

Students who wish to restrict directory information should realize that **THIS ACTION COULD HAVE NEGATIVE CONSEQUENCES.**

The names of students who have restricted their directory information will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of your directory information and will be told:

**"I'm sorry, but we have no information available about this person's attendance at Randall University."**



## **FERPA Continued**

### **Parent's access to a student's records**

At the postsecondary level, parents have no inherent rights to access or inspect their son or daughter's education records. The right is limited solely to the student. At Randall University, records may be released to parents only if they have been given a written release by the student or in compliance with a subpoena. However, the College may release information without the student's written consent to the parent of a student who has established that the student is a dependent according to the IRS Code of 1986, Section 152.

## **LIBRARY**

Resources and services provided by the Library are explained on the Randall University Library website along with its borrower's loan policies and other library policies. Not only do students have access to the library catalog and databases online for research but eleven computer workstations with Microsoft Word applications and internet access are available.

The online Library can be accessed from one of the following points of access:

- Library Web Page: [www.library.ru.edu](http://www.library.ru.edu)
- Randall Intranet
- Randall University Web Page: [www.ru.edu](http://www.ru.edu)  
Click on the **Library** link under *Current Student* tab
- Your Populi account under the **Library link**, located at the very top of the page, then click on the **Links tab**

### **LIBRARY HOURS**

*Monday, Tuesday, Thursday:*

8:00 a.m. - 10:00 p.m.

*Wednesday:*

8:00 a.m. - 6:00 p.m.

*Friday*

8:00 a.m. - 5:00 p.m.

*Saturday:*

12:00 p.m. - 3:00 p.m.

*Sunday:*

5:00 p.m. – 9:00 p.m.

Closed during Chapel, Holidays, and other posted times.

## **MY SAINT**

Access to a student's classroom, billing, financial aid and school calendar is reached through [www.ru.edu/mysaint](http://www.ru.edu/mysaint).

## **CAMPUS LIFE**

### **APARTMENTS (CAMPUS)**

The campus apartments are considered off campus. Therefore, the use and occupancy of the apartments are regulated by the apartment leases and the business office. Rules of student conduct apply to students living in the apartments or any off campus apartment. See the Business Office in the Administration Building to apply for an apartment.

### **BOOKSTORE**

Randall University Bookstore is an online bookstore accessible at [ru.edu/bookstore](http://ru.edu/bookstore). Textbooks, as well as other Randall merchandise maybe purchased through the bookstore.

### **CAFETERIA (Café 59”)**

#### **Café 59 HOURS**

##### ***Monday - Friday***

Breakfast: 7:30 - 9:30 a.m.

Lunch: 11:30 - 1:00 p.m.

Supper: 5:30 - 6:30 p.m. (Wednesdays 4:30 - 5:30 PM)

##### ***Saturday***

*All Saturday meals are provided in the Student Center*

##### ***Sunday***

Lunch: 1:00 - 2:00 p.m.

Supper: Take Home

### **CHAPEL**

Chapel at Randall University is a central expression of our identity as a Christian institution with a deep commitment to the spiritual well-being of our students. Chapel is a required opportunity for the entire campus to come together and affirm our common commitments to Christ, the church, and our institution. We are affirmed in these commitments by the work of the Holy Spirit through Biblical worship, the preaching of God’s word, creative expression and practical instruction.

Chapel services are Tuesday and Thursday at 10:40 a.m. Students are required to attend chapel. A passing grade for chapel is 70%. Points are awarded in this manner: 50% attendance, 30% community service hours, 10% Chapel survey, 5% syllabus contract and 5% church choice. Any student receiving more than six (6) chapel absences will be placed on chapel probation and notification will be made to the student’s academic advisor and those supervising any of his/her extracurricular activities.

## **CHAPEL (Continued)**

Those students on current chapel probation will be barred from extracurricular activities and future registration. Students who fail Chapel in two (2) semesters are excluded from enrollment and must have an interview and approval from the President. To clear this chapel attendance status, a student is required to meet the conditions set forth by the President.

The general expectation is that a student will set a goal to be present in all chapel and co-curricular activities. However, in an effort to accommodate personal needs, some flexibility has been provided in cases of work and other scheduling conflicts. All excused chapels must be approved by the President.

Though we hope that students are challenged in their faith through chapel, we realize that spiritual nurture is ultimately a function of each person's will, preference, and responsibility and cannot be subject to requirements. Chapel is a common experience. Spiritual nurture is each student's own responsibility. Each full time student is required to participate in 15 hours of Christian/community service that is approved through the office of the President.

## **COMMUNITY SERVICE**

Faith, as defined in the Bible, involves personal participation in the work and ministry of the gospel. Two issues should be remembered as the Christian involves himself in community service. First, each Christian has gifts and abilities that produce a satisfying ministry. Second, the local church is God's primary unit for evangelism, worship, teaching, service, and fellowship. While the College encourages every student to seek a place of service in a local church, additional community service assignments become a reality only when faith is expressed through total obedience to the Bible, and God's word explicitly exhorts all believers to a life of service.

## **CO-CURRICULAR ACTIVITIES**

The College offers a number of activities to foster spiritual growth and development. **Spiritual Renewal Weeks** are held from time to time to stimulate Christian commitment and dedication. **Campus Days** is a time set apart to give prospective students an overall view of campus life. **Attendance for all the above is required.**

## **CULTURAL EVENTS**

The uniqueness of humanity extends beyond his pursuit of knowledge. His/her sense of universal, life giving truth is expressed in music, the arts, literature, and interpersonal relationships that complement the strengths of personality rather than exploiting his/her weakness. The responsible person is able to discern the inherent good or evil of cultural expressions. Randall endeavors to enable the student to make such critical evaluations and, subsequently, to instill an appreciation for wholesome statements of man.

The Randall campus is well located to develop an appreciation for quality music, literature, and art. Numerous Colleges and universities are located in the metropolitan area, and they offer a variety of programs and activities of interest to the Christian collegian. Also, numerous museums and art centers are nearby.

Special events such as concerts, recitals, and dramas are presented on campus. To fulfill our goal of enhancing cultural growth, each student is encouraged to attend at least two (2) cultural events each semester. Recommended events will be posted throughout the semester.

## **EMPLOYMENT (CAMPUS)**

Work Study and Randall University Jobs are available in various departments on campus. Students interested should inquire in the Business Office or the Financial Aid Office concerning campus employment.

## **IDENTIFICATION CARDS**

Each student is required to always carry his/her college issued ID Card so that it is visible at all times while on campus. The first ID card is provided by Randall University. Each replacement card is \$10.

## **INTRANET**

The Randall Intranet is an invaluable tool for students. The RU Intranet is a great way to stay informed of all announcements, class changes, all calendar events, and student emails. The RU intranet should appear automatically on all computer stations on campus. To access the intranet off campus go to <http://hillswb.saints.ru.edu>.

## **MAIL**

Students may pick up incoming or drop-off outgoing mail and purchase stamps at the counter in the Student Center or mail may be dropped off and postage purchased at the Moore Post Office located on the corner of South I-35 Service Road and SW 4th Street.

Student mail should be addressed to:

**Your Name**

3701 S. I-35 Service Rd.

Moore, OK 73160

## **MEALS**

The Randall Cafeteria, the Student Center, and vending machines are operated by the College. The Randall Cafeteria (Café 59) and the Student Center provide services to students, faculty, and guests. Students may purchase one of the meal plans offered at the time of registration for each semester. Student IDs must be used to apply meal purchases to a meal plan. Meal plans may be used in the cafeteria or the Student Center. When a student has used all meals purchased in a meal plan, his/her account will be charged for each individual meal. Food service personnel will make every reasonable attempt to accommodate special dietary needs.

## **STUDENT CENTER HOURS**

*Student Center is open from 7:30 a.m. - 11:00 p.m. Monday- Thursday; 7:30 a.m. - midnight Friday; and 10:00 a.m. - Midnight Saturday.*

At no time shall students use the Student Center for sleeping. RU encourages the Student Center to be used for a place to meet with friends, play games, watch TV, etc. Food is permitted in the Student Center; however, students are required to clean up after themselves. Failure to adhere to these guidelines will result in disciplinary action.

## **STUDENT ORGANIZATIONS**

There are many opportunities for individuals to become involved at Randall. Students are encouraged to find their place to serve with other students in one of the many organizations on the Randall campus. All student organizations must be approved by the Director of Student Affairs each year. A faculty sponsor must be assigned to each organization. A copy of the constitution and by-laws of each organization must be on file in the office of the Director for Student Affairs. A candidate for any office must have a 2.5 (minimum) grade point average.

## **STUDENT ACTIVITIES BOARD (SAB)**

The SAB strives to respond to the interests of the student body in order to enhance the University experience and grow the campus through offering engaging and inclusive programs! Join Us!

# ***EMERGENCY PROTOCOL***

## **ACCIDENTS/EMERGENCIES**

In an emergency involving a student he/she should contact the appropriate Resident Life Coordinator (RLC) or Resident Advisor (RA) to alert him/her of the situation. If the RLC or RA feels the police, fire department, or ambulance service should be contacted, the agency will be contacted immediately by the staff member. Campus Safety also will be notified by the staff member.

Students who find themselves in a “life threatening” situation, or observe such an incident, should immediately call the appropriate agency (911), followed by calling the Resident Life Coordinator or RA, who should be responsible for contacting Campus Safety.

A report of any accident or emergency that occurs at any time is to be given to the respective Senior RA. If the Senior RA is unavailable, a report is to be made to the respective Resident Life Coordinator, or the Director of Student Affairs.

## **CRISIS SITUATIONS/EMERGENCIES**

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is “necessary to protect the health or safety of the student or other individuals.” Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the parties to whom the information is to be given to deal with the emergency.

## **SECURITY HOURS ON CAMPUS**

The College does not permit activities or random movement on or about the campus during nighttime hours between the closing of the Campus Housing and 6:00 a.m. The principal reason for this provision is security of persons and property. Students on the grounds of the campus during security hours must respond to the request of the campus personnel for identification and to his/her instructions if such are deemed necessary.

## **EMERGENCY ALERT SYSTEM**

All students should opt-in to Randall’s Emergency Alert System so that they will be notified in the event of an emergency that may impact the campus. Students may do so by going to their “Settings” in the top right hand corner of “MySaint” and then going to “Notifications.” Enter your phone on which you receive text messages in order to be notified in the case of an emergency.

## **ACTIVE SHOOTER**

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (active shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “RUN, HIDE, or FIGHT” protocol.

### **RUN: Evacuate If Possible**

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

### **HIDE: Hide silently in as safe a place as possible**

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an “all clear” signal from Blackboard Connect.

## **ACTIVE SHOOTER (Continued)**

### **FIGHT: Take action to disrupt or incapacitate the shooter**

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

### **Immediately after an incident:**

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

### **Note:**

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.



## **CRIME REPORTS**

If there is a crime to report students should contact your RA immediately. The RA will have the student complete an “Incident Report” and, if needed, contact the proper authorities. If the RA is not available, please contact the Residence Life Coordinator in Yandell Hall

To view the Randall crime statistics please visit [www.ru.edu/crimestats](http://www.ru.edu/crimestats). It is the policy of Randall University to update the statistics each year following US Department of Education reporting period during the fall semester.

### ***Emergency Phone Numbers***

Emergency – **911**

Poison Control Center – 800-222-1222

Moore Fire Department (non-emergency) – 405-793-5110

Moore Police Department (non-emergency) – 405-793-5171

Cleveland County Sheriff (non-emergency) – 405-321-8600

OK Highway Patrol (non-emergency) – 405-425-2424

Moore Medical Center – 405-793-9355

Norman HealthPlex – 405-515-1000

Integrus Baptist Hospital – 405-949-3011

## **CAMPUS LOCKDOWN**

Emergency Lockdown Procedures

In the event that the college needs to lockdown, the procedure will be as follows:

1. Participants in the Emergency Notification System will be notified by of a “Campus Lockdown.”
2. All occupants on campus should implement A.L.I.C.E (Alert. Lockdown. Inform. Counter. Evacuate).
3. The police will be called immediately. The police will search and remedy the issue and the police will release occupants when all is safe.
4. On campus training is provided for all students. For additional information, visit [www.alicetraining.com](http://www.alicetraining.com).

## **FIRE ALARM INSTRUCTIONS**

In inclement weather, wear a coat and shoes and carry a towel.

1. Close windows and leave lights on in room. Take room key.
2. Leave door closed and walk to exit. If smoke is encountered, stay low for air.
3. Physical assistance for evacuation: - Call 911.
4. If unable to leave room, place a towel under the door if smoke is either seen or
5. smelled.
6. Await assistance in the room or area of refuge.

## **FIRE DRILLS**

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the Moore Fire Marshall during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

## **PERSONAL PROPERTY**

The College is not responsible for the personal property of students. Residents of College Housing are encouraged to take appropriate precautions to protect property and to purchase renter's insurance if the student deems it necessary. Always lock your vehicles and dorm rooms.

## **WEATHER INFORMATION**

Oklahoma Road Conditions – 405-425-2385  
OKC Time and Temperature – 405-599-1234  
4 Warn Weather Hotline – 405-460-4444

## **SEVERE WEATHER CONDITIONS**

In case of inclement weather or natural disasters, Randall University will announce information on cancellations or delays with local media outlets, MySaint, and the Campus Alert System. Students should consult the local television stations and/or the website for announcements and directions.

## **SEVERE WEATHER INFORMATION**

A weather **WATCH** covers a large area, usually 30,000 to 50,000 square miles. A weather watch alert **does not** mean that severe weather will occur, only that it could. There are two types of weather watches:

- 1) **Severe Thunderstorm Watch** means there is a possibility of large hail and damaging winds.
- 2) **Tornado Watch** means there is a possibility of severe thunderstorms and tornadoes.

A weather **WARNING** means there is an actual report of severe weather or that radar suggests the possibility of severe weather. Most warnings are for a one or two county area.

## **THUNDERSTORM FACTS**

Most thunderstorm-related deaths are due to lightning. Follow these precautions when thunderstorms are forecast:

- 1) Get inside.
- 2) If outdoors, do not stand near a tall or isolated tree.
- 3) Avoid being in or around water.
- 4) If your hair stands on end, lightning is about to strike you! Crouch down and bend forward, on hands and knees. Do not lie flat.
- 5) A person who is struck by lightning can often be revived by prompt CPR administration.
- 6) People in mobile homes should move to a designated shelter area.
- 7) Tie down outdoor objects.

## **TORNADO FACTS**

When a tornado threatens, follow these safety rules:

- 1) Stay away from windows, doors, and outside walls.
- 2) Protect your head and face.
- 3) Go to the basement. If an underground shelter is not available, go to an interior room on a low level. Closets, interior halls, and bathrooms offer the most protection. Get under something sturdy (a desk, a heavy table, etc.).
- 4) In public buildings, move to the designated shelter area.
- 5) In high-rises, go to interior rooms or hallways on a lower-level floor. Never take the elevator.
- 6) Leave mobile homes or vehicles, and take shelter in a substantial structure. Do not stay in a car. If there is no nearby shelter, lie flat in the nearest ditch or ravine, face down, with your arms shielding your head.

## **CAMPUS SEVERE WEATHER SHELTERS**

If a tornado warning is issued, students should take shelter in the following locations:

BACK CAMPUS: lower level campus apartments

FRONT CAMPUS: gymnasium lower-level locker rooms

## **SHELTER IN PLACE**

During certain emergency situations, particularly **chemical releases, radioactive material releases and some weather emergencies**, you may be advised to “Shelter in Place” rather than evacuate the building.

- 1) Go or stay inside the building.
- 2) Go to a pre-determined sheltering room (or rooms)
  - a) Yandell Hall - 1st floor lobby
  - b) Friends Hall - Back rooms
  - c) Barnard Hall
  - d) Wiley Hall
  - e) Front Campus - Cafeteria
- 3) Shut and lock all windows and doors.
- 4) Seal any windows and/or vents with sheets of plastic and duct tape.
- 5) Seal the door(s) with duct tape around the top and sides; place a wet towel at the bottom of the door.
- 6) Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems.
- 7) Quickly locate supplies you may need, e.g., food, water, radio, etc.
- 8) If possible, go a room or corridor where there are no windows.
- 9) Cover your nose and mouth with a wet cloth if necessary
- 10) If possible, monitor for additional information via the main College web page at <http://www.ru.edu/mysaint>, radio, or television for further instructions.
- 11) Do not call 911 unless you are reporting a life-threatening situation.

### **Additional steps to be taken if materials are available:**

- In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting.
- Cover cracks under doors with damp towels.

### **When the “all clear” is announced**

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

## ***Health & Fitness***

### **INTRAMURALS**

Intramural sports are directed by the Dean of Students for the entertainment and recreation of the student body. Currently, the sports available are Flag Football, Sand Volleyball, and Basketball.

### **GYMNASIUM**

1. Non-athletic shoes and/or shoes with debris (mud, rocks, etc.) are not permitted on gym floor.
2. Approval must be obtained from the Director of Operations before scheduling an event in the gym.
3. Playing music that contains sexually explicit, derogatory, or profane lyrics is prohibited at all times.

### **PHYSICAL HEALTH**

According to the U. S. Department of Health and Human Services, there are six basic dietary guidelines that emphasize balance, variety, and moderation in an overall diet.

- \* Eat a variety of foods
- \* Maintain desirable weight
- \* Eat foods with adequate starch and fiber
- \* Avoid too much fat, saturated fat, and cholesterol
- \* Avoid too much sugar
- \* Avoid too much sodium

This requires eating foods from each of the major food groups, considering nutritional value, as well as taking time to eat in an atmosphere conducive to good digestion.

### **MENTAL HEALTH**

The student encounters many decisions, crises, and transitions during the course of his/her College career. Randall recognizes the dilemmas of the student and offers multiple counseling services to its students and their families.

In accordance with Oklahoma State law, Randall University recognizes emotional support/therapy animals. Students must take the following steps in order for an emotional support animal to reside on campus for any length of time:

1. Student must submit an application that will be reviewed by a Behavioral Health/Psychology Faculty member and the Dean of Students.
2. The animal must be registered as a therapy pet.
3. The student must have paperwork from a medical professional that prescribes the use of the animal as a form of treatment/therapy.
4. The animal must go through proper training that is specific to the student's disability.

## **MENTAL HEALTH (Continued)**

If approved, the student must follow a strict regimen in order to maintain cleanliness. If the animal is disruptive to other dorm students, the student will have 48 hours to remove the animal from the dorms. Although the initial deposit for the dorm room will be the same for all students, a student with a therapy animal could be subject to pay an amount that exceeds the deposit if there is damage to the facility caused by the animal.

Regarding other alternative forms of treatment, Randall University is subject to State and Federal laws. Federally, Marijuana is still considered an illegal drug. Although medicinal marijuana is legal in Oklahoma, it is illegal federally. Regardless of whether a student has a prescription for medicinal marijuana, students are not allowed to use any type of marijuana (more than .3% THC). All Hemp derived products (.3% or less THC) are legal for personal use only; however, students are not allowed to grow, manufacture, distribute or sell any part of the cannabis plant (regardless of the level of THC). The only exception to this policy is in regards to students with prescriptions for Epidiolex oil.

## **SPORTS & RECREATION**

The official statement of Randall's athletic policy indicates the role of athletics in relation to the College's purposes as stated:

*"Intercollegiate athletics is recognized as an integral part of the total educational process. The sports program is sponsored as an effort to contribute to campus unity and to help the development of the health and physical welfare of the participants."*

To achieve this goal, the College provides intramural and varsity sports programs as well as athletic facilities open to the students.

## **VARSITY SPORTS**

Student athletes are considered public representatives of the College community. For this reason, student athletes are held to a higher standard of conduct. The guidelines for the student athlete have been set forth by the Athletic Director and the Administrative Committee. These guidelines will be distributed to the student athlete at the Athletic Department Orientation. All varsity teams compete in NCCAA Championship play.

**Men's Intercollegiate Athletics**  
Baseball, Basketball, and Soccer

**Women's Intercollegiate Athletics**  
Basketball, Soccer, and Volleyball

## **WEIGHT ROOM HOURS**

The weight room will be open from 7:00 a.m.- 10:00 p.m. The previously mentioned times are subject to change at any time by the weight room supervisor. Music that contains sexually explicit, derogatory, or profane lyrics is prohibited.

## **SPIRITUAL LIFE**

*“But grow in the grace and knowledge of our Lord and Savior Jesus Christ.”* I Peter 3:18  
The application of knowledge will vary with career changes and new technology, but the business of living will go on. To that end, the Oklahoma State Association of Free Will Baptists established and continues to operate Randall University. Randall has been charged with the responsibility to enter an area that is ignored by most Colleges and universities; that area being the spiritual dimension of man.

The student must learn to distinguish the difference between Biblical commands, institutional concerns, and the expectations of both secular and religious society. This Handbook outlines many activities and attitudes that have explicit Biblical support. God has placed value on such matters as truth telling, integrity, and service. Persons are not at liberty to assign a different value when the Bible contains explicit teaching on any subject. At the same time some of the policies contained herein provide for the welfare of the campus even though those policies carry no moral significance. Finally, some of the policies are compatible with the expectations of the business world and our supporting constituency. The mature person recognizes the importance of being a responsible member of the group, whether it is the family, the church, the campus, or the work force.

Randall offers a variety of programs to enhance the spiritual development of each student. None of these programs should be allowed to take the place of personal Bible reading, prayer, and Christian service. Some of the programs described below are voluntary while others are required of all students. Please note the following College policies.

## **LOCAL CHURCH**

Students are expected to select an area local church of their denomination. The selection is to be made within the first four weeks of the semester. Students are expected to attend all regularly scheduled services at this church unless they have church responsibilities elsewhere.

# ***STUDENT CODE OF CONDUCT***

## **Section I: Student Code of Conduct Purpose**

Randall University encourages the intellectual, spiritual, social, moral and physical growth of its students as scholars and citizens. The University has both the authority and responsibility to maintain a campus community where education and Christian development flourish for all students and where personal safety and University operations are appropriately protected.

As a pattern of discipline for the development of a pure and Godly life, that standard is designed to guide, not restrict, the lives of those who follow it. Our Student Code of Conduct reflects biblical standards either outlined or drawn from Scripture for the benefit of the University community.

It is a choice to attend Randall University, and by making this choice, students will abide by these standards of conduct. Students are responsible not only for the intent of their conduct, but also for the impact of their actions.

## **Section II: Student Code of Conduct Definitions**

The following selected terms are defined in an effort to facilitate a more thorough understanding of The Student Code. This list is not intended to be a complete list of all the terms referenced in The Student Code that might require interpretation or clarification.

1. The terms "**Student Code of Conduct**" and "**Student Code**" are used interchangeably.
2. "**University**" means Randall University.
3. "**Student**" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, concurrent high school students, and non-degree seeking students.
4. "**Faculty member**" or "**instructor**" means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
5. "**Academic unit**" means the school in which an undergraduate, graduate, or professional student is engaged in study.
6. "**University official**" includes any person employed by the university performing assigned administrative or professional responsibilities.
7. "**Member of the university community**" includes any person who is a student, faculty member, administrator, or any other person employed by the university. The Director of Student Affairs or designee will determine a person's status in any particular situation.



## Section II: Student Code of Conduct Definitions (Continued)

8. "**University property**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).
9. "**University Conduct Hearing**" means the process authorized by the Dean of Students to determine whether a student has violated the Student Code and to impose sanctions when a violation has been determined.
10. "**Appeals Committee/Officer**" means any person or persons authorized by the Director of Student Affairs or the President to consider an appeal regarding whether a student has violated the Student Code and to impose sanctions when a violation has been determined.
11. An "**attempt**" is any act beyond mere preparation carried out with the intent to engage in conduct that violates university policies. Attempted violations may be sanctioned in the same manner as completed violations.
12. "**A preponderance of the evidence**" exists when a reasonable person, after a careful balancing of available information, would conclude a violation was more likely to have been committed.
13. "**Policy**" means any written regulations of the university as in, but not limited to, the *Student Handbook*, Residence Life Housing Agreement, the university web page and computer use policy, or professional school catalog. Most of the universities policies are found in the appendix section of the Student Code.
14. "**Complainant**" means any person who submits a report alleging that a student violated this Student Code.
15. "**Respondent**" means any student alleged to have violated this Student Code.
16. "**University Program**" or "**Activity**" includes the University campus and any other property owned by the University. Any location, event, or circumstance where the University exercises substantial control over both the complainant and the context in which the conduct occurs, including all education programs/activities offered by the University.
17. "**Working days**" means any day that the university is open for business exclusive of weekends or official holidays.

### Section III: Prohibited Conduct

- 1. ABUSIVE CONDUCT:** Not exhibiting a Christ-like lifestyle. Abusive, threatening or dangerous behavior, including but not limited to, fighting, physical abuse, verbal abuse, threatening statements or behavior, coercion and/or conduct which threatens or endangers the mental or physical health, safety or well-being of any person, or any aspect of the university community. This includes, but is not limited to, fighting or deliberate behavior that could instigate violence or abuse, intimidation and harassment. **See Behavior Standards Policy, Appendix III.**
- 2. ACADEMIC DISHONESTY:** This specifically includes cheating, plagiarism, fabrication, fraud, destruction of property, bribery or intimidation, as well as assisting others or attempting to engage in such acts. **See Academic Standard Policy, Appendix II.**
- 3. ALCOHOL:** Use, possession, manufacture and/or distribution of alcohol of any kind. **See Alcohol and Drugs Policy, Appendix II.**
- 4. ARSON:** The willful setting fire to or burning of a structure or its contents or the property of another.
- 5. BREACH OF PEACE:** An action that disturbs the peace. Such as loud music in the residence halls, loud music in vehicles on campus or endangers the safety, health, rights or life of any individual. **See Breach of Peace Policy, Appendix IV.**
- 6. BULLYING/CYBERBULLYING:** Unwanted and malicious behavior which undermines an individual or group through negative attacks. The behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the individual.
- 7. COMPUTER MISUSE:** Misusing computer equipment, computer labs, and/or technology resources. **See Computer and Social Media Policy, Appendix IX.**
- 8. DISCRIMINATION VIOLATION:** Any discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran. **See Non-Discrimination Policy, Appendix XVII.**
- 9. DRESS AND APPEARANCE VIOLATION:** Failure to dress and appear modest, neat and clean in appropriate places within the University. **See Dress and Appearance Policy, Appendix XII.**
- 10. DRUGS:** Use, possession, manufacture and/or distribution of illegal drugs of any kind. **See Alcohol and Drugs Policy, Appendix II.**

### **Section III: Prohibited Conduct (Continued)**

- 11. FAILURE TO COMPLETE UNIVERSITY SANCTION:** Failure to follow sanctions or engaging in other violated conduct while on disciplinary probation or suspension.
- 12. FAILURE TO COMPLY TO UNIVERSITY OFFICIAL:** Does not follow directions from university officials in the performance of their duties, including but not limited to, failure to identify oneself when requested to do so, refusal to open door while in residence, refusal to vacate a university facility when directed to do so.
- 13. FAILURE TO ABIDE IN FIRE SAFETY PROCEDURES:** Not following fire safety procedures including, but not limited to, tampering with fire safety equipment and/or activating a false or avoidable fire alarm, keeping stove on in kitchen areas, failure to exit during a fire alarm, maintaining an open flame and or potential flame device present such as candles/incense. **See Firearms/Fireworks Policy, Appendix XIV.**
- 14. GAMBLING:** Playing for money or other valuable stakes and prohibited because it distracts from the academic environment and Christian community, threatens financial security and undermines spiritual and mental health.
- 15. HAZING:** Any act whether physical, mental, emotional or psychological, which subjects another individual voluntary or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate, and may compromise the inherent dignity of the individual. **See Hazing Policy, Appendix XV.**
- 16. MISUSE OF TECHNOLOGY:** Not acceptable uses of electronic resources. Including, but not limited to, sending, receiving, downloading, printing, or displaying pornographic, obscene, lewd, or sexually harassing, or otherwise offensive images or text. Sending email, instant messaging, and texting, making phone calls or sending or facilitating the sending or any communication which is of a harassing, threatening, defamatory, intimidating, or obscene in manner.
- 17. MISUSE OF UNIVERSITY PROPERTY:** Damage to or incorrect use of equipment, property, furniture, facilities, and buildings belonging to the University. **See Damage to Property Policy, Appendix X.**
- 18. PET/ANIMAL VIOLATION:** Pets/animals are not allowed inside any university buildings, including but not limited to, residence halls, classrooms, and other academic or administrative facilities. **See Pets, Service and Support Animal Policy, Appendix XXI.**
- 19. POLICY VIOLATION:** Violation of rules or policies governing the university or any aspect of its facilities resources or services listed in the Student Code.
- 20. RETALIATION:** An adverse action towards an individual who reports or participates in any University investigation or process.

### **Section III: Prohibited Conduct (Continued)**

- 21. ROOM NOT CLEANED VIOLATION:** Failure to promote a clean and well-maintained living environment. **See Housing (Dorms and Apartments) Policy, Appendix XVI**
- 22. SEXUAL IMMORALITY:** This includes, but not limited to, premarital intercourse, casual sexual relationships, nudity, partial undress implying to have sex, lying or sleeping in bed together, cohabitation, pornography, illicit sexual activity, internet sexual activity, and homosexual activity. **See Sexual Morality Policy, Appendix XXIII**
- 23. SEXUAL MISCONDUCT/ASSULT:** Sexual acts using force, threat, intimidation or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending individual was aware or should have been aware. **See Sexual Harassment Policy, Appendix XXIV.**
- 24. STALKING:** Engaging in conduct or repeatedly committing acts toward another individual, including following the individual without proper authority that places the individual in reasonable fear of bodily injury or causing emotional distress to the individual.
- 25. THEFT:** Wrongful appropriation, and/or damage to property or of services belonging to the University, a member of the University community, or other entities permanently or temporarily associated with the University, knowingly possessing stolen property, damage to, destruction of, vandalizing and/or unauthorized selling of University property or property belonging to others.
- 26. TOBACCO:** Use, possession, manufacture and/or distribution of tobacco of any kind. This includes, but is not limited to, cigarettes, smokeless tobacco, and electronic cigarettes.
- 27. UNIVERSITY ACTIVITY DISRUPTION/OBSTRUCTION:** Interfering with, obstructing, or disrupting University classes or activities, including but not limited to studying, teaching, research, conduct proceedings, residence hall living, student activities, athletic events, police or emergency services.
- 28. VIOLATION OF LOCAL, STATE, OR FEDERAL LAWS**
- 29. WEAPONS:** Possession, use, or distribution of firearms, ammunition, explosives or other weapons. Weapons include but are not limited to BB guns, paintball guns, CO2 guns, air soft guns, pellet guns, water balloon launchers, bows and arrows, crossbows, fireworks of any kind, knives, clubs, whips, spears, swords, martial arts weapons, machetes, etc.

## Section IV: Disciplinary Sanctions

Students at Randall University who engage in prohibited conduct are subject to the following disciplinary sanctions. Our goal is to educate our students and make decisions regarding disciplinary actions from an educational and spiritual perspective. The descriptions provided below are intended to inform students of the range of possible consequences for failing to uphold the standards of conduct. The disciplinary actions listed below may be used separately or in combination with one another. Failure to comply with any disciplinary action will result in additional conduct charges and/or more severe disciplinary actions:

1. **Corrective Action:** Intended to engage the student in a positive learning experience related to the student's inappropriate behavior in which they engaged and why it is inappropriate or unacceptable. This type of disciplinary action may include, but is not limited to, attending or presenting a program related to the student's conduct violation, writing a paper, mediation or counseling requirements.
2. **Verbal Warning:** A verbal notice that the behavior was wrong. A warning citation will be given and put into the student's file. Usually, the student will have an informal meeting or conversation about the incident.
3. **Meeting and Written Warning:** A letter will be sent to the student requesting a meeting with a University Official due to minor/repeated violations. After the meeting, a formal notice of the behavior or set of behaviors is inappropriate and violates the basic expectations of students as set forth by Randall University. A letter of warning is placed in the student's file and may be considered if the student engages in further inappropriate behavior.
4. **Citations;** For some offenses, including violations of the university alcohol and drug policies, fines may be imposed.
5. **Restitution:** Compensation required of students who engage in the theft, misuse, damage, or destruction of university or private property. The amount of restitution is depended on the extent of damage done. This may include monetary compensation or other related services, such as cleaning or restoration.
6. **Discipline Meeting with the Director of Student Affairs and another University Official.** A formal university letter will be given to the student to meet with the Director of Student Affairs within two business days. Additional disciplinary warnings and fines may be given as a result of the meeting.

#### **Section IV: Disciplinary Sanctions (Continued)**

7. **University Conduct Hearing:** Appearance with the Disciplinary Committee. The Disciplinary Committee may prescribe additional counseling and discipline, and may lead to probation, termination of housing contract, suspension, expulsion, exclusion from future enrollment or other severe disciplinary actions. Please review Section V, Student Conduct Hearings in the Student Code.
8. **Termination of Housing Contract:** Termination of the housing contract will result in the immediate removal of the student from the residence halls, forfeiture of any refunds and loss of visitation privileges in the residence halls. An official notice of contract termination will be provided to the student and the student's parents or guardian if the student is a dependent.
9. **Suspension:** Exclusion from the University governed by the Board of Trustees and President of Randall University for a specific period of time or until the student meets certain conditions. An official notice of contract suspension will be provided to the student and the student's parents or guardian if the student is a dependent. For a fixed period of time the student may not remain on nor visit the campus to participate in any academic or other activity. A student who has been suspended for disciplinary reasons must petition for readmission at the conclusion of suspension. Readmission to the College may require the completion of assigned counseling sessions, educational activities, and/or community service hours.
10. **Expulsion:** Exclusion from the University governed by the Board of Trustees and President of Randall University for an indefinite period of time. Recorded on student's file permanently. An official notice of the expulsion will be provided to the student and the student's parents or guardian if the student is a dependent. The student is denied the right to participate in any academic or other activity for an unspecified period of time. In addition, the student may not remain on nor visit the campus for this unspecified period of time. Only under the most unusual circumstances will a dismissed student be readmitted to the College. Readmission to the College may require the completion of assigned counseling sessions, educational activities, and/or community service hours.
11. **Exclusion From Future Enrollment:** The student will not be able to continue any further education at Randall University. An official notice of the exclusion from future enrollment will be provided to the student and the student's parents or guardian if the student is a dependent.

## Section V: Student Conduct Process

If a student is found responsible for violations of the Student Code of Conduct, disciplinary action will be taken. Infractions will lead to decisions ranging from simple corrective actions and university warnings to expulsion. When simple infractions have not stopped or a more serious violation has occurred, a **University Disciplinary Committee** will be coordinated by the Director of Student Affairs or another member of the University Administration.

1. **Purpose:** Conduct a formal hearing on all cases to review evidence and recommend a finding of responsibility and disciplinary actions to the Director of Student Affairs.
2. **Membership:** An administrative representative, who shall serve as Chair, is appointed by the President of the University; one or more faculty representatives who are selected by the Chair, and one or more representatives, who are appointed by the chair, from the staff of the University
3. **Called Meeting:** A formal letter will be sent to the student to attend a University Disciplinary Meeting and the Disciplinary Committee shall convene at the request of the Director of Student Affairs or a member of the Administration.
4. **Procedure:** The violation (s) shall be stated in the presence of the student and the Disciplinary Committee. The student shall have the privilege of explaining his/her position and answer any questions and/or statements from the Disciplinary Committee. Once the meeting is over, the Disciplinary Committee will deliberate the case in the absence of the student. The student will be informed about the discipline discussion by verbal report and a formal University letter.
5. **Authority:** The Disciplinary Committee has the authority to recommend any discipline option (s) available including, but not limited to, a student's withdrawal from Randall University and even expulsion.
6. **Appeal:** The student may appeal the decision of the Committee. Appeals can be made within four hours to the Administrative Appeals Committee through the Director of Student Affairs. The decision of the Administrative Appeals Committee will be deemed final and the student will be notified by one of the Committee members by verbal report and in writing.

The policies set forth by Randall University are given as minimum standards and expectations for enrolled students. These policies are general statements, which reflect the purpose and mission of Randall University. These policies shall be interpreted by the Director of Student Affairs and the Administration of Randall University.

## **Appendix I: ACADEMIC DISHONESTY**

Guiding Principle: No Randall student shall commit any act of academic dishonesty in order to advance his/her own academic performance or to impede or advance the academic progress of others.

Academic dishonesty in any form will not be tolerated by the college community. This specifically includes cheating, plagiarism (including copying from the internet), fabrication, fraud, destruction of property, and bribery or intimidation, as well as assisting others or attempting to engage in such acts. When the instructor has evidence indicating that an act of academic dishonesty has occurred, the instructor should complete an Academic Dishonesty Documentation Form and submit it with the supporting documentation to the Vice President for Academic Affairs.

If the instructor determines that academic dishonesty has occurred, the instructor has the authority to administer either of the following:

1. Record a “zero” for the assignment or test in question.
2. Assign a grade of “F” for the course.

The student has the right to appeal to the Vice President for Academic Affairs and to present evidence on his/her behalf. This appeal should be filed within 48 hours of the time when the student receives the instructor’s decision. The Vice President for Academic Affairs will notify the student of the decision.

In cases of extreme or repeated incidents of academic dishonesty, the Vice President for Academic Affairs has the authority to determine appropriate punishment. This may include suspension or expulsion from the college. The Vice President for Academic Affairs may form a faculty committee to investigate and make recommendations concerning disciplinary action to be taken.



## **Appendix II: ALCOHOL & DRUG USE**

Randall University seeks to assure the health and well-being of all students and employees, and to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. Those goals are damaged by illegal drug and alcohol use. Therefore, to further these goals, it has been, and shall continue to be, the policy of Randall University to prohibit the illegal use, possession, sale, delivery, and/or manufacture of drugs, or the possession, use, or sale of alcohol by any student or employee of the University. Randall University will drug test students and employees at random and upon reasonable suspicion.

*The University's policies and programs are intended to emphasize*

1. The incompatibility of the use or sale of illegal drugs and alcohol with the goals of the College;
2. The legal consequences of involvement with illegal drugs and alcohol;
3. The medical implications of the use of illegal drugs and alcohol; and,
4. The ways in which illegal drugs and alcohol jeopardize an individual's present accomplishments and future opportunities with the University.

The University will provide information about drug and alcohol counseling and rehabilitation services available to members of the Randall community. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

The University shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs and alcohol from campus. University policy on illegal drugs and alcohol use will be publicized in student and faculty handbooks, student orientation materials, letters to students and parents, residence hall meetings, and faculty and employee meetings.

Students and faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of Oklahoma law that makes it a crime to possess, sell, deliver, or manufacture drugs designated collectively as "controlled substances" in Title 63, Section 2-401 *et seq* of the Oklahoma Statutes. Any member of the Randall community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings against the student or employee when the alleged conduct is deemed to affect the interests of the University.

## **Appendix II: ALCOHOL & DRUG USE (Continued)**

Randall will take the following steps to ensure the safety of the campus as well as to maintain an alcohol and drug free campus:

If a student appears to have been drinking or exhibits drunken behavior in violation with the college's policy a breathalyzer test will be administered to the student. If the student refuses to take the breathalyzer he/she will be automatically admitting violation of the policy and immediate Disciplinary Action will take place. If the student agrees to have the test administered and fails based on the blood alcohol level then this will also result in violation of the alcohol policy and will be subject to immediate Disciplinary Action. The head R.A., Resident Life Coordinator, Dean of Students or other University faculty or staff must be present at the time the breathalyzer test is given.

2. If there is any suspicion of a student violating the college's drug policy the student will be expected to be in compliance with a drug test on campus or by a third party. If the student refuses to take the drug test he/she will be automatically admitting violation of the policy and immediate Disciplinary Action will take place. If the student agrees to have the test administered and fails based on the drug level then this will also result in violation of the drug policy and will be subject to immediate Disciplinary Action. The head R.A., Resident Life Coordinator, Dean of Students or other University faculty or staff must be present at the time the drug test is given.

This summary of the University policy on the prevention of alcohol and drug use on campus and in the workplace is based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). Possession, purchase, and/or use of alcoholic beverages and/or drugs on and off campus are strictly forbidden. Possession of alcoholic beverage containers and/or drug related paraphernalia may be interpreted as an abridgement of this regulation. Possession, use, and/or sale of alcohol and/or drug related paraphernalia **on or off campus** will result in disciplinary action. A student appearing on campus (including residence halls) whose use of an alcoholic beverage or drug is discernible shall be subject to disciplinary action.

Disciplinary action is as follows: If a student is in violation of the alcohol and/or: drug policy, he/she may be asked to appear before the Disciplinary Committee. This Committee reserves the right to give 1) **Disciplinary Probation** - This condition encumbers the student's good standing in the College for a stated period of time. Penalties can include, but are not limited to, the loss of college administered financial aid (i.e. academic scholarships, endowed scholarships, etc.); restriction from participation in college-sponsored groups (i.e. ministry teams and athletics); and restriction from holding office in college-sponsored organizations. Disciplinary probation can also include assigned counseling sessions, educational activities, and/or community service hours relating to the violation. Failure to complete any assigned counseling sessions, educational activities, and/or community service hours in the manner prescribed by the disciplinary committee will result in further disciplinary action.

### **Appendix III: ALCOHOL & DRUG USE (Continued)**

2) **Disciplinary Suspension** - For a fixed period of time the student may not remain on nor visit the campus to participate in any academic or other activity. A student who has been suspended for disciplinary reasons must petition for readmission at the conclusion of suspension. Readmission to the College may require the completion of assigned counseling sessions, educational activities, and/or community service hours.

3) **Disciplinary Expulsion** - The student is denied the right to participate in any academic or other activity for an unspecified period of time. In addition, the student may not remain on nor visit the campus for this unspecified period of time. Only under the most unusual circumstances will a dismissed student be readmitted to the College. Readmission to the College may require the completion of assigned counseling sessions, educational activities, and/or community service hours.

Amnesty will be looked at with students who are actively seeking help and have initiated contact with a Resident Assistant (RA), Director of Student Affairs, or other college faculty or staff. A student who does seek help will not have Disciplinary Action taken but will be required to go through counseling on campus or must seek outside services. The Disciplinary Committee still may impose reasonable and applicable expectations for students involved in representing the school (i.e. traveling ministry teams, athletics, or any other student organizations).

### **Appendix IV: BEHAVIORAL STANDARDS**

As a pattern of discipline for the development of a pure and Godly life, that standard is designed to guide, not restrict, the lives of those who follow it.

The behavioral standards of Randall are either specifically outlined in Scripture or drawn from Scripture for the benefit of the College community. It is assumed that the individual who voluntarily joins the Randall University community will participate constructively in the life of the College, observing the rules and aiding in any way the purpose of the College. Therefore, the student agrees to accept the responsibility of maintaining a Christ-like lifestyle and to demonstrate cooperation in adhering to the expectations of the College as they relate to behavior and discipline.

Any student who does not comply with the behavioral standards set forth by the College will be subject to immediate expulsion.

Additional and/or more intensive requirements can be assigned to students by respective supervisory personnel in specialized programs to which students have applied or enrolled.

#### **Appendix IV: BREACH OF PEACE**

Breach of peace is defined as an action, which disrupts the peace, such as loud music in campus housing or in vehicles on campus, or endangers the safety, health, rights, or life of any person, and an activity, which incites others to such actions. Students who engage in such activities will be subject to disciplinary action. Disruptions of the functional processes of the College by individuals and/or organizations will not be permitted.

Offenders will be advised by a College official that the activity is an abridgment of College regulations and will be instructed to cease from the activity immediately. The student I.D. may be requested and offenders who do not have such identification may be considered non-students and may be charged appropriately. A student suspended or dismissed resulting from a breach of peace charge may file an appeal with the Office of Student Services. Failure to file an appeal within ten (10) calendar days will be considered as compliance with the disciplinary decision.

#### **Appendix IV: COLLEGE CITIZENSHIP**

All students are expected to maintain high standards of moral conduct and concern for the well-being and rights of fellow students. Disciplinary action is a consequence of violation of College regulations; however, the College may initiate disciplinary action for misconduct which occurs off-campus when the student is in violation of federal, state, local laws or College Policies, and which materially and adversely affects others. Penalties for violations of College standards of behavior include, but are not limited to, the withholding or denial of academic credit or degrees or other benefits or rights provided by the College.

Students are expected at all times to adhere to standards of public and private behavior consistent with the philosophy and purposes of the College and with state and local laws.

#### **Appendix VI: COMPLAINTS**

Students who believe they have been treated unfairly or have a grievance should see the Director of Student Affairs. The Director of Student Affairs is responsible for insuring that students are afforded due process and that proper channels for grievances are insured. A suggestion box is located in the Barber lobby for students who would like to anonymously voice a complaint or concern.

#### **Appendix VII: CONTRACT**

All students are required to sign a Student Contract and return it to the Director of Student Affairs (Student Contract is provided at the end of this handbook and is also available online at <http://www.ru.edu/current-students/forms>).

## **Appendix VIII: COPYRIGHTS**

Randall University reserves the right to use the likeness of any student, staff, or faculty in print, video, or electronic format unless the individual signs a “Restriction Regarding Photo and Video Release” form. If you agree to allow the University to use your likeness in print and electronic publications, no action is necessary. However, if you wish to deny the University that right, the form must be submitted to the Registrar’s Office. Forms can be submitted by hand, mail, email, or fax. Contact information is on the form.

## **Appendix IX: COMPUTER SERVICES & SOCIAL MEDIA**

Access to classrooms assignments, syllabus, and other information is reached through [www.ru.edu/mysaint](http://www.ru.edu/mysaint).

We are pleased to offer you some of the newest available today. We hope to continue offering such technology to you and that it will be beneficial. In order to keep the computers and other technology in good working order and to ensure that the technology is being used ethically, you will need to read and agree to the following policies and procedures before you are allowed to use the equipment at Randall.

- There will be no unauthorized software copied onto the computers. If you need software installed onto a computer, contact the IT staff.
- There will be no software copied from the computers without permission from the IT Department.
- There will be no inappropriate web sites created or maintained while in any status related to Randall.
- There will be no indecent material (text, graphics, audio or video) downloaded, viewed or listened to on the computers.
- There will be no materials that support or explain how to conduct illegal activities downloaded from or viewed on the computers.
- There will be no misuse or rough use of the computers or associated equipment.
- There will be no games played on the computers while in a work status at Randall.
- There will be no use of the computers for illegal purposes.
- There will be no use of the computers to transmit threatening, obscene, or harassing materials nor will racial, ethnic, or gender-based slurs be tolerated.
- There will be no use of the computers to disrupt other persons’ computing operations, such as the distribution or propagation of computer viruses or using the network to make unauthorized entry into other computers.
- There will be no use of the computers for commercial purposes.
- There will be no continual streaming video and audio (Such as radio stations.)
- There will be no downloading or duplication of copyrighted materials including music, MP3s, programs, pictures, videos, literary works, etc.

## **Appendix IX: COMPUTER SERVICES & SOCIAL MEDIA (Continued)**

- Persons using the Internet services provided by Randall are also subject to the policies of our Internet service provider, Logix. [www.logixcom.com/use\\_policy.html](http://www.logixcom.com/use_policy.html)
- Each person's work/data should be saved onto external media unless directed otherwise.
- Each person will be responsible for safekeeping his/her own disk/data. The College will not be responsible for any lost data nor the privacy of any data.

### *Computer Lab Policy*

- A person's work/data should be saved onto external media unless directed otherwise.
- Each person will be responsible for safekeeping his/her own disk/data. The College will not be responsible for any lost data nor the privacy of any data.
- Persons will seek the assistance of the Lab Assistant when incurring hardware or software problems.
- Each person using the lab will sign in at the Lab Assistant's desk and have personal data media scanned for viruses before using any computer. Each person will check out at the Lab Assistant desk when leaving the lab.

### *Social Media Policy*

1. You should be careful about how much and what kind of **identifying information** you post. It is unwise to put information like date of birth, social security number, address or phone number since it could leave you open to identity theft or stalking.
2. You should be aware that potential current and future employers can often access information you place on social media and use Facebook and similar online services to review backgrounds. You should think about any information you post as potentially providing an image of you to a prospective employer.
3. You should know that while Facebook and similar services are hosted outside the Randall University server, **violations of University policy** on social media (e.g., harassing language, possible College alcohol or drug policy violations, defamation of Randall University, hate speech, etc.) are subject to investigation and sanction via the Randall University computer use policy, Student Handbook, and other relevant College policies.

We recognize that students here and elsewhere are using such online services in positive ways to connect with and interact with other students. At the same time, however, users should be aware of the potential down sides and dangers of such services.

### **Appendix X: DAMAGE TO PROPERTY**

Students found to be responsible for damaging, vandalizing, or defacing College property or property belonging to others or furnishings or possessions of fellow students will be asked to pay full restitution for their damages. The student may also face misdemeanor charges of “vandalism” and/or be placed into the College’s disciplinary process.

### **Appendix XI: DEFACING OF PROPERTY**

Defacing of property is described as any graffiti placed on your own vehicle, someone else’s vehicle, or any campus facility. Violators of this will be subject to immediate disciplinary action.

### **Appendix XII: DRESS AND APPEARANCE**

Neatness, cleanliness, and modesty should be considered when selecting attire. The respective authorities will advise the students concerning regulations for appropriate apparel for the various sections of campus. Failure to adhere to regulations concerning dress will result in disciplinary action. Responsibility for appropriate dress is placed upon each student. Faculty members may determine whether a given mode of dress disrupts the academic process in the classroom. More formal dress, if announced by the appropriate agency, may be required for special events or occasions. Standards of dress are set by the College Administration and the Board of Trustees.

#### **EXCEPTIONS**

Exceptions concerning mode of dress and appearance for special activities and events, such as athletics, traveling groups, physical education classes, intramural sports, ministerial students, and/or any Randall University representatives, will be given by the appropriate supervisors.

## **Appendix XII: DRESS AND APPEARANCE (Continued)**

### **MEN'S DRESS:**

**A. Class and chapel dress:** Slacks and sport shirts are suggested as class and chapel attire. Jeans are acceptable as long as they are clean and very neat. T-shirts may be worn in all buildings and at all times, unless otherwise specified during special campus events. T-shirts that promote or infer non-Christian themes or messages are inappropriate and are not permitted at any time or under any conditions on the campus. Extremely faded and/or worn clothing is not permitted for chapel, class, or as specified for special events. As individuals preparing for Christian leadership, it is important to maintain a professional stance and not to call attention to one's self. Pajama pants are not appropriate class dress. Shorts are not permitted during chapel or class.

**B. Church dress:** Men are encouraged to wear slacks and dress/sport shirts to church. Students are expected to dress in good taste to show the appropriate respect for church worship while being aware of the manner of dress appropriate to the individual church.

**C. Recreational dress:** Recreational dress: Tank tops are to be worn only for athletic practices and events inside the gym and on the ball fields. Shirts are to be worn at all times.

**D. Additional dress policies:** Additional dress policies: Male students may not wear ear gauges or body rings on campus or when representing the University. Students with tattoos obtained before enrollment into the University which are offensive in nature as determined by University officials must have tattoos covered at all times while on the campus or when representing the University. Undergarments of any type should remain hidden at all times. This includes undergarments that show thru clothing as well as hang outside of the clothing.

**E. Hair must be well kept.** Hair must be well kept. This includes all ministry and athletic events. If the student does not comply with this policy Randall University reserves the right to not allow the student to travel with the school as a representative.

### **WOMEN'S DRESS:**

**A. Class and chapel dress:** Modest necklines and conservative dress lengths are naturally in order. Women's jeans will be permitted as long as the student maintains a standard of cleanliness, neatness, and modesty. Shirts and blouses should be loose-fitting. Clothing which reveals the midriff is prohibited. T-shirts may be worn in all buildings and at all times, unless otherwise specified during special campus events. T-shirts that promote or infer non-Christian themes or messages are inappropriate and are not permitted at any time or under any conditions on the campus. Extremely faded and/or worn clothing is not permitted for chapel, class, or as specified for special events. Pajama pants are not appropriate class dress. Shorts are not permitted during chapel or class.



## **Appendix XII: DRESS AND APPEARANCE (Continued)**

**B. Church dress:** Church dress: Women are encouraged to wear dresses or skirts and appropriate tops to church. Students are expected to dress in good taste to show the appropriate respect for church worship while being aware of the manner of dress appropriate to the individual church.

**C. Recreational dress:** Recreational dress: For women's recreational dress please refer to the men's recreational dress above.

**D. Additional dress policies:** Additional dress policies:

1. Tights, jeggings, or leggings may only be worn under shirts, shorts, skirts, or dresses of modest length. This includes any tight-fitting pants that look like tights or leggings. Tights that are sheer or contain holes above a finger tips length are prohibited.
2. Undergarments of any type should remain hidden at all times. This includes undergarments that show thru clothing as well as hang outside of the clothing.
3. Shorts, skirts and dresses are to be "finger tips" length. Shorts/skirts are to be visible below the bottom of the shirt line.
4. Tops that are off-the-shoulder, spaghetti straps, racer backs, low cut, belly shirts, have parts missing in the front or back are prohibited.

Additional dress code requirements might be required for students representing or traveling for the school. These changes are handled by the sponsor, leader, teacher, coach, etc. of each particular group or sponsored activity.

**HATS** Hats in class is at the discretion of each professor. No hats are to be worn in or during chapel time.

## **Appendix XIII: ENTERTAINMENT**

Students should use Biblical principles in choosing entertainment, reading materials, music, and other activities. All choices should reflect modesty and the highest standards of Christian character. Night clubs and dance clubs are prohibited. Hooka bars are prohibited, too.

## **Appendix XIV: FIREARMS/FIREWORKS**

Possession or use of firearms/fireworks or incendiary devices is expressly forbidden. The City of Moore prohibits the sale, storage, discharge, or transportation of fireworks under the Fire Prevention Code. The Oklahoma Self-Defense Act, enacted in 1995, allow any entity to control the possession of weapons on any property owned by the entity.



## **Appendix XV: HAZING**

Randall University is committed to the intellectual, physical, moral, spiritual, and social development of its students. Campus organizations should emphasize the development of unity and respect for the dignity and worth of each student.

The College maintains a strict policy which prohibits hazing, including any activity that may recklessly or intentionally endanger the mental or physical health or safety of the student for the purpose of initiation or admission into or affiliation with any College sponsored organization. Individuals or organizations persisting in hazing activities as defined by the guidelines shall be subject to disciplinary action. Willful participation in hazing activities by the pledge shall not relieve the organization or its members from disciplinary action by the College. It is the responsibility of the student and/or organization to be fully aware of and adhere to the hazing guidelines.

In accordance with Oklahoma Statutes, Section 3 of Section 1190, Title 21, the following activities shall be considered hazing, and thus are prohibited from inclusion in organizational activities. The activities shall include, but are not limited to:

1. Road trips, which generally are defined as activities in which students are transported from the campus to engage in various activities, and, in some instances, are required to return to campus by walking;
2. A requirement that students wear clothing which obviously deviates from the normal apparel worn by students, i.e. sleepwear, “geek/nerd” clothing, dirty/unwashed clothing etc.;
3. Strenuous physical activity, which resembles calisthenics or other forced physical exertion that may result in physical injury;
4. Forced consumption of food items or beverages;
5. Whipping, beating, or branding regardless of the objects used in such activities;
6. Activities designed to humiliate, or otherwise bring undue mental and/or physical stress;
7. Interference with normal study habits and/or sleeping patterns; and
8. “Kidnaps” which interfere with normal involvement in campus activities and/or class participation.

Violations of hazing guidelines shall be reported to the sponsor, who shall make the initial attempt to resolve the alleged conflict. If the matter is not resolved satisfactorily, the student reporting the matter and/or sponsor shall inform the Director of Student Affairs of the situation and he/she shall resolve the matter through the disciplinary process.

## **Appendix XVI: HOUSING (Dorms and Apartments)**

A long-standing tradition of Randall has been the provision of a residential campus. Research has revealed if students remain in campus housing they are more likely to complete their College education, participate in campus activities, adjust social situations better, develop lifelong friendships, as well as enjoy their College experience.

For this reason, Randall requires all unmarried students to reside in university housing except those who:

- 1) reside with parents or immediate family
- 2) have attained the age of 21
- 3) have attained junior status (64 hours)

Students may request permission to reside off campus by completing a “Request to live Off Campus Form,” which must be approved by the Director of Student Affairs. For questions concerning room changes, contact your respective Resident Assistant.

- All dorm rooms are subject to inspection or search by the Director of Student Affairs, Resident Assistant, Resident Life Coordinator, Dean of Students, or any College Administrator at any time.
- No painting of the rooms or applying glue adhesive wall paper.
- Each student is required to have his/her own room key. If a key is lost it must be reported to the Resident Assistant, and the student will be charged \$25 for the replacement.
- It is the responsibility of each student and his/her roommate to clean the room. If the room is not up to the expectations of the RLC, actions will be taken to all who occupy the room.
- Female students are allowed to be in the lobby of Yandell Hall during specified common lobby hours. Female students are not allowed in a male students’ room except during open dorm nights. Students not complying with this policy could be asked to leave the College immediately.
- Male students are not allowed to be in any of the female dorm lobbies or rooms. Students not complying with this policy could be asked to leave the College immediately.
- Students are not allowed to prop open exterior doors of the dorm buildings.
- Earbuds must be worn at all times while listening to music, watching TV, or playing video games.

### CANDLES

All candles, including those for purely decorative purposes, are prohibited.

### DORMITORY DEVOTIONS

Dorm devotions are a long-time practice of Resident Life for the encouragement and spiritual nurture of the resident students. Dorm prayer groups and devotions are provided by the Resident Life Staff under the direction of the Director of Student Affairs.

## **Appendix XVI: HOUSING (Continued)**

### **EMPLOYMENT OFF-CAMPUS**

Randall will work with students who have a job that is in conflict with the curfew established. The RA and RLC must have knowledge of the student's work schedule if the student is going to be allowed an extended curfew for the weeknights he/she works.

### **FURNITURE/APPLIANCES**

Each student is liable for damage to his/her room, appliances, furniture, and any other damages to school property. A small fee will be charged for some appliances. A complete fee list is available in the Business Office.

Each student is responsible for the contents of his/her room. Each room is furnished with beds and desks. Furniture is not permitted to be moved out of the room unless approved by the RLC. Nails or screws are not allowed to hang items on the wall. Carpet is allowed in the rooms, but should not be glued or taped to the floor.

#### **Appliances permitted are:**

Desk lamps and Clocks  
Computers and Laptops  
Stereos  
Televisions, VCRs, and DVD players  
Game systems (XBOX, PS3, etc.)  
Microwaves, Popcorn poppers  
Small refrigerators (20 inches wide x 30 inches tall)  
Irons

#### **Appliances NOT permitted are:**

Crock pots, hotplates, toasters, and any other similar items.

### **GUESTS ON CAMPUS**

All off-campus guests must leave campus by 12:30 a.m. Saturday through Thursday and 1:30 a.m. on Friday. Permission for a visitor to spend the night in the dormitory must be secured from the Resident Life Coordinator.

### **INCENSE/INCENDIARY DEVICES**

Because of the danger involved, the use of incendiary (flame or explosion producing) devices is prohibited in residence halls and apartments. The use of incense in College housing is prohibited because of allergies and consequent complaints. A \$25 fine will be assessed for each violation.

## **Appendix XVI: HOUSING (Continued)**

### LAUNDRY

Coin-operated washers and dryers are available in Yandell Hall and Friends Hall. These appliances are located on the first floor of Yandell Hall, and on the first and second floors of Friends Hall. Laundry facilities are provided for current residents only.

### LEAVING & RETURNING TO CAMPUS

It is the responsibility of the student to inform the RA's of leaving campus for the weekend or overnight during the week. There are sign out sheets posted on each door. The student must sign out to inform the RA he/she is gone for the night. When the student returns he/she must sign in to inform the RA when he/she arrived back to campus.

### QUIET HOURS

Residents are expected to be sufficiently **quiet between the hours of 10:00 p.m. and 8:00 a.m.** in order to provide adequate time for students to study without being disturbed. Problems with noise levels are expected to be dealt with by the residents of each dorm, but if difficulties persist, the RAs should be consulted. If noise continues to be a problem, violators will be subject to disciplinary action.

### ROOM ENTRY & SEARCH

Randall University reserves the right to enter any part of the University premises, with or without notice, at any time for reasonable University purposes:

- To search for missing University Property
- To silence unattended loud alarms, stereos, radios, phones or other noise-producing devices
- To address emergency situations
- To conduct an inventory of University Property
- To provide pest control
- In an event there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal University

**Appendix XVI: HOUSING (Continued)**

**ROOM CONDITION & DAMAGES**

Before residents arrive, their dorm/apartment is inspected by Housing staff. All resident must review (make any changes) and sign the Room Check-Out/Check-In form. Residents are expected to provide high-quality care for their assigned space. At the conclusion of the year, the Housing staff will conduct an inspection of the room and issue appropriate charges to the student's bursar's account for damages, if necessary.

**ROOM CLEAN CHECKS**

The right to a clean environment in which to live, and to reduce accidents and health hazards in the room, all dorms and apartments need to be kept clean on a regular basis. Your RA will be completing a couple of room clean checks per month based on the metrics below. All residents must score a 21 or above. If residents scoring below a 21 continues to be a problem, violators will be subject to disciplinary action.

Room Check Rubric (each student must obtain 21/28 points)

	Poor 1 pts	Fair 2 pts	Good 3 pts	Excellent 4 pts
<p><b>Clothes put away</b></p> <p>Fold/hang clean ones and put them away in an organized fashion. Put dirty clothes in the laundry. Put all shoes (neatly) in the closet. Donate other clothing pieces as necessary.</p>	<p><b>Poor</b></p> <p>No clean clothes folded or hung in organized fashion. No dirty clothes are in the laundry room. Shoes are not aligned neatly in the closet. Non-fitting clothing not inventoried and removed from room.</p>	<p><b>Fair</b></p> <p>Some clean clothes folded or hung in organized fashion. Some dirty clothes still in room. Not all shoes aligned neatly in the closet. Donations not removed to proper place.</p>	<p><b>Good</b></p> <p>Most clean clothes folded or hung in organized fashion. Most dirty clothes removed properly. Most shoes aligned neatly in the closet. Non-fitting clothing not completely inventoried and/or removed properly.</p>	<p><b>Excellent</b></p> <p>All clean clothes folded/hung properly. Dirty clothes in the laundry room. All shoes aligned neatly in closet. Non-fitting clothing inventoried and placed in bag by front door.</p>
<p><b>Garbage is cleared</b></p> <p>Return all dirty dishes to the kitchen. Bring in a large plastic trash can bag for the trash. Don't forget to empty the wastepaper basket.</p>	<p><b>Poor</b></p> <p>No dirty dishes are returned to kitchen. No trash put in trash bag and placed in garage trash can. Wastepaper basket is not empty; not clean.</p>	<p><b>Fair</b></p> <p>Some dirty dishes still in room. Some trash evident. Wastepaper basket is empty but not clean.</p>	<p><b>Good</b></p> <p>Most dirty dishes returned to kitchen. Most trash put in trash bag and placed in garage trash can. Wastepaper basket is empty and clean.</p>	<p><b>Excellent</b></p> <p>All dirty dishes are returned to kitchen. All trash put in trash bag and placed in garage trash can. Wastepaper basket is empty and clean.</p>
<p><b>Bed is made</b></p> <p>Strip the bed and put the sheets and pillowcases in the hamper. Remake the bed with clean sheets.</p>	<p><b>Poor</b></p> <p>Bed has dirty sheets and is made improperly. Pillows and blankets are not arranged neatly.</p>	<p><b>Fair</b></p> <p>Bed has clean sheets but is made improperly. Pillows and blankets are not all arranged neatly.</p>	<p><b>Good</b></p> <p>Bed has clean sheets and is made somewhat properly. Dirty linens are in laundry room. Pillows/blankets are arranged somewhat neatly.</p>	<p><b>Excellent</b></p> <p>Bed has clean sheets and is made properly. Dirty linens are in laundry room. Pillows/blankets are arranged neatly.</p>

**Appendix XVI: HOUSING (Continued)**

ROOM CHECK Rubric Continued

<p><b>Desk/drawers are organized</b></p> <p>Organize the desk so that homework and books are accessible. Throw away old clutter and scrap paper. Put everything in places that make sense, where they'll be easy to get to.</p>	<p><b>Poor</b></p> <p>Desk is disorganized. Homework supplies/books are not accessible. Clutter and scrap paper are evident. All drawers are disorganized.</p>	<p><b>Fair</b></p> <p>Desk is somewhat disorganized. Homework supplies/books are not easily accessible. Clutter and scrap paper are evident. Some drawers are disorganized.</p>	<p><b>Good</b></p> <p>Desk is organized the desk so that homework and books are somewhat accessible. Clutter and scrap paper are thrown away. Most drawers are cleaned out and organized.</p>	<p><b>Excellent</b></p> <p>Desk is organized so that homework and books are accessible. Clutter and scrap paper are thrown away. All drawers are cleaned out and organized.</p>
<p><b>Surfaces are clean</b></p> <p>Straighten and dust surfaces (dresser, bedside table, vanity, shelves, and so on). Do this surface by surface—clear the surface of objects, dust, and return objects neatly.</p>	<p><b>Poor</b></p> <p>All surfaces are dusty. Objects are dusty and disorganized.</p>	<p><b>Fair</b></p> <p>Most surfaces and objects dusty.</p>	<p><b>Good</b></p> <p>Most surfaces straightened and dusted. Most objects free from dust and arranged neatly.</p>	<p><b>Excellent</b></p> <p>All surfaces are straightened and dusted. Objects are free from dust and arranged neatly.</p>
<p><b>Floor is clean</b></p> <p>Move furniture aside and vacuum. Don't forget to vacuum the dust from under the bed!</p>	<p><b>Poor</b></p> <p>Floor is dirty; mess is under furniture, in corners, and along baseboards.</p>	<p><b>Fair</b></p> <p>Most of the floor is dirty; some mess under furniture, in corners, or along baseboards.</p>	<p><b>Good</b></p> <p>Furniture was vacuumed under furniture and in open areas; corners and baseboard areas still dirty.</p>	<p><b>Good</b></p> <p>Furniture was vacuumed under furniture and in open areas, including corners and along baseboards.</p>
<p><b>Wall is clean</b></p> <p>De-web the ceiling and corners with a broom covered with your dust rag or the vacuum cleaner. Gently remove dirt spots off walls with a damp rag (spray cleaner only if necessary). Make sure all posters are still securely attached.</p>	<p><b>Poor</b></p> <p>Webs are evident on ceiling and in corners. Dirty spots are on walls. Posters are falling off walls or crooked.</p>	<p><b>Fair</b></p> <p>Some webs/dust evident on ceiling and in corners. Dirty spots on walls. Posters crooked.</p>	<p><b>Good</b></p> <p>Most ceiling/corners de-webbed. Most dirty spots cleaned off walls. Most posters organized and attached.</p>	<p><b>Excellent</b></p> <p>The ceiling and corners are de-webbed. Dirty spots have been cleaned off walls. All posters are organized neatly and securely attached.</p>

SPECIAL LEAVE FROM CAMPUS

All students must sign out before leaving campus for the weekend. Staying off campus during the weeknight is discouraged. If an increasing amount of weeknight overnight stays is noticed, the student will be required to have a meeting with the RA and RLC to discuss why the absences have taken place. For academic reasons, it is recommended by the University that the student does not stay a weeknight away from campus more than 4 times a month.



## **Appendix XVI: HOUSING (Continued)**

### VACATING OF ROOM

Each resident who moves into Randall housing is obligated to pay the housing charges for the entire semester. Exceptions to this policy apply to students who withdraw from the University or receive exemption from the Director for Student Affairs

Each resident must observe the following procedures when vacating a residence hall or campus apartment:

1. Remove all personal items.
2. Return all keys and ID cards to the Resident Assistant.
3. Have a member of the residence hall staff inspect the room at the time of departure.
4. Sign the check-out form provided by the RA
5. Leave a forwarding address with the respective RA, if moving from the campus.
6. A fine will be charged to student if check-out is not done completely.

### KEYS TO GOOD ROOMMATE RELATIONS

Roommates play an important role in university life. Students' relationships with their roommates will affect how they deal with others in daily living. Start out on the right foot and take time to get to know your roommate. Discuss key issues that are important to you and be interested in his/her concerns. Students should also take time to listen and humbly be sensitive to a roommate's needs.

A few more suggestions:

- Allow roommate to be his/her own person
- Don't hesitate to show little acts of kindness
- Always communicate! Roommates shouldn't have to second guess each other.
- Finally, don't be afraid to disagree. Differences and disagreements between any two people are natural.

## **Appendix XVII: NONDISCRIMINATION POLICY**

In response to Title VII of the Civil Rights Act of 1964 and Executive Order 11246 of September 24, 1965, the policy of the college with regard to this matter is as follows. The college takes affirmative action in the recruitment of faculty members.

A. Randall University, in all manner and respects, is an Equal Opportunity Employer and shall offer a program of Equal Educational Opportunity.

B. Randall University, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies or procedures. This includes-but is not limited to-admissions, employment, financial aid, and educational services.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Brooks McMullan  
3701 S. I-35 Service Road  
Moore, OK 73160  
405-912-9000

or

President Thompson  
3701 S. I-35 Service Road  
Moore, OK 73160  
405-912-9000

### **RANDALL NONDISCRIMINATION GRIEVANCE PROCEDURE**

Students who believe they have been treated unfairly or have a grievance should contact the Director of Student Affairs. The Director of Student Affairs is responsible for ensuring that students are afforded due process and that proper channels for grievances are insured. Simply go to <https://ru.edu/student-complaints-and-appeals/> to file a complaint or go to the suggestion box located in the Lee Lobby for students who would like to anonymously voice a complaint or concern.

This procedure is applicable to complaints alleging discrimination, harassment, and retaliation on the bases of race, color, national origin, sex, disability and age. Any student, prospective student or employee that feels that they have been discriminated against or harassed based on race, color, national origin, sex, disability, or age should contact in writing: Director of Student Affairs, 3701 S. I-35 Service Road, Moore, OK. 73160. In the event that the Director of Student Affairs is involved in the accusation of harassment or discrimination, the complainant should contact: President, 3701 S. I-35 Service Road, Moore, OK. 73160

## **Appendix XVII – NONDISCRIMINATION POLICY (Continued)**

The complainant should describe the date, time, persons involved, place and circumstances surrounding the incident. The form should be signed by the complainant. All complaints received will be promptly, thoroughly and impartially investigated, and decided within 60 days. The complainant's identity will be kept confidential.

The complainant will be kept informed in writing at each stage of the **COMPLAINT** process:

- 1) Acknowledgment of receipt of the complaint;
- 2) Report of findings of the investigation. If discrimination has occurred, appropriate, corrective and remedial actions will be taken;
- 3) If the complainant is not satisfied with the resolution of the complaint, the complainant may appeal to the Randall Board of Trustees. An appeal can be made in writing to the Chairman of the Board of Trustees, 3701 S. I-35 Service Road, Moore, OK. 73160.

The complainant will be kept informed in writing at each stage of the **APPEAL** process:

- 1) Acknowledgement of receipt of the appeal;
- 2) Report of findings of the investigation and any corrective or remedial actions taken by the Board of Trustees;
- 3) If the complainant is not satisfied with the resolution of the complaint, the complainant can appeal to the State Regent's Students Complaints page: <https://www.okhighered.org/current-college-students/complaints.shtml>
- 4) The complainant can also file with the U.S. Department of Education and mail the complaint to the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or contact them at 816-268-0550/[OCK.KansasCity@ed.gov](mailto:OCK.KansasCity@ed.gov).

Under no circumstances will there be any retaliation against the complainant or persons who participate in related proceeding by any Randall employee.

## **Appendix XVII - OFF-CAMPUS ACTIVITIES**

Students who attend any Randall activity, on or off campus, as participants or observers, are expected to abide by the general policies related to on- campus activities.

## **Appendix XIX: PARENTAL INVOLVEMENT**

Randall believes that as a matter of Biblical principle the parent or legal guardian should be involved in the educational process of the student. At the same time, the College seeks to protect the privacy of the student as guaranteed by the *Family Education and Privacy Act of 1974*, as amended. The following policies will apply:

A. The College will provide information concerning major misconduct and disciplinary action taken, to the parent or legal guardian of single students who have not yet attained the age of 21 years provided that the student is legally dependent upon the parent or legal guardian.

B. Students who are married, 21 or older, or who are legally independent may request in writing that information be provided to parents or guardians.

## **Appendix XX: PARKING**

Automobiles must be registered with the Admissions Director located in the Administrative Building (John H. West Building). Drivers are to observe parking regulations as described by posted signage and as indicated by “NO PARKING” yellow and red curbing.

The parking lot on the south side of the Learning Resource Center (LRC) and the parking lot between the John H. West Building and the gym, is for faculty, staff, seniors and handicapped persons.

The remaining perimeter parking is open for all students and guest. Students who violate parking regulations will be ticketed. Tickets are recorded with the Bursar and may affect transcript and tuition status if not paid.

## **Appendix XXI: PETS, SERVICE AND SUPPORT ANIMALS:**

Except as noted above, student and their guests are not permitted to bring dogs, cats or other pets inside any university buildings, including residence halls, classrooms, and other academic or administrative facilities.

Pets are permitted outside on campus grounds when leashed and properly attended. No animal may be left tied to trees or other objects on campus. In all cases the owner of the animal is responsible for its behavior and any damage caused by the animal.

Service and emotional support animals are allowed ONLY when approved by the University. All necessary paperwork, evaluation and authorization forms required by the University must be completed prior to the animal's arrival on campus. Please contact the Accommodations Coordinator at 405-912-9471 or Director of Student Affairs at 405-912-9463 for more information.

## **Appendix XXI: PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate sexually suggestive touching of another's anatomy is prohibited. Inappropriate behavior is prohibited and will be disciplined sufficiently when necessary.

## **Appendix XXII: SEXUAL MORALITY**

The University is subject to the Biblical belief system of our founding body, Free Will Baptists. In order to clarify, Free Will Baptists have defined their historic Christian position on Biblical Marriage:

### **Biblical Marriage Statement: Adopted by the National Association of Free Will Baptists in July, 2008.**

Both Scripture and nature as designed by God affirm the lifelong, covenantal union of one man, being male as created by God, and one woman, being female as created by God, in a one-flesh relationship. This one-flesh relationship is emblematic of the union of Christ and His church. It is the sole and beautiful context of the divine plan for the marital relationship of man and woman as image-bearers of God, as well as the foundation for the family as the basic, divinely ordained unit of human society. Violations of this one-flesh union, whether heterosexual or homosexual, premarital or extramarital, contravene the divine plan for the family and for the conception and rearing of children, bringing spiritual despair, guilt, and death to individuals and cultures.

Genesis 1:26-28; 2:18, 20-25; Exodus 20:14; Deuteronomy 5:18; Matthew 19:4-6; Romans 1:18-32; 1 Corinthians 7:1-5; Ephesians 5:21-33; 1 Thessalonians 4:3-5; Hebrews 13:4.

## **Appendix XXII: SEXUAL MORALITY (Continued)**

For the religious reasons mentioned above, Randall University is exempt from certain civil rights laws including portions of Title IX. Failure to comply with the university's sexual morality policy will result in disciplinary action. Below is a list of some of the practices that directly violate policy:

- **PRE-MARITAL SEX**

Sex outside the boundaries of Biblical marriage (Gen. 1:27, 2:24; Matt. 19:4- 6) is strictly prohibited and will result in immediate disciplinary action. "Sex" is here understood as including sexual intercourse, oral sex, and/or any form of inappropriate sexual touching of another's anatomy.

- **HOMOSEXUALITY**

The University will not tolerate homosexual activities or the promotion of homosexuality within its jurisdiction. Admission or detection of homosexual practices or advocacy by a student will result in dismissal from the College. Because the Bible teaches that homosexuality is a sin (Lev. 18:22, 20:13; Romans 1:25-32; I Cor. 6:9) and because we accept the Bible as the Word of God, Randall University does not consider a homosexual lifestyle to be an acceptable pattern of human behavior. Randall University reserves the right to require the withdrawal of any student identifying as homosexual, gay, lesbian, bisexual, or transgender. Students who struggle with homosexual thoughts or behaviors but do not identify as homosexual, gay, lesbian, bisexual, or transgender (meaning the student does not regularly practice or want to continue this lifestyle) will be given the option to attend counseling either administered or set up by the University.

- **PORNOGRAPHY**

In Matthew 5:27-28 Jesus gives the following teaching about having a lustful eye, *"Ye have heard that it was said by them of old time, Thou shalt not commit adultery: But I say unto you, That whosoever looketh on a woman to lust after her hath committed adultery with her already in his heart."*

We believe that the underlying principle of this text has application for the problem of pornography. Possession, purchase, distribution and/or use of pornographic materials are strictly prohibited on campus and College related off- campus activities. "Pornographic" is here defined as any material that presents males or females in sexually explicit, seductive, or suggestive manner (nude photos, "soft" or "hard" pornography, etc.) Pornographic materials would include photos, drawings, posters, videos, magazines, books, internet viewing, etc.

- **TRANSGENDER**

The university reserves the right to require the immediate withdrawal of students who identify as transgender/trans, bigender, transition, transsexual, or any other type of gender confusion that alters the birth sex.

## **Appendix XXIII: SEXUAL HARASSMENT**

Randall University is committed to maintaining a safe and professional educational environment in which students and faculty are not subjected to sexual harassment. The College does not tolerate actions and/or words which are regarded as sexual harassment or sexual violence against any student or college employee.

Sexual harassment is unwelcome conduct of a sexual nature. It can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, Randall University may consider conduct to be sexual harassment even though it may not rise to the level of illegal sex discrimination.

Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances
- Requests for dates or sexual favors
- Unwelcome physical contact of a sexual nature
- Sexual violence (such as rape or assault)
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes that are considered offensive by the other individual
- Sexually degrading language used to insult another person
- Remarks of a sexual nature used to describe a person's body or clothing. This includes comments about an individual's body or appearance that go beyond a mere compliment, including off-color jokes that are clearly unwanted and considered offensive by the other individual.
  
- Fostering a work or academic environment that is intimidating, hostile, or offensive because of unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts or attention
- Public display of sexually oriented pictures, drawings, or calendars
- Offensive physical contact such as unwelcome touching, pinching, or brushing against the body of another person
- Actions or words which indicate that benefits will be gained or lost based on one's response to sexual advances
- Disseminating false information about a person's sexual conduct
- Making false accusations against another person regarding sexual harassment

## **Appendix XXIII: SEXUAL HARASSMENT (Continued)**

Sexual harassment may be committed by one student against another student, by a faculty member or other employee against a student, or by a student against a faculty member or other employee. Because members of the faculty and administration of the college hold positions that involve the legitimate exercise of power and authority over others, they should exercise care in the use of that power and authority. It is the responsibility of members of the faculty and administration to ensure that their conduct and words cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

### *Retaliation*

Randall University does not tolerate any form of retaliation against any student or employee who may file a complaint or participate in the investigation of any accusation of sexual harassment. Any attempt to penalize or retaliate against such a person will be considered a separate violation of this policy and will be dealt with according to the established policy.

### *Sanctions*

Randall University may take a variety of disciplinary actions against those found to have engaged in sexual harassment depending on the severity of the violation. This may include expulsion or termination of employment.

### *Criminal Complaint Procedure*

Sexual harassment may constitute a violation of the laws of the state of Oklahoma, and the complainant must decide whether or not to file a criminal complaint. Any student, prospective student, or employee who wishes to file a criminal complaint alleging sexual harassment should call 911 or contact the Police Department of the City of Moore, Oklahoma. The non-emergency number is 405-793-5171.

### *Institutional Complaint Procedure*

Any student, prospective student, or employee may file a complaint of sexual harassment with the college. The following people have been designated to handle inquiries regarding Randall University's policy on sexual harassment.

Brooks McMullan  
Director of Student Affairs  
3701 S. I-35 Service Road  
Moore, OK 73160  
or  
President Bob Thompson  
President  
3701 S. I-35 Service Road  
Moore, OK 73160



### **Appendix XXIII: SEXUAL HARASSMENT (Continued)**

Any student, prospective student, or employee who believes that he/she has been the victim of any type of sexual harassment should contact in writing: Executive Vice President, P.O. Box 7208, Moore OK 73153. In the event that the Executive Vice President is involved in the accusation of sexual harassment, the complainant should contact: President, P.O. Box 7208, Moore OK 73153.

The complaint should describe the date and time, persons involved, place, and circumstances surrounding the incident. The complaint should be signed by the complainant.

All complaints will be promptly, thoroughly, and impartially investigated and decided within 60 days. The complainant's identity may be kept confidential, but such confidentiality may limit the investigation. The complainant will be kept informed in writing at each stage in the investigatory process. That is: 1) acknowledgement of receipt of the complaint, and 2) report of the findings of the investigation.

If the complainant is not satisfied with the resolution of the complaint, he/she may appeal to the Randall University Board of Trustees. An appeal should be made in writing to the Chairman of the Board of Trustees, P.O. Box 7208, Moore OK 73153. The complainant will be kept informed in writing at each stage of the appeal process. That is: 1) acknowledgement of receipt of the appeal, and 2) report of the findings of the investigation by the Board of Trustees.

Under no circumstances will there be any retaliation against the complainant. Retaliation is strictly prohibited by Randall policy.

### **Appendix XXIV: UNAUTHORIZED ENTRY**

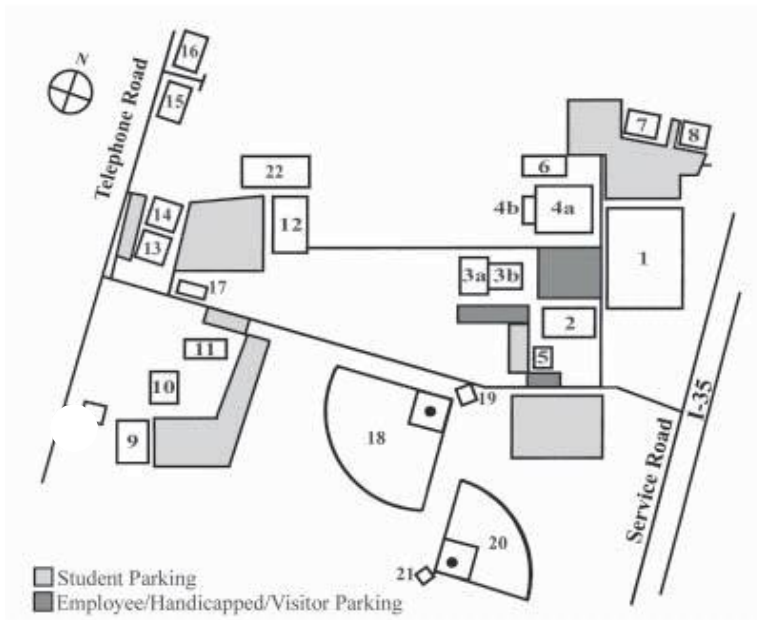
Students and/or guests may not, without specific authorization, enter a College building, office or other rooms, which are locked or to which entry is prohibited. This includes entry into locked or unlocked dorm rooms of other students without specific permission from the room's assigned occupant. Specific authorization is required for students to remain in buildings, offices, or rooms after closing hours for the particular area. Unauthorized entry, or assisting others to gain unauthorized entry, shall result in disciplinary action.

## **Appendix XXV: VEHICLE POLICIES**

- 1) Every student owning a vehicle must register it with the Admissions Office and must display the proper Randall parking sticker in the left, front or rear window.
- 2) Parking is permitted in designated parking places only. All others will be subject to tickets.
- 3) The campus speed limit is 20 mph. Driving recklessly and/or exceeding the speed limit may result in fines and/or suspension of vehicle rights on campus.
- 4) The lending of vehicles is discouraged, but if a vehicle is lent, the owner is responsible for any damage inflicted to the vehicle in an accident. In accordance with the laws of the State of Oklahoma, every vehicle must be fully covered by liability insurance.
- 5) Proof of insurance must be presented during registration.
- 6) No major repairs may be performed on campus.
- 7) Vehicles may not be washed on campus.
- 8) Vehicles shall not be driven or parked on the grass or sidewalk.
- 9) Vehicles with obscene phrases, objects, stickers, etc. are prohibited.

Any student who refuses to comply with campus policies and state laws pertaining to vehicles is subject to fines and/or forfeiture of his/her keys. If violations persist, the student may be required to leave his/her vehicle at home. All vehicles on campus are subject to search. Students who violate parking regulations or vehicle policies will be ticketed and fined. Tickets are recorded in the Business Office and may affect transcript and tuition status. The Director for Student Affairs handles all ticket appeals.

## CAMPUS MAP



1. **Bill J. and Alma Lou Barber Chapel/Classroom Center**  
(Cafeteria, Auditorium, President's Office, Development Office, IT)
2. **John H. West Building**  
(Registrar, Admissions, Business Office, Undergraduate Dean)
3. Geri Ann Hull Learning Resource Center (Library, Historical Room)
4. **Activities Building** (Gym, Student Center, Student Mail, Weight Room)
5. **Oller Annex** (Science Lab)
6. Vandivort Building (Maintenance)
7. Lonnie DaVoult Campus Store (State Literature Center)
8. **Oklahoma Free Will Baptist State Office**
9. **Friends Hall** (Women's Dormitory)
10. **Barnard Hall** (Men's Dormitory)
11. **Willey Hall** (Men's Dormitory)
12. **Yandell Hall** (Men's Dormitory)
13. **Palmer Hall** (Campus Apartments)
14. **Randall Hall** (Campus Apartments)
15. **Duplex**
16. Cross Cultural Worker In Residence Home
17. Sand Volleyball Court
18. Baseball Field
19. Press Box/Concession Stand
20. Softball Field
21. Press Box