

Student Handbook

2026-2027

NELSON UNIVERSITY

Message from the President



WELCOME TO LIFE AT NELSON UNIVERSITY!

We truly believe that God has a unique purpose for your life. Whether you are arriving on campus to further develop your purpose or coming to find it, it starts here. Nelson University is the starting point to seek God's will to discover and develop your calling. You will forge new relationships, gain valuable life experiences, and spend precious moments in the presence of God.

At Nelson, your gifts and talents will be fostered by passionate educators deeply invested in your future, and your purpose will be reinforced by a community rallying behind you. So, we encourage you to dive in headfirst and make the most of your time here!

Before you know it, you will hear your name called as you walk across the stage to receive your diploma while our community cheers for you! You will join thousands of alumni across the globe who can attest to the world-class education and training offered by Nelson. For them, it started here. And now, it's your turn!



Mission Statement

Nelson University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

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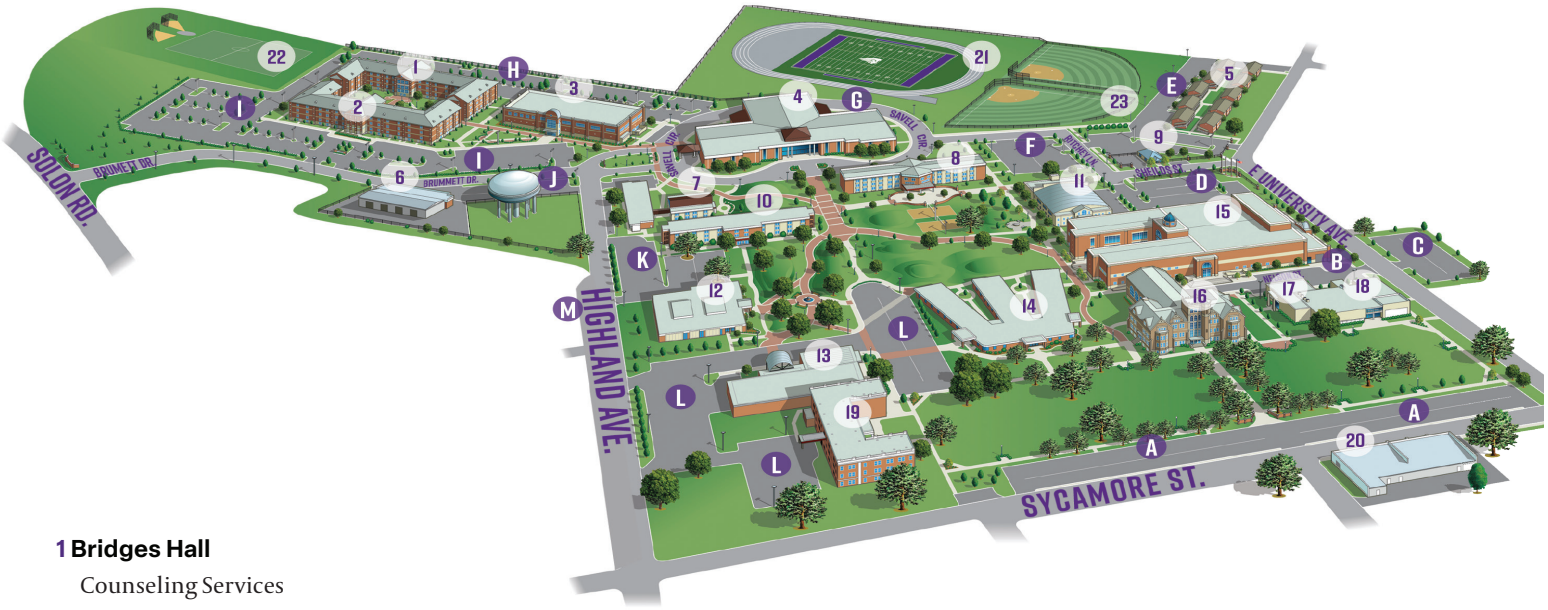
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Campus Map



1 Bridges Hall
Counseling Services

2 Teeter Hall
Chapel Attendance Office ✦ Housing
Residential Life

3 Garrison Wellness Center
Athletic Courts ✦ Indoor Track ✦ Pool

4 Sheaffer Center
Admissions ✦ Athletics ✦ Auditorium
Corner Market ✦ Dining Hall ✦ Gymnasium
Jeter Prayer Center ✦ Judah's Outfitters
Media Services ✦ Missions Department
Nelson Worship ✦ Presidents' Dining Room
Student Missions Association
Visitor's Center ✦ Southwestern College
of Bible & Church Ministries

5 Regents Apartments

6 Nelson Facilities Services
Business Services ✦ Event Services

7 Kendrick Hall

8 Guynes Hall

9 Security & Information Center
Lost and Found

10 Savell Hall

11 Claxton Athletic Center

12 Barnes Student Center
Career Development ✦ Lion's Den
Mail/Copy Center ✦ Student Congress
Student Development

13 Foster Center
Teacher Education Department

14 Davis Building
Academic Services ✦ Cashier ✦ Financial Aid
Information Technology ✦ Learning Centers
Marketing & Public Relations ✦ Registrar
Student Billing ✦Student Success Center

15 Hagee Communication Center
Academics ✦ Black Box Theatre
Einstein Bros® Bagels ✦ Performance Hall
College of Education & Integrative Studies
College of Music & Communication Arts

16 Farmer Administration Building
Advancement ✦ Alumni ✦ Accounting
Finance ✦ Human Resources ✦ McCafferty Hall
President's Office ✦ College of Health Sciences
College of Behavioral Sciences & Community Services

PARKING

BUILDING

17 Pearl Ellis Building
College of Business

18 Nelson Memorial Library
Computer Labs

19 Collins Hall

20 Sycamore Place
Nelson Graduate School
Nelson Online

21 Lions Athletic Complex
Baseball & Softball Fields
Football & Soccer Turf Field ✦ Track

22 Practice Field
Football & Soccer Practice Field
Outdoor Field Events Turf

Personnel

Executive Officers	Position	Location
Dr. Kermit Bridges	President	Administration Bldg.
Cynthia Bell	VP for Enrollment	Sheaffer Center
Dr. Jonathan Gannon	President of Nelson AIC Campus	AIC Campus, Phoenix, AZ
Dr. Lance Meche	VP for Student Development Title IX Coordinator	Barnes Student Center
Mike Robertson	VP for University Advancement	Administration Bldg.
Jay Trewern	VP for Business & Finance	Administration Bldg.
Dr. Kimberly Trewern	Provost and VP for Academics	Hagee Communications Bldg.
Dr. Shelly Zaldivar	VP for Marketing & Public Relations	Davis Bldg.

Deans	Position
Dr. Chere Blair	Dean, College of Education and Integrative Studies
Dr. Tyrone Block	Dean, College of Music and Communication Arts
Dr. Darren Daugherty	Dean, Southwestern College of Bible and Church Ministries
Dr. Joseph Hartman	Executive Dean, Nelson Online
Peggy Jones	Dean, Academic Services
Dr. Joseph Pastori	Dean, Nelson Graduate School
Dr. Jerry Roberts	Dean, Institutional Effectiveness
Dr. John Savell	Dean, College of Behavioral Sciences and Community Services
Katie White	Dean of Students
Dr. Kerry Woodson	Dean, College of Business, Dean, College of Health Sciences

Management Staff	Position
Angie Almand	Director, Compensation
Lorraine Ast	Director, Financial Aid
Jessica Avery	Director, Student Billing
Jo Cardenas	Director, Career and Strategic Development
James Carnell	Senior Director, Alumni
Dr. Kenna Cavnar	Director, Institutional Research
Carla Chumley	Director, Business Services
Weston Clark	Director, Nelson Online Communications
John Cookman	Director, Media Services
Nelson de Freitas	Director, World Ministries
Elizabeth de la Rosa	Director, Marching Band
Stuart Dunn	Athletic Trainer
Cesar Espana	Head Men's and Women's Soccer Coach
Jeff Francis	Senior Director, Financial Aid and Student Billing
Brent Fulfer	Chief, Campus Safety & Security
Catherine Garcia	Director, Library Services
Dr. Jesse Godding	Director, Athletics
Amanda Gregurich	Director, Online Academic and Student Support
Aaron Guajardo	Director, Leaning Centers
Alex Hall	Director, Adult & Graduate Admissions
Robert Herrera	Head Cross Country and Track Coach
Kelli Hill	Director, Garrison Wellness Center
Jared Hudgins	Head Football Coach
Meredith Jones	Director, Chapel Worship
Cassandra Martinez	Director, Undergraduate & Dual Credit Admissions
Taylor May	Assistant Dean of Students
Nicholas Moore	Head Volleyball Coach
Erika Moser	Director, Admissions Information Systems and Communication
Heather Orrill	Assistant Dean, Nelson Online Student Support
Landon Orrill	Senior Director, Operations

Juan Padilla	Senior Director, Accounting
Michelle Parks	Director, Event Services
Trenton Polk	Assistant Dean, Director, Nelson Online Operations
Ruth Roberts	Senior Director, Human Resources
Brooklyn Ruddell	Director, Donor Hospitality
Micaiah Skelton	Senior Director, Learning Management Systems
Cody Slusher	Director, Faculty Development & Support
Michael Sons	Head Women's Basketball Coach
Amy Trober	Director, Student Success
Steven Watson	Head Women's Softball Coach
Mark Walker	Director, Campus Software
Mark White	Director, Student Counseling
Anthony Zoucha	Senior Director, IT

Faculty	**Department**
Dr. Amy Alexander	English
Dr. Danny Alexander	Communication Arts
Dr. Chere Blair	Dean, College of Education & Integrative Studies; Chair, English
Dr. Melody Gray Block	Chair, Business
Dr. Tyrone Block	Dean, College of Music and Communication Arts; Chair, Music
Ronnie Blount	English
Raven Buck	English
Jacqueline Cabrera	Communications Arts/Theatre
Nathan Choi	Music
Dr. Chris Corbett	Church Ministries
Dr. Darren Daugherty	Dean, Southwestern College of Bible and Church Ministries
Dr. Joan Davis	Behavioral Science/Community Service
Dr. Rennae de Freitas	Chair, Intercultural Studies
David Dorsett	Business
Randel Duncan	Behavioral Science/Community Service
Dr. Terance Espinoza	Chair, Bible/Theology
Benjamin Fenton	Communication Arts
Dr. Jason Forte	Business
Dr. Amy George	English
Dr. Jesse Godding	Business
Dr. Lacey Godsby	Social Work
Sarah Gonzales	Communication Arts
Dr. Lee Guidry	Education
Dr. Joseph Hartman	Executive Dean, Nelson Online
Meredith Jones	Music
Dr. Nolan Jones	Behavioral Science/Community Services
Dr. Ben Kissee	Chair, History
Dr. Michael Knapp	English
Dr. Dan Langston	Chair, Church Ministries
Dr. John Lapusan	General Studies/Math
Dr. Amanda Lee Hing	Music
Dr. Paula Manley	Chair, Education
Dr. LaShera McElhany	Education
Woody McGehee	History
Hank Moore	General Studies
Dr. Sean Odell	Church Ministries
Dr. Adonna Otwell	Chair, General Studies
Andrew Pacheco	Chair, Health Sciences
Dr. Joseph Pastori	Dean, Nelson Graduate School
Dr. Deborah Pauli	Behavioral Science/Community Services
Rob Price	Chair, Communication Arts

Dr. Joseph Reed	Health Sciences
Dr. Peter Reynolds	Graduate Coordinator, Bible/Theology
Rachelle Rial	Social Work
Dr. Jerry Roberts	Dean, Institutional Effectiveness/Intercultural Studies
Dr. Gilberto Salinas	Behavioral Science/ Community Services
Dr. John Savell	Dean, College of Behavioral Sciences and Community Services, Chair, Behav Sci/Comm Serv
James Southerland	Business
Bruce Stayments	Criminal Justice
Dr. Khristy Strange	Education, Director of Teacher Education
Dr. Kimberly Trewern	English
Dr. Loyd Uglow	History
Dr. Kristina Wilson	Education
Dr. Hyojin Woo	Music
Dr. Kerry Woodson	Dean, College of Business; Dean, College of Health Sciences
Dr. Koo Yun	Bible/Theology

Contractors	**Position**
Paul Blough	Director, Provider Food Services
Margaret Taylor	The Nelson Store, Regional Manager
Brandon Hebert	Facilities Director, National Management Resources
Blake Mauldin	Grounds & Fleet Director, Mt Company

As of July 1, 2026

Student Leaders 2026-2027

Student Congress:

President	Grace Summers
Vice President	Adan Telesforo
Secretary	Sadeja Brown
Treasurer	Trinity Graham
Organizations Director	Jonathan Martinez
Events Director	Calaia Thornton
Creative Director	Annalysia Montoya
Advisor	Landon Orrill

Student Missions Association (SMA):

President	Gavin Yoffee
Director of World Outreach	Cosby Cline
Director of Community Outreach	Avery Comellas
Director of Prayer and Advocacy	Levi Paredes
Executive Secretary	Joel Mason
Executive Treasurer	Alyssa Rodriguez
Executive Media Manager	Riley Harris
Sponsor	Nelson de Freitas

Residence Halls

Bridges Hall

Men:

1st Floor	(HRA) Caleb Pique
2nd Floor	Jamin Harper
3rd Floor	Justin Gerdes
4th Floor	Bret Bell

Women:

1st Floor	(HRA) Catherine (Cathy) Egbe
2nd Floor	Riley Evans
3rd Floor	Rachel Hodges
4th Floor	Raema Lyda

Collins Hall

Men:		Women:	
Basement	Karsten Bennett	1st Floor	(HRA) Eliona McElderry
1st Floor	Camden Myers	2nd Floor	Ruth Weedman
2nd Floor	Brennan Peterson	Annex	Mikayla Delgado

Guynes Hall

Men:		Women:	
1st Floor	William Sanders	1st Floor	Daniela Vallejo
2nd Floor	Ian Dobson	2nd Floor	McKenna Ross
3rd Floor	David Cintron	3rd Floor	(HRA)Claire Fithen

Kendrick Hall Elise Atkeisson

Off Campus

Off Campus RA	Aryana Keathley
Off Campus RA	Brennan Richter

Savell Hall

West:		East:	
1st Floor	Harrison Miller	1st Floor	Judah Neely
2nd Floor	Cooper Hanson	2nd Floor	Nathan Thomas
3rd Floor	(HRA) Michael Reyes	3rd Floor	(HRA) Hector Ortiz

Teeter Hall

Men:		Women:	
1st Floor	(HRA) Jack Jonker	1st Floor	(HRA) Briana Rogers
2nd Floor	Eli Miller	2nd Floor	Jaylyn Kechter
3rd Floor	Zion Mandl	3rd Floor	Gabriella Taylor
4th Floor	Christian Long	4th Floor	Claire Tewalt

Dorm Pastors

Bridges Hall	**Tallon** & Alysen Ralstin	972-923-5550
Collins Hall	**Taylor** & Reed Lewis	972-923-5551
Guynes Hall	**Zack** & Christina Formby	972-923-5554
Savell Hall	**Ryan** & Lyssa Tilus	972-923-5553
Teeter Hall	**Maddie** & Kyle Lynch	972-923-5552
Off Campus/Housing	**Taylor** May	972-825-4683

Who to see at Nelson

Absences, Classes	Professor
Academic Mentoring	Learning Centers
Academic Reports	Registrar's Office
Accidents	Dorm Pastor, Dean of Students, Security
Admissions Requirements	Admissions Office
Auto Registration	Safety & Security Department
Campus Clubs/Organizations	Student Congress Office
Career Opportunities	Career Development
Change of Class Schedule	Registrar's Office
Chapel Attendance	Residential Life Office or Dorm Pastor
Check Cashing Service	Student Billing in Davis Building
Counseling:	University Counselors, Dean of Students, Dorm Pastors, Resident Assistants
Academic	Instructors, Advisors, Registrar's Office
Financial	Financial Aid office
Personal	University Counselors, Instructors, Administrators
Spiritual	University Counselors, Instructors, Administrators
Career	Career Development, University Counselors
Credit by Examination	Registrar's Office
Degree Requirements	Registrar's Office
Dining Services	Business Services
Dropped from Class	Instructor, Registrar's Office
Emergencies	Safety & Security Department
Employment	Career Development
Examinations	Instructors
Facilities Use	Event Services
Fees	Student Billing Office
Financial Aid	Financial Aid Office
Fundraising Permit Application	Student Development Office
Grades	Registrar's Office
Graduation	Registrar's Office
Health Services	TimelyCare, Dorm Pastor
Housing Concerns	Residential Life Office
Loans	Financial Aid Office
Lost and Found	Safety & Security Department
Maintenance Concerns	Business Office
Publications:	
Nelson Today	University Marketing
Reporting Crimes	Safety & Security Department
Regents Apartments	Business Services
Scholarships	Financial Aid Office
Signs and Posters	Residential Life Office
Singing Groups	Music Faculty
Student Congress	Student Congress Office
Student Accident Insurance	Business Services
Student Missions Association	Missions Department
Student Ministries Report	Residential Life Office
Traffic and Parking	Safety & Security Department
Transcripts	Registrar's Office
Withdrawal from Class	Instructor, Registrar's Office
Withdrawal from School	Registrar's Office

Mission

Nelson University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Vision

Nelson University will be a distinguished, Christian university that equips Spirit-empowered leaders with career and ministry skills by providing affordable education, hands-on training opportunities, and innovative academic programs.

Core Values

BIBLE-BASED EDUCATION

God is the ultimate source of all knowledge and truth and has revealed Himself in Scripture; therefore, Nelson University is committed to the authority of the Bible and the integration of biblical values in all academic disciplines. The pursuit of truth and its application in every area of life comes through understanding the Word of God and knowing Christ. The University intends that students will deepen their understanding of Scripture and develop well-founded theological convictions for a life of Christian service through a carefully selected core of Bible and theology curriculum.

ACADEMIC EXCELLENCE

Nelson is a university devoted, under God, to the pursuit of truth through the use of the mind. Students, therefore, are encouraged to bring their minds in submission to Christ and fulfill their responsibilities as stewards, and work for the integration of thinking and learning in the framework of a Christian worldview. Students are encouraged to develop their minds and intellects in the pursuit of knowing Christ and His creation, and seeking God's direction as they choose a vocation or career path.

SPIRITUAL FORMATION

Nelson University is committed to fostering spiritual formation among students that produces life-long spiritual growth and character development. Students are encouraged to develop their understanding of biblical faith, increase their desire to know and serve God, and develop personal integrity and character by applying biblical values to their lives. Chapel and local church participation is emphasized because worship is an important element in the University's strategy for spiritual formation.

MISSIONS-MINDEDNESS

Nelson University is founded on the belief that every believer has a personal responsibility for the Great Commission. Nelson University intends that students will embrace missions-mindedness as evidenced by life-long personal involvement in world evangelism, a life of intercessory prayer for the lost, personal witness, contributing resources to world evangelism, and a willingness to go into full-time missionary work (if called by God) or, at a minimum, participate in a short-term mission trip.

PENTECOSTAL DISTINCTION

Nelson University is committed to an environment that encourages students to experience Spirit baptism according to Pentecostal theology to obtain additional power for witness, personal edification through speaking in tongues in private prayer, and additional enablement through spiritual gifts, while continually pursuing spiritual formation and a Spirit-formed character. The University also encourages the operation of the gifts of the Spirit in worship services according to the scriptural directive.

SERVANT LEADERSHIP AND MINISTRY

Nelson University's mission is founded on the belief that God intends every believer be actively involved in ministry that reflects service and servanthood. Fulfilling the mission of the church requires all believers, no matter their chosen career and calling, to work in team-like fashion using their unique gifts and talents in churches and ministries around the world as pastors, board members, elders, deacons, and heads of creative ministries in the pattern of the servant ministry of Jesus Christ.

COMMUNITY AND PERSONAL WELLNESS

Nelson University is committed to the understanding that discipleship occurs in community and in relationship; therefore, students are encouraged to develop the social and relational skills needed to contribute to an affirming, loving, and giving community of believers. Additionally, students are encouraged toward emotional and physical health for the purpose of enabling long, faithful service unto God. Eating properly, sleeping adequately, exercising regularly, and sufficient rest properly honors God through the body.

Faith

Nelson University embraces and supports the doctrinal teaching of the General Council of the Assemblies of God as set forth in Article V, Statement of Fundamental Truths of its Constitution.

THE FOLLOWING STATEMENTS SUMMARIZE THESE DOCTRINES:

WE BELIEVE

...the Bible is the inspired and only infallible and authoritative written Word of God (2 Timothy 3:16).

...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (John 1:1).

...in the blessed hope - the rapture of the Church at Christ's coming (Titus 2:13).

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).

...regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5).

...in water baptism by immersion (Matthew 28:19).

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).

...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16-25).

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Revelation 20:11-15).

History

Nelson University has occupied its lovely 70-acre campus since 1943. Three Bible schools merged to form Southwestern Bible Institute. The first (Southwestern Bible School) was established at Enid, Oklahoma in 1927 under the leadership of the Rev. P. C. Nelson. The second (Shield of Faith Bible School – containing a Bible school, a grade school and a high school) began at Amarillo, Texas in 1931 under the direction of the Reverend Guy Shields. The third (Southern Bible Institute operating in conjunction with the Richey Evangelistic Temple) began at Goose Creek, Texas in 1931. It was started by Reverend J. T. Little in Trinity Tabernacle and later moved to Houston in 1933. Shield of Faith moved to Fort Worth in 1935 and the high school in 1936.

In 1940, a merger brought Southern Bible Institute to Fort Worth. The Texas District Council of the Assemblies of God took ownership and direction of the newly formed South Central Bible Institute. The school in Enid then merged with South Central in 1941, at which time the name was changed to Southwestern Bible Institute. In 1943, the Institute moved to its present facilities in Waxahachie, Texas. Then in 1944 year a junior college curriculum was added to the school's program and soon accounted for about half of its enrollment. By 1948 Southwestern received accreditation with the American Association of Bible Colleges as a charter member.

Several districts of the Assemblies of God joined together in ownership of the school in 1954: Arkansas, Louisiana, New Mexico, North Texas, Oklahoma, South Texas and West Texas. In 1963 these districts authorized a change in name to Southwestern Assemblies of God College. From 1968 to 1987 the school also identified part of its curriculum as Southwestern Junior College of the Assemblies of God. During this period of time the Rocky Mountain District joined (1969) the owning districts and later withdrew (1980). The Mississippi District joined the owners in 1979. Also, during this period Southwestern achieved its regional accreditation in respect to the Junior College curriculum. In 1984 the School of Distance Education was established providing new educational opportunities for remote learning. In 1988 the College and the Junior College were united as Southwestern Assemblies of God College and by 1989 the entire college was regionally accredited.

In the early nineties, Southwestern experienced phenomenal enrollment increases. From 596 students in the fall of 1991, the enrollment had grown to 1,492 students in 1997. Along with the enrollment increase, opportunities to expand the curriculum and programs developed. In December 1994, the Board of Regents unanimously approved the name change to Southwestern

Assemblies of God University and authorized the institution to develop graduate programs. The graduate school went operational in 1996 and with this change, Southwestern more accurately reflected its purpose and mission as a university of theological and professional studies, anchored to Holy Scripture. The University accepted the challenges that come with the twenty-first century.

During the first fifteen years of the 21st century, SAGU's rate of facility growth to service its student population took on amazing proportions. In 2004, the University restructured its academic organization to recognize two colleges under the University umbrella: the College of Bible and Church Ministries, and the College of Arts and Professions. In 2013 the University adjusted its college identities again, dividing into the College of Bible and Church Ministries, the College of Business and Education, and the College of Music and Communication Arts. In 2015, SAGU was approved by regional accreditation as a Level V institution with authorization to offer doctoral programs. The first earned doctorate was awarded in 2019.

Traditions

ALL SCHOOL FELLOWSHIP - BATTLE OF THE DORMS

Student Congress sponsors many student events on campus. Battle of the Dorms is one of their "can't miss" events that has turned into a Nelson tradition. At the beginning of the Fall semester, students have the chance to compete in a variety of fun competitions with their dorms and get to know other students, faculty and staff. Come out to have fun, eat, and fight for your chance at year- long bragging rights and take home the legendary golden vacuum!

DORM EVENTS

Collinstock, Guynes Donut Shop, Teeter Coffee House, Camp Savendrick , Bridges Bash

HOMECOMING

Homecoming, an annual event in the fall semester, is coordinated to welcome alumni back to our campus and give students the opportunity to network with lions that are out working in the fields they are currently pursuing. A King and Queen are chosen by the student body, and Student Congress sponsors a Tailgate Party prior to the football game.

CHRISTMAS AT NELSON

This event, sponsored by Alumni Relations, Admissions and Student Congress, is to celebrate the Christmas season with the entire student body, faculty, staff and community.

ALL SCHOOL VALENTINE'S BANQUET

This event, sponsored by Student Congress, is to celebrate Valentine's Day with the entire student body, faculty and staff.

NELSON FORMAL

This event, sponsored by Student Congress, is to celebrate the end of the academic school year, and to recognize outstanding seniors for the school year. Chosen by their peers, the Nelson Legacy Award is given to the outstanding senior male and senior female who embodies the ideals of Nelson University.

FRIENDSHIP CHAPEL

This special chapel, sponsored by Student Congress, is to honor students and their friendships.

MASCOT AND SCHOOL COLORS

The University mascot is the Lion (Judah), and the school colors are purple and white.

SPECIAL SPIRITUAL SERVICES

The President's office provides many special spiritual services each semester, such as Spiritual Saturation Week and Missions Convention.

Spiritual Life

Personal Life Philosophy

Nelson University is always concerned about the personal life of its students. All students (married or single, off-campus or on-campus, undergraduate or graduate) are expected to conduct themselves at all times in accordance with the teachings of the Word of God, the accepted standards of the Assemblies of God, and the standards of conduct held by Nelson University. Nelson Lions must realize the importance of being examples of Christian living both on and off campus.

With those from various and differing backgrounds, it is necessary that each student become acquainted with the University's Biblical and Community Values. The University states its intention of making biblical principles its primary basis for conduct as referred to in the Assemblies of God Bylaws, Article IX, Section 6, as follows:

In view of the alarming erosion of national moral standards, we reaffirm our intention of holding up Biblical standards against all forms of worldliness. We urge all believers; "Do not love the world or anything in the world...For anything in the world—the cravings of sinful man, the lust of the eyes and the boasting of what he has and does—comes not from the Father but from the world" 1 John 2:15,16 NIV.

In its teaching regarding worldliness, the Scripture warns against participation in activity that defiles the body, or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, position, or possessions, which lead to their misuse; manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (Luke 21:34,35; Romans 8:5-8, 12:1,2; 2 Corinthians 6:14-18; Ephesians 5:11; 1 Timothy 2:8-10; 4:12; James 4:4; 1 John 2:15-17, and Titus 2:12).

Chapel

Chapel worship services are a vital part of Nelson University. The Holy Spirit moves powerfully through the anointed Word and worship to impact students. In Chapel, students get a break to tune into God's heart and purpose, touch the Spirit's pulse on our campus and access current campus life information. It is time well spent in the presence of God and fellow believers for a life-changing experience.

CHAPEL ATTENDANCE

1. **Regular Chapel attendance** will be required of all undergraduate students taking courses on campus.
   Chapel is weekday as follows:

Day of the Week	Chapel Hour
Wednesday/Friday	10:15 am to 11:15 am
Thursday	9:30 am to 10:30 am

   - Full-time students (enrolled 12 or more hours) attend chapel four days per week (three chapel services and one Devo).
   - Part-time students (enrolled less than 12 hours) attend chapel four days per week but have the option to apply for chapel release if their classes begin after noon.
   - Nelson Online students living on-campus will follow full-time guidelines above.
   - Students working through Federal or State College Work Study or as a Nelson University Student Worker are only allowed to work hours that do not conflict with chapel.
   - Graduate students are encouraged, but not required to attend chapel unless living in on-campus housing.
   - ID Scanners located at the exits of the Sheaffer Center auditorium record chapel attendance. Students must scan in at the beginning of chapel and out at the end of chapel to be counted present. Students are responsible to verify that their ID has their correct student information and is scanning properly.
2. **A student is considered absent 5 minutes after chapel begins and/or when the chapel doors are closed.**
3. **Scanning and leaving before the end of chapel** results in an absence and disciplinary action. The first occurrence will result in a double absence. The second occurrence results in chapel probation for the rest of the semester. Additional occurrences could result in the student appearing before the Student Conduct Committee. Students should remain until chapel is concluded. Students needing to leave chapel early should immediately notify the Dorm Pastor/Resident Assistant on chapel duty to be excused. Students must scan in and out of chapel with their own student ID to be counted as present. Students may only sign-in during the first week of the semester.
4. **Chapel attendance is recorded** by the Student Development office. Students' chapel attendance can be found in their Student Portal. It is recommended that students check their absences regularly. Excessive absences will result in penalty and loss of privileges for the student. The following scale will be used to determine acceptable chapel attendance each semester:

15 Absences*	**Acceptable**
over 15 Absences*	**Unacceptable** – Student will be placed on Chapel Probation for the next semester – See #8 below
20 or greater Absences*	**Failure** – Student will be placed on immediate Chapel Probation for remainder of semester and will be on Chapel Probation for the next full semester – See #8 below

*This scale applies to students required to attend chapel every day. Students with work release will have a reduced number of chapel absences allowed.

5. **Chapel Excuses.** The chapel attendance policy takes into account possibilities of absence due to: (1) serious illness, (2) death in the immediate family, or (3) unavoidable circumstances. In these situations, the student should obtain a Chapel Excuse Application from their Dorm Pastor. Students have ONE (1) WEEK upon returning to chapel to present the completed application and supporting documents to their Dorm Pastor. Submitting this form does not automatically grant an excused absence. After the application review, notice of the decision will be sent to your Nelson email account.
6. **Chapel Work Releases.** Students should make every effort to avoid work conflicts with the chapel hour. However, the chapel attendance policy takes into account absences due to unavoidable work conflicts. New and Continuing Students should obtain the Chapel Work Release Application during registration week from the Student Development office. **All release forms and supporting documents must be turned in ONE (1) WEEK following registration or employment time.** Any change in work hours/status must be reported to your Dorm Pastor or the Student Development Office. Submitting this form does not automatically grant an excused absence. After the application review, notice of the decision will be sent to your Nelson email account. Students with work release will have a reduced number of chapel absences allowed. Additionally, if you change jobs during the semester, please contact the Student Development office to give your new employment information.

1 day release = 11 allowed absences
2 day release = 7 allowed absences

7. **Chapel Absenteeism.** Absenteeism will be treated with immediate and utmost concern. The Student Development office will keep accurate records of chapel attendance and report individual chapel ratings to the Dean of Student's office for inclusion on your Ministry Transcript.
8. **Chapel Probation.** At the end of a semester, a student who has missed 16 (and over) chapels will be placed on chapel probation for the following semester. At any time during the semester, any student's attendance that falls to a failing level will be placed on Chapel Probation for the remainder of the current semester as well as the following semester. Two (2) full, consecutive semesters of failing chapel attendance will place a student on suspension for the following semester.

   A student's chapel rating should be regarded seriously. Any unacceptable or failing rating negatively affects opportunities for ministry, as well as scholarships and awards. Students under "chapel probation" are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in campus organization, classes or student congress, student missions association (SMA) mission trips or engage in a school activity which puts them in a visible, public role during the time the probation is in effect.
9. **Chapel Suspension.** Any student who fails to attend chapel at least 25% of any given semester will be suspended from the University for the next regular semester. Additionally, students earning a failure chapel rating two consecutive semesters will be suspended from the University for the next regular semester.

**Note: Chapel probations and suspensions cannot be appealed once classes begin the very next semester.*

CHAPEL CODE OF CONDUCT

Daily chapel services are an essential part of campus life at Nelson University. The possibilities are unlimited when students gather together with one heart to hear the message of God's Word, worship the living God in Spirit and truth, and respond to His will for their lives. Testimonies abound of the things God has done in students' lives during chapel services at Nelson University. That legacy continues!

An important part of preparation for ministry is the development of attitudes, practices, and behaviors appropriate for corporate worship with other Christians. To ensure a reverent atmosphere in which God can do what He desires through the power of the Holy Spirit, the following code of conduct for chapel at Nelson will be enforced.

As you attend chapel, students are encouraged to come with an open mind and heart, expecting to be spiritually nurtured and challenged; engaging fully in worship and the word of God. We also encourage you to bring your Bible and take notes to help retain God's word for that moment. Please avoid unproductive, disrespectful behaviors, such as: sleeping/slouching in chapel, studying or reading material unrelated to the service, distracting others during a service by talking, inappropriate laughing, outbursts, or any other disruptive behavior, bringing food into the chapel, leaving prior to dismissal, not standing when asked, wearing head-coverings of any sort (including ball caps, or hoodies), using ear buds, headphones, cell phones, or other digial devices (other than to use for note-taking or Bible references). Students are to uphold spiritual integrity. So, for that reason, scanning and leaving chapel is not permitted. Students are also not permitted to sit in the chapel lobby during the chapel hour, regardless of whether they are attending or not, including worship through dismissal.

All students are subject to this code. When it is violated, the following steps will be taken:

1. A verbal warning may be given by any Resident Assistant, Dorm Pastor, Dean of Students, Staff, Faculty or Administrator. The warning may be formalized in writing and notification of the warning given to the Assistant Dean of Students.
2. Warnings will not be given after the first week of classes. Excessive unproductive and disrespectful behaviors (as stated above) could result in an absence from chapel for that day and/or a conference with the Assistant Dean or Dean of Students.
3. If the behavior continues, the student could be placed on disciplinary probation or will be asked to appear before the Student Conduct Committee for further action.
4. Please contact chapel@nelson.edu, if you have any questions or issues.

SPECIAL EVENING SERVICES

The University plans and conducts special evening services each semester. These special services are held each semester to heighten the spiritual life on the campus. Attendance by ALL students (ON-CAMPUS AND OFF-CAMPUS) at these special services is required.

Student Devotions

Students who take on-campus classes are to attend devotions on Tuesday nights at 9 pm with their dorm under the direction of the Dorm Pastor and Resident Assistants. Off-campus students and Married Students hold their devotions on Tuesday mornings at 9:30 am currently in HCC 1050. Students are always encouraged to maintain personal devotions. Devotions exist to promote the University's core value of spiritual formation, and community and personal wellness on the campus of Nelson University by building community through fellowship, peer accountability, discipleship and prayer. These weekly meeting times are strategically led by our Dean, Dorm Pastors and/or Resident Assistants who endeavor to create a unique experience where every resident is challenged and skilled to mature in the growth process. Student Devotions attendance is a part of Chapel attendance.

Church Attendance

The administration, faculty and staff endeavor to maintain a vibrant Christian atmosphere at Nelson University. Our Pentecostal heritage is perpetuated by our spiritual life program. All students are required to follow the New Testament teaching of "not forsaking the assembling of ourselves together" Hebrews 10:23-25, by attending Sunday morning services. Students are encouraged to pray for and participate in the services. Students are also encouraged to engage in practical Christian ministry while attending classes at Nelson. Each student is required to report his/her church attendance.

Students are given until Fall Break/Spring Break to decide where they wish to attend church for the semester. This is called a "Church Assignment" and should be recorded on the first church attendance report(s). Students are expected to attend services at their chosen church assignment for the duration of the semester. Students report their church attendance on forms made available during devotion time. Dorm Pastors will engage with students who have accumulated excessive absences for spiritual mentoring.

Nelson University's primary objective is the training of individuals to enter worldwide Christian service. Supervised training is given to students in conjunction with their field of study. Therefore, Student Ministry complements academic study with essential practical training opportunities in Christian service.

All students are encouraged to be faithful in chapel and church attendance. In addition, they are encouraged to participate in local church ministries. Students are expected to be responsible and faithful to the pastor and the church in which they serve. Students are encouraged to serve in practical ministry service in a local church. Christians find their fulfillment in serving humanity in the redemptive plan of God. Nelson University desires to encourage student initiative and creativity to participate in and develop ministries that will take the whole gospel to the whole world.

Academics

Each college has faculty members that serve as program coordinators to assist students with questions and concerns related to their program of studies. Students should feel free to consult with their program coordinators/advisors throughout the year. Faculty members post hours of availability for student appointments.

Schedulers assist students with their degree planning activities during the course selection process. Course selection is completed online through the my.Nelson Portal. Students should feel free to consult with the schedulers who are helping them in the design of their academic schedule.

For every hour of class attendance, a student should devote approximately two hours to study. Preparing a time budget at the beginning of each semester will be helpful.

Daily Class Schedule

1. M/W/F daytime classes are 55 minutes in length.
2. T/TH daytime classes are 80 minutes in length.
3. Transition times between all daytime classes allows 10 minutes.
4. Daily chapel is 60 minutes in length.

	M/W/F Classes	T/TH Classes
Period 1	8:00 - 8:55 am	8:00 - 9:20 am
Period 2	9:05 - 10:00 am	9:30 - 10:30 am Chapel
Period 3	10:15 - 11:15 am Chapel	10:50 am - 12:10 pm
Period 4	11:35 am - 12:30 pm	12:20 - 1:40 pm
Period 5	12:40 - 1:35 pm	1:50 - 3:10 pm
Period 6	1:45 - 2:40 pm	3:20 - 4:40 pm
Period 7	2:50 - 3:45 pm	
Period 8	3:55 - 4:50 pm	

Evening/Weekend Schedule

M/T/TH Classes (Undergraduate)	6:00 - 9:00 pm
M/T/TH/F Classes (Graduate)*	6:30 - 9:30 pm
Saturday Classes (Graduate)	8:00 am - 2:15 pm

* Subject to change via the Graduate School.
* Consult the Alternate Daily Schedule for special occasions, such as Spiritual Saturation Week.

Alternate Daily Class Schedule

1. M/W/F daytime classes are 50 minutes in length.
2. T/TH daytime Classes are 75 minutes in length.
3. Transition times between all daytime classes allow 10 minutes.
4. Special chapel is 90 minutes in length.

	M/W/F Classes	T/TH Classes
Period 1	8:00 - 8:50 am	8:00 - 9:15 am
Period 2	9:00 - 9:50 am	9:30 - 11:00 am Chapel
Period 3	10:00 - 11:30 am Chapel	11:20 am - 12:35 pm
Period 4	11:50 am - 12:40 pm	12:45 - 2:00 pm
Period 5	12:50 - 1:40 pm	2:10 - 3:25 pm
Period 6	1:50 - 2:40 pm	3:35 - 4:50 pm

	M/W/F Classes	T/TH Classes
Period 7	2:50 - 3:40 pm	
Period 8	3:50 - 4:45 pm	

Eve/Weekend Schedule

M/T/TH Classes (Undergraduate)*	6:00 - 7:15 pm Evening Chapel
M/T/TH/F Classes (Graduate) **	6:30 - 9:45 pm
Saturday Classes (Graduate)	8:00 am - 2:15 pm

* Only when evening service is scheduled

** Subject to change via the Graduate School

* Consult the Alternate Daily Schedule for special occasions, such as Spiritual Saturation Week.

BAD WEATHER CLOSURES

When the administration deems it necessary to close the University due to dangerous driving conditions, an announcement will be posted on the Nelson University website and a broadcast will be made on the Nelson University Alert System. Announcements may also be posted on radio and television stations, if deemed appropriate.

Class Attendance Policy

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding and appreciation a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

Attendance is taken during every class meeting and begins on the first day each class begins for the semester (even if a student registers late for the class). Nelson University's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP, WF, or WC" depending on the type of the class and what grade the student earned. (The student will be assessed the established course withdrawal fee.)

The following is a chart of allowed absences for undergraduate classes:

Day of Week Class Meets	Developmental Classes Absences Allowed	1000-2000 Level Absences Allowed	3000-4000 Level Absences Allowed
M/W/F	5% unexcused and 25% excused or 2 unexcused and 10 excused	Cannot exceed 30% or 12 per semester	Roll must be taken. No minimum attendance numbers are required.
T/TH	5% unexcused and 25% excused or 1 unexcused and 7 excused	Cannot exceed 30% or 8 per semester	Roll must be taken. No minimum attendance numbers are required.
Nights/Week-ends	5% unexcused and 25% excused or 1 unexcused and 3 excused	Cannot exceed 30% or 4 per semester	Roll must be taken. No minimum attendance numbers are required.

If a class meets twice a week, when a student is late twice it qualifies as an absence. If a class meets three times a week, then three tardies constitute an absence. Students missing fifteen minutes of a class will be counted absent.

A student who is absent from a class is responsible to make the appropriate advanced arrangements with the faculty member for possible make-up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with the time frame in which the work must be completed. Students may receive reduced or no credit for work missed in class due to absence. However, no point reduction will be imposed upon a student's final grade for absenteeism.

Students who are absent from class due to university-sponsored games/trips/events count towards the absences allowed in the class. Students need to communicate with their professors in order to make up any missed work related to an absence for officially sponsored events.

ONLINE COURSE ENROLLMENT VERIFICATION POLICY

The Course Enrollment Verification (CEV) process documents that students enrolled in an online course are engaged in academic activities (such as submitting assignments, taking quizzes, or contributing to discussions) to comply with federal aid requirements. Federal financial aid regulations require institutions to verify that students enrolled in an online course are actively participating in their courses to remain eligible for Title IV aid and other forms of financial assistance. Completing the CEV confirms a student's academic attendance and determines eligibility for federal, state, and institutional aid. Students who fail to submit assignments or the CEV may be considered to have unofficially withdrawn, which can result in adjustments or repayment of financial aid funds.

Full Semester Courses

CEV due on Day 7 of each semester. Assignment submissions are assessed on Day 15 of the semester.

Eight Week - Session 1 and Session 2 Courses

CEV due on Day 7 of each session. Assignment submissions are assessed on Day 15 of the session.

All Courses

Students will be assigned a grade of Withdrawn Failing (WF) based on their lack of progress at the time of the withdrawal and a fee will be assessed by Student Billing. In the event of administrative withdrawal from a developmental course, a grade of Withdrawn (WC) will be assigned and a fee will be assessed.

Except for cases of institutional error which led the student to be inappropriately withdrawn, administrative withdrawals are final after they are processed. Students administratively withdrawn from a course during refund periods may not be eligible for the refund. Students must request withdrawal with the Registrar's Office through the appropriate online forms prior to being eligible for administrative withdrawal to receive any tuition refund.

Further, while a WC grade does not affect GPA calculations, it will count toward the Satisfactory Academic Progress (SAP) calculation for financial aid purposes. WF grades will affect undergraduate GPA calculations and may be used for Academic Probation and/or Academic Suspension determinations in addition to SAP calculations.

Please note: Communicating with an instructor via email, in the course discussion board, or outside of the course about matters not related to course content or learning outcomes does not count as course participation. Also, logging into the course in Blackboard does not constitute course participation. Students must demonstrate active engagement in their courses by submitting completed assignments or the CEV.

COMPLETE ADMINISTRATIVE WITHDRAWAL DUE TO STUDENT CONDUCT EXPULSION OR SUSPENSION

Students expelled or suspended from Nelson University due to student life or other conduct issues, will be administratively withdrawn from the university by the close of business on the day that the VP for Student Development notifies the student of the final decision.

Students will receive administrative withdrawal grades (WP/WC for undergraduate, W/WC for graduate) on their transcript according to the grading policy for the course and may be eligible for a tuition refund if the institution is still in a refund period. Grades of W, WP, and WC have no bearing on semester or cumulative grade point averages (GPA), but may have financial aid implications.

NELSON ONLINE AND STUDENT INVOLVEMENT POLICY

While Nelson University recognizes and embraces the various pathways today's educational environment allows for pursuit of higher education degree, Nelson University embraces the traditional, residential, avenue of education as most efficient for individuals involved in campus activities and in terms of spiritual formation (chapel and devotions). Therefore, undergraduate students desiring to participate in extra-curricular activities (athletics, student leadership, music performance groups, etc.) are mandated to "Residential Undergraduate" status for enrollment.

Appeals can be made through the Vice President for Student Development's Office for the Appeals Committee to review, but the applicant must understand the criteria below as well as understand the guidelines if approved. The student must approach the given sponsor of their organization or coach of their sport to express their need for taking courses through Nelson Online as well as begin the process of applying for Nelson Online to determine eligibility. If the Coach or Sponsor/Director approves, then the student can begin the appeal process to switch to Nelson Online and the coach or director will provide details concerning financial aid adjustments. In addition to being eligible to convert to Nelson Online, the following items should be presented in the desire for an appeal for Nelson Online:

- Student letter of appeal
- Coach, Sponsor, or Director statement verifying special student situation
- Any other statements, or evidence, pertinent to case

If appeal is granted:

- Student must re-submit their appeal once a year if duration of Nelson Online status goes beyond two semesters to determine if the situation the appeal was granted has changed.
- Student's financial aid will be reviewed and can be reduced or cancelled.
- Student will not be permitted to live on campus.

Classroom/Course Conduct

All Nelson University Study venues and modes should be environments conducive to learning, honest inquiry, spiritual formation and collegiality. Instructors are vested with authority to uphold University policy, to maintain appropriate conduct and environments in their classrooms, seminars, student organizations, and online discussions. Seldom should disciplinary matters need to be taken beyond the oversight of the instructor unless the nature of such problems involves threats, perceived threats, statements or actions of intimidation, uncontrollable belligerence or violence. In such cases, instructors should always compose a careful and accurate report of the facts and persons involved and submit it to the College Dean and to the Residential Life Office. If any of these extreme situations rise to an emergency level, or if a student were to be dismissed from a faculty sponsored gathering and refused to cooperate, Nelson University Security should be called to the location immediately. In the wake of such issues, consultations should be held with the appropriate Department Chair/College Dean. Department Chairs may seek additional guidance from their respective Deans. The local Administrative Dean may be approached for counsel, as well.

Academic Probation

Students under "academic probation" are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, club sports, chapel leadership/music, school musicals/programs, or summer/holiday tours. Additionally, students under "academic probation" cannot hold an office in clubs, Student Missions Association (SMA) or Student Congress. "Academic probation" students should not engage in a school activity that puts them in a visible, public role.

SUSPENSION

Any student who incurs academic probation two semesters in a row will be suspended. Please see Academic Catalog for further details.

ACADEMIC INTEGRITY

Nelson University places a high value on both academic excellence and spiritual growth. The process of learning is just as important as the outcomes produced. A commitment to Christ encompasses all aspects of life (Matthew 22:34-40; Mark 12:28-34; Luke 10:25-28), including behavior and the work completed in class and beyond. Therefore, students are expected to produce work that reflects biblical values such as creativity, excellence, and integrity.

Throughout their studies, students will engage with and build upon the ideas of others whose work has influenced or inspired them. Each academic discipline offers specific guidelines for properly citing these contributions. It is essential to follow the department and course-specific instructions for each assignment.

As such, any form of cheating or academic dishonesty is incompatible with Christian discipleship and will not be tolerated. Any student caught cheating on an exam or assignment may receive an "F" for the assignment or the entire course, and may face further disciplinary action from the institution. Course notes and other materials are prohibited during tests unless explicitly permitted by the professor. Testing must be conducted with academic integrity, and any breach of this, such as having unauthorized individuals present, using forbidden materials or technology, or submitting someone else's work as one's own, will not be allowed.

The use of external words, ideas, images, and multimedia, including content created by generative technologies, must be properly attributed. Failing to attribute these sources correctly, including content produced by emerging technologies like Artificial Intelligence (AI), is considered plagiarism. Different disciplines, professors, and assignments may have varying rules regarding the use of AI and other tools, and it is the student's responsibility to adhere to the specific guidelines provided for each situation. If you have any doubts about what is permitted, please consult your professor.

A student under investigation for academic dishonesty will not be allowed to withdraw from the course. The professor will first address the issue, and if necessary, the matter will be escalated to the relevant College Dean. The Dean will collaborate with the Dean of Academic Services for a resolution, if required. If found guilty of academic dishonesty, the student will not be permitted to withdraw from the course and will receive the grade assigned by the instructor. For more information, refer to the Standards of Conduct in the Student handbook.

Student Rights with Regard to Education Records

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at Nelson University.

- Nelson University officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)
- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by Nelson University. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Registrar's office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by Nelson University, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Registrar's office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Registrar's office.
- This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine a teacher's grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar's office.

Summary of the Intellectual Property Rights Policy

DISCLAIMER

The following summary of the Intellectual Property Rights (IPR) Policy is designed to assist students in understanding the key points of the policy. Note: the summary is not the full IPR Policy. A copy of the full IPR Policy is available for your use at the following offices: Student Development Office, Library, Media Services Office, Communication Arts Department, Music Department, Academics Office, College of Arts & Professions, College of Bible & Church Ministries, and School of Graduate Studies.

PURPOSE AND KEY POINTS

This policy is based on Nelson University's recognition and encouragement of the development of a wide variety of creative works to which the originator and/or the University has exclusive or shared rights and privileges as provided under copyright law. Nelson University further recognizes that this is an increasingly complex issue in higher education. Below is a summary of the key items included in the IPR policy:

- Provides formal definitions, descriptions and examples of and/or for intellectual Property, copyright notice, copyrightable materials, fair use, work made for hire.
- Describes the establishment, membership and function of The University Committee on Intellectual Property (UCIP) to assist the University in understanding and recommending IPR policy and resolution of disputes involving Intellectual Property Rights.
- Assigns applicability of the IPR Policy to employees and students of the University and conditions of applicability. The basic points are as follows:
    - Intellectual Property
    - Should the University seek to distribute original works as a "pay for distribution" item the work must be properly copyrighted to the owner and a formal agreement must be established between the owner and the University dictating the terms of usage and compensation for usage.
- Defines "nominal or customary use" in creation of an original work and explains that in such cases the originator retains all rights to the intellectual property (i.e., the rights are not jointly owned by the University and the originator).
- Defines "substantial use" and "work-made-for-hire" in the creation of original works and identifies that most of the original works which are created are done so as a part of employment responsibilities and making use of university resources beyond those typically assigned to the responsibilities of employment and thus the University has rights to the created work. The following would fall in to this category:
    - The copyright of online courses including all electronic materials residing within the course.
    - The right to control the distribution of all intellectual property which Nelson University holds the copyright and named ownership.
- Provides guidance on notification of leadership when projects or ventures falling into the category of substantial use become apparent so that clarification and understanding of ownership can be determined as early as possible (see 4.5.2 ff).
- Explains that connection to the University as an employee or student does not provide ownership to the University of intellectual property beyond the scope of employment such as pursuing a hobby.
- Describes the process and criteria to "take exception" to the polices on nominal use, substantial use and/or work-for-hire.
- Explains standard policies on use by non-owners, reporting or disclosures, ownership of intellectual property, dispute resolution and rights of appeal.

NO RECORDING OR POSTING POLICY ON CAMPUS

- The purpose of this policy is to uphold the integrity of academic environments, protect the privacy and rights of individuals, and maintain a conducive atmosphere for learning and discussion. Recording or posting of any kind, including but not limited to audio, video, and photography, on campus premises without prior permission from the professor or relevant authority is strictly prohibited. This policy applies to all individuals, including students, faculty, staff, visitors, and any other person present on campus premises. It is the responsibility of all members of the campus community to adhere to and enforce this policy. Any concerns or violations should be reported to the appropriate authority for investigation and resolution.

- Individuals must obtain explicit permission from the professor, staff member, or relevant authority before recording any academic-related activities or personal conversations, including lectures, discussions, presentations, or any other classroom or professional interactions. In certain exceptional circumstances, such as for accessibility accommodations or official documentation purposes, individuals may request special permission from the professor or relevant authority. Such requests will be evaluated on a case-by-case basis.
- Respect for the privacy and consent of all individuals involved is paramount. Before initiating any recording, individuals must obtain consent from all parties who may be recorded, ensuring that their rights and privacy are respected. Any recorded material obtained on campus premises may not be distributed, shared, or disseminated without the explicit consent of all individuals involved and in compliance with relevant institutional policies and regulations. Violation may result in disciplinary action, which may include but is not limited to academic penalties, sanctions, or other appropriate measures in accordance with institutional policies and procedures.

*Information on the following subjects may be located in the University Catalog: Satisfactory Academic Progress; Suspension, Course Repetition; Financial Aid; Drop Classes; Withdrawal from Nelson; Examinations, Grade Points, Incomplete Work; Honors; Graduation Regulations; Classification of Students; Class Load; College Credit by Examination.

SURVEYS AND ASSESSMENTS

All surveys and assessments sent to students for the purposes of university or departmental assessment must be approved by the VP for Student Development.

Campus Services

Financial Aid

The Financial Aid office should be contacted when a student is interested in applying for grants, scholarships, loans, or employment through the College Work Study Program. The purpose of this office is to help students obtain financial assistance from institutional, private, and government sources.

SUMMARY OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving aid must make measurable progress toward the completion of their course of study in order to continue to be eligible for these programs. The Higher Education Act mandates that institutions of higher education establish minimum standards of "satisfactory progress" for students receiving Financial Aid. All University coursework must be considered regardless of whether the student received federal Financial Aid at the time. Transfer students are considered to be making satisfactory progress upon enrollment at Nelson University because only grades of C or above are transferable. The standards for determining progress at Nelson University are comprised of the following components:

CUMULATIVE GRADE POINT AVERAGE

Undergraduate students are required to maintain a minimum cumulative grade point average (GPA) of 2.0 as stated in the Academic catalog. Graduate students must maintain a cumulative (GPA) of at least 3.0.

QUANTITATIVE-CREDIT HOURS EARNED

Students may attempt up to a maximum of 190 credits while pursuing a Bachelor's degree. Students may attempt up to 99 credits while pursuing an Associate's degree, 60 hours for a Master's degree, 54 hours for Post-Baccalaureate Teacher Certification.

CUMULATIVE PERCENTAGE OF HOURS ATTEMPTED

To ensure that undergraduate students finish their program within the maximum allowed time-frames, they are required to complete 70% of all coursework attempted including both transfer hours and hours at Nelson University. Repeated courses are counted as attempted twice. Graduate students must complete their degree within 6 years of enrolling in the Graduate School.

TIME FRAME USED IN MEASURING PROGRESS

All SAP measurements are calculated annually at the end of the Spring Semester for all programs. Financial Aid suspension will go into effect at the start of the following Fall Semester.

FINANCIAL AID SUSPENSION

If a student fails to meet any one of the SAP measurements described above, he/she will be placed on Financial Aid suspension. During the period of suspension, the student will not be eligible to receive Financial Aid. Students will be notified of this via their campus email address.

FINANCIAL AID REINSTATEMENT PROCEDURES

To regain Financial Aid eligibility, a student must pay the expenses related to at least half-time enrollment (6 or more hours in a semester) during the period of suspension and satisfy all SAP requirements. After meeting all SAP requirements, the student must request reinstatement of eligibility in writing to the Financial Aid office.

FINANCIAL AID APPEAL PROCESS

If a student is placed on Financial Aid suspension, he/she may petition the Financial Aid department to consider mitigating (special) circumstances that resulted in his/her inability to meet the SAP requirements. The appeal must be typed and must include the Suspension Appeal Form, an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, etc..) of the reason(s) the minimum academic standards required by Satisfactory Academic Progress (SAP) policy were not achieved. Additionally, each appeal must be submitted with a letter of endorsement from a Nelson University faculty/staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstances have been resolved. All appeals will be reviewed within 7 business days of the Financial Aid office's receipt of a complete appeal (appeal form, student's appeal letter, endorser letter and supporting documentation). Notification of the review will be sent via the campus email address. For appeals that have been approved, students will be placed on Financial Aid probation for one academic year beginning with the next Fall Semester. SAP will be calculated again at the end of the Spring Semester. If the cumulative standard is met students will be placed back in good standing. Students that meet SAP for the academic year, yet are not meeting the cumulative requirement, will remain on Financial Aid probation until the requirement is met.

LOAN EXIT COUNSELING
Students who receive loans are required to complete a loan exit counseling during their last semester of attendance.

REFUNDS
Before dropping classes or withdrawing from the University, students should familiarize themselves with the school's refund policy. See the section "Financial Information" in the current Academic Catalog.

Student Billing Services
The Student Billing Office serves the students of Nelson University in all university-related financial matters:

1. Account Statements and payment reminders are sent out monthly to students via their my.nelson email.
2. Any credit balance on a student's account is processed as a student refund. These refunds are sent by a 3rd party processor to the student within 14 calendar days from the day the credit was created. Students expecting a credit should watch for information via their my.nelson portal.
3. Student 1098-T tax forms are processed each January for the previous calendar year. These forms are made available to students via my.nelson student portal under Document Tracking. Students should be sure and check "Include Completed Items" in order to locate the document.
4. Mission trip payments, club dues, and all other miscellaneous payments or fees can be paid online or at the Cashier window in the Davis building.
5. Student Billing team members are available to counsel students about student bills, payment options, and any other account questions that they may have.

Dining Services
Students and guests have three different dining options on the campus of Nelson University:

1. The Dining Hall located in the Sheaffer Center
2. The Lion's Den (Deli-Craft & Global Eats), located in the Barnes Student Center
3. Einstein Bros. Bagels, located in the Hagee Communication Center
4. The Corner Market, located in the Sheaffer Center

All students living on campus are charged for room and board, without exception. All meal plans are set up through the Business Services office and are final by the end of Late Registration. The complex operation of a university the size of Nelson University does not permit special eating schedules, nor special cost adjustments for persons missing meals. Students under the care of a doctor for dietary reasons must submit a Meal Plan Exemption form to Business Services with particular diet needs, as prescribed by their doctor.

1. Students must present their ID cards at each mealtime. Any student who does not present a proper ID will be denied food service until proper ID can be re-established.
2. Students are expected to follow appropriate social etiquette when dining. Any student who demonstrates rude behavior may be denied food service upon the recommendation of the Dining Director and will be reported to the Dean of Students. Students will not be permitted to throw food items or create an inappropriate atmosphere in any dining facility.

The Dining Hall		
Monday - Friday	Saturday Closed	Sunday
Breakfast: 7:30 - 9:00 am		Brunch: 11:30 am - 2:00 pm
Lunch: 11:15 am - 1:30 pm		Dinner: 5:00 - 7:00 pm
Dinner: 5:00 - 6:30 pm (closed Fridays for dinner)		

Lion's Den	**Corner Market**	**Einstein Bros. Bagel**
Monday - Friday	Monday - Friday	Monday - Friday
11:00 am - 8:00 pm	11:00 am - 9:00 pm	7:30 am - 3:00 pm
Saturday: 9:00 am - 8:00 pm	Saturday/Sunday: Closed	Saturday/Sunday: Closed
Sunday: Closed		

Career Development

Nelson University's Career Development office, located in the Barnes Student Center, provides the resources and strategies for choosing a college major, developing career plans, creating a resume, finding internships, full-time and part-time jobs, connecting with alumni, developing graduate school plans, and making successful career transitions. The Career Development office provides year-round service to students as well as university alumni.

EMPLOYMENT FOR STUDENTS

Although Nelson University is unable to guarantee employment to the entire student body, it certainly desires to give every possible assistance in aiding students to find jobs either on or off campus. The Career Development office assists students in finding opportunities for work study positions, on campus student worker positions, and part-time and full-time employment off campus.

The Career Development office utilizes Hire-a-Lion software, powered by College Central Network, to manage student employment, full-time employment, internships, alumni employment and more. To register for this service, contact the Career Development office located in the Barnes Student Center, or go to www.nelson.edu/career-development.

Technology & Internet Access

This section outlines the technology resources available to all students at Nelson University. Here, you'll find information on internet access, device requirements, essential tools, and support services to help you stay connected and make the most of your campus experience.

BRINGING YOUR OWN DEVICE

All students are expected to bring a personal computer or device for coursework and communication. The university offers a limited number of computers for student use in the Nelson Memorial Library, but personal devices are recommended for everyday access.

DEVICE SUPPORT

The IT Department supports a variety of devices, including Windows PCs, Macs, and most major smartphones and tablets. If you need help connecting your device or troubleshooting issues, our team is available to assist you.

INTERNET ACCESS ON CAMPUS

Wi-Fi is available throughout campus via the Nelson-Secure wireless network. To connect, log in using your Nelson University username and password—the same one used for your email, student portal, and other services. You may connect via Ethernet cable if your dorm room has an available port. However, personal networking equipment, such as routers or switches, is not allowed. If one is found connected, that port will be disabled and require IT assistance to restore. Please note: Some smart devices, such as TVs, speakers, gaming consoles, streaming devices (Roku, Fire TV, Apple TV), and wireless printers, may not be compatible with our network. IT does not support or guarantee functionality for these devices.

WIRED CONNECTIONS

Wired internet access is limited and varies by location. Please contact the IT Department for more information if you need a wired connection.

EMAIL AND MICROSOFT OFFICE 365 ACCESS

Each student is provided with a Microsoft Office 365 email account for all official university communication. For security, emails from personal accounts (like Gmail or Yahoo) will not be accepted when contacting professors or staff. As an enrolled student, you have complimentary access to the full Microsoft Office 365 suite—including Word, PowerPoint, Excel, OneDrive, and Microsoft Teams—both online and offline. These services remain active while you are a student and will be deactivated upon graduation or withdrawal from Nelson University.

NETWORK SECURITY AND CONTENT FILTERING

To support our community's values, Nelson University uses internet filtering to block content that conflicts with our core beliefs. Internet usage is logged and monitored, and repeated attempts to access inappropriate sites may be reported to the Dean of Students.

USING THE STUDENT PORTAL

The Student Portal may require pop-ups to function correctly. Make sure to turn off any pop-up blockers for https://my.nelson. edu.

RESPONSIBLE INTERNET USE

There's no limit on bandwidth per student, but fair usage is expected so everyone can enjoy a reliable connection.

Unacceptable use includes:

- Excessive downloading
- Downloading copyrighted material illegally
- Activities that interfere with university operations or disrupt internet access for others

If misuse occurs, internet access may be restricted following appropriate warnings. Attempts to bypass these policies—such as by using VPNs or unauthorized software—may result in immediate suspension of access.

Need Help? If you have questions about your connection, account, or device compatibility, the Information Technology Department is available to assist you.

COPYRIGHT INFRINGEMENT

Distribution of copyrighted material—including music, games, and movies—without the express consent of the owner is a violation of federal law and university policy. File-sharing programs such as Morpheus, KaZaa, BitTorrent, and others are commonly used for sharing copyrighted material.

Sharing even a small amount of content without prior permission constitutes theft and may violate the DMCA (Digital Millennium Copyright Act), resulting in legal action from copyright holders. These programs are also frequently used by malicious actors to spread viruses and compromise personal data.

Nelson University may receive copyright infringement notices related to activity on our network. In compliance with DMCA requirements, the university must respond promptly. When a notice is received, the affected student will be informed and given a timeframe to resolve the issue. If a second notice occurs or the initial notification is not addressed, internet privileges will be suspended until the device is inspected and confirmed to be in compliance by an Information Technology technician.

If you receive a copyright notice in error, contact the Information Technology Department so we can help resolve the situation.

To protect yourself, do not download or use file sharing programs that could risk exposing your personal data or violate copyright laws. If you have any of these programs, uninstall them to avoid legal issues. There are many websites where you can obtain content legally—ask the Information Technology Department if you are unsure.

Copy/Printing Services

Copiers and printers are available in the Library, the Sheaffer Center lobby, and the Barnes Student Center for student use. Students can access these devices using their Student ID Card. Printing is also available via email or web form. For step-by-step instructions, visit the IT FAQs page on the Nelson University website (www.nelson.edu).

For additional information about these services, contact the IT Department at infotech@nelson.edu or the Copy Center at copycenter@nelson.edu.

Students can print directly from their personal computer to the Nelson University Campus Printing system and retrieve print jobs from multiple devices around campus. Additional features include color printing, copying, and scanning to PDF with files sent directly to your email.

The Campus Printing system operates on a budget. At the start of each semester, students receive a print budget for that term. Each printing, copying, or scanning action deducts from the allotted balance. If you exceed your budget, you must add funds to your account to continue using the printing system.

Counseling Center

The Nelson Counseling Center provides compassionate and confidential individual, couple, and group counseling services that are congruent with the biblical values of Nelson University and the best practices of professional counseling. Counseling services are provided by licensed and qualified counselors and graduate students from Nelson University's Clinical Mental Health Counseling and Clinical Psychology programs under supervision of the Director of Counseling Services. The Nelson University counseling center exists to serve students, staff, and faculty in addressing cognitive, emotional, behavioral, and/or relational concerns. Counseling services are free to the students, faculty, and staff of Nelson University. Counselors can help with a variety of topics such as:
Anxiety, Depression, Anger Management, Crisis Support, Disordered Eating Behaviors, Family of Origin Issues, Grief, Alcohol/Drug Use, Self-Harm Behaviors, Time Management, Adjustment to College Life, Suicidal Thoughts, Relationship Challenges/

Boundaries, Self-Worth/Self-Efficacy, Stress Management, Gambling/Pornography Use, Spiritual Concerns/Wounds, Trauma Recovery, Support Groups, Cognitive/Emotional/ Behavioral concerns, and others.

Counseling Services include:

- Free Engagement, Marriage, and Relationship Seminars
- Personal/Individual Counseling
- Premarital/Marriage Counseling
- Taylor-Johnson Temperament Analysis
- Student, Staff, and Faculty Training Opportunities
- Topic Specific Weekly Groups
- On-line students may receive confidential counseling via telehealth
- 24/7 mental health support through the TimelyCare program

Special Events:

- Screening Intercultural Studies majors for semester in-context program approval
- Seminars: seminars are offered each semester related to topics of student preference
- See the Counseling Center web page www.nelson.edu/services/counseling-services for current calendar event dates.

For additional information on counseling or group options, go to www.nelson.edu/services/counseling-services or call the Counseling Center office at 972.825.4721. The Counseling Center is located on the first floor of Bridges Dorm.

PROTOCOL CONCERNING SUICIDAL STUDENTS

In the event a student reports to faculty, staff, or peers that they are having suicidal thoughts, immediate support needs to be provided. If this occurs during the regular work day, the student should be taken to the Counseling Centers.

If it is after hours, the student should be accompanied to their Dorm Pastor (DP). If the student is a commuter student, they should be taken to the closest available DP. The DP will follow the following protocol:

1. Administer SI Screener (Provided by Counseling Center)
   a. The screener will provide the appropriate response based on the results
   b. DP may use discretion to escalate support regardless of results
2. Provide Indicated Support
   a. For Critical and Immediate Risk, DP will contact the Mobile Crisis Outreach Team or MCOT (1-866-260-8000) for further evaluation to determine the appropriate level of support for the student.
   b. Student determined to be actively suicidal
      i. In most cases this means transport to a recommended mental hospital.
      ii. In more rare cases, they may give the option to release the student to family with the expectation of psychological evaluation by a licensed mental health professional before return (Result of assessment will determine response)
   c. Student determined to be passively suicidal (thoughts but no plans) by MCOT or by SI Screener
      i. Counseling Center will evaluate for history, characteristics, and influences.
      ii. Counseling Center will collaborate with Student Development staff to create a support plan that will include counseling and possibly other supports in the dorm.

SUPPORTING STUDENTS AFTER PSYCHIATRIC HOSPITALIZATION OR DURING PHP/IOP

On the occasion students are admitted for in-patient care, partial hospitalization (PHP), or an intensive out-patient program (IOP) for psychiatric care, or are released to family in order to be evaluated due to suicidal ideation, homicidal ideation, or psychosis. Upon in-patient discharge, after PHP/IOP admission, or following evaluation from a qualified mental health professional if released to the care of family and evaluation did not recommend hospitalization, Student Development will have to determine, based on clinical paperwork and consultation with the DCS and other Counseling Center staff, whether the

university is able to provide the level of support for returning to learn and (where appropriate) returning to the dorms. The following documents must be submitted to Counseling Services before noon of the same day the student returns (or by noon of the next business day if return is on a weekend or holiday) inform this support plan:

- **Signed Release of Information Form**- allows the Counseling Services staff and psychiatric hospital staff to communicate regarding the student's treatment, any other clinical topics, medication, and supports.
- **Copies of Discharge Paperwork**- all paperwork provided by the hospital upon discharge.

After review, the student will be notified about whether a setting has been deemed appropriate for returning to learn and, if so which one.

1. If it is determined that residential on-campus is not appropriate, a time frame will also be provided for when returning to the dorms can be considered.
2. If it is determined that the student can return to the dorm or at least to attend on-campus classes, an individualized support plan will be created for the student that lays out supports responding to specific concerns regarding his/her safety and interventions addressing therapeutic needs.
   a. Safety Supports may include:
      i. Wellness check-ins
      ii. Daily/weekly screeners for changes in mood in-person or through digital means
      iii. Tracking of self-care and wellness
      iv. Removal of preferred means for suicide
      v. Medication compliance verification
   b. Therapeutic Interventions may include:
      i. Mandatory counseling
      ii. Accountability

Even if the student transitions to learn online, there may be some requirements before returning to campus will be considered. These will be discussed in the same meeting that the student is informed in which setting they will be able to continue their learning.

Health Services

Students must provide medical documentation if they are too sick to attend chapel for more than 3 days and provide it to the Residential Life office in Teeter Hall. Students are referred to other qualified health care personnel for medical consultation, diagnosis, and/or treatment as necessary.

TIMELYCARE

TimelyCare is a medical telehealth service to help the needs of students physical and mental health needs. TimelyCare is a campus-wide program offering students around the clock access - anywhere in the United States - to get quality care and immediate treatment for medical or mental health concerns from board certified physicians and licensed counselors.

This service provides 24/7 access to quality care, access care from anywhere, even in bed in your dorm room, access even on vacation or home for breaks throughout the year, no wait time to see a physician or mental health provider, see a physician or mental health provider around your schedule and prescriptions are available if deemed appropriate by the provider.

LOCAL PROVIDERS

A list of suggested health care givers within the local area are: Expedian Urgent Care, Altus Emergency Center Waxahachie, and Baylor, Scott and White Hospital, Waxahachie.

MANDATORY VACCINATIONS

The Texas Legislature passed regulations (with limited exceptions) that affect all students planning to take classes on the Nelson campus. Please read the following very carefully:

Meningitis Vaccination (state requirement):

- All new or transfer Nelson University students wishing to take classes on the Nelson University campus must have received the Meningitis vaccine within the last 5 years.
- Nelson University students who do not attend during a fall or spring semester but wish to return to classes must also receive the Meningitis vaccine.

- Regardless of program (on campus or distance education, undergraduate or graduate), students wishing to take on-campus classes must receive the Meningitis vaccine.
- You are strongly encouraged to receive the vaccine as soon as possible at your local clinic or doctor's office. You must receive the vaccine ten (10) days prior to beginning classes and/or moving into Nelson University housing.
- A Student 30 years of age or older, or students only taking classes via distance education (no on-campus classes) are NOT required to receive the Meningitis vaccine.

INSURANCE

Nelson University does not provide a ***health or medical insurance program*** for students. All students are strongly encouraged to have medical insurance coverage. Students should obtain medical insurance coverage if they are not already covered by a health insurance program.

Participation in the ***student accident insurance program*** of the University is required. Accident insurance coverage purchased in the University program applies only to the semester for which the student has paid. During the summer, the school will provide accident insurance for students engaging in Nelson University sponsored ministry or athletic tours.

Nelson University's student accident insurance coverage is secondary coverage for students who are injured while participating in school related activities and functions. It also includes students injured in day-to-day activities on the campus.

Here is the list of the students that are covered:

- Any student with a dorm room assigned
- Student athletes.
- Athletic assistants.
- Undergraduate on-campus students.
- Graduate on-campus students.

* Please note all of our partner site students are not included in our student accident insurance coverage.

Students participating in Varsity Athletics are required to provide proof of primary insurance before being allowed to participate and must maintain coverage for the entirety of athletic participation. Such coverage must be equal or better than the coverage offered through the provider of athletic insurance coverage.

Personal property is not covered by Nelson University insurance. A Renters Insurance Policy, Student Property Insurance, or a Personal Items Rider under the student's parent's insurance may need to be purchased to cover personal belongings.

The Nelson Store

The Nelson Store, located in the Sheaffer Center, is your campus store. It is the official provider of Nelson University insignia items including apparel, mugs, decals, and much more. Students can also purchase their textbooks via the store website. https://www.nelsoncampusstore.com/home. Special orders are welcome.

Hours of operation are:

Monday - Friday	9:00 am - 5:00 pm
Saturday/Sunday	Closed

(Extended hours will be available during registration periods and during Book Buyback at the end of the fall and spring semesters.)

Claxton Athletic Center

The Claxton Athletic Center is used for physical education classes, intramurals, and other social events for students. The Athletic Center houses coaches' offices, football team locker room, varsity athletic teams' weight room and storage for athletic equipment. Nearby are two volleyball sand courts for the use of the Nelson University family. The Athletic Center and all related facilities are reserved for the use of Nelson University students, faculty and staff. The facilities are closed to students during all Chapel times and regularly scheduled times for local church services.

Davis Student Services Center

This facility houses the offices of Financial Aid, Registrar, Academic Services, Learning Centers, IT, Marketing and Public Relations, Student Billing and the Cashier.

James L. Barnes Student Center

The Student Center houses student mailboxes via the Mail Center, the Copy Center, Lion's Den, game room, study areas, lounge areas, and offices for Student Congress, Student Development, and Career Development. Lost and Found items are held in the Campus Safety & Security office.

Mail Services

All University mail is distributed by the Campus Mail Center located in the Barnes Student Center. Boxes are provided to all on-campus students and tenants of Regents Apartments for non-business use. Students desiring a box for business purposes may rent a box from the Campus Mail Center. Students should regularly check their mailboxes for in-school communications and mail. Student ID's must be presented to pick-up packages. Overnight boxes can be requested by emailing mailcenter@nelson.edu using the student's my.Nelson account for non-business hours package pickup.

Mail Center Hours (subject to change):
Monday-Friday 8:30 am - 5:00 pm

Garrison Wellness Center

The 32,000 square foot facility is dedicated to the physical well-being of students, faculty and staff. A variety of exercise opportunities include racquetball courts, cardio equipment, weight resistance machines, gymnasium, pool and indoor track. We offer a variety of "Group Exercise" classes such as Spin, Step, Cardio, Strength and Water classes. The current class schedule can be found at nelson.edu.

Wellness Center Hours are as follows:

Monday - Thursday: 6:00 am - 11:00 pm
Friday: 6:00 am - 7:00 pm
*Closed for Chapel: W/F 10:00 am - 11:15 am; T/TH 9:15 am - 10:30 am *
Saturday: 10:00 am - 5:00 pm
Sunday: 1:00 pm - 5:00 pm

*Special schedule enacted during breaks and holidays.

For information on all intramural sports, contact the Garrison Wellness Center. Intramural sports include: Sand Volleyball, Spike Ball, Ping Pong, Corn Hole, Basketball, Flag Football, Indoor Soccer, Ultimate Frisbee, Water Polo.

Hagee Communication Center

This 80,000 square foot facility makes a mighty impact. Home to the Music, Communication Arts and English-Foreign Language Departments, this is a lively environment for classrooms, faculty offices, performance centers, recording studios, digital media labs, music labs, screening room/preaching lab, practice rooms and broadcast facilities.

Nelson Memorial Library

Library Hours are as follows for Fall/Spring Semesters:

Monday - Friday	7:30 am - 9:00 pm
Saturday	1:00 pm - 9:00 pm
Sunday	CLOSED

For hours during holidays and between semesters, please check the library website www.nelson.edu/library.

1. The library maintains an atmosphere conducive to study at all times. A variety of study zones appropriate to different types of study are provided. Areas are clearly labeled as either collaborative, quiet, or deep quiet.
2. Students, employees, and faculty are welcome to use any of the library materials. A current school I.D. card must be pre-

sented each time an individual wishes to check materials out of the library. Undergraduate students are allowed to check-out up to ten items, graduate students up to fifteen, and doctoral students up to twenty. Patrons may check out up to three DVDs.

3. Library books (other than reserved and reference books) are checked out for a period of six weeks, and, if not on hold for another patron, may be renewed for an additional two weeks by phone or email. Books reserved by professors (Curriculum Reserved Books) can be checked out for a lesser period of time as specified by the professor.
4. Students are responsible for all materials checked out with their I.D. cards. This includes replacement costs for lost or damaged materials checked out on their card. Students may check-out items for themselves or their spouse only (must present spouse's I.D. card).
5. Books must be returned to the circulation desk or book drop boxes at the Library, Barnes Student Center or The Caf west entrance. CDs and DVDs are not to be placed in the outdoor drop boxes, to ensure the material will not be damaged.
6. Magazines are not to be taken from the library. They are considered reference material which is to be used for reading and research only in the Library.
7. Printing, copying, and scanning can be done on the library printers using university credentials. Mobile printing options are also available; visit, www.nelson.edu/services/campus-printing, for more information. Visitors who wish to print or make copies will be charged 25 cents per page for black/white copies and 50 cents per page for color copies. Please see the library staff for assistance.
8. For access to the library's electronic resources--- databases, ebooks and online catalog--- go to the Library website www.nelson.edu/library. Off-campus access to electronic resources requires your University login.
9. Official academic transcripts may be withheld and Library checkout privileges will be suspended until overdue and /or lost Library materials are returned or replaced.
10. Computer labs close ten minutes prior to Library closing. Please save and/or print, and log-off by 8:50 pm. Computers re-set every 24 hours and delete all student data, including saved documents.
11. Books and articles may be obtained from other libraries with the Interlibrary Loan, TexShare, and ACL programs. Nelson University library patrons may access additional electronic resources at our local public library (Nicholas P. Sims Library) by obtaining an e-library card from them, and presenting a Nelson ID.
12. Students may use Parking Lot A, on Sycamore Street and/or Parking Lot C, on East University Street
13. Library contact information: 972.825.4761, or email library@nelson.edu.

Sheaffer Center

The Sheaffer Center serves as a center for everyday student activity and special events. It houses the chapel, The Dining Hall, the bookstore, athletic center with basketball and volleyball courts, and locker rooms. Additionally, it houses the following offices: Admissions and Enrollment, Faculty offices of College of Bible & Church Ministries, Student Missions Association, and classrooms.

Sycamore Place

Sycamore Place, located across the street from the Administration Building, houses the School of Distance Education.

Safety and Security

Nelson University Security Department provides for the security and safety of the campus for students, faculty/staff, guests and visitors. The annual Jeanne Clery report is available at http://ope.ed.gov/security/index.aspx.

CAMPUS CARRY

In accordance with Texas state law, Nelson University has become an "opt-out, authorize in" campus. This maintains the university's historic position prohibiting conceal or open carry by students and guests. Following a prescribed process, faculty/staff may be authorized for conceal carry. Nelson University acknowledges that under Texas law, a student who holds a valid Handgun License to Carry may store a concealed firearm in a locked, privately owned motor vehicle parked on a street or in a Nelson University parking lot. This campus is a weapons free area except to the extent allowed under applicable federal and state law.

FIREARMS/FIREWORKS PROHIBITED

All firearms, fireworks and unlawful weapons of any kind are strictly prohibited on campus and school sponsored events. Any items, including, but not limited to handguns, shotguns, rifles, knives (with sheaths displayed outside the belt), swords, daggers, katana, clubs, paintball guns, pellet and/or BB guns (airsoft included - indoors and outdoors), archery equipment, homemade devices, and any other items deemed dangerous by the University. If any prohibited item(s) are found, they will be confiscated by Campus Security.

REPORTING EMERGENCIES

During on-campus emergencies of any kind, Campus Security can be reached by dialing 972.923.5400. From any campus operated phone, dial 5400 or 5555. In cases of imminent danger, or life-threatening emergencies, immediately contact Waxahachie Police by dialing 911. For non-emergency criminal behavior or activity, contact Campus Security, the Dorm Pastor, the Dean of Students, or an Administrator of the University.

HARM, THREATS AND HARASSMENT

In keeping with the goal of a harmonious Christian community, as well as a healthy educational atmosphere, the following will not be tolerated at Nelson University: threats, intimidation, actions, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include but are not limited to physical and verbal assaults, written correspondence, email, texting, instant messaging and creating a hostile environment.

All reports of threats and/or harassment should be reported to the Vice President for Student Development office, or Chief of Security. Once reported, these will be given serious consideration. A full inquiry will be completed and action taken, including immediate suspension, if deemed necessary. Once vacated from the university campus, a student who has been suspended can appeal based on new information not previously reviewed. The appeal will only be reviewed through online technology (Microsoft Teams, Zoom, etc.).

For the safety of all students, face coverings on campus to hide identity, obstruct rules, or intimidate others is not permissible.

EMERGENCY NOTIFICATION SYSTEM

At Nelson University, we strive to provide proactive emergency notification that enhances campus personal safety for our students, faculty, staff and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss and facilitate the return to normalcy as quickly as possible. The Alert System is used by Nelson University to notify all campus personnel of an urgent situation or emergency. The system will contact individuals by either or all of the following methods: email, text, phone, Nelson University website and/or social media. All students are automatically registered in the Nelson University Alert System. Individuals may “opt out” of the Nelson University Alert by filling out the proper form at the Security office.

ID CARDS

ID Cards are permanent and are made at the beginning of a student’s first semester. If a student needs to obtain a replacement card, he/she is required to pay the fee of $10 at the Cashier’s window, and then take the receipt to the Security office where a new card will be printed. If at any time a Nelson University personnel and/or Security officer requests to see a student’s ID card, the student must comply with the request.

AUTOMOBILES, MOTORCYCLES, AND BICYCLES

These regulations govern the operation and parking of motor vehicles on property under the jurisdiction of Nelson University. They apply to all persons enrolled in one or more classes at Nelson University (including day and night classes, short courses, special courses, audits, etc.). The automobile laws of the State of Texas are declared to be in full force and effect on the campus. Nelson University’s Department of Security and Safety are empowered and authorized to enforce these parking and traffic regulations. All city, state, and Nelson University traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus throughout all hours of the day and night. The Chief of Security and Safety Services and his representatives shall have discretionary powers to enforce a policy of traffic on campus when the same is not specifically provided for by these regulations. Any and all automobiles, motorcycles, and bicycles left on campus 30 days after Commencement without informing Campus Security, or if the student is not staying in summer housing, could be towed or confiscated.

***The campus-wide SPEED LIMIT is 20 MILES PER HOUR. Pedestrians shall have the right of way at all times.

PARKING PERMITS

All students who park motor vehicles anywhere within the controlled areas (the Nelson University campus and contiguous school property) must register their autos, trucks, trailers, and motorcycles with Campus Security.

No parking permit will be issued without a proper I.D., and current proof of insurance, including the automobile tag number. Giving a false automobile tag number purposely will result in a fine and is subject to further discipline.

Students may register their vehicle using their my.nelson student portal in Blackboard Connect, or they can come to the Security Office.

Parking permits will not be considered valid unless they are properly displayed on the vehicle according to the instructions provided by Campus Security. Only the valid permit will be allowed on the vehicle, **all others must be removed**.

Upon receiving and properly displaying a valid parking permit as required by these regulations, the permit holder will be allowed to park on campus in designated areas. All vehicles must be parked in marked parking areas. Students are not allowed to park in parking reserved for the handicapped, staff, faculty, administration, or visitor parking.

All motor vehicles or trailers parked on campus after the first week of school without properly displayed valid parking permits will be cited and fined.

Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle would be parking on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need still exists. After that, a regular permit must be obtained. There is no charge for a temporary permit.

LIABILITIES

The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving said vehicle at all times while the vehicle is on campus.

Nelson University assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time it is operated, or parked, on this campus or at any location. Nelson University reserves the right to tow, at the owner's expense, any motor vehicle or trailer parked on this campus which:

1. Does not have a valid state vehicle registration properly affixed to the vehicle.
2. Has been left parked on campus for more than thirty (30) days in an inoperable condition.
3. Has been cited repeatedly (4 or more times) for violations of campus traffic regulations whose owner refuses to contact the Security office for proper disposition of the citations.
4. Has been left parked on campus for thirty (30) or more days after a student's enrollment at Nelson University is terminated.
5. Is parked in a restricted area. The restricted areas are:
   a) Corners of drives and fire lanes
   b) Crosswalks and walkways, and loading zones
   c) Emergency or handicapped parking
   d) In front of dumpsters
   e) Faculty/staff parking (between the hours of 7:30am and 5:30pm, unless noted otherwise)

VEHICLE INSURANCE

Each vehicle operated must carry public liability and property damage insurance to comply with the laws of the state of Texas.

TRAFFIC AND PARKING VIOLATIONS

PARKING VIOLATIONS	Fine Amount	Fine Amount (if not paid in 10 days)
No Permit – Vehicle not registered	$20	$25
Expired Permit	$20	$25
Parked in Faculty/Staff Space	$20	$25
Parked in Visitor Space	$20	$25
Parked in Reserved Parking	$20	$25
Parked in VP or President's space	$40	$50
Vehicle Boot Fee	$50	-

SAFETY VIOLATIONS		
Parked in Fire Lane	$30	$40
Parked in Handicap Spot	$30	$40
Failure to Obey Stop or Yield Sign	$30	$40
Failure to Yield for Pedestrian	$30	$40

Traffic and parking violations may result in the issuance of a citation. Fines associated with the citation are indicated on the citation. Payment of the fine should be resolved with immediacy or the citation may be appealed within 5 days of the date the citation was issued. Fines are to be paid at the cashier's window in the Davis Building during regular business hours. It is your responsibility to provide proof of payment to Campus Security in order for your citation to be cleared. If all fines are not paid in full by the end of each semester, you will not be able to receive your room key or have a no curfew option the following semester you attend.

A citation may be appealed by completing and submitting a Request for Appeal form. An appeal form can be obtained at the Information and Security Center. The Request for Appeal must be submitted to the Chief of Security and Safety Services within 5 days of the date the citation was issued. The request must be legible and the following information must be annotated on your request.

- Your name
- Dorm & Room # or Home Address, if not residing on campus
- Phone number
- Make/Model/Color/Year & License Plate number of your vehicle
- Date/Time/Location/Description of Citation
- Circumstances surrounding the issuance of citation
- Your reason for appeal
- A recommendation, if other than paying the fine, and reason for recommendation

Any request that is not legible and/or where required information is not annotated will not be forwarded to the Campus Safety Committee for review. Adhering to this procedure will ensure your request is forwarded to the Campus Safety Committee and reviewed and the dismissal of your citation considered. Submitting a Request for Appeal does not automatically dismiss your citation. After your Request for Appeal has been reviewed, the Committee's recommended actions will stand as the final decision.

Any combination of three unexcused violations in a single semester will result in suspension of campus. driving privileges. Consultation with the Dean of Students will be required. Campus driving privileges will only be restored with approval from the Dean of Students.

Campus Security will immobilize any vehicle operated by a student that is repeatedly found to be in violation of existing guidelines. The vehicle will remain immobile until all fines are paid and the student meets with the Dean of Students. The first time the vehicle is booted the fine is $50.

NELSON TOWING POLICY

Policy

Motor vehicles located on Nelson University property constitute personal property but are subject to university parking regulations, safety requirements, and operational control. When vehicles create hazards, violate university policy, appear abandoned, or interfere with campus operations, Safety & Security personnel may authorize towing or impoundment under the authority of the university as property owner. Vehicle removal is conducted for safety, traffic management, regulatory enforcement, and property protection—not for criminal enforcement. When towing is requested by the owner/operator, the individual may select a towing provider if circumstances permit. If an immediate hazard exists or the provider cannot respond in a reasonable time, the university's contracted towing vendor will be utilized. All actions shall comply with Texas law governing private-property towing.

Authority to Tow

Safety & Security personnel may authorize towing of vehicles located on university-owned or controlled property under the following circumstances:
Vehicles involved in accidents on university property shall be moved from traffic lanes when safe to do so. If relocation cannot be accomplished, towing may be authorized. Vehicles may be administratively impounded when necessary to clear hazards

or protect property. Safety & Security does not seize vehicles as criminal evidence. Law enforcement will be notified when investigative custody is required. Impoundment may occur when: the operator cannot arrange removal, the vehicle cannot be secured, the vehicle presents an ongoing hazard. Vehicles interfering with emergency operations—including fire response, EMS access, or disaster response—may be towed at the owner's expense. Vehicles that create traffic hazards on campus roadways, parking lots, or access routes may be removed if operators fail to correct the condition. Vehicles blocking driveways, fire lanes, emergency access routes, ADA access, and parking lot ingress or egress may be towed. Vehicles left unattended for 30 days or more on university property may be subject to towing, in accordance with posted regulations and Texas abandonment statutes. Vehicles abandoned on university property may be towed, indicators include: expired or missing registration, missing license plates, extended inactivity, notice of abandonment procedures consistent with Texas law. Towing from private property not owned or controlled by the university shall not be authorized by Safety & Security. Property owners may request towing services directly in accordance with Texas law. Safety & Security personnel do not impound vehicles as criminal evidence. When vehicles are involved in criminal incidents: the scene shall be secured, law enforcement shall be notified, custody decisions rest with police authorities. When a vehicle operator is removed from campus by law enforcement or medical personnel, Safety & Security may secure the vehicle. The vehicle may be towed if: it cannot be released to a responsible party, it creates a hazard, it cannot be legally secured.

Towing Procedures
Vehicles shall only be towed under lawful property authority or safety necessity. Operators and passengers should not be left stranded when reasonable alternatives exist. Owners may remove personal valuables not required for law enforcement purposes. Officers should honor the owner's towing preference when feasible. If no preference is available, the university's contracted towing vendor will be used. Emergency hazards require immediate tow dispatch. Specialty or oversized vehicles require appropriate towing equipment. Dispatch shall document all tow requests. Officers shall notify dispatch upon tow completion.

LATE NIGHT ENTRY
For the common protection of our student population, all buildings are closed at midnight, although students may enter their residence halls through ID access until 1 am. Students entering after 1 am will need to check in at Campus Security. Reports of late entry will be forwarded to Residential Life. Failure to comply with proper procedure will result in disciplinary action.

FIRE EXIT ROUTES
Guidelines for emergency exit routes are posted in each of the facilities on campus.

Title IX

WHAT IS TITLE IX?
Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private schools receiving any federal financial assistance must comply with Title IX. Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. The act seeks to reduce or eliminate barriers to education opportunity caused by sex discrimination.

The law states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual violence and harassment are forms of sex discrimination prohibited by Title IX. This statute also prohibits retaliation against people for making or participating in complaints of sex discrimination.

As a religious institution, the University is exempt from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX, First Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the General Council of the Assemblies of God and the North Texas District Council of the Assemblies of God, Nelson qualifies for a religious exemption under 20 U.S.C., 1681(a)(3) and 34 C.F.R., 106.12. For more information about Title IX, visit www.ed.gov.

OVERVIEW OF THE NELSON UNIVERSITY SEXUAL ASSAULT POLICY

The Nelson University policy strictly prohibits sexual harassment, sexual assault, stalking, domestic violence, dating violence, and discrimination within the University community. Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. This policy applies equally to all members of the Nelson University community: students, faculty, administrators, staff, contract employees and visitors.

The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assault is a single term covering a range of coercive behaviors that violate both State legal statues and the Nelson University Student Code of Conduct. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person who, by virtue of mental incapacity of physical helplessness, is unable to give or withhold consent. The type of coercion may range from unwanted sexual touching to intercourse. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault. The perpetrator of sexual assault may often be known to the victim. Even with no physical force used, the experience may severely traumatize the victim.

Nelson University will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the Nelson University community accused of sexual assault will be subject to Nelson University's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of Nelson University.

Sexual assaults are serious violations of the University's student judicial code, faculty standards and University employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

DEFINITIONS OF SEXUAL ASSAULT AND INTERPERSONAL VIOLENCE CRIMES

Sexual Harassment

Sexual Harassment for purposes of this Policy is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

Quid Pro Quo Sexual Harassment occurs when an employee of the University conditions the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

Hostile Environment Sexual Harassment is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities.

Sexual Assault

Sexual Assault is any unwanted, non-consensual sexual contact against any individual by another, and includes the sex offenses and attempted offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

Rape is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by Texas law.

Coercion is the use of pressure and/or other oppressive behavior, including expressed or implied threats of physical harm, or severe and/or pervasive emotional intimidation which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amounts to coercion if they wrongfully limit the other's ability to freely choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or other substance that impairs the person's ability to give consent.

Domestic violence

Domestic Violence is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.

Dating violence

Dating Violence means violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of that person, their family members including someone with whom the person is dating or interferes with that person's property.

Reasonable Person means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others, or suffer substantial emotional distress.

Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent

Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent. Consensual sexual activity involves the presence of the word "yes" without incapacitation of alcohol or other drugs, coercion, force, threat, or intimidation.

Consent is not effective when any participant in the sexual activity is unsure if a knowing, intentional, voluntary agreement to engage in each act of sexual activity has been demonstrated. Consent is not effective if one person knew or reasonably should have known that another person involved was incapacitated. Consent to one act does not imply consent to another; past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

A current or previous dating or sexual relationship or manner of dress does not, by itself, constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly demonstrates a willingness to engage in each instance of sexual activity.

An individual is unable to provide Consent to engage in sexual activity when the individual:

- Is under age 17 and (1) is not a spouse of the Respondent or (2) is more than three years younger than the Respondent at the time of the offense;
- Has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing Consent;
- Is unconscious or physically unable to resist; or
- Is Incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known, by the Respondent.

DEFINITION OF HAZING AND FAILURE TO REPORT

Hazing means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- is “any type of physical brutality”;
- involves any activity that “subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student”;
- involves criminal activity;
- involves “coercing” a student to consume drugs or alcohol
- Failure to Report - A person commits a Class B misdemeanor if the person:
- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution.

Nelson University will provide a summary of the Hazing Law, a copy of or link to a report on hazing committed on or off campus and Nelson will give notice of the report in orientation.

REPORTING SEXUAL HARASSMENT

Know your rights. Members of the University community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual’s performance, or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

Any member of the Nelson University community (faculty, staff or student) who witnesses or receives information regarding an incident that the individual reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking which was allegedly committed by or against a student enrolled at or an employee of the institution at the time of the incident must promptly report the incident.

A report or complaint of sexual harassment or misconduct should be made to one of the individuals listed below via email, phone call, private meeting, or private, written correspondence.

Lance Meche, Title IX Coordinator, VP for Student Development
lmeche@nelson.edu | 972-825-4747, Student Development office in Barnes Student Center
The Title IX Coordinator coordinates the investigation, hearing, decision making, and appeals process for all Title IX cases on behalf of Nelson University. The Title IX Coordinator also serves as an Informal Resolution Coordinator for cases outside of sexual assault and dating violence.

Ruth Roberts, Deputy Title IX Coordinator
rroberts@nelson.edu | 972-825-4656, Administration Building, Room #1011
The Deputy Title IX Coordinator assists the Title IX Coordinator, is trained to perform investigations, when necessary, as well as leads the Title IX process under the direction of the Title IX Coordinator.

Brent Fulfer, Title IX Investigator/Decision Maker, Chief of Campus Security
bfulfer@nelson.edu | 972-923-5400, Safety & Security Building
Title IX Investigators investigate reports made by complainants in Title IX claims under the guidance of the Title IX Coordinator and Deputy Title IX Coordinator. Investigators are recused from being a decision-maker in any Title IX case review. They can only serve as a resource in a hearing.

Brandon Busse, Title IX Investigator/Decision Maker, Assistant Chief of Campus Security
bbusse@nelson.edu | 972-923-5400, Safety and Security Building
Title IX Investigators investigate reports made by complainants in Title IX claims under the guidance of the Title IX Coordinator and Deputy Title IX Coordinator. Investigators are recused from being a decision-maker in any Title IX case review. They can only serve as a resource in a hearing.

Katie White, Title IX Lead Decision Maker, Investigator, Dean of Students
kwhite@nelson.edu | 972-825-4677, Residential Life office in Teeter Dorm
The Title Lead Decision Maker leads a team of two additional Title IX Investigators, under the guidance of the Title IX Coordinator, who are trained to make a Title IX decision as long as they have not been involved in an investigation.

Taylor May, Title IX Appellate Officer, Assistant Dean of Students
tmay@nelson.edu | 972-825-4683, Residential Life office in Teeter Dorm
Title IX Appellate Officers review Title IX decision appeals on behalf of Nelson University to determine if they qualify for an appeal as well as they review any cases approved for review.

Maddie Lynch, Title IX Investigator/Decision Maker, Teeter Dorm Pastor
mlynch@nelson.edu | 972-923-5552, Teeter Dorm
Title IX Investigators investigate reports made by complainants in Title IX claims under the guidance of the Title IX Coordinator and Deputy Title IX Coordinator. Investigators are recused from being a decision-maker in any Title IX case review. They can only serve as a resource in a hearing.

Residence Hall Directors
Bridges Hall - 972.923.5550
Savell and Kendrick Halls - 972.923.5553
Collins Hall - 972.923.5551
Teeter Hall - 972.923.5552
Guynes Hall - 972.923.5554

Anonymous reporting is available through email at: titleix@nelson.edu, or by going to the University's website, www.nelson.edu, and clicking on Title IX at the bottom of the page. Also available on the Nelson University Title IX webpage is the Title IX handbook, Anonymous Reporting form, Title IX FAQ's and Sexual Misconduct Brochure.

RIGHTS OF THE COMPLAINANT AND RESPONDENT

Will the Title IX staff be sensitive to the needs of victims/survivors?
The Title IX staff will intentionally work to create a compassionate, sensitive environment to address the issues; offer an unbiased and transparent system for gathering facts; and connect all community members with appropriate support and resources.

Is there a time limit for filing a sexual violence or harassment report?
There is no time limit for making a report. Nelson University encourages reporting an incident as soon as possible in order to maximize a prompt and effective response. The University does not, however, limit the time frame for reporting. If the respondent is no longer a student or employee, Nelson University may not be able to take-action against the respondent, but it will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, when appropriate.

Will my complaint remain confidential?
The University will make all reasonable efforts to keep and protect the confidentiality of all parties involved, provided that it does not interfere with the University's ability to investigate and take corrective action.

What will happen when a Title IX complaint has been made?
Once a complaint has been reported, an official investigation will be launched with the intent to resolve the complaint within a reasonable period of time. This investigation would include opportunity for all parties to present witnesses and other evidence to prove or disprove the complaint. All parties will be notified at each step of the process. Nelson University will take steps to prevent any recurrence and to correct its discriminatory effects on the complainant and others, if appropriate. It should be noted that once a complaint of sexual violence or harassment has been made, the University is obligated by Title IX to complete the investigation.

What are my rights as complainant (victim) or respondent (accused)?
Both the complainant and respondent have the following rights when a sexual violence or harassment complaint has been made:

- To be treated with respect and dignity.
- To receive assistance from the University in reporting the incident to law enforcement, if desired.
- To receive information about the process used in the investigation and appeal.
- To receive information about counseling support available.
- To privacy to the extent possible consistent with applicable law and University policy.
- To have an advisor present throughout the investigation process.
- If both parties are enrolled in the same class, the option to drop class without academic penalties.
- To protection from retaliation and harassment while the disciplinary process is pending.
- To have reasonable and equitable access to all evidence.
- To choose whether or not to participate in the investigation process.
- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information, to the investigator.
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or verdict.
- To appeal the decision and any sanctions made by the investigators.
- To written notification of the verdict and the outcome of any appeal.

Someone has filed a complaint against me, what do I do?
If the behavior is brought to your attention, apologize; ask for a description of what was offensive and who found it offensive. Consider the following actions:

- If you realize that you have been inappropriate, apologize as soon as possible.
- Change your behavior.
- Recognize that other steps may need to be taken.
- Be careful of inappropriate advice that would lead you to minimize or ignore this issue.
- Seek the advice of appropriate University resources.
- Attend sexual harassment training.
- Know the policy on sexual harassment.

IF YOU ARE A VICTIM OF SEXUAL VIOLENCE OR SEXUAL ASSAULT

- For definitions specific to Texas Law, please see Texas Statues at the following website: https://statutes.capitol.texas.gov/docs/pe/htm/pe.21.ht
- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy. Baylor Scott & White Medical Center provides sexual assault exams for victims. Baylor Scott & White Medical Center – 469.843.4000, 2400 N. I-35 E, Waxahachie, TX 75165

Contact any of the following for immediate assistance:

On Campus:

- Title IX Coordinator – 972-825-4747 – 8 am to 5 pm, Monday – Friday
- Human Resources Director – 972-825-4656 - 8 am to 5 pm, Monday – Friday
- Campus Safety and Security Office – 972-923-5400 – 24/7 hours, 7 days a week
- Campus Counseling Center* - 972--825--4721 – 8 am to 5 pm, Monday – Friday
- Residential Life Office – 972-825-4683 - 8 am to 5 pm, Monday – Friday

*Denotes that this resource is confidential

Off Campus:

- Elledge Counseling Associates* - 972-268-3096
- Donaldson Wellness Center* - 972-923-0730
- Domestic Violence* - 1-800-799-7233 - 24/7 hotline
- TimelyCare- Nelson's Telehealth Program

*Denotes that this resource is confidential

Note that campus officials may contact on-call staff from these departments when their offices are closed or they are otherwise unavailable to assist immediately. **If you are experiencing an emergency situation, you can call local police by dialing 911**

In cases involving crimes or violence, such as sexual assault or relationship violence, the following steps need to be taken. It is important to preserve physical evidence. Such evidence may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at a local hospital, if possible. Baylor Scott & White Medical Center provides sexual assault exams for victims.

Baylor Scott & White Medical Center
469-843-4000
2400 North I-35E,
Waxahachie, TX 75165

Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

Choose how to proceed. You have options: (1) Do nothing until you are ready; (2) Pursue resolution by the University; (3) Initiate criminal proceedings; and/or (4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by the University, students should contact the Residential Life Office. Employees should contact the Human Resources Office. University procedures will be explained. Those who wish incidents to be handled criminally should contact the Campus Safety & Security Office or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Students should contact the Office of Student Development for more information and employees should contact the Human Resources Office for more information.

REPORTS TO LAW ENFORCEMENT

The University recognizes and supports the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. In addition, it is important for a victim of sexual harassment, sexual assault, dating violence, or stalking to go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after an incident. Individuals experiencing sexual violence and/or sexual harassment will be notified by university personnel how to file a report with Nelson Safety & Security and other appropriate law enforcement agencies. The complainant will be allowed to decide if he/she wants to file a report with the University or local law enforcement agency.

Student and Employee Drug Policy Statement

Nelson University, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Nelson University has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.
2. The University will comply with all applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. All students found in violation of this policy will be referred to the office of Residential Life. Employees found in violation will be referred to the Human Resources office.
4. Students/employees are required to notify Campus Security, Dorm Pastor, Dean of Students, or supervisor respectively of any known criminal drug statute conviction or violation occurring at the University immediately upon knowledge of such conviction or violation. (See Spiritual Disciplines.)
5. The penalty for violation of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution.

The University will conduct a bi-annual review of its programs to:

a) determine its effectiveness and implement changes if they are needed;

b) ensure that the sanctions developed are consistently enforced.

Alcohol and Drug Testing Policy

Those in violation of University values, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications not prescribed to the individual and use of alcohol on or off campus will be subject to disciplinary action, including possible suspension from the university.

Students at Nelson University are considered “in possession” and responsible for alcoholic beverages, illegal substances and prescription drugs not prescribed to the individual that have been determined to be on their person, in their possession, in their residence, or their vehicle. Nelson University reserves the right to check for compliance with its alcohol/drug policy by various means, including active and passive alcohol sensors, random drug tests, and room searches (see room search section for procedures regarding room searches). Any member of the University community who refuses to take a breathalyzer test and/or drug test, and/or refused to provide consent for Nelson University to be provided results of such tests (paid for by the student), will be considered to be in violation of the University’s Alcohol and Other Drug Policy and could face possible suspension.

The University will consider testing when there is a reasonable cause. “Reasonable cause” for alcohol tests may include the odor of alcohol on a person’s breath or clothes, slurred speech, glassy eyes, being unsteady or unstable on a person’s feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent

behavior; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by university or legal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance. All test costs will be the responsibility of the student.

If a student is suspected of being involved in any alcohol or drug-related behavior, the following steps may be taken:

- A test will be given immediately and if results are positive, the following may occur, depending on the severity and number of occurrences.
- Student will be placed on immediate probation and duration will be determined.
- Up to 2 random tests during the current semester
- 2 random tests during the next semester (blood alcohol content tests and/or drug tests)
- Refusing to take drug or alcohol testing could result in an appearance before the Student Conduct Committee for further action. Student could be immediately suspended, if positive.
- If any future tests return positive, student will face Student Conduct Committee or immediate suspension
- If the test result is negative, Nelson University will reimburse the student for the cost of the test.

Missing Student Policy

Every Nelson University employee and student has a duty to report a person believed to be missing to the Safety and Security Department at (972) 923-5400. The Department of Safety and Security immediately investigates any report of an individual missing from campus in collaboration with the Residential Life Department and the Dean of Students.

Accessibility Services

Nelson University complies with the American with Disabilities Act. For inquiries, contact accessibilityservice@nelson.edu.

HEW Regulations

HEW regulation 84:21... “No qualified handicapped person shall, because a recipient’s facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the college.”

Campus Safety Report

Nelson University annually submits the Annual Crime Stats report and the Fire Safety report to the Department of Education.

Community Life

Diversity of Backgrounds and Discipleship

Community life at Nelson University is a path of discipleship that reflects biblical principles and Christian teaching that encourages students to be loving and civil to one another. The heart of biblical discipleship at Nelson University is to value individuality and personal growth within the context of community in light of personal responsibility toward oneself as well as respect for others. Nelson University students are able to participate in spiritual formation within a discipleship setting which promotes academic success. We recognize that there is diversity among our student body in terms of our individuality and cultural backgrounds; however, we expect that our students submit themselves to the ideals unique to this community while continuously enrolled at Nelson University.

Understanding of Continued Enrollment

Students agree to be included into Nelson University's community upon entrance through their signed application for admission that summarizes the Biblical and Community Values listed in the Nelson University Student Handbook (available online or through the Residential Life Department). The application explains that attendance at Nelson University is voluntary and is a privilege, not a right, and that Nelson University may employ necessary measures to safeguard the ideals and values of the university. All residential students are required to attend a dorm orientation at the beginning of each semester. At the end of the orientation, every student will complete the Nelson Community Member agreement to the Biblical and Community Values form. Additionally, students reaffirm their commitment each semester by clicking "I agree" to their student bill that includes a statement saying they will continue to abide by the same Biblical and Community values that Nelson University affirms that help students live in harmony and unity. Faculty and staff of the University have the right to address students when necessary to insure proper student behavior. The University reserves the right to declare an issue unsuitable for the campus community or environment as well as reserves the right to update the Student Handbook online for edits and pertinent information.

Restorative Accountability Practices

Nelson University's desire is to provide its students and employees with a healthy Christ-honoring community, which requires accountability to the Biblical values supported by scripture, as well as the community values that represent the Nelson University family. Our aim is to be gracious and loving, while harmonizing accountability with restoration based on the Apostle Paul's theology in 2 Corinthians 5:11-21. Accountability is required for those who contradict Nelson University's values; however, Nelson University also supports the fact that people are part of God's creation who make mistakes while also possessing the need for reconciliation. Therefore, Nelson University addresses student conduct concerns through restorative and developmental procedures. Our heart is to bring restoration in the midst of conflict and distress within relationships to focus on spiritual health and wholeness in order to accomplish the goals God has called students to fulfill. The purpose of restorative accountability at Nelson University is to provide an atmosphere of truth and grace while promoting the academic integrity and mission of Nelson University's historical foundation. In light of this, individual rights are protected, while personal responsibility is expected. Since Nelson University provides educational opportunities as one its main functions, students will be reconciled to God and scripture, the student handbook and university, in addition to individuals and/or groups represented by the university and local community through accountability structures. Students choosing to reject restorative accountability or be involved in unlawful activities could be held to a standard outside of the restorative accountability process, depending on the issue and its severity.

Biblical and Community Life Policies

Upon enrollment at the University each student makes a serious and spiritual commitment to follow the biblical and community values of Nelson University, to take care of university property, and to assume all obligations as a student with discipline and integrity. All Biblical values of the university and admissions standards apply during the entirety of the student's enrollment including breaks between semester and summer break.

Wisdom and discernment concerning adherence of biblical and community values are given to Faculty and Staff. Should a specific item or situation arise that is not denoted in the Student Handbook, Faculty and Staff have the discretion to request students and residents to comply, and be adhered to in the spirit of Christian maturity and mutual submission.

Nelson University considers the following behaviors to be unacceptable for its students. Engaging in these activities is a contradiction of the values of the University and could result in being held to a variety of restorative accountability practices or requirements beyond those practices put in place for the community as a whole.

BIBLICAL VALUES

We avoid the following in view of scriptural values and principles concerning living lives of worship unto God, which includes all breaks and holidays and whether the student or employee is on or off campus:

- Possession or use of any illegal drug, mind-altering substance (including medical marijuana), and/or drug paraphernalia (see pages 45-46).
- Any Scripturally prohibited sexual behavior including: adultery, fornication, any physical contact producing sexual stimulation, homosexuality, lesbianism, transgenderism, or romanticized same-sex relationships, visiting sexually oriented businesses, sexting through any form of communication (see page 56).
- Dishonesty, cheating, falsifying testimony, falsifying chapel attendance or falsification of documents, including but not limited to applications for admissions (see pages 21-25).
- Stealing/possessing another person's property without permission.
- Using profanity, obscenity, racist communication, slander, and gossip in speech or written materials, including use of acronyms (see page 36 and 57).
- Possession or use of books, literature, magazines, audio/visual materials and websites that are pornographic or inappropriate due to sexual content, obscene language, and/or violence as well as material promoting occult practices, witchcraft, or Satanism. Entertainment of any type that has a rating of "TV-MA", "R", or "E" or higher is prohibited on campus. The University reserves the right to declare any entertainment inappropriate. Public TV's on campus are permitted to have G, PG, E, E10, Sport Network Games only (see page 57).
- Causing physical, verbal, or mental harm to another person, including threats and harassment, and including causing or being involved in fights or physical violence on or off campus, (see pages 36 and 40-42). Violation of any civil or criminal law (local, state, federal), including but not limited to abortion, sexual violence, domestic violence, and dating violence (see page 40-44 and 58-59).
- Drinking alcohol, attending bars or places where men/women are sexually exploited, possession or use of tobacco or anything containing nicotine, including e-cigarettes or vapes, whether nicotine is used or not (see page 58-59).
- Gambling in any form (see page 59).
- Dancing at nightclubs, dance halls and bars, as well as sexually explicit dancing.

COMMUNITY VALUES

We avoid the following in light of the values held by the Nelson University community when a student is in context of being in that community environment

- Visiting the dorm room or off campus residence of someone of the opposite sex without permission (see page 64).
- Disruptions of chapel, classroom, cafeteria, dormitories, or other school events on or off campus
- Disrespect to University authorities as well as failure to produce I.D. when requested by appropriate school personnel. Failure to respond to an official summons/notice sent by university (see page 36 and 50). Failure to comply with Fire or Weather alarm or drill (see pages 36)
- Possession of firearms, fireworks, or any device that burns or causes a fire, including but not limited to matches, candles, lighters, and illegal appliances (see page 35)
- Tripping or tampering with fire equipment of any kind, including fire alarms, security alarms, thermostats, fire extinguishers, or lights
- Defacing, destruction, or unauthorized removal/moving of school property
- Having University property illegally in your room or possession; such as, unauthorized possession of an examination, campus keys, another's ID card, cafeteria dinnerware, University inventory tags, etc.
- Failure to properly check out of Residence Halls at the end of each semester, or failing to check out of the dorm overnight (see pages 66)
- Throwing items, including water, from Residence Hall windows, pranks and/or hazing as well as failing to report incidents where hazing has occurred (see page 36, 40-42)
- Inappropriate use of windows or exits (including fire exits/escapes, roofs, cat walks, and hatches) before or after curfew (see pages 61 and 65). Attempting to use a room that is unoccupied or empty in any form
- Excessive noise or loud music during quiet hour (10 pm-10 am), disturbing the peace and violating the city noise ordinance of 10 pm (see page 65)
- Public display of affection (see page 56)
- Appearance policy violations (see pages 59-61)
- Non-pre-approved dancing/choreography (see page 65)
- Poor clean room inspection (see page 62)

- Failure to attend church services regularly (see page 17)
- Having pets or animals in the Residence Hall, as well as, anywhere on the Nelson campus unless approved to have a service animal or support animal (contact Residential Life for requirements on support and service animals)
- Having water fights, water balloons, water guns, or airsoft guns in Residence Halls or on the Nelson campus grounds
- Coming in after 1 am without signing in appropriately with dorm personnel or Nelson Security (see page 63-64)

Biblical and Community Life Procedures

RESPONDING TO OFFICIAL NOTICE

A student is expected to make an immediate response to an official summons/notice from the Dorm Pastor, the Dean of Students, Director of Security and Safety Services, Faculty member, or any administrative office of the University. Disregarding an official summons/notice may constitute grounds for further accountability.

RESTORATIVE ACCOUNTABILITY PROCEDURES

Nelson University hopes to restore students who are out of alignment with the Biblical and Community Values described in the Student Handbook through restorative accountability. Restorative Accountability has a goal of reconciling individuals according to scripture when students come forward on their own or are remorseful and contrite concerning their issues and concerns when called in; however, there may be times when there may be a stronger consideration made between coming forward and being called in to review a student's conduct issue.

Final decisions concerning the requirements a student will receive in a Restorative Covenant will be based on:

1) number of occurrences during a student's tenure at Nelson University

2) whether a Biblical or Community Value has been violated and the level of severity

A Restorative Covenant is an agreement between the student and Nelson University (followed through by Residential Life personnel or its designees) that will encompass educational programming and/or accountability structures by restoring the student according to one or more of the following:

1) God and the scriptures

2) the Nelson University Student Handbook and university

3) groups and individuals within the Nelson University community

The aim of educational programming is to aid the student in learning from the mistake, while the aim of the accountability structure given is for the student to make amends and restore any harm caused. Nelson University reserves the right to develop additional educational programming opportunities as well as accountability structures beyond what is listed in this handbook for the betterment of the individual.

If a student has violated a major Biblical Value, a sexual harassment violation off campus, or has had multiple occurrences of maligning the Community Values, they could face suspension or expulsion from the university. In the event a student is suspended for a specified amount of time, the Dean of Students will have an Informal Resolution and will design a Restorative Covenant for the student to agree to and sign in order to return to Nelson University once the requirements listed are fulfilled, or the Dean of Students will recommend the student to the Student Conduct Committee for further review. Students who reject the recommendations provided by the Dean of Students through Informal Resolution in a Restorative Covenant for suspension can appeal to the Student Conduct Committee for a hearing to present their side of the event or issue that occurred.

All major Title IX cases are reviewed by a separate procedure through the Title IX Committee, which is led by Dr. Lance Meche, Title IX Coordinator.

TRANSCRIPT NOTATION

Texas State law requires all higher education institutions to include a notation on the transcript of any student "ineligible to re-enroll in the institution for a reason other than an academic or financial reason." If the student chooses to withdraw from the institution during a serious disciplinary matter, the law requires the institutions to proceed with investigations. Notations on transcripts will be made for the duration of the suspension and coded according to the nature of the violation.

Educational Programming

WARNINGS/DIRECTED CONVERSATIONS

Most first offense issues can be resolved through a warning and a conversation with the Dorm Pastor or Dean of Students, if necessary. Guidance according to biblical principles or from ethical/communal standpoints is often provided, yet the conversation is documented in the form of an incident report and placed in a student's disciplinary file stored in the Residential Life Office in order to track how many incidents any given student has during their tenure at Nelson University. Many times, restorative accountability is met within the first conversation, however.

PHRONESIS

Students who offend a Biblical Value or major Community Value of the university may be required to attend Phronesis for 6 weeks. Phronesis is a values-based curriculum for either new students attending for the first time or for seasoned students that promotes the importance of practical wisdom, using discernment, and making better decisions for the future. Through the discipleship involved in Phronesis, the individual will have a better understanding of who they are and who they would like to become. The Dorm Pastors lead the discussions and provide any material required to complete over the course of the 5 weeks during the chapel hour when there is not a scheduled chapel. Phronesis is also used at times as a mentoring program for admissions applicants who admit to struggles with Biblical Values up to three years prior to applying to Nelson University.

REFLECTIVE ASSIGNMENTS

Students may be required to read and/or research relevant material regarding the potential legal, ethical, or spiritual ramifications of the activity in question and write a report concerning the implication to a believer's lifestyle or community value.

RESTORATIVE CONVERSATIONS/APOLOGIES

In order to have a healthy community and not walk in offense, students in disagreement with one another may be required to have a restorative conversation or be involved in a formal apology to another student or employee of the university. Dorm Pastors and RA's are trained using solutions-focused techniques in order to perform conflict resolution. Peace and reconciliation are the goals for settling any conflict on the Nelson University campus.

SPIRITUAL DIRECTION/MENTORING

Nelson University is a firm supporter of spiritual direction and/or mentoring in the lives of its students. Students could be mandated to a mentor or spiritual director in the event of failing to follow the Biblical or Community Values of Nelson University. Most of the time, mentoring and spiritual direction will accompany Phronesis, but the student could be assigned their RA, Dorm Pastor, or another faculty/staff member on the Nelson University campus.

COUNSELING

There are times when a student has an issue that needs to be addressed within the arena of Christian counseling through the Counseling Services located in Bridges Hall. This is not to demean or demoralize the student, but to provide them care needed in order to bring life and empathy to them in the midst of their struggle.

DRUG/ALCOHOL EDUCATION

Students found using drugs or alcohol or found in the presence of drugs or alcohol in any form could be mandated drug and alcohol awareness classes offered in the city of Waxahachie that are offered to the public at minimal costs. If mandated, the student will incur the cost in order to pay restitution for the offence or issue.

Accountability Structures

HOUSING REVIEW

If a student is under a housing review, they could end up not being permitted to live in or visit a particular dorm or hall or not be allowed to have a particular roommate. They could be required to live on campus if they are commuting, not be allowed to live in housing for a certain time, or have additional housing reconsiderations that fit the situation.

LOSS OF PRIVILEGE

Students given a "loss of privilege" requirement in a Restorative Covenant means they cannot be in a particular building, involved in a campus activity, and have a loss of curfew exemption.

COMMUNITY SERVICE

Students who are not able to pay restitution or a fine, are able to opt for community service, estimated at $10/hour of service. Some students may be required to perform community service as part of their accountability requirement. Community service will be determined by the Dean of Students and the Dorm Pastors and could be served either on or off of the Nelson University campus.

FINES/RESTITUTION

When a student violates the values of Nelson University he/she may be assessed a means of providing restitution (restoring harm) in terms of a fine. Any fine should be resolved within the semester the violation has been committed. It is to be paid at the office of Student Billing in Davis, or through the digital link provided through Residential Life personnel. In some cases, a student could be allowed to perform community service as a form of restitution instead of restitution or a fine. All restitution and fines are placed in a Nelson University general account for replacement of broken items, destruction, etc.

DRUG SCREENING/TESTING

In the event that a student admits to or is found guilty of drug possession, distributing, in the presence of, or usage of, they may be mandated to a particular amount of drug tests for a specified time on a Restorative Covenant. If the student fails any drug screenings/tests, the student will be in violation of their Restorative Covenant and could face suspension.

DISCIPLINARY PROBATION

A student may be placed on "disciplinary probation" for a major issue or the accumulation of several minor issues.

1. A student could be placed on "disciplinary probation" for a major issue or accumulating several minor violations of the biblical and community values of Nelson University. The student could face the Student Conduct Committee as well.
2. If under 18 years of age, whenever a student comes under "disciplinary probation" the Dean of students contacts the parents or guardian explaining the circumstances.
3. Students under "disciplinary probation" are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, club sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in clubs, classes, SMA or Student Congress, or engage in a school activity or external ministry which puts them in a visible, public role.
4. If a student under "disciplinary probation" commits another issue, major or minor, that student could be required to appear before the Student Conduct Committee.
5. Any student who incurs disciplinary probation two semesters in a row will be suspended.
6. Probation will cease based on the time period prescribed or requirements requested of the student to complete.

CAMPUSING

Under the supervision of the Dean of Students a student may be "campused" as a part of accountability. Campusing is defined in two ways:

"Full campusing" means that a student is restricted to the campus at all times and is confined to the dorm room except for church attendance, employment, meals, classes, chapel services, or when going to the Barnes Student Center to check his/her mail. Other than the assigned roommate, visitors are not allowed.

"Regular campusing" means that a student is confined to his/her room for a specific time until an ending point is reached by the Dean of Students.

WITHDRAWAL

A student who does not cooperate with the aims and ideals of the university could be asked to withdraw or be denied re-admission whenever the general welfare demands it, even though there may be no specific breach of conduct. Students with extremely poor mental health needing professional help beyond the scope of the university could be asked to withdraw with proper guidance and pastoral care with a potential success plan to return.

DISCIPLINARY SUSPENSION

A student's tenure could be interrupted for a specific length of time in such cases where, in the opinion of the University, it will benefit the student or preserve the Biblical and Community Values of the institution. Nelson University reserves the right to suspend students because of low levels of scholarship or a conflict of values with those which the university seeks to maintain.

In the event a student is suspended from the institution, he/she will be administratively withdrawn from all courses in accordance with the Complete Administrative Withdrawal Due to Student Conduct Expulsion or Suspension policy on page 24.

Students may not attend or participate in any Nelson University course or activity after the suspension date without permission of the VP for Student Development or may face arrest and prosecution on trespassing charges. Suspended on-campus students will be required to contact his/her parent or guardian immediately. A refund of room and board charges will follow standard refund policies applicable to student withdrawal.

All students re-admitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in the suspension of the student.

Suspended or students who are withdrawn and who support the endeavor, can be called by their Dorm Pastor to maintain contact and continue a pastoral relationship.

EXPULSION

Students who have committed such an offense that the overall safety and security of Nelson University students or Nelson University employees are in jeopardy, could face expulsion and not be permitted to return to Nelson University or attend Nelson University events (on or off campus) for an indefinite period of time.

Students who are expelled from Nelson University will be administratively withdrawn from all courses in accordance with the Complete Administrative Withdrawal Due to Student Conduct Expulsion or Suspension policy. Students may not attend or participate in any Nelson University course or activity after the expulsion date.

STUDENT CONDUCT COMMITTEE PROCEDURES

Nelson University holds that every student, upon signing the university application form, is under community covenant to the university to abide by its values. Consequently, each student is responsible to exercise self-discipline to live within the limits of those values. Because the student body is composed of persons who are devoted to Christ and who consider mutual submission and Christian humility valuable assets to the building of strong character, this should not be a concern.

In the case of a serious violation of the values of the university, and if the student accused of the violation rejects Informal Resolution, the Dean of Students will initiate the following process:

1. The Dean of Students will notify the student to appear before the Student Conduct Committee that is made up of Nelson University Faculty and Residential Life staff members.
2. The Committee will discuss the violation(s) with the student and the student will be permitted to explain his/her behavior.
3. The Committee has the right to suspend or expel a student when the members are convinced that a major violation of school values has been committed or terms of disciplinary probation have been violated.
4. In the event of suspension or expulsion, the student must leave campus within 24 hours. Any student denied admission or suspended for disciplinary reasons is banned from the campus except by special permission, or with reason, based on agreement with the Dean of Students.
5. The decision of the Student Conduct Committee is communicated to the student by the Chairman of the Committee and the Committee will then have prayer with the student.
6. The decision of the Student Conduct Committee is communicated to the parents or guardian of a dependent student under 18 years of age, by the Dean of Students.
7. A student suspended by the Student Conduct Committee can choose to appeal the decision of the Committee. The appeal process is as follows:
   a. The student must file a formal written appeal to the Appeals Committee through the Vice President for Student Development no later than 5:00 pm on the following day after the Student Conduct Committee meeting. If no formal appeal has been filed by 5:00 pm on the following day, the Student Conduct Committee decision will be final. The Vice President for Student Development shall refer the appeal to the Appeals Committee within twenty-four hours with any additional information pertaining to the matter in question. The Appeals Committee is made up of select members of the Administration as appointed by the President.
   b. The decision of the Appeals Committee is communicated to the parents or guardians of the dependent student less than 18 years of age, by the Vice President for Student Development.
   c. The decision of the Appeals Committee will be considered final.
8. The Appeals Committee has the prerogative to consider all decisions made by the student conduct committee and to:
   a. Reaffirm the action of the Student Conduct Committee, or
   b. Lessen the severity of the action taken by the Student Conduct Committee, or
   c. Increase the severity of the action taken by the Student Conduct Committee.

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Disclosure Requirement Information provided to victim of crime HEOA Sec. 493(a) (1)(A) amended HEA Sec. 487(a) 20 U.S.C. 109(a)(26) Nelson University. Upon written request, discloses to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. For more information, please contact the Dean of Students, 972.825.4677.

STUDENT COMPLAINTS AND RECOMMENDATIONS

The University regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members, College Deans, and the Vice President for Academics are approachable concerning classroom and curricular matters. Student Congress Executive Officers regularly share student concerns with the Vice President for Student Development. Students are welcomed to visit with the Vice President for Student Development to make personal concerns known. Formal written complaints may be filed with the Vice President for Student Development.

Initiating and Processing a Complaint

Any student that wishes to log a complaint must first discuss it with the Vice President for Student Development with the objective of resolving the matter informally. Should this informal discussion fail to satisfy the student, then a formal written complaint must be filed with the Vice President for Student Development. No complaint will be received in which the complaint refuses to commit to written record. All persons against whom a complaint has been filed will be notified of the allegations. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

Procedure

Step 1: The complainant shall file a formal written complaint with the Vice President for Student Development using the Student Complaint Form that can be acquired from the Student Development office, or on the Nelson University website (www.nelson.edu/complaintform). This form should be filed no later than 10 days after the incident involved in the complaint.

Step 2: Upon evaluation by the Vice President for Student Development, an investigation will be conducted. The investigation may include interviews of all parties involved in the complaint and the gathering of all available evidence. In the event that the matter involves academics, the complaint will be turned over to the Vice President for Academics for investigation and processed according to academic policy.

Step 3: Once the matter has been investigated, The Vice President for Student Development will inform the complainant of the resolution. If the student is not satisfied with the resolution, they may appeal to the President of the University. The President will appoint a minimum of three university personnel as a final appeals committee that will review a complete written history of the case. The decision of the appeals committee shall be final.

STUDENT COMPLAINTS CONCERNING INSTRUCTORS

The University is an institution focused on academics and student success. Because of their knowledge in the field and expertise in instructional guidance the University vests qualified instructors with the task of preparing and delivering courses related to student degree goals and evaluating student work. Consequently, instructors have the prerogative to design and require appropriate assignments, set expectations for student performance and the activities of scholarship within their courses, and provide helpful feedback and appropriate assessment to aid student progress. This prerogative is an historic standard prevalent in higher education. Therefore, any formal complaint may not be made concerning course design but concerning process and whether or not a student was treated justly. A student may appeal a final grade if one is able to demonstrate that an inappropriate grade was assigned as a result of caprice, prejudice, of other improper conditions such as mechanical error, or assignment of a grade inconsistent with clearly stated syllabus requirements or in other class-wide instructions issued by the instructor. In all steps identified below the outcomes must be documented and provided to the parties involved.

A complaint will be invalidated should it be discovered in the process that a student engaged in steps of discord, used any means including social media to defame an instructor or academic leaders, and/or sought to influence individual members of an adjudicating panel.

Should a student have a conflict over the instructor's evaluation or an assignment matter, he/she is expected to approach the instructor individually in an effort to reach an understanding. If this fails, then the following process should be invoked. (Title IX issues are not covered in this policy. Title IX policy is addressed in The Student Handbook.) If the issue is a matter of behavior or treatment extended toward the student from the instructor, then the student is to follow the process below, beginning with Step 2.

Step 1: A student with a complaint about instructor treatment must first visit personally with the instructor with the expectation of resolving the matter or at least understanding what are the differences, unless the issue the student has is regarding the behavior of the instructor. No other hearings or reviews will occur without this step.

Step 2: If step 1 does not resolve the matter, or if the issue is regarding the behavior of the instructor, the complainant must submit a complaint in writing to the Dean of the College for which the course is delivered. This shall include evidence and testimony that step 1 was followed. A form (www.nelson.edu/complaintform) is available for this purpose and it should be filed no later than 10 days after the conversation with the instructor, (or if a matter of behavior, then the 10 days will begin once the action was performed). No complaint will be received by the Dean if the complainant refuses to commit to a written record. All persons against whom a complaint has been filed will be notified of the allegations. The Dean will commence an investigation of facts and ensure that the student and instructor meet with him/her on the matter. This investigation may include interviews of all parties involved in the dispute and the gathering of all available evidence. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

Step 3: Once the investigation has concluded, the Dean shall inform the complainant of its resolution. If the student is unsatisfied with this determination, an appeal in writing may be made to the Vice President for Academics. The Vice President shall appoint a minimum of three university academic personnel as a final appeals committee to review the documentation related to the matter.

The review committee shall not convene a factfinding investigation of its own. The finding of facts shall be relegated solely to the applicable college Dean. The appeals committee shall review all available evidence to determine if University policy was followed without bias or prejudice and if judgments were made in harmony with the information provided to the class as a whole and to the complainant. If the committee finds references to evidence not provided, they shall defer to the appropriate Dean for further documentation. The decision of this committee shall be final.

In the event that a complaint may address the actions of an Academic Dean, the principles stated above will be retained. However, the student in Step 2 shall make an appeal in writing and submit it to the Vice President for Student Development (www.nelson.edu/complaintform) who shall notify the Office Academics. The Vice President for Academics shall appoint an adjudicating panel of faculty with reputable character to engage a fact-finding process and review all pertinent evidence and render a decision on the appeal. One of the panel members will notify the student and Dean in writing of the decision and forward a copy to the Office of Academics. Should this step fail to satisfy the student complaint, a final appeal may be made to the Vice President for Academics, who shall review all evidence provided by the student and the adjudicating panel and render a decision which shall be final.

The appeal policy above shall apply to all residents of the main campus and all distance education students and those studying at remote sites.

Students at NELSON AIC and NELSON VALOR will follow the principles of the policy above but the pathway for address is as follows:

Step 1: Discussion with the individual faculty member involved in the grievance;

Step 2: If unsatisfactory, appeal to the local Administrative Dean or Administrative Director;

Step 3: If unsatisfactory, appeal to the panel of academic personnel appointed by the Administration whose decision shall be final. In the event that a student believes he/she has been unfairly treated, or has issues with the University that cannot be resolved by the methods outlined above, he/she has the right to contact our accrediting agencies and/or various state and other governmental agencies (www. nelson.edu/campus-life/complaint-procedure).

For students attending a Nelson University Off-Campus Instructional Site outside of Texas, in the event your issues with the university cannot be resolved by the methods outlined above, you would contact your state agency:

Arizona Students: Students attending Nelson University American Indian College in Phoenix, AZ, contact:

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Suite 3008
Phoenix, AZ 85007
Phone - (602) 542-5709
Website http://ppse.az.gov

California Students: Students attending Nelson University at Catalyst Bible College in Visalia, California, or any member of the public may file a complaint about this institution by contacting:

California Bureau for Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818 Phone - (888) 370-7589
Website - www.bppe.ca.gov

Georgia Students: Students attending Nelson University Valor in Griffin, Georgia, contact:

Georgia Nonpublic Postsecondary Education Commission
2082 E. Exchange Pl. #220
Tucker, GA 30084-5334
Phone - (770) 414-3300
Website - www.Info@gnpec.ga.gov

Oklahoma Students: Students attending Nelson University at Rhema in Broken Arrow, Oklahoma, contact:

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200 Oklahoma City, OK 73104
Phone - (405) 225-9100
Website: https://okhighered.org

Descriptions of Biblical Values

BEHAVIOR FOR RELATIONSHIPS

It is understood and recognized that private behavior will not be governed by the same guidelines as public behavior. At the same time, however, it is expected that Christian couples will always conduct themselves in a way that avoids undue temptation and is glorifying to God. In light of that, the following things will be considered inappropriate private behavior for couples at Nelson University: laying on each other, petting, fondling or caressing each other, extended periods of heavy kissing or hugging, visiting in each other's residence, sexual relations of any kind or degree outside of marriage are strictly forbidden, or body massages.

NOTE: All Nelson University Faculty and Staff have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported for disciplinary action.

SEXUAL IDENTITY/TRANSGENDERISM

Nelson University is a Bible-based institution for theological and professional studies. Affiliated with the General Council of the Assemblies of God, Nelson University embraces and supports its doctrinal teachings. Further, Nelson University embraces standards of conduct that are the same as those generally accepted by the Assemblies of God. Additionally, the University has established a biblically and morally based Standard of Conduct that guides expected behavior while a student is enrolled.

The University believes that God created mankind in His image, both male and female (Genesis 1:27; Matthew 19:4-5.) We further believe that God established an individual's gender at birth. Any advocacy, expressions of sentiment or practices otherwise are out of harmony with the religious convictions of Nelson University. Thus, transgenderism is disapproved. The same standard applies to all administration, faculty, staff, and students. (See also the A/G paper on http://ag.org/Beliefs/Position-Papers).

SEXUAL BEHAVIORS

Nelson does not support any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18 including: adultery, fornication sexting in any form (see Galatians 5:19-21; 1 Thessalonians 4:3; Romans 1:24-32; and Hebrews 13:4). Students may not engage in romanticized same-sex relationships or be engaged in any sexual relationships, including: adultery, fornication of sexting in any form, AI or virtually generated sexual engagement. Any student struggling with same-sex attraction is encouraged to seek counseling at the Student Counseling center. (See also the A/G papers at https://ag.org/Beliefs/Position-Papers).

DATING RELATIONSHIPS

Students are encouraged to follow the teachings of the Word of God when dating so that their conduct does not bring reproach upon the cause of Christ. Students are warned against any practices which might be interpreted as stalking or sexual harassment. It is expected that students will demonstrate public and private behavior in their dating and friendships that is glorifying to God and in keeping with a Christian testimony. They need to be sensitive to those around them and should not conduct themselves in an offensive or inappropriate fashion. Nelson University strongly disapproves of private visitations by opposite gender students in either party's residence.

Employee-Student Relationships: Faculty and/or staff members may date students only after consultation with their area administrator and the Vice President for Student Development, except in circumstances where the employee is a supervisor in any form to the student.

ENGAGEMENT AND MARRIAGE

Hasty engagements and marriages are discouraged. Students contemplating marriage are encouraged to participate in couples counseling. Married students should exercise all caution to protect their family relationships. Discipline and character are important to have while facing the rigorous challenges of higher education. (See also the A/G paper on https://ag.org/Beliefs/Position-Papers).

DIVORCED STUDENTS

Individuals who are divorced but not remarried and whose former spouse is still alive, may be admitted under the following conditions:

1. The divorce must have been legally finalized for at least three months before Enrollment.
2. The student may be required to live off-campus.
3. Individuals who are separated from their spouses are not permitted to maintain enrollment without speaking to the Vice President for Student Development or Dean of Students, in order to determine grounds for the divorce or separation.

COMMUNICATION

Using profanity or obscenity in your speech or written materials, including but not limited to text messaging, smart phone apps, online messaging and social media. This includes using acronyms to describe inappropriate speech or profanity (Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10) as well as possessing material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21.

Dishonesty, cheating, falsifying testimony, falsifying chapel attendance or falsification of documents, including but not limited to applications for Admissions as described in Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23 (see also p. 24 Academic Dishonesty/Cheating).

SOCIAL NETWORKING

Social Networking sites like X, Facebook, Instagram, Tik Tok, and others, have provided numerous ways for individuals to connect and stay in touch. Students must be careful that the material that is posted on their account falls within the biblical and community standards of Nelson University. Any illegal or inappropriate behavior or language posted online violating standards of the University can be used as evidence for disciplinary actions by the University. Vulgar language and lewd images are improper for a person of moral integrity. 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.

ENTERTAINMENT AND MEDIA

Nelson University recognizes the legitimacy of a wide variety of tastes in media acceptable to Christians. People from diverse backgrounds, cultures, and levels of spiritual maturity must live with each other in a harmonious Christian campus community. Use of media should inspire, not depress; edify, not tear down; promote healthy, holy values; not attack them. No unrated, X-rated, NC-17, MA or R-rated media will be allowed on campus or in digital form such as Spotify, for example.

The appropriateness of media will be determined by: loudness, lyrics and atmospheric effects within the campus community. Students are to show consideration for others in the way media is played. Those repeatedly offending the dormitory community by inconsiderate use of their media equipment are subject to having that equipment impounded by the Dorm Pastor. Media which portrays negative themes and activities or themes offending the Biblical and Community Values of the university, together with their covers or posters are not to be brought to campus. Those discovered on campus may be confiscated by the Dorm Pastor.

All personnel involved on the campus, including administration, faculty, staff, and students, are subject to the ethical, moral, social, and spiritual standards of conduct approved by the Assemblies of God. All are expected to evaluate all forms of entertainment in light of their faith in Christ Jesus as Lord and Savior. External rating systems are inadequate for developing discernment but can be used as a point of reference. All individuals are encouraged to think seriously about the moral implications of what is watched without relying solely on the entertainment industry's rating standards. All entertainment choices (e.g. television, video, movies, internet, computer games, music, publications, comedy clubs, theatre productions, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Entertainment that has a rating of "R" or higher is prohibited on campus. The university reserves the right to declare any entertainment inappropriate.

No Nelson University student may make any audio or video recordings or take any pictures of another person(s) anywhere on the Nelson University campus where there is an expectation of privacy. Students should respect any reasonable expectations of privacy concerning another member of the Nelson University community.

VIOLATION OF CIVIL OR CRIMINAL LAW

Stealing (possession of another person's property without permission) as described in Jeremiah 7:9- 10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28 is not permitted in any form. Violation of any civil or criminal law - local, state, federal (including but not limited to spouse or child abuse, child neglect, sexual harassment, stalking) as described in Hebrews 12:14 - Students under criminal investigation can be placed on probation or suspension until cleared of all charges.

POLICIES REGARDING REGISTERED SEX OFFENDERS

Student Admissions Applicants

According to Texas House Bill 355, those required to register as sex offenders under Subchapter B, Chapter 2 of the Texas Code of Criminal Procedure for the State of Texas [62.005(h)(I), 62.152, and 62.153] will be required to provide written documentation of their offense to Nelson Campus Security within seven (7) days of reporting to any Nelson University location for admission or within seven (7) days of committing the offense if the offense occurs after acceptance. According to 62.007, documentation must include what risk level (1, 2, or 3) has been assigned for an individual applying to enroll as a student that has been listed on the sex offender registry. This documentation is required in the application stage in order for the university to decide if the applicant will be permitted to be enrolled or to live on campus. The university reserves the right to not accept applicants or to maintain enrollment of students assessed with a risk level of 1, 2, or 3, however.

In accordance with the Campus Sex Crimes Prevention Act of 2000 (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), the Jeane Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Nelson University Campus Security Department hereby notifies its community where law enforcement agency information concerning registered sex offenders may be obtained. The Texas Department of Public Safety (TDPS) is responsible for the Texas Sex Offender Registry.

Guests to the Nelson University Campus

All guests who are registered sex offenders are not permitted to be on university property. Appeals can be made through Nelson Campus Security.

PREGNANCY

Nelson University strongly believes in the sanctity of all human life including an unborn child conceived in or outside of marriage. The university encourages students to carry their child to full term and strongly opposes abortion. Students are encouraged to seek support through resources such as the Residential Life Department including dorm pastors and the Dean of Students as well as the Student Counseling Department. Both departments are committed to helping students navigate the complex needs of pregnancy. In the event the pregnancy is outside of marriage, the student is still encouraged to communicate in light of the sensitive situation through the same avenues. In honoring Nelson University's redemptive model, the university will pursue the best course of action for all those involved (the expectant parents, the unborn child, and the Nelson University community). We aim to respond in grace and love while maintaining a high-level of confidentiality.

ABORTION

We believe in the sanctity of life and support a student's (married and unmarried) decision to carry her unborn child to birth. We strongly oppose abortion (as described in Romans 13:9 and 1 Timothy 1:8-11) to terminate a pregnancy. (See also the A/G paper on https://ag.org/Beliefs/ Position-Papers).

ALCOHOL, ATTENDING BARS/CLUBS, USE OF NICOTINE

A thorough review of Scripture reveals stern warning against intoxicating drink and a call to separation from such drink. The spirit and intent of Scripture emphasize the consequences of recreational consumption of alcohol. Students are prohibited from possessing, drinking alcohol, being at a party where alcohol is present, or attending bars (places where the primary function is serving alcohol, hookah, etc.) or attending places where men/women are sexually exploited. A business may be a bar/lounge/club if it (a) requires an ID for admission, (b) advertises alcoholic beverages, or (c) provides social dancing and drinking (See also the A/G paper https://ag.org/Beliefs/Position-Papers) and that certain products are a danger to one's physical and psychological well-being, possession or use of tobacco or anything containing nicotine (including e-cigarettes or vapes, whether nicotine is used or not or smoking medicinal marijuana) is prohibited.

ALCOHOL/DRUG USE, POSSESSION, AND TESTING

Nelson University does not permit the possession, use, or being in the presence of any illegal drug, mind-altering substance, alcohol, and/or drug paraphernalia (See also the A/G paper at http://ag.org/Beliefs/Position-Papers). Under the Higher Education Opportunities Act of 2008, federal law requires the university to notify students that a criminal conviction for any drug offense may result in the student losing his/her financial assistance related to any Title IV, HEA grant, loan, or work-study programs. Therefore, a student's ability to obtain financial assistance upon returning to the university after completion of a suspension may be impacted.

Those in violation of university standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications not prescribed to the individual and use of alcohol on or off campus will be subject to disciplinary action, including possible suspension from the university. Students at Nelson University are considered "in possession" and responsible for alcoholic beverages, illegal substances and prescription drugs not prescribed to the individual that have been determined to be on their person, in their possession, in their residence, or their vehicle.

Nelson University reserves the right to check for compliance with its alcohol/drug policy by various means, including active and passive alcohol sensors, random drug tests, and room searches (see room search section for procedures regarding room searches). Any member of the University community who refuses to take a breathalyzer test and/or drug test, and/or refused to provide consent for Nelson University to be provided results of such tests (paid for by the student), will be considered to be in violation of the University's Alcohol and Other Drug Policy and could face possible suspension.

The University will consider testing when there is a reasonable cause. "Reasonable cause" for alcohol tests may include the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent behavior; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by university or legal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance. All test costs will be the responsibility of the student.

If a student is suspected of being involved in any alcohol or drug-related behavior, the following steps may be taken:

1. A test will be given immediately and if results are positive, the following may occur, depending on the severity and number of occurrences:
   a.) Student will be placed on immediate probation and duration will be determined.
   b.) Up to 2 random tests during the current semester
   c.) 2 random tests during the next semester (blood alcohol content tests and/or drug tests)
   d.) Refusing to take drug or alcohol testing will result in an appearance before the Student Conduct Committee for further action. Student will be immediately suspended if positive.
2. If any future tests return positive, student will face Student Conduct Committee or immediate suspension.
3. If the test result is negative, Nelson University will reimburse the student for the cost of the test.

GAMBLING

Gambling is defined as "any activity in which wealth exchanges hands, mainly on the basis of chance and with risk to the gambler." Scripture is clear regarding a believer's responsibility to be a careful steward of one's life and resources; therefore, students are restricted from participating in all forms of gambling. This includes internet poker/gambling (See also the A/G paper https://ag.org/Beliefs/Position-Papers)

Descriptions of Community Values

APPEARANCE POLICY

Nelson University's statement of purpose and core values reflect an intention to provide students a comprehensive educational experience that prepares them mentally, spiritually, physically and socially. The University's appearance standards are, first, designed to create an environment that encourages spiritual formation; and secondly, to prepare students for success in the professional workplace.

A follower of Christ desiring to successfully serve in vocational ministry, counseling, corporate business, etc., must understand what clothing, hair style, and adornment is appropriate for different settings. As a follower of Jesus Christ, our appearance should be modest and not call attention to oneself (I Peter 3:3-4).

Shoes must be worn at all times in public areas. All types of head coverings, ear buds or headphones are to be removed in chapel.

All appearance standards specified below are to be observed campus-wide with no exceptions. They apply to all students, single or married, living on-campus or off-campus. The dress code includes all breaks and holidays and includes if the student is on or off campus. Under all circumstances, modesty is the standard for all occasions and anytime a continuing student is on campus or representing Nelson University in any form. The university reserves the right to declare any single piece of clothing or decoration as unsuitable attire for any occasion.

CHAPEL/TRAVEL MINISTRY ATTIRE

Students may be involved in chapel ministry. The following guide concerns acceptable platform wear under normal circumstances. Its application pertains to student speakers, worship leaders, musicians, singers, choir members and other platform leadership roles.

Men

Dress slacks, jeans (no holes) and shirts appropriate for performance. Shorts, flip flops, piercings of any type or head coverings are not permitted on the chapel platform.

Women

Dress slacks, jeans (no holes), dresses, skirts of a modest length (no slits above the knee) and shirts/blouses appropriate for performance. Shorts, flip flops, facial piercings of any kinds except for earrings, or head coverings are not permitted on the chapel platform.

COMMUNITY ATTIRE

Men

Full-length shirts, sweaters, sweat shirts, or t-shirts with acceptable/appropriate logos are acceptable. Sleeveless types are permitted outside of class and chapel provided they are cut close under the arm and not made of see-through material (for chapel and class, tank tops of any kind, are not permitted and proper undergarments are required). Slacks, jeans (holes permitted up to mid-thigh, sweat pants or shorts must extend down to fingertip length or mid-thigh if the arms are longer than mid-thigh (spandex or any other form-fitting clothing is not allowed). Pajama items are not acceptable as outerwear at any time. Earrings are permitted. Nose rings and gauges are not permitted. Extreme hairstyles are not permitted. Shirts must be worn outside of the dorm room at all times.

Women

Dresses, skirts or hemlines no higher than 4 inches above the knee in length will be permitted for class, chapel, or leisure attire. Proper undergarments are required. Since a regular brassiere is to be worn, no skin lower than this undergarment should be exposed in the front or back. The dress is required to have a modest neckline. No dress should have holes cut out of the material in the front or back. The dress should not be made of sheer material, it must be fully lined.

Full-length shirts, blouses, sweaters, sweat shirts, or t-shirts with acceptable/appropriate logos are acceptable. Sleeveless types are permitted outside of class and chapel provided they have a two-inch width shoulder, are cut close under the arm and not made of see-through material (for chapel and class, tank tops of any kind, are not permitted). Midriff shirts or crop tops are not permitted. Slacks, jeans (holes permitted up to the knee), jogging suits (with proper undergarments) or shorts (must extend down to fingertip length or mid-thigh if the arms are longer than mid-thigh) are acceptable (tights or spandex may be worn with a fingertip length shirt). If wearing yoga pants, tights, or leggings, a shirt must be worn (extend to fingertip length), and yoga pants, tights, or leggings must be visible from underneath the shirt. Pajama items are not acceptable as outerwear at any time. A single nose ring is permitted. Double nose rings, septum piercings are not permitted. Gauges are not permitted. Extreme hairstyles are not permitted.

While the above policy reflects broad parameters for community attire, individual sponsors, faculty and staff members may have additional specific standards for students while participating in particular university sponsored events or programs.

ATHLETIC ATTIRE FOR PARTICIPANTS

Men

Full-length t-shirts, sweatshirts with sweat pants, or tank tops with uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). Athletic attire must be modest in length and fit. Shorts must extend down to fingertip length or mid-thigh if arms extend beyond mid-thigh. A shirt must be worn at all times on the Nelson University campus as well as any off-campus Nelson University-related activity. Shorts must extent down to finger-tip length or mid-thigh if arms are longer than mid-thigh

Women
Full-length t-shirts or sweatshirt (sleeveless types not permitted) with sweat pants, uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). If wearing yoga pants, tights, or leggings, shirts must go down to fingertip length or mid-thigh if arms extend beyond mid-thigh. Sports bras alone are not permitted at any time on the Nelson University campus or off campus with any Nelson University-related activity. Athletic attire must be modest in length and fit. Shorts must extend down to fingertip length or mid-thigh if arms extend beyond mid-thigh.

VARSITY SPORTS FOR MEN AND WOMEN
Uniforms will be modest and approved for each sport on a per sport basis. Practice clothing may be similar, but not briefer than team uniforms. If a varsity uniform is not within the community attire guidelines outside of a practice or performance session for a varsity or junior varsity sport, that uniform cannot be worn and the student must conform to community attire.

SPECIAL OCCASIONS
The following is approved dress code for special occasions such as Homecoming, Nelson Formal, and the Scholarship Banquet. See Dorm Pastor for guidelines.

Men
The platform ministry attire offers a basic guideline for attire. Outfits that are extreme in design or color will not be permitted. Participants/Students are recommended to wear a suit that is a dark color. All attire must meet expectations or the candidate will not be able to participate.

Women
Dresses, skirts or hemlines no higher than 4 inches above the knee in length. Spaghetti strap gowns are allowed, provided they meet the modesty guidelines. See Dorm Pastor for guidelines. Proper undergarments are required. Since a regular brassiere is to be worn, no skin lower than this undergarment should be exposed in the front or back. The dress should have a modest neckline. No dress should have holes cut out of the material in the front or back. The dress should not be made of sheer material, it must be fully lined. All attire must meet these stated expectations or the student will not be able to participate.

PRIVATE TIME
For the privacy of their rooms students discretely choose their own dress. Students are permitted to follow the leisure dress code in dorm lobbies; however, students must be wearing clothes when around others, even in private time. At no time are students permitted to stand in their room window or have their dorm door open when inappropriately attired.

SUMMARY OF APPEARANCE POLICIES
While the above policies reflect broad parameters for community attire, individual sponsors, faculty and staff members may have additional specific standards for students while participating in particular university sponsored events or programs. Failure to comply with these policies may result in loss of ministry opportunity by decision of the Chapel Worship Director, Sponsor, the Dorm Pastor, the Dean of Students, Administration, Faculty or Staff. Further explanation will be provided during Dorm Orientation.

Housing and On-Campus Policies

RESIDENCE HALLS
Nelson University fosters a community life on its campus that will properly reflect a Christian attitude. Cooperation, respect for the rights of others, respect for property, respect for authority, cleanliness and good personal habits are factors that are important in Residence Hall life. Violations of these values could result in loss of rights and/or privileges.

Each room in the Residence Halls is equipped with a micro fridge unit (refrigerator/freezer/microwave), desk, chair, dresser, closet or armoire.

An on-campus student is any student living in a Residence Hall. All students under 23 years of age are expected to live in one of the Residence Halls. All students who are 23 years of age or older must be approved by the Assistant Dean of Students to reside in a Residence Hall. Any exceptions to this policy requires approval of an application by Residential Life.

ROOM RESERVATION
All new students and incoming transfer students are charged a $150 non-refundable room fee. Each semester, returning students wishing to reserve a room will follow the room reservation process with Residential Life in October for the Spring semester and in March for the Fall semester. After the first three weeks of this reservation period, all remaining rooms are available on a first-come, first-served basis.

Room selection is only guaranteed until the close of the first day of registration unless the student verifies to the Residential Life office that they are returning or not returning. All reserved rooms that are unclaimed could be given away by the first day of classes.

Room Consolidations: At times, reservations are made for new students or returning students which are not filled by that individual. As we are informed that a room reservation is not going to be filled by said individual, the individual who has arrived and properly checked in may be required to consolidate to or with another single student. It is our sincere desire to have all rooms and residents set by the first Monday after classes begin. Should a resident refuse to move or graciously accommodate a roommate being placed in his/her room, the University reserves the right to add an additional room fee of 85% of the room cost.

Students who have 60+ credit hours or are 20+ years of age living in the dorm must make arrangements with a specific roommate when reserving for a new semester. If a student who has 60+ credit hours or 20+ years of age reserves a room without a specific roommate chosen, they will be subject to be moved and placed with another student within the dorm at the discretion of the Housing Coordinator. This is done in order to facilitate students of similar age and classification to be placed together and avoid housing placement of larger age differences.

Single Room Fee: Requests for a single room are based on availability. Requests can be made during the time of room reservations; however, if a situation arises when the room is needed, Nelson University deems the right to fill the empty bed(s) as necessary. The single room charge will be placed on the student's bill during the late registration time period and will be an additional 85% of the room fee.

ROOM USAGE

The room will be taken care of by its occupants. Decorations and pictures may be hung with removable hooks or Velcro like Command hooks. Nails or the equivalent should not be driven into the walls, closets, or furniture. Tape with hooks should be used to hang pictures. Do not glue mirrors or cork to the walls. Fines will be assessed for rooms that have had destruction to the walls of the hall or room. Students or guests are not permitted to arbitrarily use rooms that are designated as unoccupied.

ROOM FURNITURE

Every student is provided with a dresser or chest of drawers, desk, chair, bed and a microwave/fridge combo (to be shared with one other roommate). Students are expected to take care of university furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture. Furniture must not be moved from one room to another or one dormitory to another or taken apart without permission from the Dorm Pastor.

Dorm residents are permitted to personalize their rooms with their own furnishings—except for what is provided for the student by Nelson University (i.e., bed, micro fridge, etc.)—however, they are not permitted to have any outward facing objects (i.e., flags, posters, signs, etc.) visible from the window to the outside. Beds have to be separated by a dresser or at least a 2-foot space. Beds are not permitted to be placed side-by-side. Residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

ROOM/SCHOOL PROPERTY

Students will be charged for the repair of any damage done to school property. Students have the opportunity to list any prior damages to their room or furniture on their occupancy voucher upon check- in at the beginning of each semester. The Director of Maintenance will assess the damage and make recommendation to the Dean of Students. Student Life will notify the student in writing and inform the accounting office, who will add the charges to the student's school bill.

ROOM CLEANLINESS

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room to promote a healthy community as well as harmony between roommates and suitemates. A planned room inspection occurs once a week. Unannounced room checks will be made periodically to ensure that rooms are kept neat and clean.

CAMPUS DAYS

This is an extraordinary event held on campus several times a year. Dormitory residents are encouraged to share their rooms and minister to prospective students who visit classes and participate in school devotions. Everyone works hard to make the event special for both our current and future students. Since hospitality is a mark of Christian leadership (1 Pet. 4:9 "Be hospitable to one another without complaint"; also Heb. 13:2; Rom. 12:13; 1 Tim. 3:2), this is a great opportunity for Nelson Lions to shine for the Lord and touch lives through courtesy, care and compassion.

LOSS OF PERSONAL PROPERTY

For one's own protection, rooms should be locked at all times when not occupied. The University is not responsible for the loss of personal belongings of students in any building. Students may check with the Office of Safety and Security for any lost items.

Nelson University assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, inclement weather or otherwise. Students desiring to protect personal property should contact their insurance carrier to purchase "renter's type" insurance. The Business office may be contacted for a referral to an insurance carrier, if needed.

RESIDENCE HALL LOBBY

Furniture is not to be rearranged in Residence Hall lobbies without permission from the Dorm Pastor. Students are required to observe the lobby regulations each Dorm Pastor establishes for his/her lobby. Students are to treat the lobby furnishings with respect, and will be charged for any damage to lobby furnishings. Lobbies are considered "closed" during all chapel services, regular times for Sunday church services and during Dorm Devo times.

Residence Hall lobbies will close during the following times for worship services:

Sunday Morning: 10 am - Noon
Tuesday Evening: During Devos

ROOM CHANGES

A student may not change dorm rooms without the specific and written approval of the Dorm Pastor and Dean of Students. A form is provided for this transaction. Room changes must be completed by the first Monday after classes begin or with direct permission from the Dean of Students.

Moving from one Residence Hall to Another: This is prohibited unless approved in writing by both Dorm Pastors and the Dean of Students. A form is available in the Residential Life office. All moves must be made by the first Monday after classes begin.

CURFEW

Beginning the first day of classes, Nelson University follows a curfew schedule from Sunday through Saturday at 1am. Each night the gymnasium, all campus buildings, and volleyball court will close no later than midnight, and/or earlier as posted. Since the security of Nelson University is a matter of utmost importance, residence hall entrances are locked promptly at 1 am each night and all lobbies will be closed at 1 am as well. Electronic access to dorms will be granted until 1 am each night. All students returning to the dorm after 1 am will have to check in at Nelson University Security with their ID card in order to be let into the dorm.

Students without curfew exemptions are expected to be in their residence hall by 1am. Curfew applies to all residence hall students. All guests and non-residential students should leave the Residence Hall by 1am unless given prior permission by the Dorm Pastor to stay overnight. After checking in with Security, the student(s) will then be let into their respective dorm and given entry. No persons will be given entry to the dorms after curfew who are not residents of the dorm of entry. Students within the dorms are not authorized to give other students late entry. Students are not to leave the Residence Hall after 1am unless the Dorm Pastor has granted permission. Reports of late entry will be forwarded to Residential Life. Students without curfew exemption should seek Dorm Pastor permission to return after 1am for special occasions; however, permission must be requested during regular business hours, 24 hours in advance.

Students with curfew exemptions should leave the residence hall before curfew if they plan to be out past 1am, or if in the building after 1am, plan to stay in for the night. While entering and exiting the building, please observe quiet hours. For security and safety, the campus officially closes at midnight. Therefore, students may not loiter anywhere outside. Students should be in the residence hall or off campus after midnight. Due to safety concerns, students may not sleep or stay overnight in a vehicle parked in an Nelson University parking lot or on surrounding streets. Failure to comply with proper procedures for curfew or late entry will result in disciplinary action such as a disciplinary fine, reduction of curfew to midnight, loss of extra-curricular participation, loss of curfew exemption, or be placed on probation for the remainder of the semester.

CURFEW EXEMPTION

Students in good standing may apply for curfew exemption once the previous semester has been completed. Application for curfew exemption must be done each semester. Those approved arriving past curfew are required to check in with Nelson University Security after 1am. As part of the application process, students must agree not to abuse this privilege or use it to provide access to others. Failure to comply will result in loss of curfew exemption. To qualify for curfew exemption, students must meet the following requirements below and must maintain the standards throughout the semester. At the discretion

of the Residential Life Office, other conduct issues may require a student to lose Curfew Exemption at any time. All students approved for curfew exemption will need to go to Nelson Security after 1am to be let into the dorm.

Senior Exemption Standards (must meet ALL criteria)

- Minimum of 90 total accumulated credits.
- Minimum cumulative GPA of 2.2.
- Must not have any unpaid fines or be on any probation for current or previous semester.

Junior Exemption Standards (must meet ALL criteria)

- Must be at least 20 years old as of the start of the semester applying for.
- Minimum of 60 total accumulated credits.
- Minimum cumulative GPA of 2.7.
- Must not have any unpaid fines or be on any probations for current or previous semester.

Curfew Exemption Violation:

In the event that a student violated the curfew exemption policy, the following structure will be enforced:

1. First Offense: Warning if the student comes in between 1am and1:15am.
2. Second Offense: $25 fine if the student comes between 1am and 1:15am.
3. $25 automatically if the student comes between 1:15am and 6:00am.

Students who let another student or guest into the dorm after 1am or students sneaking into the dorm after 1am without checking in at Security will receive a $100 fine.

WORKING STUDENTS

If a student needs to be out of the Residence Hall after curfew due to employment, that student must file with the Dorm Pastor a "Work Card" indicating the place of employment and the hours scheduled for work. Any change in work hours/employment requires submitting a new work card.

OVERNIGHT VISIT/WEEKEND OFF-CAMPUS

In order to have a single person of the opposite sex in his/her home, the student must fill out the overnight visit/weekend off-campus form found online and provide contact information for the student(s) parents in order that the Dorm Pastor may follow up and contact the host parent. A residential address and name of the individual the student is staying with must be provided. Students are not permitted to be out overnight in mixed company in private (or public without permission) settings (including, but not limited to campers, tents, homes, apartments, vehicles, hotel rooms, or residence room) without approval from the Dean of Students. Signing out to go camping or staying in a hotel (with members of the same sex only will be considered) must be approved by the Dean of Students. Signing out to a place of business (i.e. restaurant, coffee house, etc.) is not permissible.

SINGLE STUDENT VISITS IN RESIDENCES OF OPPOSITE SEX

Single students are not permitted in the residences of single students of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at Nelson University. This applies to all students whether they reside on or off campus. (See the Assistant Dean of Students for special permission to visit in the residence of single students of the opposite sex).

STUDENTS IN ROOM OF A MEMBER OF THE OPPOSITE SEX

Students who are found to have been in the room of a member of the opposite sex may be terminated from enrollment at Nelson University. Permission may be obtained from the Dorm Pastor for special circumstances.

ROOM GUESTS

1. Guests who are not part of the specific Dorm community are expected to leave the Residence Hall at midnight unless the Dorm Pastor has received and approved a written request for them to stay in the Residence Hall.
2. If the overnight guest of an on-campus student is an off-campus student, family member, a personal friend from out of town, or an alumnus of Nelson University, the student must obtain written approval from the Dorm Pastor for his/her guest(s). The guest(s) may stay a maximum limit of (3) nights per semester without charge. Student hosts are responsible for their guests' actions. Any actions deemed inappropriate by Nelson University will result in loss of privileges by the student and the removal of guest from the premises. If the guest(s) stay longer than (3) nights, approval must be given and the student or guest must pay $15 per night to the Dorm Pastor. During the summer session all room guests pay the $15 overnight fee. Other than Campus Days and special permission from the Dorm Pastor, guests can only be between 18 and 25 years of age.

3. If the guest of an on-campus student is not approved by the Dorm Pastor, the student is charged for the nights the guest has stayed in the Residence Hall and the guest may be required to leave.
4. Dorm residents who desire to spend the night in another Residence Hall must receive clearance from the Dorm Pastor of the Residence they wish to stay the night in by 10:00 pm. Also, students must sign out of their own Residence Hall. Failure to gain permission may result in a fine.
5. For everyone's comfort and safety, bed-sharing is not permitted in the residence halls.

QUIET HOURS

Quiet hours are from 10:00 pm - 10:00 am in each of the Residence Halls and are to be respected in the immediate areas around the building itself. Any activity deemed to be a distraction to the enforcement of quiet hour could be moved or ceased by Residential Life. Therefore, the following guidelines will be enforced:

1. Students must learn to live in mutual respect. Nelson University is an institution of higher learning and students should respect one another's need for study and appropriate sleep.
2. Stereos, TVs and musical instruments may be used but the noise level must not be heard outside the room during quiet hour. Drums are strictly prohibited from being played in the dorms.

PROHIBITED ITEMS

Toasters, electric skillets, George Foreman tabletop grills, instapots, woks, air fryers, or any other cooking appliances are not permitted. Coffee makers will be allowed. Space heaters, candles or any items that can produce fire or have an exposed heating element are not permitted. Pets (including fish) of any kind are not be permitted. Violation of this safety policy will result in the confiscation of the appliance, item or animal.

Hoverboards/electric scooters are not permitted indoors, or in heavily trafficked walkways. All transportation items must be stored outside. If there is a violation to this policy, the hoverboard/electric scooter will be confiscated and remain with Security until the end of the term. Drones are not permitted on campus in any location, including outdoors without the direct permission from the office for Student Development for the purposes of a university course or for another department on the Nelson University campus.

FIREARMS/ FIREWORKS PROHIBITED

All firearms, fireworks and unlawful weapons of any kind are strictly prohibited on campus and school sponsored events. Any items, including, but not limited to handguns, shotguns, rifles, knives, swords, daggers, katana, clubs, paintball guns, airsoft guns, pellet and/or BB guns, archery equipment, homemade devices, and any other items deemed dangerous by the University are prohibited. If any prohibited item(s) are found, they will be confiscated by Campus Security. Nelson University acknowledges that under Texas law, a student who holds a valid concealed handgun license may store a concealed firearm in a locked, privately owned motor vehicle parked on a street or driveway or in a Nelson University parking lot.

SECURE DOORS, WINDOWS, ALARMS, THERMOSTATS, & ELECTRICAL PANELS

Unauthorized use of windows, exits and secured doors in non-emergency situations is not permitted. Setting off or tampering with security alarms, thermostats, and electrical panels is strictly forbidden. Talking, whistling, gesturing, or yelling out of windows is prohibited at all times, in all buildings. Students are not permitted to open lobby or hall doors for any individual to gain access after curfew. All students coming back to campus after curfew must check in with Campus Security. Those violating this guideline could be required to face consequences through the accountability process.

LAUNDRY

Washers and dryers are provided to the Nelson campus by an outside company that is operated through an app. Commuter students are not permitted to use laundry centers in resident halls without permission. Students using laundry in resident halls should provide fairness and stewardship to their fellow students in making sure to not extend the usage beyond the normal time to perform laundry and must use the name tags.

DANCING

The University does not sponsor or permit dances/dancing except for pre-approved choreography within a supervised campus production. Dancing in a setting in which alcohol is a primary influence, as well as sexually explicit dancing, is prohibited. This prohibition would include, but not be limited to nightclubs, dance halls and bars.

SEARCHES

Room searches are seldom performed. If a serious need warrants it, Campus Security and the Dorm Pastor may search any or all rooms only with approval from the Dean of Students or Vice President for Student Development. If illegal drugs, alcohol or weapons are found in the dorm room, Campus Security will search the occupant's vehicle. If the occupant cannot be notified, and/or is not present, the Dorm Pastor shall be accompanied by an RA and Campus Security personnel. All items deemed illegal or inappropriate to the Nelson community and will be confiscated by Residential Life personnel.

DORM MEETINGS

All on-campus students are required to attend all announced meetings. The Dorm Pastor must approve any exception. Failure to attend may result in disciplinary action.

ILLNESSES

Any illness is to be reported to the Residence Assistant and/or the Dorm Pastor who will help give guidance to the student regarding care and/or referrals to local health care agencies. A list of suggested health care givers within the local area is provided by the Dorm Pastors, as well as, in the Residential Life office located on the first floor of Teeter Hall, which include, but are not limited to: Expedian Urgent Care, Altus Emergency Center Waxahachie, and Baylor Scott and White, Waxahachie.

CHECKING IN AND OUT OF THE RESIDENCE HALLS

Rooms must be completely vacated and cleaned out by 5 pm the day the Residence Halls close (see Calendar). The only exceptions will be students who contract to reside on campus for the summer. If rooms are not left clean and in good repair, the student's account may be fined up to $150 for cleaning and minor repairs. Anything left in the room becomes the property of Nelson University and will be discarded. Failure to properly check out of the Residence Hall will result in additional restitution being assessed.

ABANDONED POSSESSIONS

Student possessions left on campus during the summer will be disposed of within 72 hours from the time of dorm check-out. This includes bicycles left on bike racks.

SUMMER HOUSING

The University offers summer housing. The summer contract is available through the Residential Life office. This contract shares the pertinent information for an agreeable living arrangement for the summer. It also includes cost information.

Note the following procedures:

1. Obtain a contract from the Residential Life office.
2. Read in full and sign, then turn in to the Residential Life office.
3. When the countersigned document is returned to the student, the student is to pay the summer fee in advance at the cashier's window.
4. The cashier will validate on the student's contract that the fee has been paid.
5. The student will take the validation to the Residential Life office for room assignment.

OFF-CAMPUS HOUSING

The University's Board of Regents has an established criterion for its resident program. All undergraduate single students under 23 years of age taking seven (7) or more hours are required to live in the Residence Halls, unless approved for off-campus. Off-campus applications for the upcoming semester are only accepted during the scheduled reservation time. Approved off-campus applications must be renewed annually. Students that reside off-campus are required to abide by all of Nelson's guidelines contained in the Student Handbook.

Student Organizations and Groups

Organizations and Groups

Nelson University considers organized student activities and programs to be an important component of the total development of a student. The University enjoys a variety of groups in its student life. Some groups are members of the Student Congress. Others function in a different context. All Nelson University students (undergraduate, graduate, single, married, on/off campus) have the privilege to participate in any of these organizations, subject to the individual internal policies of each organization.

RESIDENTIAL LIFE (RES LIFE)

The Residential Life department is passionate about community involvement and builds its events calendar and activities based on the vision statement "Connecting Students to God and Others Through Community." Each of the 7 dorms host an event for the whole campus once a year (i.e. Teeter Coffee House, Collinstock) as well as their own events for just their dorm community (i.e. Bridges' Pancake Monday, Guynes Christmas Morning). The Residential Life department also hosts two major events for the campus: Make a Difference Day, which is a day of service to the city of Waxahachie, and Leadership Summit, which is an on-campus leadership conference for current and future student leaders.

INTRAMURAL ATHLETICS

The intramural program at Nelson University (also known as Nelson RecLife) is available to every student, staff member, faculty and administrator. Leagues and tournaments are offered throughout the fall and spring semesters. Some of the popular sports offered are flag football, basketball, ping pong, ultimate frisbee, sand volleyball, indoor volleyball, and indoor soccer. The Nelson RecLife office is located in the Garrison Wellness Center. The current Group Exercise schedule and the intramural sports calendar can be found at Nelson.edu.

**Students are reminded that Nelson University does not promote, support, or encourage student involvement in contact sports with the sole exception of the Varsity Football program. The University assumes NO LIABILITY for student injuries, which result from engaging in any sports. Specifically, students are warned against involvement in pickup games of tackle football due to the high number of injuries sustained from this activity.

VARSITY ATHLETICS

The primary purpose of athletics at Nelson University is to offer a chance for the student to coordinate physical effort, self-discipline, and Christian testimony in the arena of sports. Team cooperation, development of a sense of fair play, and ministry outreach are important products of this program. Athletic teams at Nelson University call themselves "The Lions" and their colors are purple and white. Nelson University is a member of the National Association Intercollegiate Athletics (NAIA), and the National Christian College Athletic Association (NCCAA). The Lions are members of the Sooner Athletic Conference.

STUDENT CONGRESS

The Student Congress of Nelson University is comprised of student leaders who have been selected by the student body as their representatives. Student Congress includes several boards and organizations that provide opportunity to pursue special interests, host campus activities, and represent student concerns. Student Congress is led by students who have been elected or appointed by peers, faculty, and administration. Endeavors and activities of Student Congress are in pursuit of five primary purposes: 1) strategic leadership development, 2) scholastic achievement, 3) social connection, 4) school spirit, and 5) spiritual growth.

Student participation in Student Congress allows students to play an active role in shaping the culture of our campus while at the same time developing their professional leadership skills. Nelson University encourages students to participate in a process that directly influences decision-making. Annually, executive officers of Student Congress are appointed to standing committees of the University as representatives of the student body. These appointments are ratified by the Administration and published in the Institutional Policy Manual.

Student Congress Committees:

- Board of Representatives: A Board consisting of twelve students that exists to represent the student body and communicate between the student body and the Administration.
- Events Board: The Events Board plans various Student Congress sponsored events each semester for the entire student body. The events include Battle of the Dorms, Homecoming, Spring Social, and Nelson Formal.
- Hospitality Committee: The Hospitality Committee seeks to show appreciation and care to the students, faculty, and staff of Nelson University.

- Creative Team: The Creative Team seeks to document campus life and events through multimedia creation such as photography, videography, and social media content creation.

Student Congress Organizations: These student organizations have been approved by Student Congress in order to provide opportunity for students to find a place of community and connection.

- Craft Corner: An organization who aims to create a supportive and encouraging environment for crafters of all skill levels to build community and enjoy creating projects together
- Elevate: Women in Business: An organization to champion women who want to work in the business industry and develop their professional skill
- Gold Jackets: A service-oriented organization to give women a place to serve and build community
- Iron Pen: A writing club that aides in developing future writers by creating a supportive community in which they can share their work with other likeminded writers
- Lion's United: An organization for our student athletes to build community and develop spiritually
- Men of Integrity: An organization for men to build community
- Nelson University Veterans Organization (NUVO): An organization that supports and serves the veteran community
- Royal Family Kids: An organization who helps to create life-changing camp and mentoring experiences for kids in the foster care system
- Student Alumni Association: An organization who helps to create life-changing camp and mentoring experiences for kids in the foster care system
- Turning Point USA (TPUSA): An organization who educates students about the importance of fiscal responsibility, free markets, and constitutional rights through innovative campus activism and non-partisan, thought-provoking discussion while utilizing a biblical lens
- Network of Women Ministers (NWM): An organization that supports women in ministry and aiding in their preparation to enter the field of ministry

POLICIES GOVERNING STUDENT ORGANIZATIONS

Student Congress is led by a president and vice president elected annually by Nelson University students from among their peers, plus five other executive officers appointed by a commission comprised of faculty, staff, and administration. Nelson students may make recommendations through the Student Congress to the President's Cabinet regarding matters of student concern. A member of Student Congress should be enrolled in full-time semester hours.

All board and organizational members are expected to fully participate in the program of the Student Congress. These members have a marvelous responsibility to share in the leadership of the campus. They are expected to faithfully attend Student Congress meetings, in-service training sessions each semester, and all Student Congress sponsored activities. Students who represent the school in extracurricular activities are required to be exemplary in the following areas: 1. Spirituality 2. Academics (a cumulative grade point average of 2.0; specific groups may have a higher standard) 3. Ability 4. Adaptability 5. Friendly personality.

Establishing New Organizations

Any special interest group of university students meeting as a group at times other than that of an officially scheduled credit class shall be adjudged a "Student Organization." All groups meeting this standard, which are not otherwise classified as part of a Nelson program, are expected to organize officially under the auspices of the University.

Any group who desires to form a new student organization needs to contact the Student Congress Organizations Director for the formation procedure (scorgdirector@nelson.edu).

Membership Rules

Qualifications for membership in each Student Congress organization are outlined in the approved constitution of each group. This material is on file in the Student Congress office. Qualifications for participation in Student Congress organizations may be obtained through the officers or advisors of each respective group.

Membership in each organization may be based upon scholarship, character, achievements, and other qualities of attainment in the field of specialization; congeniality may also be considered in the selection of members.

STUDENT MISSIONS ASSOCIATION (SMA)

The purpose of SMA is to extend the Gospel of the Kingdom of God at home and abroad by instilling a passion for Missions in the heart of every member of the Nelson University campus family and to mobilize them into prayer, giving and involvement in

the Great Commission. SMA's activities include coordinating Missions Chapels and Conventions, campus-wide prayer meetings, local outreaches and mission trips around the world.

Prayer Ministries

The heart of Nelson University has always been selfless prayer and intercession for the nations. This tradition is alive and well today and can be seen in the vibrant SMA prayer activities across campus. Students, staff and faculty are encouraged to participate in the following student-led prayer ministries of the campus. All prayer meetings are conducted in the Jeter World Prayer room on the second floor of the Sheaffer Center.

Jumaa Prayer - The Jumaa Prayer fellowship is a dedicated team of intercessors that meet together to fast and pray for the Muslim community to come to know Christ.

Endurance Prayer - This ministry focuses on the needs of Nelson University athletes. Participation is limited to those students who have been vetted by SMA leadership.

Revival Prayer - The Revival weekly prayer meeting focuses on needs and issues in the United States.

Unspoken Prayer - The Nelson University community is encouraged to submit prayer requests to this ministry. Our dedicated prayer ministry team gathers weekly to lift up the requests and needs of the Nelson University campus. Participation is open to students who have been approved by SMA leadership.

World Prayer - A prayer ministry that unites students to intercede for needs around the world. This group meets weekly to lift up global communities, nations, and the vulnerable.

Community Outreach

This group of student-led ministries reach out to the Waxahachie and greater Dallas/Fort Worth community in evangelism and service. Involvement by students is voluntary and open to all students. Participation is usually on a weekly basis, but may include special events.

Common Ground - An after-school program for children in Waxahachie

Friend to All - A ministry to adults with special needs. In partnership with Daymark Living, a special-needs assisted living community in Waxahachie

Kidz Klub - Children's ministry to kids in East Dallas

Prayer for Freedom (Female) - A ministry to at-risk girls in Dallas

Arms of Refuge - A ministry to reach refugees in the Dallas/Ft. Worth area

Street Hope - A weekly outreach to the homeless of downtown Dallas

For more information on prayer meetings, community outreach, mission trips, and other ways to get involved, visit us at nelsonmissions.com, where you can get to know our SMA leadership team, find current dates, times, locations, and reach out to them directly with any questions.

World Outreach

Nelson University is committed to fulfilling the Great Commission and this is evident through student-led domestic and international mission trips.

Team Leaders and Assistant Team Leaders are appointed during the first half of the Fall Semester to recruit and lead teams to various nations of the world over the Spring and Summer Breaks. Trips are open to all Nelson University students. For more information, contact the SMA office or at SMAOfficer@nelson.edu.

Giving Project

SMA is committed to engage the student body in fulfilling the Great Commission through a semesterly Giving Project. It is an opportunity for Nelson University, as a whole, to participate in financially supporting local and global missions efforts and projects. The project is selected by the SMA Executive Committee for each semester. For more information, stop by the SMA office or email, SMAOfficer@nelson.edu.

*For more information on prayer meetings, community outreach, mission trips, and other ways to get involved, visit us at nelsonmissions.com, where you can get to know our SMA leadership team, find current dates, times, locations, and reach out to them directly with any questions.

MUSIC GROUPS

Nelson Worship

An audition-based group of vocalists and instrumentalists that lead worship in a variety of contexts, including chapel services, churches, conferences, youth camps, seminars, and district councils, as they represent Nelson University.

HONOR SOCIETIES

Phi Alpha Honor Society
Phi Alpha is a national honor society providing a closer bond among students of social work and promoting humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

Phi Alpha Theta Honor Society
Phi Alpha Theta is a professional society with a mission to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. Nelson University's first induction was 2001. The chapter seeks to bring students, teachers, and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by its members.

Pi Kappa Lambda Honor Society
The Society of Pi Kappa Lambda is established to provide an organization dedicated to the furtherance of music in education and education in music in colleges, universities, and other institutions of higher learning which offer music degree programs in one or more fields. This objective is to be achieved through selection and recognition of those juniors, seniors, and graduate students who have demonstrated superior achievement in a program of instruction offered by the institution in which the chapter is established.

Psi Chi Honor Society
Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. The Nelson University chapter was established in 2000. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet at least the minimum standards of academic excellence required of Psi Chi membership.

Rho Alpha Sigma
Rho Alpha Sigma is an honor society that honors Resident Assistants who have been exemplary in the areas of character, leadership, and academics. Residential Life staff members nominate six students each year to become members. Rho Alpha Sigma was established at Nelson University in 2019.

Sigma Chi Pi
Sigma Chi Pi is an honor society of the Assemblies of God. Its purpose is to encourage and honor outstanding academic scholarship, approved Christian character, and Christian leadership demonstrated by graduates of post-secondary schools endorsed by the Alliance for Assemblies of God Higher Education. The name "Sigma Chi Pi" means "Diligent Christian Leaders". Membership is by recommendation of faculty vote and is limited each year to a percentage of the graduating class.

Sigma Iota Epsilon
Sigma Iota Epsilon is the internationally recognized honorary and professional management fraternity of the Academy of Management. The goals of Sigma Iota Epsilon are to stimulate scholarship in management, to gain recognition of the contribution and value of scholastic achievement in the management discipline, and to promote cooperation between the academic and practical aspects of management. Faculty members of the Business Department extend honorary membership to business majors taking college courses related to management in any of several business specializations. The Nelson chapter of SIE, Alpha Nu, was chartered September of 2011.

Theta Alpha Kappa Honor Society
Theta Alpha Kappa is the only national honor society for religious studies and theology. It has local chapters at colleges, universities, and seminaries across the nation honoring undergraduate and graduate students of academic excellence. In addition, TAK also recognizes faculty who serve their institutions with distinction in these fields. TAK was established at Nelson University in 2009.

Chi Alpha Sigma - National College Athlete Honor Society
Chi Alpha Sigma was established to recognize four-year college student-athletes who excel both on and off the field of competition. Membership in Chi Alpha Sigma is a significant honor, celebrating high academic achievement, strong character, and athletic success while providing student-athletes with an opportunity to remain connected within a fraternal association that aligns their educational and athletic successes for a lifetime. The organization reflects Nelson University's commitment to holistic development of men and women who embody integrity, discipline, and excellence in all areas of life.

PROFESSIONAL ASSOCIATIONS

American Student Government Association

American Student Government Association (ASGA) is an organization devoted exclusively to serving Student Governments. ASGA provides all Student Government leaders and advisors nationwide with networking, research, and information resources and teaches them how to become more effective, ethical, and influential leaders on their campuses. ASGA advocates the importance of having a vibrant, autonomous Student Government organization at every institution in America. Nelson University seeks to honor graduating student leaders who have served as a Student Congress Executive Officer for a minimum of one (1) year. Membership began in 2025.

Lions Guide

Phone List

Nelson University	
Student Development	972-923-5528
Residential Life	972-825-4748
Chapel Worship	972-825-4680
Registrar	972-825-4640
Business/Finance Office	972-825-4606
Academic Office	972-825-4616
Student Counseling	972-825-4722
Career Development	972-825-4797
Financial Aid	972-825-4730
Student Billing	972-825-4645
Student Congress	972-825-4800
Library	972-825-4761
Campus Security	972-923-5400
IT	972-825-4751
Human Resources	972-825-4608

Area Schools	Phone
Advantage Academy (Wax Campus)	214-451-2107
Waxahachie Ind School Dist.	972-923-4631
Life School Central office	469-850-5433
Waxahachie ISD	
Dunaway	972-923-4646
Marvin	972-923-4670
Northside	972-923-4610
Shackleford	972-923-4666
Wedgeworth	972-923-4640
Waxahachie Challenge Academy	972-923-4695
Finley Jr. High (6th - 8th grades)	972-923-4680
Howard Jr. High (6th - 8th grades)	972-923-4771
Coleman Jr. High (6th -8th grades)	972-923-4621
Waxahachie High School	972-923-4617
Global High School	972-923-4738
Waxahachie High School of Choice	972-923-4717

Residence Hall Lobby	
Bridges	972-923-5550
Collins	972-923-5551
Guynes	972-923-5554
Savell/Kendrick	972-923-5553
Teeter	972-923-5552

Other Useful Numbers	
Auto Registration	972-825-5155
Baylor Scott & White Medical Center	469-843-4000
Chamber of Commerce	972-937-2390
City Hall	469-309-4000
Waxahachie Fire Department	469-309-4200
Police Emergency	911 or 972-937-9940
Police non-emergency	469-309-4400
Sims Public Library	972-937-2671

Local Assemblies of God Churches

Bethesda Asamblea De Dios, 2848 Brown St., Waxahachie, TX 75165 — 972-937-9000
https://www.facebook.com/bethesda.ag/

Freedom Fellowship International, 507 US Hwy 77, #1300, — 972-325-2846
Waxahachie, TX 75165, www.Freedomonline.com

First Assembly Waxahachie, 701 W 287 Bypass, Waxahachie, TX 75165 — 972-937-4692
www.firstassemblywaxahachie.org

Oaks Church, 777 S. I-35E, Red Oak, TX 75154 — 214-376-8208
www.Oaks.church

Full Life A/G 802 S. Rogers St., Waxahachie, TX 75165 — 972-937-4531
https://fulllifewaxahachie.com/

University A/G, 221 Solon Rd., Waxahachie, TX 75165 — 972-937-7810
www.ucag.org

Legacy Church, 620 US 67 Frontage Rd., Midlothian, TX 76065 — 469-537-8651
www.lifeunusual.com

Trinity Church Waxahachie, 515 E. Marvin Ave., Waxahachie, TX 75165 — 945-279-0466
https://www.trinitychurch.org/waxahachie/

Student Missions Association (SMA)

The Harvest is Plenty - We are the Few

As a Nelson University student, you are automatically a member of the Student Missions Association. SMA exists to mobilize students like you to engage in God's mission both locally and globally. We believe that every student has a role to play, and that the field for lost souls is ripe for the harvest. The question is not whether you are called - you are. The question is how you will respond.

At the heart of SMA is a movement called the TWELVE- a community of disciples who, like Jesus' twelve disciples, are committed to following Christ and making disciples of all nations. Every believer is called, connected, and crucial to the Kingdom of God, and the TWELVE stands ready to be the few who gather. It is up to you to choose how you will engage in reaching our communities and the world.

SMA Core Values

1. We are called - every student has been called by God to take up their cross and say "yes" to His purpose. This calling isn't always full-time ministry - it is a daily decision to live for something greater than yourself. SMA helps you discover what that looks like in your own life.
2. We are connected - our identity in Christ connects us to one another and to a global mission. SMA is a place to build meaningful relationships with fellow students and ministry leaders, rooted in the truth that our connection to Jesus empowers us to walk boldly into the world.
3. We are crucial - the world is waiting for the hope that we carry. Billions of people cry out for the Gospel, and we are the few who will share it. SMA exists to equip and send students who understand that their voice, their presence, and their faith matter - locally and globally.

How These Core Values are Expressed:

Through Prayer

"So let us come boldly to the throne of our gracious God." Hebrews 4:16

1. World Prayer - Weekly intercession for global communities, nations, and the vulnerable
2. Revival Prayer - Weekly prayer focused on the needs and issues of the United States
3. Jumaa Prayer - Weekly fasting and prayer for the Muslim community to come to know Christ
4. Endurance Prayer & Unspoken Prayer - Sensitive prayer ministries available by contacting ministry leaders or the Director of Prayer and Advocacy.

Students and the broader Nelson University community are encouraged to submit prayer requests to our prayer ministry team, which gathers weekly to lift up campus needs. Participation is open to students approved by SMA leadership.

Through Community Outreach

We are called to serve a calling greater than ourselves - to proclaim a Gospel that sets captives free. SMA supports several student-led community outreach ministries, including:

Common Ground - An afterschool program for children in Waxahachie
Friend to All - A ministry to adults with special needs, in partnership with Daymark Living in Waxahachie
Kidz Klub - A children's ministry to kids in East Dallas
Prayer for Freedom - A ministry to at-risk girls in Dallas
Arms of Refuge - A ministry reaching refugees in the Dallas/Ft. Worth area
Street Hope - A weekly outreach to the homeless of downtown Dallas

Through Mission Trips

Therefore, go and make disciples of all nations..." Matthew 28:19

Student - led domestic and international mission teams go out each Spring and Summer, engaging in everything from street evangelism and children's ministry to water projects and teaching English. Trips include leadership development, mentoring, and God - provided funding through organized fundraising. Sign-ups take place in the Fall semester.

Through Giving

"God loves a cheerful giver." 2 Corinthians 9:7

Each semester, all Nelson University students are invited to give towards meaningful domestic and international projects. Expressing faith through giving is fundamental to the Christian life.

Get Connected

Stop by our office on the second floor of the Sheaffer Center, email us at smaofficer@nelson.edu, or visit nelsonmissions.com to meet our SMA leadership team and find current dates, times, and locations for all events.

Student Congress of Nelson University

Offices are located in Barnes Student Center.

Our Purpose: Student Congress of Nelson University was established in order to maintain good relationships among the students, the Administration, and the faculty; to coordinate student activities; to ensure and promote the rights and privileges of student expression and individual freedom. Our five primary purposes are school spirit, scholastic achievement, social connection, spiritual growth, and strategic leadership development.

You can get involved in Student Congress through:

- Board of Representatives
- Events Board
- Gold Jackets
- Men of Integrity
- Lions United
- And many more student organizations!

You can also run for office or be a Student Congress member!

Hope to see you at the following events hosted by Student Congress:

- Homecoming
- Nelson Formal
- Battle of the Dorms
- Spring Social
- Freshman Fusion
- All School Valentine's Banquet
- And many more!

"MAKING A DIFFERENCE FOR YOU.....WITH YOU"

Phipps Career Center

Located in the Barnes Student Center

Helping students and alumni choose, prepare for, and attain rewarding careers that bring Kingdom impact.

Resources include:

- Career seminars and workshops
- Graduate school information
- Hire-a-Lion Database, powered by College Central Network, for career resources and opportunities

EMPLOYMENT OPPORTUNITIES

Full-time, part-time, internships, work study positions and summer job listings are available through the Career Development office. Log onto your College Central Network account to view opportunities. If you need assistance setting up your account, contact careerdevelopment@nelson.edu.

CAREER COUNSELING

- Résumé Assistance
- Interest Testing and Assessment
- Career and Occupational information

SPECIAL EVENTS

- Business Expo
- Church Expo
- Entrepreneur Fair
- Etiquette Training
- Mock Interviews
- Teacher Job Fair
- Internship Fair
- Résumé Clinics
- Additional seminars and recruitment opportunities

Rev. Jo Cardenas, MBA, Director
1200 Sycamore St., Waxahachie, TX 75165
Phone: 972.825.4798
Email: careerdevelopment@nelson.edu
Web Page: nelson.edu/career-development
"It's Not Just a Job, It's Ministry Worldwide"

Registrar's Office

The Registrar's office is located in the Davis Building. The office deals with a variety of issues that are important to the daily function of the student.

FORMS (Forms and Process Starts)

- Add or Drop a Class
- Advance Credit (AP, CLEP, Departmental Exam)
- Change of Address
- Change of Major
- Substitute or Waiver of a Course
- Graduation Application
- Withdraw from School

INFORMATION PACKETS AND MATERIALS

- Bill Approval & Course Selection
- Degree Plans are housed and maintained (transfer credit)
- For Athletic Eligibility, see the Coach first and then academic qualifications are done in the Registrar's office.
- Final Grades are available online through the student portal at the following web address: https://my.nelson.edu/login.asp
- Questions about specific assignment grades are handled by the faculty.
- Graduation Application is to be filed by the end of bill approval the semester that you plan to graduate. Specific requirements are found in the Academic Information section of the Academic Catalog.
- Transcript Requests are available at www.getmytranscript.com.

*Visit us online at www.nelson.edu/registrar.

Financial Aid Office

Located in the Davis Building

Hours of Operation
Monday - Friday 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm
Phone: 972.825.4730 Fax: 682.224.8644
Email: financialaid@nelson.edu

Information Available

- Financial Aid Packets
- Scholarship Information/Applications
- Tuition Grant Application
- Work Study Information
- Student/Parent/Private Loan Applications

Helpful Hints

- Check your Nelson University mailbox and student email for important notes.
- Announcements will be made in chapel regarding scholarship opportunities and important deadlines!
- Pay attention to deadlines!

Semester	Apply By	Have a Complete & Accurate File By
Fall	May 1	July 1
Spring	September 1	October 15
Summer	February 2	March 15

Business and Finance Offices

Offices located in the Administration Building on the 2nd floor:

Accounting	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)
Accounts Payable	Monday - Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)
Business & Finance	Monday - Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)

Offices located in the Administration Building on the 1st floor:

Human Resources/Payroll	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)

Offices that are located in the Davis Building:

Student Billing	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)
Financial Aid	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)
Information Technology (IT)	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00 pm)

Offices located in the Nelson Facilities Services Building:

Business Services	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00pm)
Facilities Services	Monday-Friday: 8:00 am-5:00 pm (closed for lunch from noon to 1:00pm)



For important campus dates and events, visit nelson.edu/calendar