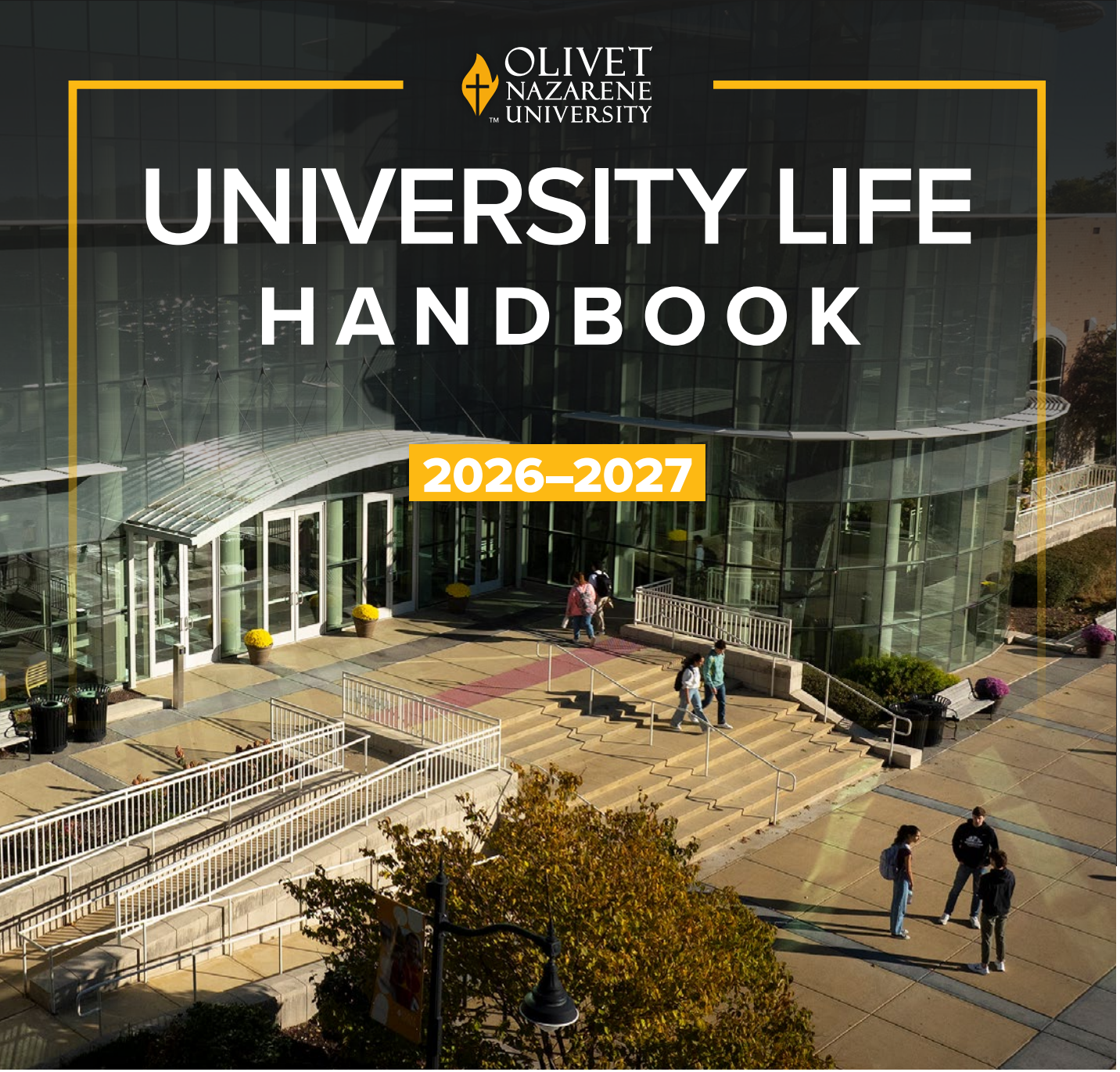


OLIVET NAZARENE UNIVERSITY

UNIVERSITY LIFE HANDBOOK

2026–2027

A MESSAGE FROM
THE OFFICE OF
STUDENT DEVELOPMENT

Welcome

We are thrilled to welcome you to the campus of Olivet Nazarene University!

We hope you are as excited as we are about the beginning of the new school year. The coming months are sure to be filled with opportunities for you to meet new friends, try different activities, learn new truths and change in ways you never would have expected. One thing is for sure: A year from now, you won't be the same person as you are at this moment!

We hope you will take advantage of the various opportunities available to you for spiritual, academic and personal growth. Decide now to get involved so that you can experience college life to the fullest.

We in Student Development would love to join you in this journey. We believe in the value of every person and exist to cultivate the full potential of our students. We serve you by providing high quality programs, services and learning experiences that focus on holistic development.

Some of the ways in which we serve you are through a genuine and caring residential life staff, counseling services, intercollegiate athletics, spiritual development, student life and recreation. Please don't hesitate to ask for our support and guidance as you make your way through these college years.

Our prayer is that you will find a sense of belonging and purpose in the activities and ministries you choose at Olivet. Through the events of the coming year, may you grow closer to the people around you and the God who loves you.

Contact us by phone at 815-939-5333 or by email at studentdevelopment@olivet.edu

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

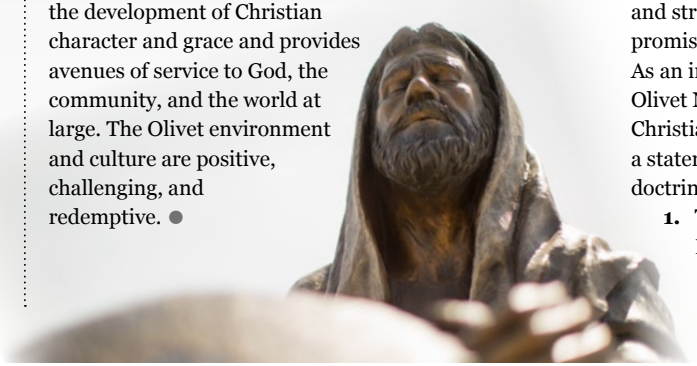
Mission Statement

Olivet Nazarene University, a denominational university in the Wesleyan tradition, exists to provide a university-level liberal arts "Education with a Christian Purpose." Our mission is to provide high-quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. "We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible (and) ... a Christian environment ... where not only knowledge but character is sought." (Quotation from the Olivet University *Catalog,* 1915)

This mission statement clearly identifies Olivet as a university that seeks to help students integrate faith and learning. It is this Christian commitment that adds wisdom to learning. While the mission permeates all that is done at Olivet, it is most fully realized in the academic excellence. The University affirms that all truth is God's truth and, therefore, cannot be segmented into secular and non-secular categories and departments.

The teaching faculty of the University are men and women who possess the highest academic credentials, a passion and gift for teaching, and a personal vibrant faith. As a teaching university, Olivet is designed to provide close teacher-student contact. Under the guidance of professors and counselors, students are assisted in completing the general education requirements of the University and in choosing a major field of study. Academic endeavors and experiences beyond the classroom are encouraged and facilitated in a variety of ways, including the several cooperative programs provided by the Council for Christian College and Universities, headquartered in Washington, D.C. These programs are both national and international in nature. In addition to the traditional undergraduate liberal arts program that allows working adults to complete their baccalaureate degree online.

Along with this commitment to learning, Olivet exists as a community where faculty, staff, administrators, and students share a common faith. Although the majority of Olivet's undergraduate students are from the Church of the Nazarene, they are joined by hundreds of other students from more than 40 denominations. Campus life promotes the development of Christian character and grace and provides avenues of service to God, the community, and the world at large. The Olivet environment and culture are positive, challenging, and redemptive. ●



Statement of Faith

Olivet Nazarene University recognizes that there is a body of knowledge with which the humanities, the natural sciences, the social sciences, theology, and professional studies are to be differently but compatibly concerned. As an educational enterprise of the Church of the Nazarene, we pursue truth in order to glorify the God and Father of our Lord Jesus Christ: praying for the coming of the Spirit; remembering the promise of Scripture and tradition; keeping our hearts faithfully attuned to the voice of God; and being thoughtfully, acutely, and critically engaged.

We endeavor to foster the disciplines of scholarship and Christian spirituality. We seek in all of our intellectual labors to be true to the academic and theological traditions of which we are a part. We weave together the various strands of our educational labors on a vision of the Church as a corporate holy life, a life of loving devotion to God and of loving mission to the world that God so loves.

We emphasize the Arminian-Wesleyan tradition, which both acknowledges the devastation of sin and depravity on every aspect of human life and history and hopes in the transforming work of the Father, the Son, and the Holy Spirit to sanctify the human heart, soul, mind, and strength to open history to the promise of the coming of Jesus Christ. As an indication of the commitment of Olivet Nazarene University to the historic Christian position the University affirms a statement of faith that defines its doctrinal convictions as follows:

1. That there is one God — the Father, Son, and Holy Spirit;
2. That the Old Testament and the New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living;
3. That humanity is born with a fallen nature and is, therefore, inclined to evil, and that continually;
4. That the finally impenitent are hopelessly and eternally lost;
5. That the atonement through Jesus Christ is for the whole human race, and that whosoever repents and believes in the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin;
6. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ;
7. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers; and
8. That our Lord will return, the dead will be raised, and the final judgment will take place. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

OLIVET HYMN

God of grace and God of glory,
source of our redeeming love
Humbled hearts we bow before thee,
brought to Sonship by the Dove
For thy Christ we do exalt thee,
for his cross His church and yet
Praise we too for higher learning,
alma mater Olivet

We would pray for her safe keeping,
for her calling and her cause
That she'd teach with understanding,
ever Christ-like without pause
Oh, may we, her sons and daughters,
in a world of sin and strife
Ever cherish what she stands for,
Living Truth, Eternal Life

Give us courage, give us wisdom
for the challenge of this hour
Being salt and light and healing,
serving by thy Spirit's power
Then when life's short day is ended,
and we ponder sacred debt
We will praise the Christ our Savior
and alma mater Olivet

Written by Edmond P. Nash
Music by Jackson Anderson

Historical sketch of Olivet



In 1907, a group of devout people in Georgetown, Illinois, who desired a distinctly Christian atmosphere for the education of their children, started an elementary school. A year later, the group purchased several acres of land three miles south of the original location and enlarged the school to include a secondary level of education.

This community became known as Olivet, Illinois, and was later to share its name with the school located there. In 1909, the school added a college of liberal arts and became known as Illinois Holiness University.

The trustees of the school soon realized the wisdom of affiliating with an established denominational group whose doctrines and standards were in agreement with the founding fathers, and in 1912, they gave the college to the Church of the Nazarene. A few years later, the name was changed to Olivet College. By 1939, the enrollment of the college and academy was about 300 students, and the campus consisted of five brick structures and several frame buildings on the 40-acre property.

In November 1939, the administration building that housed the classrooms, library, practice rooms, laboratories, offices and chapel was destroyed by fire. After careful consideration of the expansion program necessary for the future development of the rapidly growing college, the trustees purchased the present campus in Bourbonnais, Illinois, and adopted the name Olivet Nazarene College.

The school's name was changed in 1986 to Olivet Nazarene University, reflecting the diversity of academic programs and graduate studies. ●



The early campus in the community known as Olivet, Illinois

SCHOOL SONG

"Alma Mater, Olivet"
by Byron Carmony '39

To Alma Mater, Olivet,
we lift our voice in praise
For noble standards which we'll hold
'till ending of our days.

The time we spent within these halls
will ne'er forgotten be,
For here we learned to know of truth,
and truth will make us free.

My Olivet, Our Olivet!
Tho' life may lead us far apart,
I'll still revere you in my heart.

My Olivet, Our Olivet. I'll love the
Christ you gave first part,
And you, old Olivet!

SEAL AND SCHOOL COLORS

Olivet's school colors are purple and gold. The seal is a symbol of truth and justice and contains the dove of peace, the cross, the lamp of learning and the Bible.

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Administration and Student Services

ADMINISTRATIVE OFFICERS

Gregg Chenoweth
President
Burke | 815-939-5221

Cheri Betz
Executive Vice President
Burke | 815-939-5351

Brian Allen
Vice President for Institutional Advancement
Burke | 815-939-5255

Kent Olney
Vice President for Academic Affairs
Burke | 815-939-5213

Mark Reddy
Vice President for Enrollment Management
Heritage | 815-928-5768

Jason Stephens
Vice President for Student Development
Ludwig | 815-939-5333

Chris Shride
Chief Financial Officer
Miller | 815-939-5079

UNIVERSITY STAFF

Kristin Arwood
Director of Academic Support
Benner | 815-304-2078

Tom Ascher
Director of Human Resources, Title IX Coordinator
Miller | 815-928-5473

Drew Benson
Dean of Students
Ludwig | 815-939-5333

Claudia Bowen-Berhanu
General Manager for Sodexo Dining Services
Ludwig | 815-928-5534

Kevin Bernard
Director of Public Safety
Ludwig | 815-939-5265

Ryan Green
University Chaplain
Ludwig | 815-939-5236

Ann Johnston
Director of Library Services
Benner | 815-939-5061

Amanda Hogan
Director of Accessibility and Disability Resources
Benner Library | 815-928-5457

Brock Kant
Asst. Dir. of Recreation Services
Perry | 815-939-5264

Brianna Koch
Director of Counseling Services
Elwood Center | 815-928-5786

Keri Langan
Director of Student Employment
Miller | 815-939-5239

Ashley Luft
Dean of Student Persistence
Burke | 815-939-5394

Tiffany McCann
Executive Director of Student Financial Services
Miller | 815-939-5245

Mark Mountain
University Registrar
Burke | 815-939-5201

Helena Peachey
Bookstore Manager
Ludwig | 815-939-5059

Beth Schurman
Director, Writing Center
Burke | writingcenter@olivet.edu

Ande Sears
Housing and ResLife Coordinator
Ludwig | 815-928-5519

Kristin Sumner
Director of Career Development
Perry | 815-939-5042

Jacki Tamez
Executive Dir. Student Life
Perry | 815-939-5230

Zachary Tamez
Director of Residential Life
Ludwig | 815-928- 5443

Cynthia Taylor
Dean of Multiethnic Student Services
Elwood | 815-928-5787

Esther Tueck
Director of Spiritual Life
Ludwig | 815-928-5692

ACADEMIC CALENDAR

Fall Semester, 2026

Aug. 22	**Move-in day**
Aug. 23–25	**JumpStart**
Aug. 24	**Block I courses begin**
Aug. 26	**On-Campus courses begin** (7 a.m.)
Sept. 13–16	**Fall revival**
Sept. 18	**Final day to drop Block I courses**
Oct. 12–13	**Fall break** (no classes)
Oct. 18	**Block I courses end**
Oct. 19	**Block II courses begin**
Oct. 23–25	**Homecoming & Family Weekend**
Nov. 6	**Final day to drop semester-length courses**
Nov. 13	**Final day to drop Block II courses**
Nov. 25–29	**Thanksgiving Holiday** (no classes)
Nov. 30	**Classes resume** (7 a.m.)
Dec. 9–11	**Final exams**
Dec. 13	**Block II courses end**

Spring Semester, 2027

Jan. 11	**Classes begin**
Jan. 18	**Martin Luther King Jr. Day** (no on-ground classes)
Jan. 31-Feb. 3	**Winter revival**
Feb. 5	**Final day to drop Block III courses**
Feb. 12	**Winter break** (no classes)
March 6-14	**Spring break** (no classes)
March 7	**Block III courses end**
March 15	**Block IV courses begin**
March 26-29	**Easter break**
March 29	**Monday only courses meet**
April 9	**Final day to drop semester-length courses**
April 16	**Final day to drop Block IV courses**
May 3-5	**Final examinations**
May 7	**Baccalaureate service**
May 8	**Commencement**
May 9	**Block IV courses end**

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Residential Life staff

Resident Directors

Area Coordinator for Residence Halls

Braxsten Cook
bjcook@olivet.edu
815-939-5380

CHAPMAN HALL
Nathan Hodor
nhodor@olivet.edu
815-939-5369

WILLIAMS HALL
Shaina Caddy
slcaddy@olivet.edu
815-939-5370

PARROTT HALL
Abigail Bagley
afbagley@olivet.edu
815-939-5220

HILLS HALL & HOWE MEN
Elijah Armstrong
erarmstrong@olivet.edu
815-939-5359

MCCLAIN HALL & HOWE WOMEN
Gracie Amburgey
geamburgey@olivet.edu
815-939-5360

NESBITT HALL
Braxsten Cook
bjcook@olivet.edu
815-939-5380

Area Coordinator for Oaks & Grand

Joey McMullen, jlmcmullen@olivet.edu, 815-939-5333

OAKS 469
Devlin Devore
dddevore@olivet.edu
815-939-5664

OAKS 489
Ethan Mills
eemills@olivet.edu
815-928-5477

OAKS 539
Scot Kraemer
skraemer@olivet.edu
815-928-5469

OAKS 579
Spencer Tong
sjtong@olivet.edu
815-939-5072

OAKS 609
Carolyn Forsythe
cforsythe@olivet.edu
815-928-5504

OAKS 619
Emily Benson
ebenson2@olivet.edu
815-928-5770

OAKS 629
Maddi Spacht
mwspacht@olivet.edu
815-939-5416

GRAND 285–287
Cole Tueck
cetueck@olivet.edu
815-928-5444

GRAND 300s
Ethan Moore
etmoore@olivet.edu
815-939-5179

GRAND 401–403
Bianca Valencia
btvalencia@olivet.edu
815-928-5458

GRAND 405–413
Cheryl LaMar
cslamar@olivet.edu
815-928-5544

GRAND 415–437
Lindsey Bush
lmbush@olivet.edu
815-928-5085

GRAND 439–441
Olivia Chew
opchew@olivet.edu
815-928-5117

GRAND 443–445
Taylor-Marie Leman
tspalding@olivet.edu
815-928-5857



Area Coordinator for Stratford & UP

Ben Hansen, bphansen@olivet.edu, 815-928-5524

STRATFORD 1011
Chase DeMott
cademott@olivet.edu
815-939-5067

STRATFORD 1023
Ben Hansen
bphansen@olivet.edu
815-928-5524

STRATFORD 1035
Timmy Miller
trmiller@olivet.edu
815-928-5498

STRATFORD 1047 & 1059
Hannah Priest
hrpriest@olivet.edu
815-928-5485

STRATFORD 1061
Madison DeFelippis
mkdefelippis@olivet.edu
815-928-5761

UP 100
Sam Arns
smarns@olivet.edu
815-928-5452

UP 200
Mark Bishop
mbishop1@olivet.edu
815-928-5488

UP 300
John Fightmaster
jjfightmaster@olivet.edu
815-928-5460

UP 400
Madison Maynor
mlmaynor@olivet.edu
815-928-5471

UP 500
Emily Mantor
eamantor@olivet.edu
815-928-5476

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Problem Solvers

When in need of ...

ACADEMIC

- **Changing a schedule (drop/add) —** go to the Office of the Registrar in Burke Administration Building
- **Help with a grade problem —** contact your Professor, the Department Chair, or the Dean of College/School
- **Information to take a directed study —** go to the Office of the Registrar in Burke Administration Building
- **Meet with a persistence coach or tutor —** contact Academic Support, see QR code
- **Research for an assignment/paper —** go to the Info Desk in Benner Library or call **815-939-5355**
- **Writing support** contact The Writing Center, 2nd Floor, Benner **writingcenter@olivet.edu**

CAMPUS LIFE

- **Commuter, general questions —** send an email to **commuters@olivet.edu**
- **Computer or technology assistance —** go to **it.olivet.edu** or email **it@olivet.edu**
- **Intramural activities information —** send an email to **intramurals@olivet.edu**
- **Making suggestions or have a question regarding food services —** contact the General Manager for Sodexo Dining Services, **815-928-5534**
- **Making suggestions or have a question regarding residence halls —** go to your Resident Director
- **Perry Center and Recreation Services —** send an email to **recreation@olivet.edu**
- **Posting a flyer —** contact the Building Director
- **Request a Club Event/ Meeting —** go to the Perry Center, second floor
- **Title IX information and resources —** go to the Office of Human Resources in Miller Business Center, call **815-939-5240** or send an email to **titleix@olivet.edu**

CAREER/JOBS

- **Job search, résumé building or interview preparation —** contact Career Development, second floor Perry Center, **815-928-5430**, **careers@olivet.edu**
- **Student employment —** go to the Office of Student Employment in Miller Business Center or call **815-928-5508** or email **studentemployment@olivet.edu**

HEALTH/HELPING

- **Disability accommodations —** send an email to Accessibility & Disability Resources, **adr@olivet.edu**
- **Individual and group counseling —** submit counseling request at **olivetnazarene1.sharepoint.com/sites/CounselingServices**. You will receive a call to set up an appointment time. Questions? Email **counseling@olivet.edu**.
- **Lost and found —** go to the Perry Center Front Desk or call **815-928-5619**, go to the Ludwig Information Desk, or call **815-939-5203**
- **Medical emergency —** dial **911** from any campus phone and then call ONU Public Safety at **815-939-5265**
- **Reporting lost/stolen property, starting car, keys locked in vehicle —** go to the Office of Public Safety in Ludwig Center or call **815-939-5265**

MONEY

- **Financial aid help —** go to the Office of Student Financial Services in Miller Business Center
- **Paying an ONU bill —** go to the Office of Student Financial Services in Miller Business Center
- **Tiger Dollars —** go to the Cashier's window in Miller Business Center or call **815-939-5245**

HELPING/GUIDANCE

- **Assistance with chapel attendance —** send an email to **chapel@olivet.edu**
- **Spiritual guidance —** go to the Office of Spiritual Development in Ludwig Center or call **815-939-5236**
- **Student ministries —** go to the Office of Spiritual Development in Ludwig Center or call **815-939-5236**

How to "get the word"

SOCIAL MEDIA

Find **Life at Olivet** on Facebook, Instagram and TikTok. We will keep you updated on campus events, post photo albums, highlight videos and more. Add your voice to the conversation using the #lifeatolivet hashtag!

PORTAL

From news and announcements to important links for your classes and various accounts, check out **my.olivet.edu** to find what you need.

SHINE.FM NETWORK

Shine.FM/WONU broadcasts contemporary Christian music as well as other programs of interest to ONU, Northeast Illinois, Northwest and Central Indiana, and Southwest Michigan. Shine.FM is on the air 24 hours a day at 89.7 FM, the Shine.FM app and online at Shine.FM.



FLYERS AND BANNERS

To get permission for posting, see:

- **Athletics —** Athletics Administrative Assistant
- **Benner Library —** Circulation Desk
- **Birchard Gymnasium —** Director of Athletics
- **Burke Administration —** Office of the Registrar
- **Larsen Fine Arts Center —** School of Music Office
- **Ludwig Center —**Student Development Office
- **Miller Business Center —** Director of Human Resources
- **Reed Hall of Science —** Administrative Assistant, Reed Administrative Office
- **Residence Halls —**Student Development Office
- **Weber Center —** Administrative assistant, School of Business
- **Wisner Hall of Nursing —** Administrative assistant, Department of Nursing

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus buildings and office hours

BENNER LIBRARY

Ann Johnston, Director of library services

Hours during regular semesters:

- Mon.–Thurs., 8 a.m.–12 a.m.
- Fri., 8 a.m.–5 p.m.
- Sat., 1 p.m.–5 p.m.
- Sun., 6:30 p.m.–12 a.m.
- Fishbowl open 24/7

Center for Academic Excellence

- **Academic Support**
  2nd Floor, Benner, Scheduled & Walk-in Appointments available
- **Accessibility & Disability Resources**
  Amanda Hogan, alhogan@olivet.edu, 1st Floor, Benner, Scheduled & Walk-in Appointments available
- **Department of General Studies**
  Dr. Rachel Guimond, raguimond@olivet.edu, 2nd Floor, Benner (Communications entrance)
- **Persistence Coaching**
  1st Floor, Benner
  Mon.–Fri., 8 a.m.–4:30 p.m. (Aug.–May)
- **The Writing Center**
  Dr. Beth Schurman, eschurma@olivet.edu, 2nd Floor, Benner, Scheduled & Walk-in Appointments available

Communication Department

- Mon.–Thurs., 8 a.m.–10 p.m.
- Fri., 8 a.m.–5 p.m.

Information Technology

it.olivet.edu

Library Vending

Claudia Bowen-Berhanu, Sodexo General Manager

Writing Center

Contact Academic Support, 815-304-2078, cae@olivet.edu

- Walk-in appointments available

BIRCHARD GYMNASIUM AND FITNESS CENTER

Luke Ward, Athletic Director

- Facility hours for fitness center, gyms, racquetball courts and track

BURKE ADMINISTRATION BLDG.

Mark Mountain, University Registrar

- Mon./Tues./Thurs., 7 a.m.–10 p.m.
- Wed./Fri., 7 a.m.–7 p.m.

CHALFANT HALL

Tammy Potoski, Dir. of Conferences

- Special arrangements may be made by calling 815-939-5045.

CENTENNIAL CHAPEL

Tammy Potoski

- Special arrangements may be made by calling 815-939-5045.

ELWOOD CENTER

Counseling Services

Brianna Koch, Dir. of Counseling Serv.

- Mon.-Fri., 8 a.m.–4:30 p.m. by appointment only
- Evening appointments occasionally available
- Off-hours crisis support available through RD or Public Safety
- Appointments may be requested online through "My Olivet" student portal.

Multiethnic Student Services (MSS)

Dr. Cynthia Taylor, Dean of MSS

- Mon.–Thurs., 9 a.m.–7 p.m.
- Fri., 12–5 p.m.

KELLEY PRAYER CHAPEL

Kylie Green, Exec. Asst. to VP for Student Dev.

- Special arr., call 815-939-5045.
- Daily, 7 a.m.–11 p.m.

LARSEN FINE ARTS CENTER

Ashtyn McBurnie

- Mon.–Fri., 8 a.m.–5 p.m.

Practice rooms:

- Mon.–Sat., 7 a.m.–11 p.m.
- Sun., 12–6 p.m., 7–11 p.m.

LUDWIG CENTER

Kylie Green

- Mon.–Fri., 7 a.m.-11p.m.
- Sat.–Sun., 8 a.m.–11 p.m.

Office of Spiritual Life (Balcony)

Ryan Green, Chaplain

- Mon.-Fri., 8 a.m.–4:30 p.m.

Hammes Spirit Store (Main Level)

Helena Peachey, Manager

- Mon.–Thurs., 8:30 a.m.–5 p.m.
- Fri., 8:30 a.m.–4 p.m.
- Sat., 11 a.m.–2 p.m.
- Sun., closed
- Shop 24/7 at Bookstore.Olivet.edu

Summer hours:

- Mon.–Fri., 10 a.m.–2 p.m.
- Sat.–Sun., closed

Mail Hub and Bookstore (Lower Level)

Helena Peachey

- Mon./Wed./Fri., 10:30 a.m.–4 p.m.
- Tues./Thurs., 10:30 a.m.–5 p.m.
- Sat.–Sun., closed

Summer hours:

- Mon.–Fri., 10 a.m.–2 p.m.
- Sat.–Sun., closed

Public Safety (Lower Level)

Kevin Bernard, Director

- Available 24 hours a day at 815-939-5265 or 815-939-5011.

Sodexo Dining Services

Claudia Bowen-Berhanu, Sodexo General Manager

Ludwig Dining (Main Level)

Claudia Bowen-Berhanu

- Mon.–Fri., 7 a.m.–7 p.m.
  - 7–9:30 a.m., hot breakfast
  - 9:30–10:30 a.m., continental brkfst.
  - 10:30 a.m.–1:30 p.m., lunch
  - 4:30–7 p.m., dinner
- Sat. 8 a.m.–6 p.m.
  - 8–9 a.m., breakfast
  - 11 a.m.–1 p.m., lunch
  - 4:30–6 p.m., dinner
- Sun., 11 a.m.–6 p.m.
  - 11 a.m.–1:30 p.m., brunch
  - 4:30–6 p.m., dinner

CRU5H (Lower Level)

Claudia Bowen-Berhanu

- Mon.–Thurs., 10:30 a.m.–3 p.m.,
  - 4–10:00 p.m.
- Fri., 10:30 a.m.–3 p.m., 4–9 p.m.

Farmers Field (Lower Level)

- Mon.–Thurs., 10:30 a.m.–6 p.m.;
- Fri., 10:30 a.m.–2 p.m.

Starbucks (Main Level)

Claudia Bowen-Berhanu

- Mon.–Fri., 7:30 a.m.–8 p.m.
- Sat., 11 a.m.–6 p.m.

MILLER BUSINESS CENTER

- Mon.–Fri., 8 a.m.–4:30 p.m.

NESBITT TO GO

Claudia Bowen-Berhanu

- Mon.–Fri., 10:30 a.m.–2 p.m.

PERRY CENTER

Jacki Tamez, Exec. Dir. of Student Life

- Mon.–Fri., 6 a.m.–10 p.m.
- Sat., 9 a.m.–9 p.m.
- Sun., 6–9 p.m.

Career Development

Kristin Sumner, Director

- Mon.–Fri., 8 a.m.–4:30 p.m.

REED HALL OF SCIENCE

Tina Bruner

- Mon.–Fri., 7 a.m.–11 p.m.
- Sat., 9 a.m.–5 p.m.

WARMING HOUSE

Jacki Tamez

Special arrangements may be made by calling 815-939-5230.

WEBER CENTER

Carissa Lundmark, Director

- Mon.–Sat., 7 a.m.–11 p.m.
- Computer Lab: TBD

WISNER HALL OF NURSING

Lisa Poole

- Mon.–Fri., 7 a.m.–9 p.m.
- Sat.– Sun., 9 a.m.–9 p.m.

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Traditions and special activities

Our many traditions are a special part of the Olivet experience. These time-honored activities and events become a part of us. They define us as Olivetians. What's more, they are a ton of fun!

Olivet students enjoy a wide variety of traditions and special activities throughout the year, including:

- **Jump Start** – New student conference
- **Ollies Follies** – Three event nights filled with class competitions
- **Clubs and Ministry Fairs** – Annual signups held in September
- **Fall and Spring Revivals** – A time of spiritual renewal
- **Rock-N-Glow** – Silent disco party
- **Concerts** – Live music opportunities provided by Shine.FM
- **Orpheus Variety Show** – Skit and talent show
- **Homecoming** – Weekend celebration filled with reunions, sporting events, music and more
- **Theater Productions** – Multiple student and department productions each semester
- **Costume Fest** – Parade of costumes, live music and food
- **Handel's *Messiah*** – Music presentation featuring the University Orchestra, combined choirs, and student and guest soloists
- **Sounds of the Season** – Christmas concert by the vocal and instrumental ensembles of the School of Music
- **Christmas Party** – Holiday-themed event held at the Perry Center
- **The Big Chill** – Live band karaoke, games and ice cream
- **Mr. ONU** – Skit and talent show
- **Commencement Concert** – School of Music final concert
- **Senior Week** – Activities designed to gather and celebrate
- **Baccalaureate Service** – A worship service for all graduates and their families
- **Graduation** – Ceremony held in the Betty and Kenneth Hawkins Centennial Chapel

For more details, visit **Olivet.edu**, and follow us on Instagram **@olivetnazarene** and **@lifeatolivet**

At Olivet, you're challenged not only in the lecture hall, but also in Chapel, the sports arenas, and the rehearsal studios — connecting over conversations in campus housing, across the dinner table, and in every corner of the Olivet campus.

Life at Olivet is engaging, outgoing and energetic. Its departments and organizations exist to maximize each student's college experience and help prepare you for wherever life leads after your four years at Olivet. We desire for you to get connected with other students, faculty and staff. There truly is something for everyone.

Department Clubs

- 3D-Printing Club
- Accounting Club
- Biophilic (Biology Club)
- Capitol Hill Gang
- Chemistry Club
- Computer Science Club
- Diakonia (Social Work Club)
- Exercise Science Club
- History League
- Law and Politics Society
- Math Club
- Nursing Student Association
- Olivet Earth & Space Society
- Olivet Film Club
- Zoology Club

Honor Societies

- Kappa Delta Pi (Education)
- Kappa Delta Rho (Family and Consumer Sciences)
- Lambda Pi Eta (Communications)
- Phi Alpha Theta (History)
- Pi Sigma Alpha (Political Science)
- Psi Chi (Psychology)
- Sigma Delta Pi Chi Omega (Spanish)
- Sigma Tau Theta (English and English Education)

MSS Affinity Associations

- Asian Student Christian Association (ASCA)
- Black Student Christian Association (BSCA)
- Hispanic Student Christian Association (HSCA)

Society Chapters

- ASME (Engineering)
- AIChE (Engineering)
- CEA (Education)
- Enactus (Business)
- SHRM (Business)
- IEEE (Engineering)
- ISPE (Engineering)
- McGraw Marketing AAF (Business)
- NAfME (Education)
- NSTA (Education)
- ONU CEC (Education)
- PBL (Business)
- PRSSA (Communications)
- SWE (Engineering)
- SDA (Health)
- SUFACS (Health)
- WiCyS (Technology)

Student Interest Groups

- Chess Club
- Delight Ministries
- Equestrian Club
- Fellowship of Christian Athletes
- Ignite
- Mu Kappa (International and Missionary Students)
- Olivet Book Club
- Olivet Inklings
- ONU Investment Club
- ONU Puzzle Club
- Social Justice Club
- Spoons4Forks (Improv Club)
- Tabletop Gaming Club

Serve Teams

- Aspire Mentoring
- Beyond Bars
- Clay to Crown
- Heart 4 Missions
- Imago Dei
- Kingdom Builders
- Manna
- Prayer Warriors

Clubs and organizations with open membership will provide students with opportunities to pick up information and sign up at the beginning of the fall semester.

Questions?

Direct your questions to the department office or appointed faculty sponsor:

- Affinity Groups – mss@olivet.edu
- Serving - spiritualdevelopment@olivet.edu
- Student Interest Groups - clubs@olivet.edu
- General Questions - life@olivet.edu

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Athletics

INTERCOLLEGIATE ATHLETICS

Olivet Nazarene University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Chicagoland Collegiate Athletic Conference (CCAC).

Our intercollegiate athletic participation includes:

- Baseball (men's)
- Basketball (men's and women's)
- Cheerleading (men's and women's)
- Cross country (men's and women's)
- Flag Football (women's)
- Football (men's)
- Golf (men's and women's)
- Indoor/outdoor track and field (men's and women's)
- Soccer (men's and women's)
- Softball (women's)
- Swimming and diving (men's and women's)
- Tennis (men's and women's)
- Volleyball (men's and women's)

Intercollegiate athletics are considered an integral part of the total education program of the University. Students who participate must be registered for a minimum of 12 hours and must meet all the eligibility requirements set forth by the University and the NAIA.













Club Sports | Men's club ice hockey, launched at Olivet in 2021, continues to compete through the American Collegiate Hockey Association (ACHA) and Mid America Collegiate Hockey Association (MCHA).

In 2026, Olivet announced the addition one of the fastest-growing sports in America to its competitive club offerings: pickleball. Coed Pickleball gives students the opportunity to compete—or cheer on the Tigers—as Olivet faces collegiate teams across multiple levels of competition. Similar to tennis, the pickleball season spans much of the academic year, with postseason competition primarily taking place in the spring. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

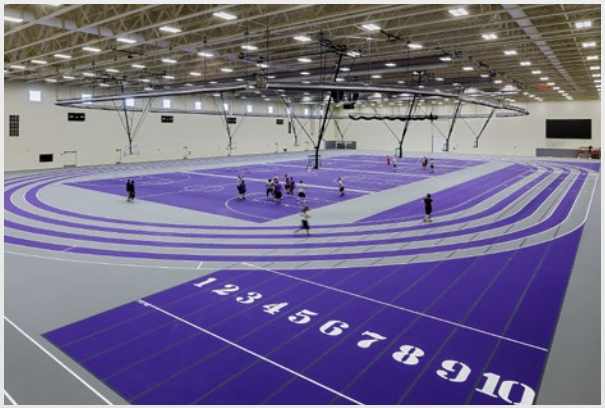
Recreation Services

Recreation Services provides students, faculty and staff many different opportunities to be active.

The intramural sports program offers more than 20 sports. A wide array of group fitness classes are available each week.

Whether you are looking for consistent athletic activity or an occasional guided workout, you can find it in the Perry Student Life and Recreation Center.

For more information or if you have any questions, please email recreation@olivet.edu



Perry Center features:

- Two swimming pools
- Four-story rock climbing wall
- 72,000-square-foot Fieldhouse, with eight-lane, 200-meter running track; four courts for basketball, volleyball and tennis
- Fitness and wellness center with state-of-the-art equipment and dedicated rooms for fitness classes
- Spacious lounges where students can gather
- Numerous classrooms and offices, plus several individual and group study areas

Perry Center policies:

- Students must swipe their ID to enter the Perry Center.
- Proper attire is required in the Perry Center. In the aquatic center, ladies may wear one-piece swimsuits or tankinis. Men must wear swim trunks or board shorts. Athletic attire is not allowed in the pool. Modest attire is required in fitness areas.

Fitness Classes

A fun and social opportunity for fitness is offered through our various group fitness classes. The Fitness Class schedule can be found in the Perry Center and on Instagram @onurecreation.

- Cycling
- HIIT
- Pilates
- Total Body Strength
- Water aerobics
- Yoga
- Zumba



Intramural Activities

- Badminton
- Basketball
- Cornhole
- Dodgeball
- Kickball
- Flag football
- Softball
- Pickleball
- Pool
- Soccer (indoor/outdoor)
- Softball
- Spikeball
- Table-tennis
- Tennis
- Ultimate Frisbee
- Volleyball (indoor/outdoor)
- Wiffleball

ONU Intramurals

ONU offers a wide variety of intramural programs for students, faculty and staff. Intramurals offer a fun, fair and competitive environment for individuals and groups. Active participation in intramurals fulfills the need for exercise and social development.

For more information or if you have any questions, please email intramurals@olivet.edu.

The Recreation Services office is located on the second floor of the Perry Center.

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Student services

BENNER LIBRARY AND LEARNING RESOURCE CENTER

Olivet students have access to a variety of resources and services through Benner Library. From the home page (https://library.olivet.edu), students can connect to a broad range of electronic resources including article databases, e-books, e-journals and the library catalog. In addition to our collection of books and periodicals, the Library provides media in various formats, maps, government documents, teaching aids and supplies. Other services include computer workstations, a computer lab, wireless Internet, printers, copiers, fax services, individual and group study areas, and after-hours study room (the Fishbowl). Printing options include black and white, color, posters and 3D.

Circulation Services and Interlibrary Loan

Students must present a valid Tiger ID card or mobile credentials to borrow materials. ONU patrons may also borrow materials from other libraries; these items are processed by the Interlibrary Loan Department. Students manage borrowed items through their online library account. For help, call the Circulation Desk at **815-928-5441** or Interlibrary Loan **815-928-5439**.

Overdue Materials and Renewals

Most circulating materials check out for 28 days and can be renewed up to three times. Course Reserve materials have 7-day, 2-day or 2-hour loan periods and cannot be renewed. Fines are charged for overdue Reserve items. If a student has fines exceeding $3, or if they have overdue items, they will be blocked from further library check-outs, as well as from requesting items through Interlibrary Loan. Students will be charged for replacement costs if items are considered lost. Fines and fees for overdue or lost Interlibrary Loan items are determined by the lending library.



Reference

The Library staff strives to meet the information needs of all library users. Assistance is available at the Info Desk during most library hours. Ask a librarian for help with research questions by phone **815-939-5355**, by email (**onulibrary@olivet.edu**) or by Microsoft Teams.

Instructional Services

Class-specific instruction in the use of library materials is provided upon arrangement by the professor. Library research guides for specific classes and subject areas facilitate self-help through the Library website.

Scholarship and University Archives

The Library promotes University scholarship locally using digital signage in the Fishbowl, and globally via two web-based repositories: ONU Digital Collections on JSTOR and WHDL (Wesleyan Holiness Digital Library). The University Archives collects and preserves materials with enduring historical value, make them accessible, and promotes their use. ●

ACADEMIC ADVISING, SUPPORT AND REQUIREMENTS

At Orientation, each student will work with a faculty member based on his or her declared major. Once the school year begins, each student will be assigned to a specific academic adviser in his or her field of study. If a student changes his or her major, that student may be re-assigned to an adviser within his/her new chosen field by making a request at the Office of the Registrar.

The normal student load is 15 hours of class work in a week. No student will be permitted to register for more than 18 hours, including physical education, without the prior permission of the Committee on Academic Standards. An extra charge is made for each hour taken in excess of the 18-hour maximum load.

A student may drop a course or change his/her program during the add/drop period. All changes in registration are made through the Office of the Registrar, with approval by the student's adviser and the faculty members whose classes are involved.

Students must maintain a minimum grade point average to be in satisfactory academic standing and to maintain eligibility for financial aid. Only students in satisfactory academic standing may participate in ASC, class presidencies, intercollegiate athletics, drama, ministry teams, off-campus spiritual life groups or travel off campus with music ensembles. Academic regulations relating to registration, scholastic standing, financial aid and degree requirements are found in the University Catalog.

ACADEMIC INTEGRITY

Statement of Academic Integrity

Seeking after truth is at the heart of an education at a Christian university like Olivet. ONU expects students to be truthful in all areas of life, including the academic arena. Those who engage in any form of academic dishonesty value their own gain more than their desire to seek truth; consequently, their behavior is incompatible with the goals and objectives of the University. Such dishonesty takes the form of cheating, plagiarism, or falsification. Specific examples include, but are not limited to:

1. Submitting another's work as one's own or allowing others to submit one's work as though it were theirs.
2. Failing to properly acknowledge authorities

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map



quoted, cited, or consulted in the preparation of oral or written work. All work submitted by students must represent their original work. Outside sources used as references should reveal the name and source and the extent to which the source is used.

3. Tampering with experimental data to obtain a "desired" result or creating results for experiments not conducted.
4. Lying or otherwise deceiving University personnel about academic matters.
5. Falsifying college records, forms, or other documents.
6. Students who knowingly assist another in dishonest behavior are held equally responsible.

An instructor who has a more detailed definition of academic dishonesty than the policy above, including the use of artificial intelligence, has the responsibility and obligation to so inform students, in writing, at the beginning of the course. Artificial intelligence (AI) refers to the use of machines to replicate human thinking and learning to solve problems, generate ideas, and/or make decisions.

- The use of generative AI to manufacture content, whether text, image, audio, or any other media, ***is prohibited*** unless authorized by the syllabus or assignment instructions.
- The use of paraphrasing engines to revise your own content or to copy and revise information from other sources ***is prohibited*** unless authorized by the syllabus or assignment instructions.
- The use of writing assistance tools like the spellcheck and editor functions in Microsoft Office ***is permitted*** unless prohibited by the syllabus or assignment instructions.

Sanctions for violations of the academic integrity policy

Consistent with the University's mission, the sanctions are progressive in nature. In every case, the incident is first reported to the department chair, area dean, program director, and the University Registrar. The University Registrar will indicate if the student has a prior history of academic integrity violations in any other class, even a minor infraction, so an appropriate sanction can be issued. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. A minor infraction is defined as an obvious and unintentional mistake.

Any student engaging in academic dishonesty is subject to the following consequences:

1. For the first infraction at the University, the professor may choose one of the following:
   - **a.** Send a written reprimand to the student (only suitable for a minor infraction), or
   - **b.** Require the student to resubmit the test, project, or assignment, which may include a loss of points at the instructor's discretion; or
   - **c.** Require the student to take a new test or turn in a different project or assignment, which may include a loss of points at the instructor's discretion; or
   - **d.** Assign a lower grade or grade of zero on the test, project, or assignment.
2. For the second and third infraction at the University, the professor may choose to:
   - **a.** Assign a lower grade or grade of zero on the test, project, or assignment, or
   - **b.** Lower the final course grade by one full letter grade (e.g., B+ to C+), or
   - **c.** Submit a grade of "F" for the course (when the infraction is of major proportion).
3. Upon any further infractions of the academic integrity policy OR if any infraction represents an egregious, flagrant violation of the policy, the area dean and University Registrar will issue one of the following administrative sanctions at their discretion:
   - **a.** An administrative grade of "F" in the course, or
   - **b.** Dismissal from the University, or
   - **c.** Permanent expulsion from the University.

Due process

1. Any charge of academic dishonesty should be quickly investigated (typically within five business days of discovering the incident) by the instructor in consultation with the department chair and program director in such a way that the student's confidentiality is protected. The instructor will copy the chair, the area dean, program director, and the University Registrar so they may determine if the student has a prior history of violations.
2. Instructors will notify students in writing of the facts and evidence, and should provide a clear statement regarding how the student's action violated academic integrity and offer a determination and explanation of any planned sanction.
3. Students have five business days to respond to the instructor.
   - **a.** Failure to respond within five business days indicates acceptance of the instructor's determination and sanction.
   - **b.** If the student responds to the instructor, the instructor will review the response and make a final decision in consultation with the chair and program director

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

within an additional five business days.

4. The final decision will be communicated in writing to the student, the chair, the area dean, the program director and the University Registrar.
5. Students may appeal an instructor's sanction imposed under this policy:
   a. The student must write to the dean of the school or college for the specific discipline within five business days of the instructor's final decision. All relevant documentation must be provided by the student.
   b. The dean may request to meet with the student and/or instructor to resolve the issue. Both parties may bring a third party as witness, but as these are not legal proceedings, legal representation is not permitted.
   c. The dean will communicate the final decision, regardless of the outcome, to the student and the instructor, within five business days. The chair, program director and the University Registrar will be copied, so the decision can be recorded.
   d. The dean's decision is final, and may not be appealed.
   e. Note: In rare instances, the dean may be the instructor. In such cases, the Vice President for Academic Affairs will appoint a dean from another school or college to oversee the appeal process through the regular channels as established by the grade appeal process.
6. In cases where an administrative sanction is issued, the area dean and University Registrar will communicate the final decision. Such sanctions may not be appealed, because they are issued only when there are multiple prior violations of the academic integrity policy, or when a violation is egregious and flagrant.

Special cases: For students who engage in academic dishonesty outside of instructional activity (e.g., lying or otherwise deceiving University personnel about academic matters, or falsifying college records, forms, or other documents) the University Registrar will investigate and determine the appropriate sanction. Sanctions include, but are not limited to, written reprimand, academic probation, suspension, or permanent expulsion. The University reserves the right to invalidate and remove all academic credit earned at ONU for students who provide falsified documents to gain admission or obtain credit. These sanctions are made in consultation with the Vice President for Academic Affairs and may not be appealed.

Note: Minor infractions are recorded, but the first two are not taken into consideration when responding to external questions regarding any academic disciplinary action.



Educational Leniency

Students may be required to miss scheduled classes in order to fulfill University-sponsored activities, mission-related responsibilities that are outside of their control. For such absences, educational leniency is appropriate. Students remain responsible for all missed class responsibilities while absent from class as outlined in the syllabi of their classes. Typically this involves informing the instructor(s) before the absence and making arrangements to make up any missing work before the event.

Educational leniency is only available for students not on academic probation. However, students on academic probation are still expected to attend assigned field trips. Students may not directly request educational leniency. Request must be made by the appropriate faculty member or administrator.

Approved reasons for educational leniency include field trips, choir tours, plays for drama and fine arts students, presenting original work at a professional conference, professional or academic experiences sponsored by a department chair, events sponsored by the General Church of the Nazarene that are specifically recommended and approved by the administrative team, a trip or activity in the service of the University and approved by the appropriate administrative team member, and travel with an athletic team to fulfill an intercollegiate athletic schedule as approved by the Intercollegiate Athletic Board.

Educational leniency is not granted for club activities, intramural sporting events or athletic scrimmages; practice or student teaching; service-learning projects; or paid work experiences or work done for any type of compensation.

Educational leniency is also not granted for personal reasons, such as illness, a death in the family, interviews, family vacations, mission trips, visits to other universities, etc. Instructors provide a limited number of excused class absences in the course syllabus. Students are to use these for personal issues and/or business. Professors may request documentation regarding any absence for personal reasons. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Rick and Debbie Dykhouse Center for Academic Excellence

Ashley Luft, *Dean of Student Persistence*

The Rick and Debbie Dykhouse Center for Academic Excellence (CAE) exists to strengthen academic behaviors, provide academic support, and foster academic scholarship for all undergraduate students from enrollment through degree completion. The CAE believes that students of all academic abilities need help transitioning to college, meeting rigorous academic standards, and succeeding in their respective majors. The CAE provides a community of learning that values: empowering students to own their learning progress, providing support through academic coaching and tutoring, and supporting academic research and scholarship.

DEPARTMENT OF GENERAL STUDIES

Dr. Rachel Guimond, Chair

The General Studies Department offers courses to help students develop their academic skills and manage challenges they face to success in college. Some classes you may consider taking might be:

- **GNST 101 - Introduction to Academic Strategies (3 credits)**
  Worried about getting good grades? Learn what strategies have been proven to increase your GPA and practice these skills in class!
- **GNST 105 - Learning Success Strategies (3 credits)**
  Concerned about your overall success? Learn skills to grow in your critical thinking, communication, collaboration, and creativity!
- **GNST 125 - Exploring Life Vocation & Calling (1 credit)**
  Not sure which major to choose? Learn about different majors and career opportunities with the help of advising from a trained instructor!
- **GNST 132 - Research Strategies (2 credits)**
  Having trouble finding appropriate research or including it in your assignments? Learn how to locate, use, and cite academic sources to impress your professors! This course can help students of any major.
- **GNST 135 - Time Management (1 credit)**
  Find yourself running out of time to do everything you need to do? Learn and practice new strategies for balancing your academic, social and work schedules.
- **GNST 136 - Reading Strategies (2 credits)**
  Want to become a faster or more accurate reader? Learn and practice strategies to better understand all types of reading from fiction to scientific reports.
- **GNST 210 - Managing Grief as a College Student (2 credits)**
  Facing the loss of someone special? Learn about strategies for handling grief with other students who understand the challenges!

THE WRITING CENTER

Dr. Beth Schurman, Director

Writing Center Mission: The Writing Center is committed to helping the Olivet Community communicate ideas clearly and concisely. The Writing Center provides free writing assistance that fosters high-level critical thinking skills, academic excellence in disseminating written work, professional readiness, and a scholarly agenda for undergraduate students. All services provided by the Writing Center are focused on increasing writer confidence and competence.

Writing Center Assistants: With competent writing a critical necessity for undergraduate students, our Writing Center Assistants are a group of tutors exclusively dedicated to writing assistance and writing skill development. A branch of Academic Support, the Writing Center provides support for all steps of the writing process from ideation to revision. Assistants provide a comprehensive and collaborative approach to the writing process including discussing students' concerns and needs, discerning areas for growth, and providing specific strategies for improving writing in general and specific to the audience and purpose of the writing task.



Writers Lounge: The Writers Lounge, located in the southwest corner of the Center for Academic Excellence on the 2nd floor of Benner, provides a comfortable and welcoming space for students to write. It will also be used to host small writing and author events in conjunction with our university Writing Center. Whether working on creative or academic pieces, students are invited to sit, sip (hot tea provided daily), and compose in this new writing environment!

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Dykhouse Center for Academic Excellence, continued

ACCESSIBILITY & DISABILITY RESOURCES

Amanda Hogan, Director

The rights of students with disabilities, at the university level, are protected under Section 504 of the Vocational Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. Unlike the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004, Section 504 and the ADA are civil rights laws intended to ensure equal access to programs and services in higher education. Olivet Nazarene University adheres to the legal obligations of these civil rights protections.

The obligations under Section 504 to a student in elementary and secondary school are different from the obligations in post-secondary school. Please refer to the OCR (Office for Civil Rights) pamphlet for students preparing for post-secondary school (https://www2.ed.gov/about/offices/list/ocr/transition.html) (or in the ADR portal page) to better understand the difference.

Students with disabilities interested in seeking accommodations must register with Accessibility and Disability Resources (ADR) by completing the accommodation application process.

Certain accommodations (alternative formats of books, ASL interpreting, housing/ESA requests, etc.) require more time to process. Therefore, we encourage all students seeking accommodations to register with our office as soon as they are admitted to Olivet and have received their username and password. Please note accommodations are never retroactive.

ADR can provide a variety of accommodations to help provide equal access to student with disabilities. Accommodations are always determined on an individualized basis based on the student and the disability-related barriers they encounter in the University environment.

While there is not an exhaustive list of available accommodations, if there is an accommodation that would remove a disability-related access barrier you encounter, please connect with ADR to discuss this.

Disability-related accommodations and services are provided only after a student has completed the interactive process with ADR and it has been determined that the student is eligible for disability accommodations and the accommodations are necessary for equal access in accordance with Section 504 and the ADA.

The registration process is simple. See the ADR page Apply for Accommodations (in the ADR portal page) for more information: https://olivetnazarene1.sharepoint.com/sites/ADR/SitePages/Accommodations%20Application.aspx

ADR Application steps:

1. Submit an application. The student's university login credentials must be used.
2. Upload documentation of disability (if applicable). Obvious disabilities, e.g., visual or mobility impairments, do not necessarily require documentation. Non-obvious disabilities, e.g., learning or psychiatric disabilities, require documentation.
3. Documentation should come from a qualified medical or mental health professional who is (1) qualified to assess and diagnose the student's condition and/or (2) was a part of the student's treatment plan for a previously diagnosed condition. If you already have documentation (IEP, 504 plan, neuropsych evaluation, etc.), you can upload it to the emailed link you will receive after you submit your application.
4. Alternatively, you can use ADR's verification forms (in the ADR portal page) and request that your current provider utilize it as documentation for the application: https://olivetnazarene1.sharepoint.com/sites/ADR/SitePages/Policies.aspx

   Please note that a diagnosis alone does not automatically qualify an individual for accommodations. The condition must significantly impact the student's functioning to be considered for accommodations. Providers can suggest accommodations that have a nexus to the disability and disability-related barrier. However, ADR determines the final accommodation decisions necessary for equal access and participation. Documentation guidelines are available on our portal page: https://olivetnazarene1.sharepoint.com/sites/ADR/SitePages/Documentation-Guidelines.aspx
5. Schedule an intake interview with ADR staff.

Contact Accessibility and Disability Resources by email at adr@olivet.edu or call 815-928-5457.

ACADEMIC SUPPORT

Kristin Arwood, Director

Academic Support offers tutoring, persistence coaching, and peer mentoring. Our goal is to support students as they build a comprehensive grasp of course content and develop essential academic skills and strategies for success. The Academic Support team believes in the potential of each student and provides a welcoming and encouraging space in which students can receive assistance to discover and strengthen their skills — empowering students as they persist in their coursework.

To contact Academic Support, scan the QR code

Tutoring

- Peer tutors are current students who have been selected based on their academic achievements, leadership skills, and ability to relate well to others.
- Tutoring options available for over 90+ courses offered on campus, as well as general academic skill building.
- Join us for one-on-one sessions, walk-in appointments, or group study sessions.

Persistence Coaching

- Professional staff members who meet with students in one-on-one meetings, personalized to the needs of the individual student.
- Coaches work with students to identify their strengths as a learner and develop strategies for academic achievement throughout a semester.
- Coaches partner with students to set goals, create action plans, and monitor progress towards those goals.

Peer Mentoring

- Peer mentors are current students eager to create a welcoming and supportive environment at ONU for incoming students.
- The mentor program is intentionally designed to develop habits for success, discover campus tools and resources, and empower mentees to set goals, navigate challenges, and persist.
- Mentors have regular contact with students through weekly one-on-one meetings. Each meeting has a set agenda with topics targeting valuable information pertaining to the University calendar and time for individualized discussions and support. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

David L. Elwood Center

The David L. Elwood Center is located across the street from the Admissions Center. Counseling Services is housed in the Center. Office hours are from 8 a.m. to 4:30 p.m.

The University is committed to nurturing and helping to develop the entire student. To that end, Counseling Services offers personal assessment and consultation in the areas of mental and academic wellness.

Knowing more about oneself and a chosen field of education/work/service is encouraged as part of our Christian stewardship of life and life planning. Students are urged to take advantage of the counseling and advising services offered at the University.

Students can request individual, group and couples counseling as well as career coaching by completing the Online Counseling Services Appointment Request Form on the students' main **my.olivet.edu** page (select the Student Support tab and choose Counseling Services.) If you have questions, call **815-939-5256** or email **counseling@olivet.edu**.

COUNSELING SERVICES

Every undergraduate student taking seven credits or more who requests counseling services is eligible to receive an initial assessment and a feedback session. However, not all students are guaranteed to receive ongoing therapy services. There are some areas that are beyond the resources and/or training of the University's counseling center. During the initial assessment, consent forms will be reviewed, services will be explained, and the student's concerns and goals will be discussed.

Counseling Services staff will discuss the best treatment options with the student. Those treatment options may include, but are not limited to, career, group, couples and individual counseling sessions.

Counseling Services and its qualified therapists reserve the right to refer students to services outside Olivet if they feel it is in the client's best interest. Specific areas of treatment (substance abuse issues, eating disorders, etc.) may require consultation with a physician.

Services can be requested by completing the counseling request form on **my.olivet.edu** (select the Student Support tab and choose Counseling Services).

Qualified professional counselors observe a professional code of ethics. Students will find a ready acceptance from the staff. Services are confidential, but that confidentiality comes with certain necessary limits. If the therapist determines the student is behaving in a way that puts him/her in physical danger (suicidal, severe eating disorders, etc.) or may seriously harm another individual, the therapist may disclose information



relating to such harm or danger to the extent permitted or required by law. Other limits of confidentiality will be discussed during the initial assessment.

Counseling is provided for a wide range of personal and social issues, including:

- Addictive behaviors
- Adjustment to college life
- Alcohol and substance abuse
- Anxiety disorders
- Defining career goals and personal values
- Depressive disorders
- Eating disorders
- Educational decision-making
- Family adjustment
- Grief and loss counseling
- Gender-based violence
- Problem-solving
- Procrastination and time management
- Relationships and dating
- Self-esteem
- Stress management
- Wellness and self-care

Insurance/Health Services

The University does not provide direct health services, rather may refer to skilled medical care providers and facilities in the surrounding areas. The university also does not provide personal health or accident insurance for students. It is the responsibility of the student to secure such coverage. Information for options is available in the Counseling Services office or the Office of Human Resources.

Insurance claims for intercollegiate athletics injuries must be filed with the secretary in the Department of Athletics.

Initiation of Request for Medical Leave of Absence

A student requesting Medical Leave of Absence must make the request in writing to the Director of Counseling and Health Services. Please contact Counseling and Health Services to request the full policy. The request should include the following information:

- Your name
- Date you stopped attending classes
- Date you are writing the request
- Situation surrounding your need to withdraw (symptoms you are having, current treatment you are receiving, treatment you are planning to receive upon withdrawal)
- Name(s) of treatment providers (doctors, counselors, pastors, etc.)

Simply because you make a request does not guarantee that your request will be approved. ●

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

MULTIETHNIC STUDENT SERVICES (MSS)

Honoring Diversity, Celebrating Unity

MSS is housed in the Elwood Center for Student Success and is one of the many ways the University affirms and fosters ethnic and cultural diversity.

Multiethnic programming is designed and implemented to increase cultural awareness and to provide cultural and social growth for the University community. In addition, MSS supports the needs of underrepresented diverse populations and seeks to promote inclusive spaces assisting in retention and persistence to graduation. All students interested in ethnic diversity mindfulness are welcome to the MSS and its events and programs.

Affinity Groups/Associations

- Asian Student Christian Association (ASCA)
- Black Student Christian Association (BSCA)
- Hispanic Student Christian Association (HSCA)
- Inter-Cultural/MuKappa Students
- International Students
- Pacific Rim Association (PRA)

Statement of Diversity:

Because Olivet is a Christian university grounded in the liberal arts within the Wesleyan-holiness tradition, we value diversity and recognize that it enriches and deepens the educational experience, both in and out of the classroom and online. Students, faculty, and staff represent a variety of backgrounds and experiences. Thus, as we learn and work together, students prepare to live in an increasingly globalized world. Interacting with individuals who have different perspectives, represent various racial, ethnic, and geographic backgrounds, and hold differing viewpoints and positions increases our understanding of and appreciation for others. Therefore, the University actively seeks to recruit and retain students and mission-aligned faculty and staff who represent a variety of characteristics, including but not limited to race, ethnicity, gender, age, socioeconomic background, disability, and geographic origin. We also commit to educating faculty, staff, and students to elevate cultural awareness, to reflect cultural diversity in our curriculum, and to foster an inclusive and hospitable campus environment.

The University is equally committed to addressing incidents of racial misconduct, discrimination, and bias in a timely, fair, and respectful manner. Reports of racial misconduct are taken seriously and reviewed through established university processes designed to promote accountability, support impacted individuals, and uphold a campus culture rooted in dignity, equity, and Christian community.●

Miller Business Center



STUDENT EMPLOYMENT

Students seeking on-campus employment should login to my.olivet.edu (click on "menu" > "student support" > "student employment") to find more information.

We post all available on-campus positions on our page on Handshake (**OlivetNazarene. JoinHandshake.com**).

While taking classes, students are not permitted to work more than 28 hours per week. The base pay for on-campus jobs is minimum wage.

When a student is initially hired, he/she must present an original (not a copy) and unexpired passport, Social Security card or birth certificate, along with several forms of paperwork to begin employment on campus. Student employees are paid through direct deposit on a biweekly basis.

If you have any questions about student employment, email **studentemployment@olivet.edu** or call **815-939-5239**. ●

CAREER DEVELOPMENT - Perry Center

Kristin Sumner, Director | 815-928-5042 | careers@olivet.edu

The Office of Career Development exists to assist the traditional student population with career development and employment needs and to provide the essential resources to help students enter and navigate the professional world.

Career Development provides many useful resources on the My Olivet portal, in addition to classroom sessions and individual assistance to students.

Services include:

- Assistance with résumé and cover letter editing.
- Coaching on interview preparation and etiquette.
- Job search assistance, including networking.
- Managing off-campus job postings - (activate your Handshake account at OlivetNazarene.JoinHandshake.com).
- Career information, assessments, and resources.
- Facilitating various career fairs each year.

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

The Student Union: Ludwig Center

The building is open Monday through Friday from 7 a.m. to 11 p.m., and on Saturday and Sunday from 8 a.m. to 11 p.m. Special hours will be posted during vacation periods and special events.

Table games and equipment for pool and ping-pong may be checked out from the staff at the lower level information desk (equipment is to be used only in Ludwig Center).

All flyers, banners, announcements and notices are to be approved by the building director in the Office of Student Development before posting. Once approval is granted, items may be posted in the stairwells and around the lower areas of Ludwig, unless communicated otherwise. When posting, do not post on the doors, windows or drywall.



CONFERENCE ROOMS, OFFICES, AND OTHER SERVICES

On the balcony are the offices of Student Development, Residential Life, Spiritual Life, and Housing. The conference rooms, as well as the Diamond Room on the main floor, may be scheduled for meetings through the Office of Student Development at **815-939-5333**.

CRU5H

CRU5H provides all the variety of a food court packed into one robust brand. It's a retail solution for campuses that have limited facilities but want to satisfy as many student food and flavor profiles as possible in one location. From burgers to breakfast, fresh Mex to spicy wings, milkshakes to smoothies and everything in between, CRU5H serves fantastic, fun food with bold, unruly flavors to create a memorable, craveable experience. Located in the lower level of Ludwig Center.

FARMER'S FIELD

Garden-fresh, tossed-to-order salads. Choose from a selection of chef's creations or customize your own salad with an array of fresh, local produce for a healthy alternative to traditional dining, located in the lower level of Ludwig.

BOOKSTORE AND HAMMES SPIRIT STORE

The bookstore is located in the lower level of Ludwig Center. It offers a Textbook Rental Program for course-required textbooks. The Spirit Store in the main level sells a variety of school supplies and Olivet insignia clothing and gifts. The store hours and refund policy



are posted at each location and on their website at Bookstore.Olivet.edu.

LUDWIG DINING ROOM

Sodexo considers the needs of all customers. For students who require special diets for health, the student must make a request with Student Development.

Only authorized Tiger Cards/mobile credentials, certified as a meal pass, may be used, and they may not be altered or transferred. Students allowing someone else to use their meal pass will be assessed a $25 fine.

MAIL HUB

The Mail Hub is located in the lower level of Ludwig Center. Incoming mail is received and sorted during business hours. Students will receive an email, through their Olivet email, from the Mail Hub once their mail is ready to be picked up. Please allow 24 business hours for processing (48 during peak times). Outgoing mail can be sent out via UPS, USPS or FedEx (prepaid labels only for FedEx). All packages must be pre-packaged and addressed in order to ship. Pricing will vary depending on weight and shipping location. Tiger Dollars and credit/debit cards can be used for payment. When addressing incoming mail, you MUST include your first and last name. Please do NOT address it to a nickname. An example of proper addressing: John Smith, 1 University Ave., Bourbonnais, IL 60914.

PUBLIC SAFETY

The mission of Olivet's Department of Public Safety is to work in partnership with the campus community to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on integrity and professionalism, and to promote individual responsibility and cooperative commitment.

STARBUCKS

Our fully-licensed Starbucks is building community and drawing both residential and commuter students, as well as faculty, staff and community members to Ludwig for connection and caffeine. This location offers a full line of Starbucks beverages and a variety of food and retail items.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

OFFICE OF SPIRITUAL DEVELOPMENT (SPIRITUAL LIFE)

The Office of Spiritual Development (Spiritual Life) exists to foster belonging in the life of every student and to equip spiritual leaders to partner with God in Shalom.

OUR HEART Hope, Healing, and Wholeness in Christ

The Office of Spiritual Development exists to help students recenter their lives around Bible Jesus so that they leave Olivet with more hope, healing, and wholeness in Christ than when they arrived.

This vision shapes everything we do, from chapel gatherings and spiritual for-mation experiences to discipleship relation-ships, serving opportunities, and mission engagement. Spiritual Life Offices are located on the Ludwig Center balcony serves as a central hub for spiritual growth and support on campus.

Our **WHY** We desire to send students out from Olivet with more hope, healing, and wholeness than when they came to Olivet.

Our **WHAT** We help students recenter their lives around Bible Jesus to:

Be with Him. **Become** like Him.
Do what He did. **Go** where He leads.

Through intentional discipleship, students are invited into a deeper relationship with Jesus that transforms every area of life and prepares them to faithfully follow Him wherever He calls.

Our CULTURE

The culture we create shapes the way students experience Spiritual Life at Olivet. We seek to embody nine practices that help create and sustain a healthy, Christ-centered culture:

We Get To
Lead with gratitude instead of obligation.

We Make Jesus Visible
Help others see Jesus through our actions and character.

We Pray First
Seek God's will before our own.

We Go Uphill
Choose the right thing, even when it is difficult.

We Are Spirit Empowered
Depend on the Holy Spirit rather than ourselves.

We Speak Life
Encourage and build others up.

We Wow Them
Create moments of care, hospitality, and excellence.

We Are Systems Sustained
Develop healthy systems that help people flourish.

We Choose Trust
Believe the best in others and cultivate strong relationships.

Our Discipleship Pathway:

FOCUS	OUTCOME	PRIMARY EXPERIENCE
HOPE	Be with Him	Spiritual Practices Plan + Chapel
HEALING	Become like Him	Discipleship Bands
WHOLENESS	Do what He did	Serve Teams + Serve Day
SEND	Go where He leads	Go Week + Go Trips

The Spiritual Life discipleship pathway is designed to guide students through their journey of spiritual formation. Each stage of the pathway provides opportunities for students to grow in their relationship with Christ, practice spiritual disciplines, experience authentic community, serve others, and participate in God's mission in the world.

Chapel

Chapel services hold a crucial role within the vibrant community life at Olivet. Students participate in chapel twice a week. These services are a focal point for worship, instruction, and encouragement.

The University Chaplain at ONU assumes a central role in leading the chapel services and delivering regular messages. Additionally, esteemed guest speakers from diverse regions of the country are invited to contribute throughout the semester, offering a wealth of spiritual insights and perspectives.

Significant emphasis is placed on notable occasions and liturgical seasons, including Revival Services, Advent, Lent, and Holy Week. These designated periods provide focused opportunities for the community to engage in profound spiritual reflection and observance.

A pivotal aspect of the chapel services at ONU is the intentional emphasis on worship through song. This interactive element is intentionally planned to shape the overarching narrative of each service, fostering an environment that enables hearts to be receptive to the voice and presence of God.

While chapel services represent an essential avenue for spiritual growth on campus, ONU actively encourages students to establish connections with local churches during their Olivet experience. This encourages students to engage with the broader Christian community, offering additional opportunities for spiritual development and exploration.

Spiritual Life

The office of Spiritual Development offers student-led ministries, ministry trips (Go Trips), and community engagement

continued >



TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

OFFICE OF SPIRITUAL DEVELOPMENT (SPIRITUAL LIFE), CONTINUED

opportunities through Spiritual Life. As Spiritual Life, we seek to be the hands and feet of Jesus.

Serve Teams

Serve Teams are a key part of the Spiritual Life Discipleship Pathway and help students grow in wholeness by putting their faith into action. Through serving, students learn to embody the love of Christ, practice compassion, and become active participants in God's mission.

As students learn to do what Jesus did, they are invited to participate in Serve Teams through Spiritual Life. Serve Teams, under the direction of the Spiritual Life Director, provide students with opportunities to worship and serve along-side fellow classmates on campus, in the local Bradley, Bourbonnais, Kankakee area and beyond. Such ministry opportunities are created, led and implemented entirely by Olivet students.

A list of current student-led ministries with a brief description of each is listed below and can also be found at olivet.edu/student-ministries.

Heart 4 Missions supports and connects with local and global missions directly through partnership with various organizations.

Kingdom Builders serves the city of Pembroke and the Kankakee community by doing various manual labor jobs.

Imago Dei prioritizes building authentic friendships with those who have disabilities by partnering with Cornerstone Services in Kankakee.

Clay to Crown partners with the local pregnancy resource center in Kankakee to serve expectant and current mothers.

Aspire Mentoring partners with the City Life Center to send individuals into the Kankakee Junior High to mentor at-risk students.

Manna engages in service to the homeless through a partnership with the Salvation Army, weekly grocery provision in Kankakee, Annual Homeless Week, and various other opportunities.

Beyond Bars strives to reach beyond the label of "criminal" to the person behind bars by creating relationships with detainees, their families, and each other.

Prayer Warriors strives to help students identify the presence of the gospel in prayer through interactions between God and His people in Scripture.

Go Week

As students grow in their discipleship journey and learn to go where Jesus leads, Spiritual Life provides opportunities to participate in *Go Week experiences*.

Go Week creates opportunities for students to step outside their everyday routines and engage in focused service, learning, and mission experiences. Through these immersive opportunities, students are challenged to live out the Gospel, develop a heart for others, and discover how God may be calling them to serve both locally and globally.

These experiences help students translate their faith into action while exploring God's mission in the world.

Go Trips

Spiritual Life offers students opportunities to participate in. Go Trips throughout the year and during academic breaks.

Go Trips are designed to help students go where Jesus leads by partnering with churches, ministries, nonprofits, and communities locally and around the world. Students serve alongside ministry partners while learning from different cultures, communities, and expressions of the Church.

The focus of Spiritual Life Go Trips is to form long term partnerships with churches or ministries, serving alongside them and learning about how God is at work in that area.

Short-term ministry trips take place during spring break and throughout the summer. These trips are made possible by funds students raise to participate. Pre-trip training is provided to heighten cultural awareness, create a global perspective, and prepare for ministry. Ministry opportunities include English as a Second Language, vacation bible school, youth camps, sport ministry, information technology, water system engineering, medical clinics, and manual labor. All scholastic majors can employ their unique gifts and discipline to impact the Kingdom of God and to bring shalom.

Participants are encouraged to use their God-given gifts, academic preparation, and spiritual formation to serve others with humility and compassion. Through these experiences, students gain a broader understanding of God's work in the world while growing in faith, leadership, and discipleship.

Whether serving locally, nationally, or internationally, Go Trips help students embrace the final step of the Discipleship Pathway: **Send.**

Community Engagement

Community Partners - Spiritual Life partners with churches, schools, nonprofits, and community organizations to create meaningful opportunities for service throughout the year. An example of this is Olivet students running in the Chicago Marathon with World Vision have raised almost $600,000 in ten years and counting.

Serve Day is one of the primary expressions of this commitment. During Serve Day, students, faculty, and staff work alongside community partners to meet practical needs and demonstrate the love of Christ through one day serve opportunities to support local communities and global organizations.

These partnerships help students practice what they are learning as they seek to **be with Jesus, become like Jesus, do what Jesus did, and go where Jesus leads.**

TABLE OF CONTENTS

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Chapel Policy

Chapel Attendance

Chapel is held in Centennial Chapel on Wednesdays from 10–10:45 a.m. and Thursdays from 9:30–10:15 a.m. each week as a time for the entire Olivet community to worship together. During Revival Week, required chapels will extend to other days.

Chapel attendance is maintained by the Office of Spiritual Development. Any questions may be emailed to **chapel@olivet.edu** or visit the Office of Spiritual Development on the second floor of Ludwig Center.

Residential Student Attendance

All students enrolled in Olivet's traditional undergraduate programs on the Bourbonnais and living on campus, regardless of the number of class hours, are required to attend all scheduled chapels and are allowed three skips from the Wednesday and Thursday community-wide chapel services. Reasons for exemption must be approved and are limited to the following: student teaching, internships, nursing clinicals, and special academic projects or field trips pre-approved by the faculty instructor. The Chapel Office must approve all exemptions of this nature. Upon approval, names will be sent to the Chapel Office for absences to be excused by faculty or staff. Individual petitions for such exemptions will not be necessary.

Commuter Attendance

Commuter students are required to attend chapel if they are taking 12 hours or more (either in-person or online) of classes and are under the age of 25 for every chapel that they have a class directly before chapel. Commuting students are allowed three skips from the Wednesday and Thursday community-wide chapel services.

Commuter students are exempt from attending chapel on Wednesday and Thursday if any of the following applies:

- Taking 11 hours or fewer (either in-person or online)
- Age 25 or older

Commuters who qualify for an exemption based on the above criteria are not required, but are encouraged, to attend chapel services.

Attendance Tracking

Chapel begins at 10 a.m. on Wednesdays and 9:30 a.m. on Thursdays. Doors will be closed at this time. Any student arriving 5 minutes after the doors are closed will be marked tardy. Students get 3 "free" tardies and every tardy after that will be considered an absence. Students arriving 10 minutes after the doors are closed, or students who leave before chapel has been dismissed, will be considered absent.

Attendance is taken during each chapel service. A student's attendance is marked by his or her physical presence in his or her assigned seat. Seating assignments will be emailed no later than the night prior to the first chapel of each semester. If a student is not assigned a seat buy the first day of the semesters, it is his or her responsibility to email chapel@olivet.edu of this error. A student will not be considered absent until a seat is assigned. Notifying a student worker that he or she is in chapel will not serve as being present in chapel. If a student is unable to be in his or her assigned seat, he or she is responsible to check in with the office located in the Centennial Chapel foyer on that chapel morning or to have his or her name submitted by a faculty or staff supervisor.

It is vital that students know and sit in their assigned seats at all times.

Students are responsible for keeping track of their attendance record. Attendance updates are sent periodically throughout the semester and can also be viewed on the Spiritual Development's portal page. Not checking email or failing to receive a notice is no reason to expect absences to be excused. Notices received by students are tools to inform and to welcome communication about absences. Students have two weeks to contact the Chapel Office via the form on the Spiritual Development's portal page regarding a discrepancy in the attendance records. When questions arise, please email chapel@olivet.edu. When leaving information, always include a first and last name, along with a student ID number.

Excused Absences

Excused absences may be given by the Chapel Office for absences from chapel due to emergency medical care, hospitalization, immediate care visit, the death of a first-degree relative or primary guardian, court appearance, or other unavoidable emergencies. To request an excused absence due to these reasons, students should submit the request form found on the Spiritual Development's portal page within two weeks



and with the required appropriate supporting documentation. Supporting documentation may include: funeral program, doctor's note, hospitalization release form, etc. Please note that routine medical appointments will not be excused. Examples include routine annual physicals, regular counseling appointments, orthodontist appointments, etc. Appointments that can be scheduled at a different date or time to not interfere with chapel. If an absence request has been approved, the student will be notified via email and the student will not be penalized for these approved absences.

Students who represent the University through select University-sponsored activities, such as academic performance ensembles, athletic competitions, and University-sponsored academic field trips

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

or class trips, will be excused from chapel. Requesting faculty and staff are responsible for submitting the Educational Leniency request to the Registrar's Office. Please note that students are excused for performances or competitions only, not to attend practices or rehearsals as they are not to be scheduled during chapel.

Departments may submit an Educational Leniency request to the Registrar's Office to have students participate in a campus academic activity scheduled during the chapel hour. Missing chapel for expectations of on-campus employment should not be encouraged, but requests will be reviewed on a case-by-case basis.

Attendance Integrity

A student who falsifies his or her chapel attendance in any manner will not receive credit for the event and may be required to meet with a representative of the Chapel Office or the Dean of Students. Students who attempt to defraud the attendance system have committed an Honesty/Integrity violation of the Handbook.

Attendance Accountability

Students who exceeded their allotted skips will be penalized with a fine and those who miss excessively (10 or more skips) will be placed on a Chapel Accountability status with additional consequences.

Each absence after the allowed 3 skips will result in a fine following the structure below:

- **Absence 4, 5, and 6:** $20 each
- **Absence 7, 8, and 9:** $50 each
- **Absence 10 and beyond:** $50 each and placement on a Chapel Accountability Status as describe below.

All fines will be posted to student accounts. Students may choose to pay a fine directly at the cashier window in Miller Business Office. Payment of a fine does not erase previous absences. If fines cause undue financial harm, an alternative consequence may be offered at the approval of both the Chapel Office and Student Finance Office.

Chapel Accountability Statuses

Chapel Accountability Statuses follow a pathway similar to that of Olivet's conduct accountability:

1. Warning — a student misses 10 or more chapels in a semester
2. Probation — a student on Warning status misses 10 or more chapels in a semester.
3. Suspension — a student on Probation status misses 10 or more chapels in a semester.

Following the completion of a semester, if a student misses an excessive amount of chapel services (10 or more) in a semester they are moved to the next Chapel Accountability Status for the following semester and will be notified via email to their Olivet email. See below for the consequences and action steps required for each status. If a student does not exceed the 3 allotted skips while on a status, the next semester they will go down to the previous status. For example, a student on Probation did not exceed 3 skips. The next semester they will be on the Warning status.

Warning

Any student who missed an excessive amount of chapel services (10 or more) will have a Chapel Warning status placed on their student account for the entirety of the next semester and will be notified via email of the status change and consequences. Students with a Warning status may not be allowed to represent the University due to being in violation of a university policy. A meeting with a University official may be required to ensure a student's understanding of the policy.

Probation

Any student who missed an excessive amount of chapel services (10 or more) while on a Warning status will have a Chapel Probation status placed on their student account for the entirety of the next semester and will be notified via email of the status change and consequences. Probation is a status into which a student is placed when the student is no longer in good standing with the University and is in jeopardy of suspension or dismissal from the University. Probation status may involve exclusion or removal from certain co-curricular activities or position. A permanent record is kept in the student's account and attendance information is available for advisors, coaches, music directors, etc.

Suspension

Any student who missed an excessive amount of chapel services (10 or more) while on a probation status will be suspended from the university and notified via an email from the Dean of Students' Office. Undergraduate students suspended for chapel violations may reapply through the Admissions Office after one semester away. Readmission is not guaranteed; however, the Spiritual Development office will review all applications. Students must complete the following to be considered for readmission:

1. Submit a letter stating intention to abide by university values and expectations regarding chapel attendance and participation.
2. Fulfill all other readmission requirements. A student who is on probation and fails to submit their chapel make-up reports before the beginning of the next semester may be moved to suspension.

Appeal Process

Students who wish to appeal their chapel accountability suspension must complete the Chapel Accountability Appeal Form within two days of notification of the Suspension. The Suspension Appeal Form can be found in the email notification of the suspension. A committee will review the request and notify the student within two business days of the committee's decision. In rare cases, the Vice President for Student Development, the University Chaplain, or their designee may review cases, without a formal appeal, due to extenuating circumstances. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Student Conduct and Community Standards

Student Conduct Philosophy

As part of Student Development, the Dean of Student's office aspires to cultivate a culture shaped by Christian values including kindness, humility, belonging, integrity and courage. We desire for our students to be in the most advantageous situations to thrive during their college experience. Toward those ends, the Dean of Students' office helps to create communities of belonging by upholding the values and standards of the ONU community and encourages students to act with character and integrity in all areas.

Moreover, just as God does not anticipate perfection of us, we do not expect perfection of our students. In the event that students are found to be in violation of University policies, the Dean of Students' office handles each case individually and at the lowest level of accountability necessary. It is our hope that students learn through their time at ONU to hold themselves personally accountable, as well as help to hold their peers accountable.

The Dean of Students' Office serves individuals by using discipleship as a framework for discussion and reflection and has the fundamental task of engaging students in difficult conversations. The process provides an opportunity to discuss with students their goals (relationally, educationally, professionally, and spiritually), to explore how their values impact their actions and to examine how their decisions and actions affect both themselves and others.

The primary goal of the conduct process is the growth of the student, not the penalty. We believe that each student is an individual with unique needs and at different growth stages. With that in mind, the Dean of Students' Office will be consistent in the findings on a case based on the violations. The sanctions that are assigned in a case may vary and will be based on the individual involved.

Finally, because we recognize the vital and influential role parents often play in the lives of students, students are encouraged to communicate openly with their parents throughout involvement in the conduct process. Should a parent find their student engaged in the conduct process and have questions the student cannot answer, or desire more information, please contact the Office of Student Development to discuss the completion of a FERPA Release form.

Student Definition and Classifications

DEFINITION OF A STUDENT

For the purpose of student conduct at Olivet Nazarene University, a student is defined as any person who is registered for, or enrolled in, a traditional undergraduate program, either full-time or part-time, a residential graduate student using athletic eligibility, or attending class on the residential campus in Bourbonnais, Illinois.

CLASSIFICATIONS

- Students who are under the age of 25 OR choose to live in a residential facility on campus are expected to abide by the Community Standards and University Policies set forth in this Handbook.
- Students who are 25 years or older AND do not live on campus are expected to abide by the Community Standards and University Policies when they are on campus, in the presence of ONU students defined in the preceding bullet point, or while attending University-related events. Additionally, any violation of federal or state law may be addressed by the institution through the conduct process.
- Students who are enrolled in a graduate program and involved in an ONU activity (including but not limited to athletes, chorale, etc.).

TERM

Olivet Nazarene University's mission is to provide high-quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. A specific set of standards and policies have been developed to help assure that the University fulfills its mission through education, nurturing personal growth, and maintaining a campus-wide atmosphere conducive to learning and academic excellence.

Students are held accountable to these policies and standards at all times during academic terms in which they are enrolled (fall and spring semesters, summer term, online, etc.), which can include:

- On and off campus, while at home, traveling abroad, etc.
- Fall Break, Thanksgiving, Christmas Break, Spring Break, Easter Break, and Summer Break.
- Any time, even outside periods of enrollment, during which they are actively representing or engaged in a formal relationship with the University (i.e. athletics, employment, etc.).



One of the many roles of higher education is to create a responsible citizenry; the above approach seeks to do so by calling students to be upstanding citizens and community members in the various communities they find themselves while also encouraging them to exercise their faith and discernment to make conscientious and informed decisions. As responsible citizens of our community, students voluntarily agree to abide by University guidelines and standards in exchange for the benefit of being a part of the Olivet Nazarene University community. Students who exhibit an inability to adjust to campus life expectations may be disenrolled from the University at the discretion of the Office of Student Development.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Community Standards and University Policies

The following policies apply to all students in the ONU community. Additionally, students may be held responsible for the action of their guests and should, therefore, make sure that guests are aware of university policies and standards. Any student found responsible for violating a University policy will enter the conduct process. Details of the conduct process, including potential sanctions, can be found on page 27.

ASSAULT

A person commits an offense of assault by intentionally, knowingly or recklessly causing bodily injury to another, or intentionally or knowingly causing another to reasonably fear imminent bodily injury.

BIAS

A bias incident is conduct, language, or expression motivated by personal bias toward another person's actual or perceived race, color, ability, ethnicity, gender, gender identity/expression, national origin, religion, sexual orientation, or veteran status.

COHABITATION

Students are not permitted, whether on or off campus, to live or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This includes, but is not limited to, sharing combined sleeping space, sleeping together in a car, etc. This does not include spouses or family members.

COMPUTER USER CODE OF CONDUCT

This summary is intended to present a brief overview of the policies set forth by the Department of Information Technology at Olivet Nazarene University. It is by no means exhaustive or detailed. A detailed document of the policies, procedures and guidelines can be found at https://it.olivet.edu. By agreeing to the policies set forth by the University in the University Life Handbook, the student also agrees to follow and adhere to the policies set forth by the Department of Information Technology found on the department website. These topics include:

- Policy Changes
- Privacy and System Monitoring
- Lab Computers
- Personal Computers and Devices: Data Archiving – Abandonment – Mandatory Copyright License for All Software – Repair Selection Criteria
- Wireless Access
- Internet Content Filtering
- Copyright Infringement: Digital Millennium Copyright Act ("DMCA")
- Email and Network Accounts
- Passwords
- Network Storage
- Prohibited Activities Violations: Discovery of Pornographic Materials – Disciplinary Actions – Disclaimer of Liability

ONUNET

The Olivet Nazarene University campus computing network and telecommunications network (ONUnet) exists to further the University's teaching, scholarly research and spiritual goals. The same ethical and community expectations outlined in the University Life Handbook apply to the use of ONUnet. All equipment is subject to the rules and conditions outlined in this Policy, the Intellectual Property Policy which references and incorporates this Policy, and the University Life Handbook. Persons accessing any of the network resources are expected to practice common sense, decency and courtesy to other users and third-party stakeholders. Individuals are responsible for the proper use of the account, including proper password protection. Any action that occurs on an individual's account or workstation is the responsibility of that individual. All students, faculty and staff are responsible for seeing that these information systems are used in an effective, efficient, ethical and lawful manner, and for the safeguarding and protection of their user names and passwords.

Access to ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. Access to ONUnet is restricted to authorized users, which is defined as an individual who has been assigned a username and password by Information Technology staff, or by any agent authorized by the Administrative Team. The use of ONUnet may be revoked at any time, with or without notice, for any violation of the Policy, including, but not limited to, misuse, abuse, infringement of third-party intellectual property rights, exceeding authorized access or vandalism to any system. This policy applies to networks and resources outside the University that access ONUnet via the Internet. Network or resource providers outside the University may, in turn, impose additional conditions of appropriate use which the user should observe when using those resources.

Violation of the Information Technology Policies may result in suspension of the user's network access, network account or email account. Removing network access for the violator may also remove access for the entire room or apartment. Upon suspending the user's access, Information Technology will notify both the user and the Office of Student Development. The notice will state which policies were violated and the next course of action. The user must respond to the letter within 24 hours. In addition to limited access to network, the student may also be assigned to go through the student conduct process and be subject to any sanction as assigned by the Dean of Students' office.

DANCING

Students are expected to use discernment to avoid environments and activities that could detract from spiritual growth and break down moral inhibitions and reserve (Nazarene Manual, p. 48). Students are not permitted to go to dancing events at bars, nightclubs, or locations where alcohol is sold or provided (with the exception of weddings or other family hosted events). Student dancing should not be sexually suggestive in nature (this includes but is not limited to groping, grinding, and touching of sexually related body parts such as the breast, buttocks, or genital areas).

Only recognized campus entities (including departments, residence halls, student organizations, teams, etc.) can host an on-campus event with dancing. Campus entities must receive the prior approval of Student Development and comply with all University

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

policies. Dancing events cannot be hosted in residence hall rooms/suites/apartments.

DEMONSTRATIONS

As an educational institution with a Christian purpose, Olivet Nazarene University encourages its members to explore and discuss ideas freely and fully. Those desiring to host a demonstration (or rally, protest, etc.) must complete a registration process through Student Development and also observe the following guidelines:

- All demonstrations must be peaceful, orderly, and respectful of others.
- Only current ONU students may organize, lead, or participate in demonstrations on campus.
- Demonstrators may not impede the freedom of the University community. The guidelines above provide a general understanding of the expectations for hosting a campus demonstration. More comprehensive guidelines and information about the registration process can be requested from the Office of the Dean of Students by calling **815-939-5333**.

DISCRIMINATION AND HARASSMENT

Olivet Nazarene University policy prohibits discrimination and harassment on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, veteran status, disability or other legally protected status in the recruitment and admission of students and in the operation of all college programs, activities and services. University policy prohibits retaliation against anyone for reporting a suspected violation of this policy or participating in any investigation or resolution of a suspected violation of this policy. These categories will be protected in light of and consistent with the religious mission, identity, and legal protections and exemptions held by the University. Any concerns regarding discrimination or retaliation on the basis of any of the foregoing protected categories or retaliation should be addressed to the Vice President for Student Development, Ludwig Center, at **815-939-5333**.

Suspected violations of this policy will be investigated in a manner that preserves confidentiality to the greatest extent possible. Unwelcome conduct or language that is so severe, persistent, or pervasive, that it creates an intimidating, hostile or offensive environment for academic pursuits, campus life, university employment, or university activities. Examples include: injurious nicknames/titles, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; verbal, written or graphic material that degrades or shows hostility or aversion toward an individual or group; or severe, persistent slander or malicious gossip. It also includes interfering with or blocking a person's legitimate movement or access, the use of profanity or vulgarity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

DISRUPTIVE BEHAVIOR

Disruptive behavior or language that either (a) negatively impacts the ethos of the community (i.e., profanity, vulgarity, disorderly conduct, or displaying various media in public spaces that do not support campus ethos, etc.); (b) hampers the growth of others; or (c) threatens the safety and well-being of others.

Note: Depending on the severity and impact of the behavior or language, a violation may limit a students enrollment and/or ability to remain in University housing. In such circumstances the University reserves the right to restrict or administratively remove students who:

- exhibit little or no control in adhering to University policies;
- are unable to carry out the normal routine of campus life;
- threaten to harm others, have a health or physical condition that reaches a critical level and becomes life threatening; are disruptive to the living and/or learning environment on campus (i.e., create undo emotional or physical stress for others); or place consistent unrealistic expectations on the time and energy of other students, faculty or staff.

DRESS POLICY

The campus dress code represents an affirmation of modesty, neatness, timeliness, cleanliness, and appropriateness. Clothing should be appropriate to the occasion, in good taste, and reflective of ONU's mission to live responsibly as Christians. The determination of appropriate attire for various occasions is viewed by ONU as part of a student's development. Faculty and Staff in charge of activities or facilities of the University have the authority to require adjustments on the part of individuals whose apparel is considered inappropriate.

Modesty is the prevailing theme for university attire. We recognize the increased trend toward immodesty of dress in public places, we remind our students of the Christian concept of modesty as an expression of holiness and urge our community to demonstrate Christian modesty in public places (Nazarene Manual, p. 410).

Specific guidelines:

- Appropriate clothing includes pants, jeans, shirts, sweatshirts, t-shirts and shorts which exemplify modesty. Dresses, skirts, and shorts should be a modest length. Shirts and tops should cover students appropriately.
- Clothing should be in good taste, consistent with the values of the University, not drawing undue attention or deemed as inciting division.
- Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, etc.) is not permissible as outerwear, and should be covered by outer garments.
- Men's half-shirts and cut-away shirts are allowed only in the residence halls, physical education facilities, on the sand volleyball court or in athletic or exercise settings. Shirts should be worn in all places, indoors and out.
- Footwear must be worn in all buildings, except the residence halls and residential student apartments.

Concerns regarding modesty or other dress code concerns may be addressed by University faculty or staff and could result in referral to the Dean of Students Office.

While the above policy reflects broad parameters for community attire, individual faculty and staff members may establish different and more specific standards for

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

particular campus settings and/or programs they are responsible for based on professional standards or appropriateness for specific occasions and activities. This includes, but is not limited to, student employees, compensated student leaders during the term of their responsibility, athletes, and those representing Olivet in a public way. In the event that the attire required for a particular campus setting and/or program does not meet the dress code requirements, immediately following such activities students should change into attire that meets the guidelines provided above.

FAILURE TO COMPLY

Students are expected to comply with day-to-day policies and procedures as listed in the appropriate University handbooks. Students are also to comply with reasonable and lawful requests, whether written or verbal, by University personnel acting in performance of their duties. A University official includes, but is not limited to, Public Safety officers, faculty members, staff members, and student residence hall staff. Failure to complete sanctions issued through a student conduct process constitutes a new violation of this policy.

FIREWORKS

Due to the risk involved with explosives, fireworks, firecrackers, or any other explosives are prohibited for student possession or use on campus.

GAMBLING

ONU students are prohibited from gambling or participating in the exchange of money, goods, or services through betting or wagering, whether conducted in-person, online, or through any digital platform. This includes, but is not limited to, games of chance such as poker, casino games, raffles, bingo, lotteries, sports betting, and similar activities.

HARM TO PERSON

No student shall cause physical harm or threaten to cause physical harm to any person. In addition, no student shall take any action which creates a danger to the health, safety, or personal well-being of others.

HAMMOCKS & SLACK LINES

Hammocks are a great form of recreation, especially on a campus like ONU! However, hammocks may not be attached to any University structure including, but not limited to, street lamps, pillars, railings, etc. Only one hammock may be attached to a single tree limb and only one person per hammock. Slack lines are not allowed on University property.

HAZING

Olivet has a long-standing commitment to fostering a safe, respectful, and Christ-centered community free from hazing in any form. Olivet Nazarene University strictly prohibits hazing of any kind. The full policy is found here: https://www.olivet.edu/consumer-information/hazing/

IDENTIFICATION CARDS

All ID cards are mobile credentials and physical cards will only be printed in rare cases. Students will be required to scan to access food services, Perry Center, Library and other access points across campus. For general security identification purposes, ONU students are required to comply with requests for identification to any Olivet official, Public Safety officer, or other emergency personnel acting in performance of their duties including RAs and RDs.

INSPECTIONS

The University reserves the right to conduct searches and inspections of persons, residential living areas, vehicles, computers, desks, clothing, purses, book bags and lockers while on University property (including parking lots) or during University-sponsored functions, with or without the student present. Upon reasonable cause, these searches and inspections shall, from time to time and without warning, be authorized by a University representative. Items, substances and information discovered during these searches may be retained by the University and, when appropriate, may be turned over to law enforcement authorities.

OBSTRUCTION

Obstructing the teaching and/or learning process in any campus classroom, building, or meeting area, or any University-sponsored activity, pedestrian or vehicular traffic, classes, lectures or meetings, obstructing or restricting another person's freedom of movement or normal functioning, or inciting, aiding, or encouraging other persons to do so, is prohibited.

PERSONAL BUSINESS ACTIVITIES

Students are not permitted to operate or conduct any personal business activities on University property, including in their Olivet residence hall or University-owned apartment. This includes, but is not limited to, selling products or services, hosting clients, or using the space for commercial purposes. Business activities that are part of the Entrepreneurship Program are permitted, provided they comply with all applicable University guidelines.

PERSONAL PROPERTY

The University assumes no responsibility and does not provide insurance or any financial protection for personal property of students, including items within University housing or other campus buildings. It is recommended that students obtain insurance protection against loss, damage, or theft of personal property. Information regarding such insurance is available through your personal property insurance carrier.

PORNOGRAPHY

For the purposes of student conduct at Olivet Nazarene University, pornography is defined as printed or visual material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic rather than aesthetic or emotional feelings. Viewing, possession, or distribution of such materials is prohibited.

POSTING POLICIES

All interior advertisements (signs, flyers, posters, banners, table tents, etc.) for University clubs, organizations, and groups may only be placed in approved spaces on campus. Placing material on doors, windows, or other unapproved spaces may result in the material being removed and discarded.

Sidewalk chalk should never be used on campus structures and should not be used within 25 feet of building entrances in order to avoid tracking chalk inside buildings.

RETALIATION

Acts of retaliation, which may include adverse action, intimidation, threats, and/or harassment, whether physical, communicated verbally, or communicated through writing (email, text, social media, etc.), against any individual for reporting possible policy violations or participating in any University investigation, are prohibited.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

SEXUAL ASSAULT & HARASSMENT

Please refer to the University's Sex Discrimination Policy on the University's website at Olivet.edu.

SEX AND HUMAN SEXUALITY

Olivet Nazarene University is an educational institution of the Church of the Nazarene. As such, the theological and moral convictions of the University reflect the Articles of Faith, Covenant of Christian Character, Covenant of Christian Conduct and statements regarding the Current Moral and Social Issues contained in the MANUAL of the Church of the Nazarene.

Among our theological convictions are:

- Human sexuality is intrinsically good.
- Sexual differentiation and gender identification are constituted by the act of creation.
- Sexual intimacy is only sanctioned by God between a man and a woman in the context of heterosexual marriage.
- Expressions of sexual intimacy and/or sexual activity that become ends unto themselves or arise from self-centeredness distort the gift of sexuality.

Therefore, the University prohibits sexual activity outside of heterosexual marriage, the use and/or distribution of pornography, and/or the promotion of a sexual ethic contrary to the beliefs of the Church of the Nazarene. Students are required to live in harmony with the doctrinal and lifestyle commitments of the University and the Church of the Nazarene relating to sexual activity and gender identity.

AFFIRMATION OF HUMAN DIGNITY AND CHRISTIAN LOVE

While holding to these theological convictions, the University also affirms the dignity of all human beings. We separate the value of each person from the behavior in which one engages. We believe that, as Christians, we are called to treat all people, including those who practice sexual behavior in conflict with our understanding of Scripture, with compassion and to extend the gospel of repentance, forgiveness and the possibility of transformation through Jesus Christ to such persons without reservation. However, in keeping with our biblical beliefs surrounding the morality of such actions, the University cannot in good conscience support or encourage an individual to live in conflict with biblical principles.

PUBLIC DISPLAYS OF AFFECTION

Engaging in excessive or offensive public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace or learning environment. Such displays may include, but are not limited to, extended or suggestive kissing, lying/sitting on one another, touching under clothing, or touching of sexually related body parts such as the breast, buttocks, or genitals.

GENDER IDENTITY

We believe the Bible teaches that biological sex and gender are linked, and are established at birth by one's body and genes, and that gender should not be modified by personal preference or choice. Identifying as the opposite gender from what was established by birth sex falls outside our theological understandings of creation and human sexuality. Thus, the University would not allow for example, a female student by birth to present herself as a male, to use the men's restroom, locker rooms or living accommodations, or to participate in male athletic programs or other gender-specific activities. Nor would a faculty or staff member be permitted to assume a gender identity apart from his/her birth sex.

HOMOSEXUALITY AND SAME-SEX MARRIAGE

It is the conviction of the Church of the Nazarene and Olivet Nazarene University that intimate and romantic homosexual behavior falls outside the biblical and historical Christian teachings regarding human sexuality and that the only biblical norm for marriage is the union of one man and one woman.

SOCIAL MEDIA

The internet has provided many advances and opportunities for students to connect in cyber-communities, not only on the ONU campus but also nationwide and globally. Students must be careful that the material that is posted on their accounts falls within University expectations. Images, posts, or videos on social media may be used as evidence in conduct hearings. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools, and others can obtain access to postings. In the interest of campus safety, students should avoid publicly posting any personal contact information including, University housing, room number, phone number, class schedule, etc.

STALKING

Intentional, repetitious, or continuous actions, directed at a specific person, individuals related/connected to that person, or a group of people, which would cause a reasonable person to feel frightened, harassed, threatened, or intimidated is prohibited. Examples include, but are not limited to, unwelcome communication (e.g., face-to- face communication, electronic communication, communicating through a third-party, written letter, gifts, etc.), threatening or obscene gestures, and following a person or group of people.

SUBSTANCE USE

Olivet Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any University student illegally uses drugs on or off campus; comes to school under their influence; possesses, distributes or sells drugs on campus; or uses alcohol. Therefore, Olivet has established the following policy:

- Alcohol: Olivet Nazarene University prohibits the purchase, possession and use of alcoholic beverages, powders, or alcohol substitutes (i.e. near beer). Additionally, students are not permitted to be in the presence of alcohol, such as at a night club, bar, party, off-campus house, etc.
- Illegal/Legal Drugs: Olivet Nazarene University prohibits the unlawful possession, use, sale, or distribution of illegal drugs, controlled substances or paraphernalia (including "rolling" papers, pipes, etc.) by students on or away from campus. Additionally, intentionally or recklessly inhaling or ingesting substances (i.e., nitrous oxide, glue, paint, K2, Spice, etc.) that will alter a student's mental state is also prohibited.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

- Marijuana: While the use of medical and recreational marijuana has been legalized in the state of Illinois, the possession and use of marijuana is still a federal crime. Therefore, the possession or use of prescribed medical or recreational marijuana in any form is prohibited on University property.
- Prescription Drugs: Students are expected to use legal prescriptions according to their prescribed purpose and dosage. Sharing or selling prescription drugs will be considered a violation of this policy. In addition, over the counter medications should only be used for their intended purposes.
- Vaping, Tobacco and Smoking Devices: Olivet Nazarene University prohibits the purchase, possession, and use of tobacco products or tobacco substitutes in any form, as well as all vaporizers, e-cigarettes, and all smoking devices.

Violators of this policy may be referred local police for violations of local and state laws.

SUBSTANCE USE RISKS

Students should be aware of the risks associated with the use and abuse of alcohol and illicit drugs:

- Drinking and driving is a leading cause of injury and death.
- Alcohol can react dangerously with many medicines (both prescription and over-the-counter).
- Drinking and/or using drugs during times of emotional stress only makes problems worse.
- Drinking and/or using drugs can cause problems with law enforcement.
- Drinking and/or using drugs can negatively impact academic performance

Olivet Nazarene University offers services for students dealing with alcohol and drug abuse problems. The Counseling Center has professionally trained counselors that can assist students in the beginning stages of a substance abuse problem. The Counseling Center can use the assessment services of the Riverside Treatment Services or other community agencies if they are assessed as needing more intensive outpatient treatment or residential treatment.

SUBSTANCE USE TESTING

Olivet Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs or alcohol, to include, but not limited to blood, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Refusal to submit to a drug or alcohol test will be considered a violation of our "Failure to Comply" policy. Parents may also be contacted for students found responsible for substance use or failure to comply with the stated policies.

Testing for drugs will be administered at a local clinic or hospital selected by the University. A University official will administer the test for alcohol. Refusal to comply with testing when it is requested will be considered a violation of the University's drug and alcohol policy. If a student's test results are positive for drug use, the student will be responsible for the expense of the test. If a student's test results are negative for drug use, the University will be responsible for the expense of the test.

THEFT

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Reports of theft will also be reported to Public Safety.

VANDALISM

Attempted or actual damage to, defacing of, or destruction of public property, University property or personal property is prohibited.

UNAUTHORIZED ACCESS

Any unauthorized entry to buildings, departments, offices or spaces is prohibited. The unauthorized possession or use of a university key is prohibited. Using another person's digital credentials to access secured spaces or make purchases is prohibited.

VERBAL AND/OR PHYSICAL ALTERCATION

It is the expectation that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Yelling, the use of obscene, profane, and vulgar language, or engaging in negative physical contact (which includes but is not limited to punching, kicking, slapping, etc.) creates a hostile environment and is not acceptable.

VIOLATION OF THE LAW

An Olivet Nazarene University student who violates local, state, or federal law, on or off campus, may also be subject to the Student Conduct Process. Registered/enrolled students are expected to report criminal charges and/or being arrested to the Dean of Students within 72 hours of being arrested and/or criminally charged or convicted.

In keeping with scriptural admonitions to be under the authority of government, students are expected to uphold the local, state, and federal laws.

WEAPONS

The possession and/or use of weapons on school property or at any institutional function or event is strictly prohibited. In addition to firearms and ammunition, weapons include, but are not limited to: swords, knives with blades in excess of three inches (not including kitchen utensils used and kept in campus kitchens) switchblade knives, butterfly knives, air rifles, BB guns, air guns, firearm reproductions, slingshots, martial arts weapons, bow and arrows, paint ball guns, stun-guns, tasers, etc. Chemical irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. Violators of this policy will be subject to the Student Conduct Process and may face criminal charges.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Student Conduct Process

OVERVIEW

We strive to handle each violation of policy at the lowest level of accountability necessary, Yelling, the use of obscene, profane, and vulgar language, or engaging in negative. Cases are assigned based on the nature and severity of the violation, as well as a students conduct history with the institution. After a hearing officer is assigned, a student can expect a process as follows:

The hearing officer will contact the student to begin the investigation. The student will be able to schedule a meeting time within range. The scheduled conduct meeting is an opportunity to the following:

- The student to be presented with the information in the report submitted
- The student to ask questions
- The student to present their own information regarding the report, including any evidence (i.e. photos, videos, scanned copies, screen shots, etc.) they would like to present, names of additional witnesses, etc.
- The University official to ask questions as part of the investigative process
- After the investigation is completed, all of the information will be considered and a decision will be made. The decision will be communicated to the student in a letter to their ONU student email.

A student may request an appeal of a decision made by the hearing officer, details on appeals can be found under the Conduct Appeals section on page 29.

The Dean of Students will hear all cases which may result in dismissal or which the University determines are personal or sensitive in nature.

REPORTING AN INCIDENT

Students, faculty, and staff are encouraged to report any incident that may need follow-up from campus officials. Examples include, but are not limited to, accident/injury, policy violations, crimes, etc. Any member of the campus community can submit an incident report. While ONU has elected to allow anonymous reporting, including a name is helpful for thorough follow-up. Failure to include a name may limit our ability to offer a fair procedure with due process and therefore prevent someone from entering the conduct process. Incident reports are automatically routed to the Dean of Students. Reports will be reviewed to determine appropriate next steps.

The Incident Report Form can be found online.

Incident Report Tips:

- Do your best to include student ID numbers for all involved parties. If an involved party is not a student, please include their Driver's license/state ID number, if possible.
- Choose the corresponding violations as best you can. An administrator can alter these selections later if necessary.
- Try to use objective, factual language in the description of the incident. Keep in mind, the incident report may be read directly to an individual involved in an incident.
- If referencing any evidence that can be attached electronically, please attach it to the incident report (i.e., photos, videos, scanned copies, screen shots, etc.).

The Racial Misconduct Report form can be found online.

SELF-REPORT PROCESS

In order to promote personal responsibility, the University may not seek the formal Student Conduct Process if a student who has violated a Community Standard or University Policy (e.g. attending a party where alcohol is served) voluntarily comes to a university official (i.e., Resident Director, Coach, Faculty Member) prior to the violation being reported. This may not apply to repeat or serious violations, criminal activity, or arrests.

The next step is for the student and the University official (if possible) to speak with the Dean of Students to discuss the situation.

GOOD SAMARITAN CLAUSE

The Good Samaritan Clause acknowledges that, as members of this community, students have a responsibility to each other. It is expected that students take active steps to protect the safety and well-being of our community. The University is aware that students are sometimes reluctant, in alcohol, drug-related, or sexual assault emergencies, to seek medical or other assistance on behalf of themselves or another individual out of fear that they may face sanctions related to their own violations of University policy. Because such emergencies are potentially life-threatening, ONU seeks to create a culture of trust and care, paired with safety and responsibility, while reducing barriers that would prevent students from seeking assistance by implementing this clause.

The Good Samaritan Clause allows those students who, while in violation of the alcohol or drug policies, responsibly report alcohol, drug-related emergencies to the proper University officials for the intention of seeking medical or safety assistance for themselves or anyone in need of emergency care, to go through the Self-Report Process mentioned above.

It should be noted that this policy refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate University policies. Furthermore, it does not preclude disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. It should also be noted that this policy does not prevent action by local and state authorities.

Sanctions and Assignments

It is important for students to be given consistent and fair responses to misconduct yet also be deal with in an individual manner. A student may receive more than the minimum consequences for a pattern of repeated misconduct, for a severe violation, for violation of probation, for not being truthful in the discipline process, for multiple violations at the same time, or for failing to comply with or being blatantly disrespectful toward university personnel. Below is a list of Sanctions and Assignments that may be applied in the event of a policy violation. This list is not exhaustive, other sanctions or assignments may be used at the discretion of the University official(s).

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Student Conduct Status

VERBAL/WRITTEN WARNING

A student receives a verbal or written warning from a campus official as a caution for current or future behavior. All verbal or written warnings will be documented to reference for possible future violations.

CONDUCT PROBATION

A status into which a student is placed when the student is in jeopardy of suspension or dismissal from the University. It is assigned for a defined number of days or semesters. While being placed on Conduct Probation may result in exclusion or removal from an activity or position, the decision to do so is based on whether the discretion of the office in which the student is employed. A permanent record is kept in the student's file. A student will be placed on a predetermined number of probation days, typically ranging from 30, 60 or 90 days.

SUSPENSION

A student is suspended from the University for a specified period of time (typically no less than one semester). In this case the student is to go home immediately and not return until the specified period has ended and a re-enrollment interview has been conducted by the Dean of Students' office. A permanent record is kept in the student's file.

DISMISSAL

The permanent separation of a student from Olivet Nazarene University. In severe and rare situations, a student will be dismissed from the school immediately. The student will not be allowed to return to the University. A permanent record is kept in the student's file.

Failure to Complete Sanctions or Assignments

Failure to complete sanctions and assignments may result in a new policy violation of Failure to Comply, prevent a student from registering for future courses, or result in administrative withdrawal from the University if the student is already registered for a future term. The response is based on the nature and severity of the original violation and timing within the academic semester.

Other Sanctions and Assignments

In the event of a violation or other concerns, a student will be assigned a sanction or assignment. The following sanctions and assignments are not meant to represent a complete list. Other options may be assigned as deemed necessary and appropriate. The goal of these sanctions and assignments are to reflect the values of the University.

BEHAVIOR CONTRACT

An agreement between the University and student to refrain from, or compulsion to do, certain behaviors that allow the student to remain at the University. Examples include, but are not limited to, refraining from speaking with certain individuals, commitment to take medication, seeking help from qualified professionals, etc.

COMMUNITY SERVICE

A requirement to provide a service for a violation of a Community Standard and/or University Policy. This can be completed on campus or off campus at the discretion of the administrator assigning the sanction.

ESSAY/LETTERS OF APOLOGY

Essays, letters of apology, or other related discretionary assignments may be assigned as reconciliation for a violation.

INTERIM RESTRICTIONS

A student may receive Interim Restrictions prior to the start and/or completion of the Student Conduct process. Interim restrictions may function in the same way as a suspension, however they are issued as a temporary sanction until a final decision is reached through the Student Conduct process. Interim restrictions may be issued when a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or University property.

INTERIM RESIDENCE HALL SUSPENSION

A student may be put on interim suspension from University housing when there is reasonable cause to believe that the continued presence of the resident in the residential community constitutes an immediate threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or to University property. In such cases, the student will be required to leave University housing immediately, regardless of time of day or time of year, and must remain away from the residence hall or apartment and its residents until a hearing can be held to determine the status of the resident as a member of the residential community.

OPEN HOUSE/ VISITATION RESTRICTION

A student is suspended from visitation privileges for a specified period of time. This means that a student may not enter University housing occupied by members of the opposite sex or be anywhere in any residence hall with a member of the opposite sex, except for a public lobby or main lounge.

RESIDENCE HALL SUSPENSION

A student may be suspended from University housing for a specified period of time when it has been determined that the student's behavior in the residential community is too disruptive to maintain a positive living and learning environment.

Residence Hall Suspension may also be issued if a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or University property. In such cases, the student will be issued a set time by which they are required to be moved out of University housing. Students who wish to return to University housing after being issued a housing suspension may be asked to provide evidence that they are ready for such a privilege.

RESTITUTION

A requirement for a student to compensate for a loss, damage, or injury that they are found to be responsible for. In certain circumstances

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

restitution may also require the student to restore, clean, or repair something they are found to be responsible for.

SUBSTANCE USE ASSESSMENT

A student is required to take a professionally designed assessment, at their own expense, related to their choices regarding substance use and/or abuse. The student must also sign and submit a release of information form to the assessment center allowing communication to occur between their office and select University officials.

Student Conduct Case Review Process

REQUESTING A CASE REVIEW

Students have the right to request a review of a decision and/or sanction imposed through the Student Conduct Process. Requests must be submitted, via the Case Review Request Form, by the student within two business days of notification of a Student Conduct decision. A Case Review is not considered to be a re-hearing of a case, but rather an opportunity to review a case in light of the grounds presented for review.

Requests must state whether the student is requesting a review of the decision, the sanction, or both. The correspondence must also state the grounds on which the case would be reviewed, which are limited to the following. It is the responsibility of the student to clearly demonstrate that one or more of these grounds occurred. Simply stating that an error or issue took place, without supporting documentation or evidence, will not be sufficient for an appeal to be granted.

- Evidence related to the case is now available that was unavailable or unknown at the time of the initial student conduct meeting and could considerably affect the outcome.
- The University significantly deviated from its stated procedures in such a way that materially affected the fairness of the student conduct meeting.
- The decision-maker demonstrated bias, conflict of interest, or personal prejudice in a manner that compromised the fairness or objectivity of the student conduct process.

Note: A plea for mercy, or simply disagreeing with a decision or sanction, without addressing at least one of the grounds above, will not meet the threshold for a Case Review to move forward.

For cases involving multiple individuals, requests must be submitted on an individual basis as each request will be reviewed separately. Additionally, the request must come from the student involved in the case; requests submitted by third parties, including legal representation, will not be considered.

Submitting a request does not guarantee that a case will be reviewed; the request provides information to determine whether or not there is a basis for a Case Review. Requests will be reviewed by the Dean of Students, his/her designee, or the Case Review Board. If it is determined that the request meets at least one of the grounds outlined above for a Case Review, then the request will be forwarded on. Depending on who made the original decision the appeal will be considered by the Case Review Board (CRB) or the Dean of Students as outlined below. If it is determined that the request does not meet at least one of the criteria, a letter, which would include a rationale, will be send to the student in their ONU email.

CASE REVIEW PROCESS

If a request for a Case Review has been approved:

- Case Reviews for decision issued by a member of the Residential Life staff shall be considered by the Dean of Students or her/his designee.
- Case Reviews for decisions issued by the Dean of Students shall be considered by the CRB, which is comprised of trained faculty, staff, and students.

The students case will be scheduled in a timely fashion contingent on availability. The student will be notified, at least three business days in advance, via their ONU email of the date their case will be considered.

Because a Case Review is an examination of all information presented in the case, and not a re-hearing of the conduct process, students, witnesses, and other involved parties do not attend these meetings. The student's request for a Case Review is presented, as well as other case-related notes and documentation. Any other written statements from students given one business day in advance of the Case Review meeting to the Dean of Students will also be presented for consideration with the other documentation.

Should the CRB or Dean of Students feel they are unable to make a decision without further investigation, a student may be asked to attend a future meeting to answer questions. The CRB or the Dean of Students can make one of the following decisions regarding case:

- The results and sanctions from the original conduct process are upheld based on a proper finding and appropriate sanctions.
- The results from the original conduct process are not upheld; there are no sanctions.
- The results from the original conduct process are upheld but sanctions are disproportionate to the violation, sanctions are altered to be more appropriate (sanctions cannot be made more severe).

Once a decision has been made, the student will receive a letter in their ONU email that details both the decision and rationale given by the CRB or Dean of Students. The student can request a meeting to go over the decision and rationale if needed.

The decision made by the CRB or Dean of Students is the final decision in a conduct case; there are no further opportunities for review. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Residential Life & Housing

Housing

HOUSING EXEMPTION

All single students under the age of 23 must live in University undergraduate housing unless they meet one of the following criteria:

- Married
- Legal guardian of a minor
- Enrolled in less than 7 onsite (not online) credit hours,
- Have completed eight full time semesters of college
- Living with a legal guardian within 60 miles of the Bourbonnais campus of Olivet Nazarene University.

Students who meet these criteria are eligible for exemption and may complete a Commuter Application found in the Housing Gateway. Students who are approved to live off-campus or commute must live within 60 miles from the main residential campus in Bourbonnais, Illinois. Students who are 23 years of age or older at the time of enrollment must secure approval from the Dean of Students to live in the residence halls.

A Housing Appeal process is available to students who experience significant financial need, have a documented mental/emotional/physical health needs that cannot be met by living on campus, or personal crisis. Consequently, the criteria to be considered for the exemption to live off campus must be of the magnitude that would clearly jeopardize continued enrollment at ONU.

HOUSING ELIGIBILITY

A student must be 18 years old or older by the first day of classes to live in University housing. The Dean of Students may make exceptions at his or her discretion.

Students must maintain a course load of at least 7 onsite (not online) credit hours to remain eligible to live in University undergraduate housing. Students falling below 7 onsite credit hours during the semester must work with the Dean of Students to file an exemption or make arrangements to move out of their assigned housing within 48 hours.

Students will be assigned housing on the basis of one's sex at birth. The University reserves the right to provide alternate housing arrangements if, in its judgment, circumstances warrant such an approach.

Residential Life Policies

The following policies apply to all students living in University housing. Additionally, students may be held responsible for the action of their guests and should, therefore, make sure that guests are aware of university policies and standards. Any student found responsible for violating a residential life policy will enter the conduct process. Details of the conduct process, including potential sanctions, can be found on page 21.

DEFINITIONS:

Residential Life staff refers to the Director of Residential Life, Area Coordinators, Resident Directors, and Resident Assistants.

AC refers to Area Coordinators who oversee Resident Directors and their Resident Assistants.

RD refers to Resident Directors who oversee Resident Assistants.

University housing refers to any space where a student lives provided by the University in exchange for board, and this includes apartments and residence halls.

ALCOHOLIC BEVERAGE CONTAINERS

No alcoholic beverage containers, including cans and bottles, will be permitted anywhere on campus including University housing.

ANTENNAS (OUTSIDE)

No outside aerial antennas for radio or television are permitted. Students may not run cables of any kind outside of the confines of their room.

BICYCLES, ELECTRIC BIKES AND ELECTRIC SCOOTERS

Students may ride bicycles, electric bikes and electric scooters to and on campus. Riders are responsible for operating these vehicles safely and must reduce speed or walk them in congested areas. All bicycles, electric bikes and electric scooters must be registered with Public Safety. These vehicles must be parked at bike racks outside campus buildings in accordance with Public Safety guidelines and are not permitted inside any University building. If you live in University housing, you may store your bicycle or scooter in your room, but it must be walked from the entrance to your residence. Due to fire regulations, bicycles, and scooters may not be stored in hallways or stairwells under any circumstances.

CANDLES

All candles are prohibited. This includes wickless gel candles, candle or wax warmers, and decorative candles.

CHANGES TO ROOMS AND FURNISHINGS

No changes to rooms are allowed, (e.g., painting, hardware, fixtures, etc.). In addition, students are not permitted to build lofts of any kind in University housing.

CHECKING IN

Students are not to directly move into their rooms without first reporting to the assigned University housing and the appropriate Residential Life staff who will issue the room key. The student must complete the online housing inspection form within 24 hours of checking in. A link is emailed to the student upon check-in. The housing inspection form will be used for check-out and the assessment of any damages if applicable.

CHECKING OUT

The student must complete the online housing inspection form within 24 hours of checking in. A link is emailed to the student upon check-in.

CURFEW

In-hours for residents of Parrott Hall, Williams Hall, Nesbitt Hall and Chapman Hall: 1 a.m. nightly.

In-hours for residents of Howe Hall, Hills Hall, McClain Hall and

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

campus apartments: Sunday–Thursday, 1 a.m.; Friday and Saturday, 2 a.m.

Late passes are not issued. However, overnight passes are available to students who communicate with Residential Life staff when they are not spending the night in their university housing.

Curfew violations may result in referral to the Student Conduct Process.

Accountability checks are conducted authorized personnel for student safety.

DAMAGES AND REPAIRS

Students may report damages and work orders to the Residential Life staff through the QR code on the refrigerator magnet in each living area. Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately.

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for them. All damage fees will be added to students' accounts through the Student Financial Services office.

Persons found responsible for damages occurring in common areas will be held financially responsible for repairs and may be subject to further Student Conduct sanctions.

Those within a specific floor will be billed in the following ways:

- Damages occurring in other areas for which the responsible person cannot be determined will be billed to all members on that floor equally.
- Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the building, the cost being divided equally.
- All repairs will be made by ONU Facilities Services or by a contractor hired by the University.

DART BOARDS

Dart boards may not be installed in University housing or lounges; their installation and use damages walls and doors.

DECORATION GUIDELINES IN ROOMS

Room personalization and decorating is encouraged. At the same time, the following guidelines must be followed:

- Students are not permitted to use nails or tacks anywhere in University housing except on bulletin boards. White putty ("Plasti-tak") and 3M brand "Command adhesive" mini hooks and hangers are the only materials that may be used for hanging. Other types of adhesives such as tape, picture hangers, decals, etc., may not be used since they are damaging to most surfaces. The University reserves the right to require removal of decorations (posters, etc.) deemed to be inappropriate. Posters that display people or products (e.g. alcoholic beverages, R-rated or inappropriate videos) which are in conflict with the values and standards of Olivet Nazarene University are not deemed acceptable. In particular, men and women displayed in posters should be wearing attire that would be modest and within the attire expectations of Olivet.
- As a fire safety measure, students may not hang curtains or material across rooms to create barriers or room separators. All furnishings and decorations must allow for unobstructed egress in an emergency situation.
- No decorations may be hung from the ceiling or cover the ceiling or light fixtures. Additionally, nothing may be hung from the fire sprinkler system pipes or other pipes in rooms.
- Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, or tapestries, lava lamps, or flammable items are not permitted anywhere in University buildings. The use of fire resistant decorations is desirable in decorating residence halls or other buildings.
- Christmas lights must be UL approved, fused, and in-line (no icicle style lights). Lights must not come in contact with combustible materials (bedding, curtains, etc.).

DOOR LOCKING

For security reasons, the main doors and end doors to each hall are to remain locked 24 hours a day. Exterior doors may not be left propped open. Students have 24-hour access to their own assigned University housing.

ELECTRICAL APPLIANCES

The use of electrical appliances is limited because of sanitation, safety, and circuit overload. no microwaves (except for those already furnished with the EcoMax Multipliance Units), open-coiled appliances, hot plates, George Foreman type grills, toasters, electric fry pans, crock pots, sun lamps, or infrared lights may be used in student rooms. Residence hall students are not permitted to cook meals in their rooms.

Lamps and lighting sources must not exceed 60 watts. Bulbs or lighting elements must have a lamp shade. Exposed bulbs and Halogen lights are not permitted. All sources of lighting must be kept clear of combustible items such as blankets and pillows.

Appliances allowed in University housing such as hot air popcorn poppers, hair dryers, curling irons, irons, etc., must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval and must be less than five years old. Appliances of this type should be unplugged when not in use. Electrical appliances may not be mounted to University property.

Students may bring a refrigerator to use in University housing. The refrigerator must not exceed 5 cubic feet, must be less than five years old, and must be plugged directly into the wall outlet. Refrigerators must be unplugged during extended break periods (Christmas and Spring Break).

EMOTIONAL SUPPORT ANIMALS (ESA)

Emotional support animals are not considered pets and are only an accommodation for students with disabilities. It is important to note that any diagnosed condition in and of itself does not necessarily constitute a disability. The degree of impairment must be significant enough to "substantially limit" one or more major life activities. In compliance with the Fair Housing Act, Olivet Nazarene University will review requests for emotional support animals in University housing on a case-by-case basis. Please review the ESA Policy (in the ADR portal page) for more information related to the application process: https://olivetnazarene1.sharepoint.com/sites/ADR/SitePages/Policies.aspx.

ESAs may not be brought to University housing until official approval has been given

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

from Accessibility and Disability Resources and the student has met with Residential Life staff to discuss implementation logistics. Please submit all necessary information no fewer than 60 days prior to the start of a semester move-in period to allow the office to fully consider your request. Although applications for accommodations are accepted at any time, semester deadlines for decisions prior to move-in and housing sign-ups are published on the ADR portal page and Accessibility and Disability Resources website: https://www.olivet.edu/academics/colleges/college-professional-studies/center-academic-excellence/accessibility-disability-resources/

It's important to note that Olivet may approve the ESA request, but not the particular ESA student requests. For example, many reptiles and rodents may be rejected because of safety and health concerns, as they can carry zoonotic diseases posing a threat to the community or may eat live insects as part of their diet. Another example would include the animal being too large for the assigned housing space. In residence halls, this typically means the animal's crate or cage must fit in the student's room.

EMPTY ROOMS

Periodically, complete rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations — such as extreme roommate conflicts, health or mental issues, or other various Residential Life staff appointed uses. It is the goal of the University to be good stewards of all resources, and keeping the room open will save on utilities and other energy related costs.

EXIT SIGNS

Exit signs must be visible from any point in the hall. Any damage occurring to exit signs must be immediately reported to the Residential Life staff. Students responsible for damaging exit signs will be financially responsible.

EXTENSION CORDS/POWER STRIPS

All extension cords must be grounded (3-prong), URL approved, and maximum of 6 feet in length. Power strips or multi-plug adapters must be surge protected and must be plugged into a wall outlet. No more than one power strip may be used per outlet receptacle. A power strip is required when using more than two appliances at any wall receptacle.

FIRE AND TORNOADO EMERGENCY PROCEDURES

Fire and Tornado Emergency Procedures Fire drills will be held throughout the year to insure that residents will be able to evacuate the halls quickly. Anyone in a hall at the time of an alarm must participate in the drill. Fire and tornado procedures will be posted in each University housing building.

FIRE HAZARDS

Candles and incense are not to be used in University housing. Combustible liquids of any type are not to be used or stored in University housing. Due to the high fire potential, Halogen lights and space heaters are not permitted in University housing.

FIRE SAFETY EQUIPMENT

Anyone tampering with fire alarm systems or fire protection equipment (e.g., fire extinguishers, sprinklers) will be charged $500 and may be immediately dismissed from the University. If a deliberate incident occurs in a University housing and the responsible party cannot be identified, the building's students may be charged. Any theft of equipment, criminal mischief to equipment, or false reporting of a fire will be prosecuted to the fullest extent of the law. (See "Fire Safety Equipment," page 24)

FOOD

Any food should be kept in sealed containers on a shelf or in refrigerator and not on windowsills or building ledges.

FURNISHINGS

University housing lounge furniture may not be moved into student rooms. Room furniture may not be removed from assigned University housing rooms or an apartment. Furniture is not allowed outside of apartment buildings.

GUEST HOUSING

A guest may stay in a student's room without charge for a maximum of three days. Guests staying in University housing must be registered with the Residential Life staff. The staff may limit the number of days or deny permission for a guest to stay in University housing. Students are responsible for the conduct of their guests on campus — the informing of and their cooperation with all policies of the University.

HALLWAYS

Extra furniture, decorations, or belongings should not be stored in hallway or landing area due to National Fire Protection Association (NFPA) regulations.

HEALTH AND SAFETY INSPECTIONS

The purpose of a Health & Safety Inspection is to discover and eliminate health and fire hazards in order to ensure the well-being of the resident. However, the Residential Life staff may also take note of, and follow up on, violations of the Community Standards and University Policies. It is also an opportunity to communicate any room or building concerns directly to the Residential Life staff. When possible, residents are encouraged to be present during the inspection. Staff may conduct inspections with or without the presence of a resident at the scheduled inspection time.

Health & Safety Inspections are generally preceded by at least a 24 hour posted notice. However, such notice is not required. Any health and safety violations found during an inspection will result in either a written warning or a fine. Appeals of Health & Safety Inspection findings are handled through the Residential Life staff of each building.

HOLIDAY AND VACATION BREAKS

Students may choose to stay on campus during Fall Break, Winter Break, and Easter Break each year without charge. Students may choose to pay to stay over Thanksgiving, Christmas, Spring, and Summer breaks for a nightly rate. There are no food services during Thanksgiving, Christmas, Spring, and Easter breaks.

HOUSEKEEPING

Each residence hall has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, and public loungebathrooms. Housekeepers are only expected to clean that which is a result of normal everyday residential

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

living. Additional cleaning beyond the norm, such as the results of pranks or carelessness, will be the responsibility of the residents in that living area. Please note that all hair following haircuts should be cleaned up immediately.

KEYS

If students lose their room key during the semester, they must notify the Residential Life staff who will assess a fee for a replacement. Any student found with an unauthorized key will be subject to the Student Conduct Process.

KITCHENS

All residence halls, except Chapman, are equipped with a kitchen. Residents are responsible to keep the kitchen clean and to respect the property of others (e.g., food). Utensils are not to be removed from the kitchen. All cooking is expected to take place in a University housing kitchen.

LOFTS

Students are not permitted to build or buy lofts for any residence hall area. Student furniture is modular and designed to be safely configured in many bunked and stacked combinations. Students must store unused or unwanted student furniture pieces within their room.

LOUNGES

Lounges are to be used for relaxing and socializing and for entertaining visitors and friends. Excessive public displays of affection (PDA), loud music and/or talking and sleeping in the lounges are inappropriate. Lounges close to the opposite sex at curfew each night.

Apartment areas may be open to opposite sex visitors for extended hours; exact hours and policies will be communicated by the Residential Life staff.

MEAL PLANS

Meal plans are selected on the student's housing application and can be changed until the end of drop/add. In addition, meal plans can be changed at the end of fall semester. All residential students are required to have a meal plan.

Meals expire at the end of each semester. If a student withdraws or is dismissed from the University, meals expire at the end of the current term without refund.

MUSICAL INSTRUMENTS

Any practicing or playing of musical instruments in University housing during quiet or courtesy hours is prohibited.

OPEN HOUSE HOURS

Open houses provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere.

As always, but particularly during open house hours, it is expected that students will conduct themselves with discretion and respect the rights of others. They must be careful to maintain a Biblical standard of morality and be sensitive to community standards of good taste and decency. Residential Life will publish each residence hall's schedule for open house.

The Residential Life staff will provide supervision during open house hours. Open houses are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during open house hours:

- All guests must register through the QR code posted on the refrigerator magnet;
- Doors must remain fully open;
- A significant source of light (lamp or overhead light) must remain on while guests are present;
- Excessive or offensive public displays of affection (PDA) must be avoided;
- Noise levels must stay within quiet/courtesy levels.

PERSONAL FURNITURE

Bedroom furniture is provided in all housing areas. Students are responsible for the removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student is responsible for the disposal costs.

PETS

Resident students are not permitted to have pets on campus. Students who bring animals into University housing are subject to a mandatory carpet cleaning charge and a non-compliance fine.

The only exceptions are fish within a fish tank of 50 gallons or less.

Students hoping to have an emotional support animal, which is not considered a pet, on campus should refer to the "Emotional Support Animal" section on page 35.

QUIET HOURS/COURTESY HOURS

Since study and proper rest are vital factors for success at the University, quiet and courtesy hours have been established as a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs.

Quiet hours are in effect from 10 P.M. to 10 A.M. every day. All residents are expected to refrain from causing any noise or disruption that would infringe on the ability of fellow students to study or sleep. Noise should be kept at a low level with room doors closed. The use of headphones for stereos is recommended during this time. Students who refuse to cooperate with the Residential Life staff or who continue to violate the policy will be referred to the staff.

Courtesy hours, when residents are expected to be considerate of the needs of others and comply with one another's requests to reduce noise levels, are always in effect.

RESIDENCE HALL MEETINGS

Hall, unit, and apartment meetings will be held periodically to communicate important information, to make critical decisions and to set goals that the unit wants to accomplish during the year. Residents are required to attend and permission for an absence must be secured from Residential Life staff in advance of the meeting time or sanctions and/or fines will be administered.

ROOM CHANGES

In order to maintain stability and the opportunity to build healthy relationships between roommates, room change requests during the semester may only be made with sufficient reason. The Residential Life team will facilitate a roommate mediation process with the students involved. The University will not consider roommate change requests based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on the profiles/information found on the Internet. If a situation arises where a change is necessary,

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

the Housing Change Request process may begin. This process ensures all parties affected by the change are notified (roommate and Residential Life staff). Due to the amount of communication that is required, the process may take up to two weeks to complete.

Housing change requests between semesters are only allowed to consolidate rooms being vacated at the end of the semester. A service charge of $25 may be required of students who are changing rooms. Unauthorized room or University housing changes may result in a charge to the student of a minimum $100 and/or disciplinary action.

ROOM SEARCH POLICY

Authorized personnel may enter students' rooms for reasons of health, safety, general welfare or to make necessary repairs to rooms and room equipment. The University reserves the right to search any student's room. No room will be searched except by approval of the administrator in charge or his/her representative. Health and Safety Checks will be made by Residential Life staff on the published schedule.

SEVERE WEATHER WARNINGS

University personnel are kept informed of weather conditions through the National Weather Service. Normal class schedules will be maintained during a weather alert unless otherwise directed. In the case of a tornado, students should stay indoors and follow the appropriate tornado procedures until an "all clear" is issued.

STAYING OFF-CAMPUS

Overnight or extended campus leaves for all residential students are subject to the approval of the residence hall staff. Passes and special permission: Overnight and weekend passes must be completed and submitted to the Resident Assistant or Resident Director before leaving campus. Weekend passes terminate at regular in-hours. Any necessary extensions must be arranged with Residential Life staff before leaving. Students may not take overnight or weekend passes to the off-campus residence of single persons of the opposite sex.

STORAGE

Personal belongings must be kept in a student's room or suite. Students may not store any of their belongings in the residence halls during the summer. No provision is made for the storage of motorcycles, mopeds, or flammable items in the residence halls. Items remaining in a student's room or apartment after checkout may be disposed of at the resident's expense, donated to charity, or become property of the University.

VISITATION BY THE OPPOSITE SEX

Except during open house hours, individuals, other than authorized University personnel, are not to enter the student rooms, hallways or stairwells of University housing of the opposite sex without prior permission of the Residential Life staff.

WATER BALLOON SLINGS

Water balloon slings or launchers are not permitted on campus.

WATER, SNOW AND SPORTS

Students are not permitted to throw or spray water, snow, shaving cream, etc. within, into or out of a residence unit. Due to the possibility of injury and damage, students are not allowed to play sports in the hall.

WINDOWS AND SLIDING GLASS DOORS

Windows and sliding glass doors are not to be used for entering or leaving University housing. Talking out of the windows should not be disruptive to roommate/suitemates or other community members. Open windows are not to be used to transmit music to the community outside University housing. The University reserves the right to limit the quantity and type of items displayed in or on room windows so as to maintain an attractive appearance of the building. Screens are not to be removed from University housing windows. Under no circumstances are the windows and/or screen fasteners to be broken, bent, moved or removed. Residents of rooms where screen fasteners or screens have been removed are responsible for the cost of replacing/repairing the damages. Absolutely no items are to be thrown from student windows.

WITHDRAWAL OR DISMISSAL

Students withdrawing or dismissed from the University must check out of their University housing within 24 hours. Students who are dismissed or suspended are not permitted back on campus unless they have received written permission from the Office of the Dean of Students. ●



TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

University policies

Communication Expectation

It is the expectation of the University that all enrolled students are responsible for any email correspondence from the University and its officials. A student's University email account is the primary means of communication from any University official. Failure to comply with or utilize this email account is solely the responsibility of the student; the University will not be held responsible should a student neglect information that was provided via his/her University email account.

Family Educational Rights and Privacy Act (FERPA)

Olivet Nazarene University is in compliance with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the privacy of educational records. Details about the policy and procedures are available at the Office of the Registrar.

Persons with Disabilities

Olivet Nazarene University complies with all applicable laws regarding persons with disabilities. Community members seeking disability-related accommodations for events should contact the event host for information related to accommodations. Students seeking disability-related accommodations should contact Accessibility and Disability Resources at **ADR@olivet.edu**.

Communicable Diseases and Blood-Borne Pathogens

The University maintains a Blood-Borne Pathogens Exposure Control Plan through the Office of Human Resources. Concerned persons should contact Tom Ascher in the Office of Human Resources.

A Drug-Free School and Workplace

In compliance with the Drug-Free Workplace Act of 1989 and the Drug-Free Schools and Campuses Amendment of 1989, Olivet Nazarene University clearly prohibits the unlawful possession, use or distribution of drugs, alcohol and unlawful substances by students and employees on University property or as any part of University activities.

Olivet Nazarene University will impose sanctions on students and employees (consistent with local, state and federal law) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct.

Nondiscrimination Policy

Olivet Nazarene University policy prohibits discrimination and harassment on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, veteran status, disability or other legally protected status in employment or in the recruitment and admission of students and in the operation of all University programs, activities and services. University policy prohibits retaliation against anyone for reporting a suspected violation of this policy or participating in any investigation or resolution of a suspected violation of this policy. Any concerns regarding discrimination or harassment on the basis of any of the foregoing protected categories or retaliation should be addressed to the Director of Human Resources, who serves as the University's equal employment opportunity coordinator and Title IX Coordinator in the Human Resources Office, Miller Business Center, **815-939-5240**. Suspected violations of this policy will be investigated in a manner that preserves confidentiality to the greatest extent possible.

The intent of this policy is to prohibit unlawful discrimination, discriminatory harassment, and sexual misconduct (i.e., sexual harassment, dating violence, domestic violence and stalking), and to promote the full realization of equal opportunity while preserving the religious nature of the University as a Nazarene institution as prescribed in the University's Statement of Mission, Faith, and Lifestyle Covenant. It is understood that nothing in this policy will undermine the integrity of the University as a Nazarene University. Therefore, no oral or written statement that is in conformity with the teaching of the Church of the Nazarene shall be deemed as violating this policy.

Discrimination means material, adverse treatment of a person or group on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, veteran status, disability or other legally protected status. Discrimination occurs when persons are excluded from participation in, or denied the benefits of, any University program or activity on the basis of a protected status. Notwithstanding the foregoing, this definition of discrimination does not include differential treatment explicitly permitted by law (such as the law's allowance for sex-segregated dormitories). Furthermore, this definition shall not, in any way, limit the University's right to maintain its Nazarene character and to implement programs, policies, and practices in furtherance of its religious identity and objectives as specifically allowed by federal law, including the First Amendment to the U.S. Constitution

The University qualifies as an educational institution controlled by a religious organization as specified in 34 C.F.R. § 106.12. No provision of this policy, or of Title IX of the Education Amendments of 1972 or its implementing regulations, shall be applied in such a way as to conflict with the University's Nazarene and Christian beliefs, including, but not limited to those points specified in the University's Mission, Vision, and Values, and the teachings of the Church of the Nazarene.

Photography and Videotaping

Video or still images of the campus, campus buildings, campus logos or materials, other members of the student body, faculty or staff or the like may not be used for individual financial or promotional gain, or third-party endorsement.

The University reserves the right to photograph and/or videotape students, faculty, staff and guests while in public places on University property or during University-sponsored functions. These images and video recordings may be used by Olivet Nazarene University for promotional purposes, including use in *Olivet the Magazine, Aurora,* press releases, advertisements, videos, Olivet.edu or other promotional materials. If, for any reason, a student wishes that his/her likeness not be used for promotional purposes, he/she may contact the Office of Marketing and Engagement. Additionally, the University reserves the right to reprint or otherwise use for its own purposes photographs taken by any *Aurora* staff/student photographer in any medium of the University's choosing.

Sexual Harassment

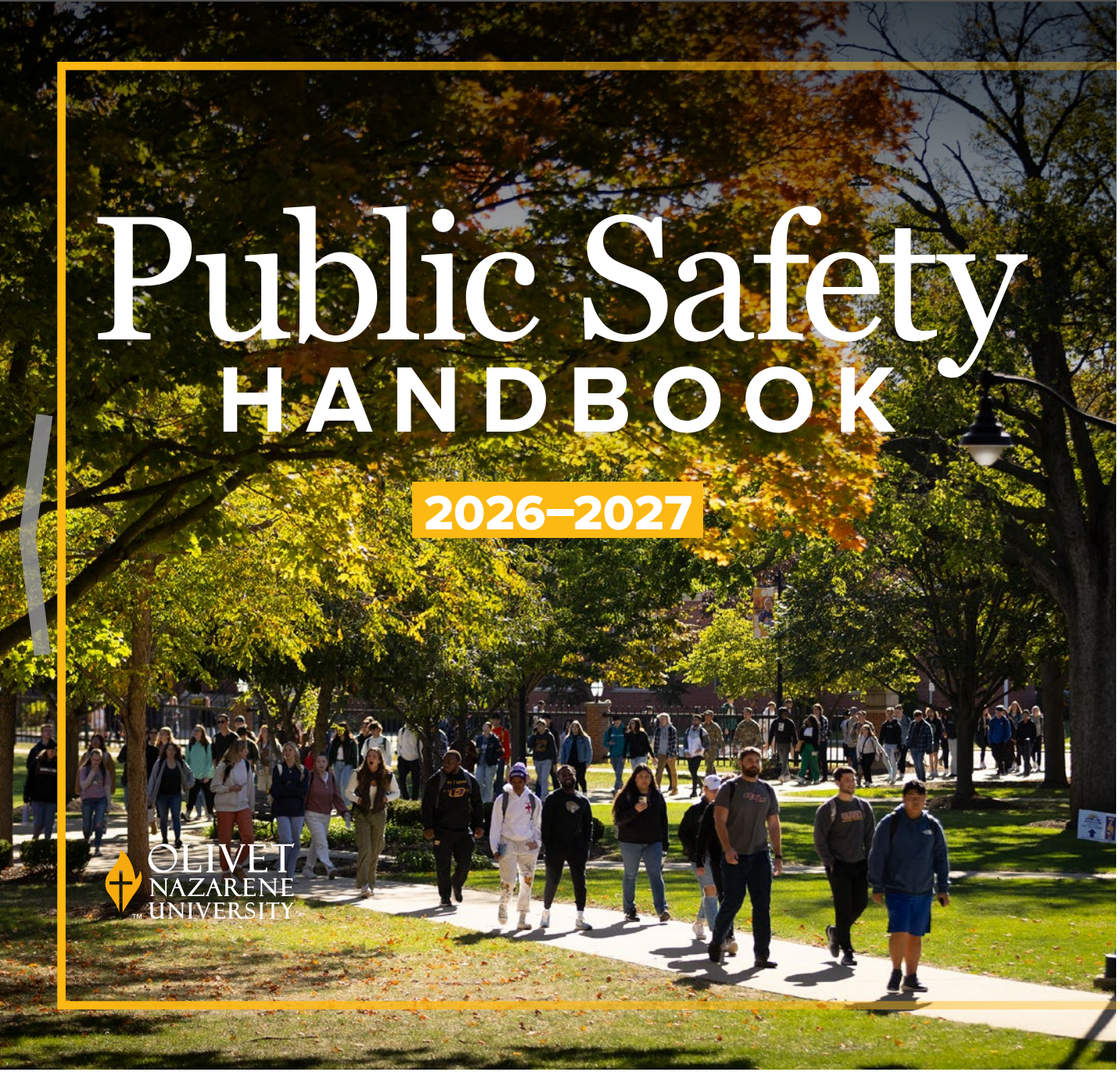
The University's policy concerning sexual harassment is printed in the Public Safety Handbook. This handbook begins on the next page and is also available on the Olivet portal at **my.olivet.edu**.

Tiger Dollars Policy

A service fee in the amount of 10% may apply to some purchases made with Tiger Dollars. ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map



Public Safety HANDBOOK

2026–2027

The mission of the Olivet Nazarene University Department of Public Safety is to work in partnership with the campus community to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on integrity and professionalism, and to promote individual responsibility and cooperative commitment.

PHONE NUMBERS

Public Safety Officers (PSOs) are available 24 hours a day and may be contacted at the following numbers:

- **Department of Public Safety** 815-939-5265
- After Hours . . . . . .815-939-5265 or 815-939-5011
- **Bourbonnais Police Department:**

  NON-EMERGENCY . . . 815-937-3577

  EMERGENCY . . . . . 911 from any campus phone

WEBSITES

- https://www.olivet.edu/public-safety-and-parking
- https://olivetnazarene1.sharepoint.com/sites/PublicSafety

Reference for quick and easy access to items found in this handbook and to other helpful information, such as parking maps, crime statistics (listed in the annual report), safety tips, ticket appeal, the silent witness form and the annual report.

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Security Policies and Procedures

In cases where incidents require Public Safety Officers filing reports, call 815-939-5265. If necessary, the Bourbonnais Police Department will be contacted to issue a police report.

Information about incidents that are considered by the institution to represent a threat to students and employees will be reported to the campus community. Public Safety personnel are the University's first responders and are available to aid and assist police or emergency response providers according to their level of professional training.

Safety and Responsibility

The Department of Public Safety is required by the U.S. Department of Education, specifically the Jeanne Clery Act, to maintain incident reports and daily crime logs for seven years. Crime statistics are available for review on the Olivet website or in the Department of Public Safety office. Any incident considered to be a serious threat to the campus community will be reported to the campus community immediately. Students, faculty members, staff and visitors must be aware that safety is everyone's responsibility. Any crime, violation, suspicious person(s) or suspicious activity must be reported immediately.

The Department of Public Safety is further required by 20 USC 1092 (f)(1)(I) to advise the campus community of where information concerning registered sex offenders may be obtained. Persons wishing to review local sex offender registrations may visit the local law enforcement agency of jurisdiction, the Bourbonnais Police Department, to view the information in person. To view this information online, visit the Illinois State Police's Sex Offender website at www.isp.illinois.gov/sor. This information is not available for review in the Office of Public Safety at Olivet Nazarene University. Convicted sex offenders who are students or employees of Olivet Nazarene University are required by law to register with ONU and the Bourbonnais Police Department.

Access to Campus Facilities

It is University policy to lock the doors of buildings that are not in use; however, most buildings on campus are utilized for academic purposes well into the evening. Other buildings, such as Kelley Prayer Chapel, are kept open for longer hours so that students may have free access to them. All academic buildings are closed during Sunday morning church services. See the "Campus Buildings and Office Hours" section for detailed information.

Arrangements to open buildings for special programs approved by the University should be made utilizing the Astra schedule, located at the Portal My.Olivet.edu. Faculty and staff will be given access to their offices. Any student wishing to utilize University facilities after hours must have written approval from a department chair or building director from the specific area.

Residential Facilities

Inner-campus residence halls are locked at curfew and re-opened at approximately 6 a.m. Access to buildings after curfew is via the main entrance of the residence hall and must be arranged with the Resident Director or with a Resident Assistant. The Department of Public Safety will not admit individuals into residence halls after hours without approval from the Resident Director or a Resident Assistant.

For personal safety and the protection of personal belongings, students should keep the doors to their rooms and apartments locked at all times. Residence hall lobbies are closed to guests of the opposite sex after curfew. Guests of the opposite sex are permitted in the hallways and in rooms of residence halls only during designated times.

Public Safety Information

Information about campus security procedures and the prevention of crime can be obtained in several ways. Security issues are discussed at a residents' meeting held on campus. Security information is printed annually in the Public Safety section within the University Life Handbook. Information may also be obtained through the Office of Student Development, Counseling & Health Services, or at https://olivetnazarene1.sharepoint.com/sites/PublicSafety. Workshops are offered dealing with crime prevention topics and are open to all students and employees.

Drug-Free Campus and Workplace

1. In compliance with the Drug-Free Workplace Act of 1989 and with Drug-Free Schools and Campuses Amendment of 1989, Olivet Nazarene University prohibits the unlawful possession, use or distribution of drugs, alcohol and unlawful substances by students or by employees on University property or as part of any University activities.
2. Olivet Nazarene University will impose sanctions on students and employees (consistent with local, state and federal laws) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct. As the University campus is a smoke-free work environment, this includes the use of tobacco.
3. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, and violation of any of the aforementioned is cause for immediate dismissal. The "workplace" encompasses all of the Olivet Nazarene University campus. It is a student's and/or an employee's responsibility to notify Olivet Nazarene University of any criminal drug conviction occurring in the workplace no later than five days after conviction. (Faculty/Staff Handbook) ●

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus Vehicle Code

The Campus Vehicle Code is designated to assist all persons who operate a vehicle on the campus of Olivet Nazarene University. It is the responsibility of each individual to understand the contents of the vehicle code. The following registration, parking and traffic rules and regulations are designed to facilitate vehicle movement and parking, and to provide for the safety of all persons using the campus. The Department of Public Safety has been assigned to enforce the following rules and regulations on the campus of Olivet Nazarene University. These rules and regulations apply to all University faculty, staff, students and visitors at all times during the calendar year.

ARTICLE I Vehicle Registration

Section 1 All vehicles used by faculty, staff and students must be registered with the Department of Public Safety.

Section 2 All student vehicle registrations must be completed by or within the first week of each fall semester. If a vehicle is obtained later in the school year, registration is required within 7-days of bringing the vehicle to campus.

Section 3 Parking decals are registered for each academic year There is no charge if a second vehicle is acquired the same year. All previously assigned decals should be removed from students' vehicles.

Section 4 If a student's residential status (dorm, apartment, commuter) changes mid-year he or she must notify the Department of Public Safety so the existing registration can be updated and a new decal assigned. Studentsmust turn in their original decal in order to receive a new one. Failure to do so may result in an additional fee being assessed to the student's account.

Section 5 It is the responsibility of the registered operator of a vehicle to notify the Department of Public Safety of any vehicle sale or registration change regarding his or her vehicle. The registered operator will continue to be billed and to be responsible for all tickets issued to that vehicle if this information is not provided.

Section 6 A University parking permit must be adhered and displayed in the lower right inside corner of the back window (on the passenger side with decal number clearly visible and readable. If the back window is tinted, the parking decal should be adhered and displayed in the lower right, inside corner of the front window (on the passenger side with decal number clearly visible and readable.

Section 7 A parking permit on motorcycles must be displayed on the right corner of the license plate. (Motorcycles, including mopeds, are not permitted on inner campus.)

Section A 30-day temporary parking permit can be obtained through the Department of Public Safety. The permit is free. The license plate number is required in order to acquire the permit.

Section 9 Visitor parking permits are issued through the Department of Public Safety and can be obtained at the Ludwig Information Desk. Any overnight visitor on campus must have a visitor's parking permit. There is no cost for a visitor's permit. Students are responsible for obtaining parking permits for their visitors.

Section 10 There is no substitute or transfer of parking permits or visitor permits.

Section 11 The registered operator is responsible for his or her vehicle and for all tickets received by that vehicle.

ARTICLE II Parking Regulations

Section 1 All vehicles must be parked in accordance with the Campus Vehicle Code, Parking Designation Guide (brochure/map), painted lines and posted signs. Spaces are designated for inner campus residents, apartment residents, commuters, visitors, faculty/staff and persons with disabilities.

Section 2 Parking lots are coded by parking designation.

- **Faculty/Staff:** Gold placard
- **Inner Campus Resident Students:** Blue decal marked with "D"
- **Inner Campus Resident Assistants:** Blue decal marked with "RA"
- **Apartment Residents:** Red decal marked with "A"
- **Commuters and Graduate Students:** Green decal marked with "CG"

Section 3 Each individual with a vehicle on campus is required to obtain a parking decal. Vehicles must be parked in a designated lot. Vehicles parking outside a designated lot or on the inner campus can receive a ticket and/or be towed. Towing charges will be charged to the responsible student's account.

Section 4 Overnight parking (after 1:00 a.m.) is only permitted in the following lots: Apartments (all), Chapel East, Gibson-Ide, North, and Ward Field. Any vehicle left in another lot overnight, without prior approval from the Department of Public Safety, will be ticketed and/or towed. Responsible party will be charged for towing.

Section 5 University Place, Grand 215–443, and Olde Oak Apartment parking lots are for resident students only. Apartment tenants must use the parking provided and are not per-mitted to park in the street adjacent to the apartment. Driveways are fire lanes. Parking is not permitted in any driveway or on grass.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus Vehicle Code, continued

Parking Regulations cont.

Section 6 Specific parking spaces designated by posted signs, including spots reserved for Resident Directors, Resident Assistants, visitors, and special guests, are enforced 24 hours a day, seven days a week, all year, including holidays and breaks, unless otherwise announced by the Department of Public Safety. Students may not park in these spaces.

Section 7 Faculty/staff parking lots and spaces are enforced from 8:00 a.m. to 5:00 p.m., Monday through Friday, year-round. Faculty/staff parking spaces are painted WHITE. Students may not park in these spaces during the time frames noted. Violators will receive a ticket and repeat offenders may be towed.

Section 8 "Authorized Vehicles Only" areas are enforced 24 hours a day, seven days a week. These areas are reserved for Public Safety Officers and for service vehicles that are used by department employees. Vehicles parked in these areas will receive a ticket and/or be towed. Responsible party will be charged for towing. These areas are the inner campus, the front of Burke Administration Building, the loading docks of Ludwig and Miller, the Miller West reserved lot, and circle drive in front of Larsen Fine Arts Center.

Section 9 All vehicles must be parked in clearly marked parking spaces between two painted lines. Failure to do so constitutes illegal parking, which could result in a ticket and/or towing. Responsible party will be charged for towing.

Section 10 All gates and bollards closing the inner-campus streets are for safety. Any vehicle parked at these bollards will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing. The driveway approaches to these entrances are fire lanes, and any vehicle parked in these fire lanes will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing.

Section 11 Maternity BVM Church parking is private property. The BVM lot is restricted to faculty/staff gold placard parking only, Monday through Friday. Parking in the row closest to BVM Church or anywhere else along Kelley Street is not permitted. All BVM Church parking is subject to closing for church events.

Section 12 Olivet and College Church share parking lots. However, the small parking lot on the north side of College Church across from Ludwig Center is not authorized for student or University employeeparking. The yellow spaces in the large College Church lot are designated for commuter students only.

ARTICLE III Traffic Violations

Section 1 All vehicles operated on campus must be in compliance with the Illinois Vehicle Code and the Olivet Nazarene University Campus Vehicle Code.

Section 2 The driver of a vehicle is required to possess a valid driver's license.

Section 3 A student's Tiger Card and a driver's license must be shown upon request of a Public Safety Officer.

Section 4 All vehicles must be operated in compliance with posted signs.

Section 5 The campus speed limit is 15 m.p.h.

Section 6 No vehicle is allowed to travel the wrong way down a one-way street. A driver who does so will be subject to a traffic ticket for reckless driving.

Section 7 No vehicle shall enter the inner campus at any time without prior approval by the Department of Public Safety. Drivers of vehicles will be issued a ticket and/or towed. Responsible party will be charged for towing. The inner campus is open at the beginning and end of each semester and at other times as determined by the Office of Student Development.

Section 8 Drivers must yield the right-of-way to a pedestrian who is crossing the roadway.

Section 9 No driver approaching a vehicle that is yielding to a pedestrian may pass that vehicle.

Section 10 Motorized vehicles, excluding ADA vehicles, cannot be driven on the sidewalks or grassy areas of the campus.

Section 11 Any person driving a vehicle recklessly and in disregard for the safety of persons or property will be subject to a $50 fine and may be required to meet with the Director of Public Safety.

Section 12 All drivers are required to adhere to the instructions of Public Safety Officers when they are directing traffic. Failure to follow the instructions of a Public Safety Officer or adhere to the instructions of traffic signs, parking signs or deployed cones or barricades will result in a fine for reckless driving and/or a meeting with the Director of Public Safety.

Section 13 Anyone driving under the influence of alcohol will be referred to the Office of Student Development. The University will cooperate fully with local law enforcement authorities regarding an active investigation.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus Vehicle Code, continued

Traffic Violations cont.

Section 14 Any person driving in landscaped areas will be issued a ticket and charged with the cost of repair to the area(s). The vehicle may also be towed. The responsible party will be charged for towing. The matter will be referred to the Office of Student Development.

Section 15 Drivers must obey posted signs and temporary signs and cannot drive/park in barricaded areas. Vehicles found in violation are subject to being ticketed and/or towed. The responsible party will be charged for towing.

ARTICLE IV Towing Vehicles

Section 1 Any vehicle parked in a fire lane may be towed immediately at the owner's expense.

Section 2 Olivet Nazarene University assumes no responsibility for damage sustained to a vehicle that is being towed.

ARTICLE V Fines

Section 1 Parking tickets are issued by a Public Safety Officer. A written or verbal warning may be issued at his or her discretion. Tickets may be issued without prior warning.

Section 2 Ticket Types:

A. Parking in a handicapped space without permit ($200)

B. Parking in a fire lane or by a fire gate ($100)

C. Driving on inner-campus or landscaped areas ($50 plus cost to repair damage)

D. Failure to adhere to Public Safety officer's instruction ($50)

E. Current parking decal not displayed ($50)

F. Improper parking, which includes vehicles parked in a parking space or lot not desig-nated for the decal color displayed ($50)

Section 3 Vehicle Registration Fines

A. Vehicles brought to campus must be registered within the first week of a semester or within 48-hours of bringing a vehicle onto campus within a semester.

B. Any student who fails to complete vehicle registration will have his or her vehicle registered administratively by the Department of Public Safety. A $50 late fee will be applied in addition to the standard registration fee.

Section 4 Excessive Fines

A. Ticket totals are cumulative for he academic year, and do not reset between the Fall and Spring semesters.

B. Students will receive a fine for all issued tickets.

C. In addition to the ticket fines, students will receive an email notice from Public Safety after tickets three through five.

D. After receiving a sixth ticket, students will be required to go through the University's student conduct process directed by the Dean of Students.

E. Students receiving further tickets after beginning the student conduct process will be referred to the Dean of Students and subject to further discipline.

Section 5 Vehicle code violations and fines will be reported to the Office of Student Development and considered in housing placement. Any person in blatant violation of the campus vehicle code will be subject to more severe fines and/or the towing of his or her vehicle at the owner's expense. The University retains the right to suspend/remove parking privileges.

ARTICLE VI Payment of Fines and Ticket Processing

Section 1 Traffic and parking fines can be viewed and paid online at https://olivet.vciteplus.com.

Section 2 Tickets not paid within 10-days of the issue date will be directly applied to the student's University account.

ARTICLE VII Ticket Appeal Process

Section 1 Ticket appeals are managed online at https://olivet.vciteplus.com. Appeals must be submitted within seven (7) days of the ticket's issue date. A link to make ticket appeals can also be found on the Public Safety page at my.olivet.edu.

Section 2 The Director of Public Safety will oversee the review of all ticket appeals. Notification of appeal outcome will be sent by email.

ARTICLE VIII Accidents

Section 1 All accidents that occur on the campus of Olivet Nazarene University must be reported to the Department of Public Safety.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus Vehicle Code, continued

Section 2 Any accident involving a University-owned vehicle must be reported to the Department of Public Safety. A report must be filed with the Bourbonnais Police Department as well.

ARTICLE IX Abandoned or Disabled Vehicles

Section 1 No major vehicle repairs are allowed on the University campus without securing written permission from the Director of Public Safety. Inoperable vehicles parked on campus are subject to towing at owner's expense.

Section 2 Any vehicle stored or abandoned on campus will be towed at owner's expense.

Section 3 When a vehicle becomes inoperable, the Director of Public Safety must be notified.

Section 4 Vehicles brought on campus by an individual, group or organization for display or for an activity must receive permission from the Director of Public Safety.

ARTICLE X Bicycles

Section 1 Bicycles must be registered with the Department of Public Safety within the first week of a semester. If a bicycle is obtained later in the school year, registration is required within 48 hours. Registration will provide for the bicycle serial number to be placed on file in case of theft. A bicycle decal will be assigned to the registered bicycle. There is no registration fee.

Section 2 Bicycle decals are non-expiring and are transferable with the proper re-registration of the bicycle by the owner upon sale, gift or trade. Decals must be adhered to the main frame of the bicycle.

Section 3 Bicycles must be parked in bicycle racks. It is recommended that bicycles be secured with a heavy-duty U-lock. If you do not have a lock, one can be purchased from the Department of Public Safety for a $5 fee.

Section 4 Bicycles left unattended and/or not in bicycle racks are subject to impound. Impounded bicycles that are not recovered by the end of the semester will be donated to charity. Bicycles may not be left at building entrances, fences, signposts or trees. A bicycle secured by lock in an unauthorized area will have the lock removed at the owner's expense, and the bicycle will either be impounded or moved to an approved storage area. The University assumes no responsibility for the damage to or theft of any bicycle on campus.

Section 5 Bicycle placement and storage in the residence hall is determined by the Resident Director. Bicycles cannot be stored in stairwells or hallways.

Section 6 Bicyclists must operate bicycles safely within University regulations and Illinois state laws. This includes yielding to pedestrians and observing all regulatory signs.

ARTICLE XI Electric Bikes and Scooters

Section 1 E-bikes & e-scooters are allowed on campus provided they meet the following battery specifications:
Battery must be listed as UL certified
Battery capacity must not exceed the wattage indicated below

Section 2 Batteries may be charged inside, provided they meet the listed specifications above. Charging devices should always be plugged directly into a wall outlet not into extension cords or multi-plug adapters. Never charge batteries on beds, couches, or under pillows, blankets, or clothes.

Section 3 All e-bikes & e-scooters must be registered with the Public Safety Department and a registration sticker clearly displayed on the bike/scooter. Registration is free.

Section 4 E-bikes & e-scooters must not be stored in any location that restricts ingress/egress from buildings (entry-ways, hallways, stairwells, etc.).

Section 5 E-bikes & e-scooters are not permitted to be driven through the Allen Plaza (quad). Sanctions for violations include vehicle confiscation and loss of riding privileges.

ARTICLE XII Skateboarding, Scooters and Rollerblading

Section 1 Skateboarding, rollerblading and the use of non-motorized scooters are permitted on campus.

Section 2 It is a violation to jump to or from or ride on University property (i.e., benches, stairs, railings). A $50 fine will be assessed to those who violate this policy.

continued >

TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map

Campus Vehicle Code, continued

ARTICLE XIII Recreational Vehicles

Section 1 Trailers, boats, motor homes and campers are not allowed on campus without prior permission from the Director of Public Safety.

Section 2 The recreational vehicles listed in Article XII, Section 1, of the Campus Vehicle Code are subject to towing at the owner's expense if brought onto the campus without permission from the Director of Public Safety.

ARTICLE XIV Summer Storage

Section 1 In order to leave a vehicle on campus during the summer break, written approval from the Director of Public Safety must be secured. All vehicles, trailers, etc. that are left on campus without approval from the Director of Public Safety are subject to towing at the owner's expense.

Section 2 When planning to leave a bicycle at a residence hall over the summer break, approval must be obtained from the Resident Director. Bicycles left in a residence hall without permission are subject to removal.

ARTICLE XV Disclaimer

Section 1 Olivet Nazarene University assumes no responsibility for the damage to or theft of any vehicle or its contents while it is on campus.

Section 2 Olivet Nazarene University assumes no responsibility for damage that may occur to a vehicle when a Public Safety Officer has been requested to engage in an assistance-related service: a jump-start, keys locked in vehicle, etc.

Section 3 Olivet Nazarene University assumes no responsibility for damage to or theft of any personal property on campus. ●



TABLE OF CONTENTS *(click number or title below to jump to page)*

1 Welcome
2 Mission Statement
2 Statement of Faith
3 Historical Sketch of ONU
4 Administration and Student Services
4 Academic Calendar
5 Resident Directors
6 Problem Solvers
6 How To "Get the Word"
7 Campus Buildings and Office Hours
8 Office of Student Engagement
8 Clubs and Organizations
9 Athletics
10 Recreation Services
11 Benner Library and Resource Center
11 Academic Advising, Support and Requirements
14 Dykhouse Center for Academic Excellence
16 Elwood Center for Student Success
16 Counseling Services
16 Health Services
17 Multiethnic Student Services
17 Student Employment
18 Student Union
19 Spiritual Development
21 Chapel Policy
23 Student Conduct and Community Standards
32 Residential Life & Housing
37 University Policies
38 Public Safety Handbook
40 Vehicle Code
44 Campus Map