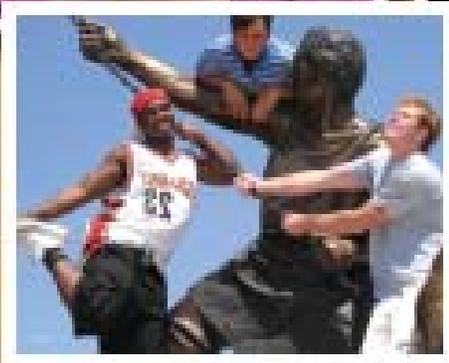


GRACE

UNIVERSITY™



2008

2007-08 Handbook & Planner



**STUDENT HANDBOOK
& PLANNER
2007 • 2008**

1311 South Ninth Street
Omaha, NE 68108-3629
(402) 449-2800

This handbook can also be viewed online at:
<http://www.graceuniversity.edu>

This planner belongs to:

NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE NUMBER _____

STUDENT ID #: _____

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CAMPUS DIRECTORY

(Prefix for campus offices is 449-)

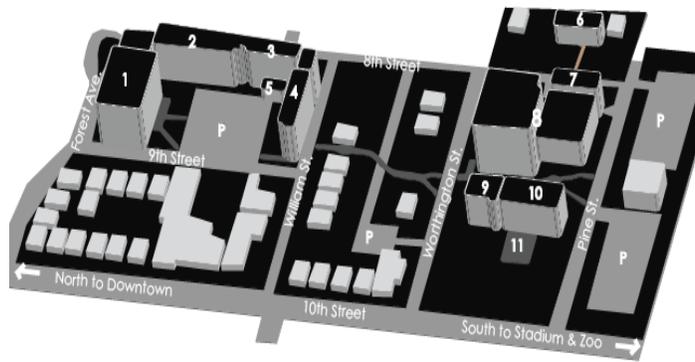
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Classen Gymnasium – Control Room.....	2990
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Financial Aid Office – Dale Brown.....	2920
Food Service – Dan Johnson.....	2882
GWO Office.....	gwo@graceu.edu
Health Office – KC Pullen, R.N.....	2871
Monday - Friday • 9:30 am – 1:00 pm (Rieger 2)	
Dr. appointments must be prescheduled. Contact the Health Office for hours.	

Housekeeping – Joey Hebert	2860
Independent Studies/Continuing Education – Aileen Hennings	2850
Information Technology – Greg Litchfield, Director	2914
KGUR Student Radio Station	2895
Library	2893
(Tschetter Academic Building)	
Monday – Thursday • 7:30 am - 10:30 pm	
Friday • 8:00 am - 5:00 pm	
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Marketing – Jacqueline Jeter	2816
Planned Giving – Dorothy Urwin	2941
President's Office – Adm. Asst., Joanne Fast	2809
Registrar's Office – Ruth Belmont, Assistant Registrar	2811
Resident Assistant On-Call	312-7326
Room Reservations – Deb Osmanson	2844
SBA Office	sba@graceu.edu
SECURITY	2830
Servant Leadership Training Office (SLT)	2945
Stanford Hall Entrance	5001
Schmidt Hall Entrance	8301
Student Development Office – Adm. Asst., Kathryn Ones	2923
(Administration Building 164 - East Wing)	
Monday – Friday • 8 am - 5 pm	
Closed for lunch • 12:00 pm - 1:00 pm	
SDO@GraceU.edu	
VP for Student Services – Dr. Jared Burkholder	2845
Vehicle Registration – Security	2830

WHERE TO GO WITH QUESTIONS REGARDING...

Academic Resource Center	Liz Hawkins	2855
Adding or dropping a course	Your advisor	
Address change	IQ Web – www.iqweb.graceu.edu	
Billing/student account	Business Office Cashier	2822
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Tutoring	Academic Resource Center	2926
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Vehicle Registration/Parking	Campus Security	2830
Vending Machine Refund	Business Office Cashier	2822
Withdrawal from Grace	Student Development	2923



- | | |
|--|---|
| 1 - Administration Building
& Faculty Offices | 7 - Schmidt Hall |
| 2 - Waldo Harder Hall | 8 - Harold Burkholder Center
-Jim Classen Gymnasium
-Duerksen Dining Commons
-Donovan Glanzer Strength Training Center |
| 3 - Rieger Hall
-Health Office | 9 - Tschetter Academic Building & Library |
| 4 - Stanford Hall
-Dirks Lounge | 10 - Suckau Chapel |
| 5 - Lion's Den | 11 - Sand Volleyball Court |
| 6 - Facility Services | P - Parking Lots |

A Letter from the Vice President for Student Services

Welcome to the Grace Family! Whether new or returning, traditional or transfer, freshman or senior, on-campus or off-campus you are part of the great Grace tradition and will contribute to the on-going legacy of this institution.

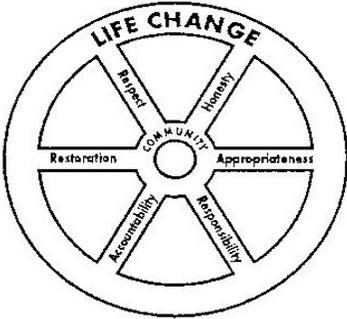
God has brought each one of us here to be a blessing to one another and contribute to an environment of life change. You come from somewhere and are heading somewhere. As we journey together, each one of us has something to contribute to our community of faith. I urge you to openly share your life with others even as others openly share their lives with you.

Some life change happens in the classroom. Most of it, however, ultimately happens life-on-life, outside the classroom in our day-to-day relationships. Community is a choice...a choice that facilitates change. May this be a great year for you as you integrate faith and life in community.

Jared Burkholder, D. Min.
Vice President for Student Services

Living In Community

SEVEN VALUES PRODUCE LIFE CHANGE



Value #1
Community is the center around which all the other values for living revolve. We are committed to facilitating life change through interdependence.

Since character formation does not occur in a vacuum, Grace University strives to be an on- and off-campus community of believers that is **intentionally relational**.

OVERARCHING EXPECTATIONS

Value #2
Responsibility. Spiritual success depends on one's ability to wisely handle freedom. We are committed to helping students make wise choices.

At Grace University not all profitable behavior is institutionally required nor is all questionable behavior explicitly prohibited. Instead, the University has established reasonable, clear and enforceable community standards which are a blend of liberties and limitations requiring both choice and accountability.

Limitations should not be thought of as defining spirituality nor should they be viewed as squelching individuality and creativity. Rather, limitations have been thoughtfully established to create a campus atmosphere conducive to personal growth, spiritual development, and academic success. The University recognizes that legitimate differences of opinion exist among believers regarding some of the issues addressed in this handbook. However, the University believes that its institutional preferences are consistent with the University's mission.

CHOICES

The University desires that students seek to glorify God in all they do. To that end, students are urged to consider the following questions when seeking to make God-glorifying choices.

God's Word: Will this choice violate the revealed will of God? Is the Word of God honored through this choice?

Stewardship: Will this choice demonstrate good stewardship of time and money, or will it be a waste of time and money?

Spiritual Growth: Will this choice positively affect my growth in Christian character?

Positive Influence: Will this choice potentially help or hinder fellow-believers or unbelievers?

Strategic Warfare: Will this choice provide an opportunity for Satan to get a stronghold in an area of my life? By engaging in this activity will sin or Satan be controlling me?

Accountability: Will this choice meet the expectations of my parents, pastor and other mature believers? Is there a valid, biblical rationale for disregarding their expectations?

THE LOCAL CHURCH

Grace University believes the local church is central to God's plan for spiritual growth and global outreach. Grace University exists to support and serve the local church. Students are expected to regularly attend a local church.

ENTERTAINMENT

Grace University encourages students to avoid any type of entertainment that would compromise their relationship with God. Students are to comply with the following entertainment boundaries.

	Dorm Room	Hall Lounge	Rationale
Video Games	Yes	Yes	Practicality Community
TV Programming - Movies - Programs - Clips, Trailers	No - Computer - Cell Phone - other	Yes	Accountability Community
Video/DVD - Same as TV	No	Yes	Accountability Community

VIDEO GAMES

- Students are encouraged to use discernment concerning the amount of time spent playing video games.

- Many video games contain material that is obscene, violent, sexually suggestive, or otherwise dishonoring to the Lord. Such video games are not to be played on or off campus.

TELEVISION

Students are to refrain from viewing the following television channels because of the values they promote: HBO, "E", VH1, MTV, MTV2, BET and Comedy Central.

VIEWING MOVIES OFF CAMPUS

- X-rated and *NC-17* movies are prohibited.
- *R* and *PG-13* rated movies should be viewed with discernment.

VIEWING MOVIES ON CAMPUS

Federal copyright law restricts the use of copyrighted material to private showings and prohibits their public performances. A public performance is one held in a place open to the public or in a location where a substantial number of persons gather (outside of a normal gathering of family or social acquaintances). The showing of copyrighted material in a common area, or public lounge is considered by Grace to be a violation of copyright law and such performances are prohibited. For information about purchasing performance rights, see the SDO.

- **Only** movies with a rating of *PG-13* or below may be watched in residence hall lounges or designated hall movie rooms. Although not prohibited by policy, many *PG-13* movies and some *PG* movies are inappropriate and should be avoided.
- Computers are not to be used to watch illegal downloads of any copyrighted material.
- Movies and TV programming may not be watched in individual rooms.

COMPUTER USE

- File-sharing programs, such as Kazaa, are not permitted. Programs should not be downloaded unless they are clearly identified as shareware or as non-copyrighted material.

INTERNET PERSONAL SITES

- All postings on sites such as *MySpace*, *YouTube*, and *Facebook* should reflect the student's commitment to Christ and be in line with the University's community standards. Each posting that violates the University's community standards (e.g., modesty, language, behavior) will be written up like any other violation.

GAMBLING

Students are to abstain from gambling. Because on-line gambling is a major problem on college campuses, students are urged (1) to avoid such Internet sites, (2) to initiate some kind of

accountability in this area, and (3) to seek help if gambling begins to control them.

Music

- While styles of music vary greatly, music lyrics should never grieve the heart of God.
- It is essential that students respect the music preferences of others.
- Living in community demands that music volume in the residence halls not disturb others.
- Music or musical instruments are not to be heard outside of a room with the door closed and should respect "Quiet Hours" (11 pm - 6 am). Practice rooms are available in the music wing.

DANCING

- Grace students are expected to cultivate a mind set that promotes sexual purity and reinforces respect for the opposite sex. Therefore, dancing which feeds sensual or covetous thoughts or feelings toward or in someone of the same or opposite sex is sinful and should be avoided. Each student is responsible for evaluating their thoughts, feelings and motivations before God.
- No couples dancing is permitted on campus or at Grace-sponsored activities.

DRESS

Value #3

Appropriateness. Christian liberty is to be tempered by love. We are committed to helping students develop sensitivity, courtesy and modesty.

Grace University desires that the general appearance of students create a comfortable, relaxed atmosphere of learning. Clothing is to be clean, modest and respectful (appropriate). With the exception of residence halls and student lounges, footwear must be worn in all campus buildings.

Out of **respect** for the chapel setting, the frequent participation of guests and a cultural sense of appropriateness and courtesy, hats, stocking caps, "do-rags" and bandanas are not to be worn for Grace LIFE or other University-sponsored chapel events.

Students are asked to dress modestly both on and off campus. The following are some of the primary dress issues the University views as unacceptable. The SDO has right and

responsibility to determine whether an article of clothing is appropriate and modest.

INAPPROPRIATE for men in public at all times: (on or off campus)

- shirtless or bare chest with open shirt
- exposed underwear
- sleep wear

INAPPROPRIATE for women in public at all times: (on or off campus)

- apparel that is tight-fitting, low-cut (front or back), inappropriately slit or indiscreetly styled
- spaghetti straps or strapless apparel (except at formal banquets)
- skirt length or slit that is more than 3" above the knee
- shorts with less than a 4" in-seam or which are not of fingertip length
- bare midriffs
- exposed undergarments (including sports-bras)
- sleep wear in public areas
- pants should be worn on or above the hips

Student appearance is not to distract from the learning environment on campus or conflict with professional standards of the student's program of study as stipulated by the program director.

RELATIONSHIPS

Value #4

Respect is essential when living in community. We are committed to helping students esteem their peers and those in positions of authority.

DATING

The dating relationship can be one of the most enjoyable and important aspects of one's social life. Many students find their spouse at college and group dating is encouraged to avoid compromising situations on or off campus (e.g., a couple being alone in a home or apartment). Sexual purity should be the goal of every dating couple.

DISPLAY OF AFFECTION

God has created us with the need for affection. This gift is to be cherished and guarded through mutual respect. Since affection and sexuality are closely linked, and since sexual

fulfillment is reserved by God for heterosexual marriage, it is important that each member of the Grace community establish personal boundaries before becoming involved in a dating relationship. Physical contact intended to increase sexual gratification is to be avoided.

Dating couples should be discreet regarding physical contact both in private and in public. The following physical contact is prohibited in public:

- placing one's hand on another's leg
- placing one's head on another's chest
- holding or embracing one another
- lying next to one another
- lying across (on) another's lap
- kissing
- giving backrubs/rubbing shoulders

While traveling to or from or while representing the University at off-campus locations, there shall be no display of exclusiveness or show of affection toward those of the opposite sex. The University believes that prohibiting romantic relationships in these settings (1) promotes greater unity and camaraderie among the group, (2) errors on the side of sensitivity toward others, and (3) protects the testimony of the University whom the students represent. This applies primarily but not exclusively to music groups and sports teams.

ENGAGEMENT & MARRIAGE

Some students will get engaged while at Grace University. The University does not prohibit marriage in the middle of the school year or semester. Such a decision, however, should be weighed carefully by the couple and their parents because of the possible negative impact upon either the couple's marriage or upon one or both of the spouse's academic pursuits and/or commitments. Student Development personnel and faculty are available for guidance and counseling. The University expects engaged couples, like all other students, to uphold the high biblical standard of pre-marital sexual purity.

SEXUAL MISCONDUCT

Outside of heterosexual marriage, interpersonal sexual activity in all of its forms is sin according to God's Word. Any student involved in sexually immoral behavior, including premarital sex, adultery, and homosexual acts, are at minimum placed on University Probation and subject to a judiciary hearing.

PORNOGRAPHY

Pornography feeds off of false intimacy and produces lust and covetousness. Grace University regards viewing pornography to be a sin that: 1) negatively impacts one's intimacy with God, 2) negatively impacts intimacy with other people, especially those of the opposite sex, and 3) is potentially addictive, often leading to further entanglements in sexual sins.

Grace urges students to make themselves accountable to their peers regarding this temptation. The SDO is committed to addressing pornography and related issues and desires to come alongside students who struggle in this area.

The University believes that confession is a significant first step in gaining victory over the stronghold of pornography. Voluntary confession to an RA, Dean or faculty member of one's entanglement in pornography is viewed positively by the Student Development Office in the disciplinary/restorative process.

INAPPROPRIATE LANGUAGE

The University expects students to honor God in their speech. The Apostle Paul writes, "*Let no unwholesome (lit. 'rotten') word proceed from your mouth, but only such a word as is good for edification . . .*" (Eph 4:29). Students are to refrain from live, electronic or hard copy cussing, cursing, swearing, filthy language and dirty stories. Students are also urged to rid their speech of crude language, "sound-alike" substitutes and "off color" humor, and to refrain from criticism and gossip.

HARASSMENT

Grace University views any form of harassment as inconsistent with biblical teaching. Harassment is defined as verbal, physical, written or mental abuse, threats, or stalking. It may include a persistent pattern of behavior directed at another individual that distresses, frightens or is in some way inappropriate or threatening. This type of conduct is contrary to the values of our community and will be subject to disciplinary action.

SEXUAL HARASSMENT

All forms of sexual harassment—verbal, physical or visual—are inconsistent with God's Word which demands respect for the dignity and worth of all human beings. Harassment of students or University employees is also considered illegal sex discrimination and is in violation of Title IX of the 1972 Education Act for Students. Students in violation are subject to disciplinary action.

Sexual harassment may take many forms, including, but not limited to:

- verbal abuse, including unwelcome sexually-oriented communication, in person or online,
- subtle pressure or requests for sexual activity,
- unwelcome touching (e.g., patting, pinching, hugging, repeated brushing against one's body),
- requesting or demanding sexual favors accompanied by either implied or overt threats or implied or overt preferential treatment, or
- sexual assault

Any student who believes s/he has been sexually harassed should do the following:

- The aggrieved student should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
- In addition to direct confrontation, the aggrieved student may report the alleged misconduct to the appropriate supervisor (Student Development Office, Vice President or department supervisor).
- If the aggrieved student does not wish to communicate directly with an offending **STUDENT** because of the nature of the harassment, or if direct communication with the offending student has been ineffective, the student should report the alleged misconduct to the Student Development Office.
- If the aggrieved student does not wish to communicate directly with an offending **UNIVERSITY STAFF MEMBER**, or if direct communication with the offending staff member has been ineffective, the student should report the alleged misconduct to the staff member's supervisor.
- If the aggrieved student does not wish to communicate directly with an offending **UNIVERSITY FACULTY MEMBER** or a **MEMBER OF THE STUDENT DEVELOPMENT OFFICE STAFF**, or if direct communication with the offending faculty member or SDO staff person has been ineffective, the student should report the alleged misconduct to the Academic Vice-President.

The aggrieved student may choose to file with the appropriate supervisor or vice president a formal, written complaint against

an offending student, faculty or staff member. The signed, written complaint should include (1) a description of all the actions which have occurred, (2) specific details as to time(s) and place(s), and (3) a list of witnesses, if any. No disciplinary action will be taken against the alleged offender unless the person bringing the complaint consents to be identified to the alleged offender. Care and concern for the victim and fairness to the alleged offender will guide the procedure. In all cases, confidentiality will be maintained to the extent possible except as required by applicable law.

PRACTICAL JOKES

Practical jokes are a college ritual. Unfortunately, these can be a form of harassment, ending up hurting people (physically and/or emotionally) or damaging property. Students are asked to refrain from initiating or participating in activities that are potentially harmful to others, damaging to personal or University property, or harmful to the name of Christ or Grace University. Participants are held fully responsible. Total compensation for damages is expected and will be assessed to a participant's school bill if payment is not made within a designated time. Trespassing and breaking and entering are unlawful, are viewed as serious offenses, and are disciplined accordingly.

When in doubt, don't.

INITIATIONS & HAZING

Initiations and hazing are strictly prohibited by Grace University. For more information regarding the Nebraska Anti-Hazing Law see the SDO. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation, admission, affiliation, or continued membership of any organization. Initiation is defined as any activity or ritual, used as a means to gain membership into, affiliation with, or show allegiance to a group or organization.

In the event of an initiation, any damages to personal or private property, as well as, any health care expenses (physical and mental) that are incurred as a result of the initiation, will be charged to the individual(s) responsible for the initiation. These individual(s) will also be subject to disciplinary action.

Hazing will result in one or more of the following: probation, suspension, dismissal, compensation for damages, and reporting of violators to appropriate local and/or state authorities.

MENTAL HEALTH

On rare occasions, a student may be removed from university employment or a student may find it necessary to leave the University either voluntarily or involuntarily due to severe emotional or psychological difficulties. If documented behavior(s)/attitude(s) indicate that the student:

- 1) is in danger of physically harming him/herself or others, or
- 2) is causing significant damage of property, or
- 3) is impeding the lawful activity of others, or
- 4) is experiencing significant impairment, the student may decide to or be asked to withdraw from the University or from University employment.

Such behavior is subject to review and evaluation by a mental health professional. Students who withdraw for the above reasons are readmitted to the University when the issue(s) that led to the withdrawal has/have successfully been addressed and a support plan, agreed upon by the Student Development Office, is in place for the student. Grace University also reserves the right to require an individual to seek medical or psychological examination and treatment, including instances in which the student would be responsible for payment, in order to maintain student status.

If the student resides in University housing and continues the behavior that disrupts the ability of other students to live peacefully and focus on their studies, the student may be prohibited from living in University housing.

ALCOHOL, DRUGS & TOBACCO

To create a safe environment for personal growth and well-being, Grace University is an alcohol, drug and tobacco-free campus.

ALCOHOL

1. Because the consumption of alcohol is so recreational in our society and therefore abused by so many college students today,
2. Because under-age drinking is so rampant in our nation today,
3. Because alcohol is so destructive to our society today,
4. Because drunkenness is clearly condemned in the New Testament as sinful (1 Cor. 6:9-10; Gal. 5:19-21; Rom. 13:13),
5. Because drunkenness is not to characterize a follower of Jesus (Eph. 5:18),
6. Because the thin, fine line between sobriety and drunkenness is so imperceptible that "drunkenness" often defies clear

identification, thus encouraging self-deception and obscuring accountability, and

7. Because Grace University has a responsibility to both at-risk believers and at-risk unbelievers . . .

TRADITIONAL UNDERGRADUATE STUDENTS TAKING CLASSES AT GRACE UNIVERSITY ARE TO ABSTAIN FROM THE CONSUMPTION OF ALCOHOLIC BEVERAGES.

Like the priestly family of Rechab (Jeremiah 35) who for its own cultural reasons covenanted among themselves not to drink wine and thereby live by a more rigorous community standard than that mandated by God, Grace University for the above cultural reasons, spiritual considerations and for the good of the student community desires to create and model an alcohol-free campus and culture at Grace.

OTHER DRUGS AND TOBACCO

Students are likewise expected to abstain from the possession, consumption, use or abuse of non-medicinal (hard) drugs, over-the counter medications and tobacco products.

COMPLIANCE

Compliance with these standards is expected everywhere (on or off campus) by both on- and off-campus students throughout the entirety of each semester (including, for example, Fall Break, Thanksgiving Break and Spring Break). Compliance is expected of students (1) while classes toward a Grace degree are being taken either at Grace or another institution (fall, spring, winter session, or summer session), or (2) while living in university housing. Violations will result in University disciplinary action as well as possible legal action. Information related to the possession, use, sale, distribution or manufacture of alcohol or drugs, on or off campus, must be reported to the SDO. Providing alcohol to a minor may be reported to local law enforcement at the University's discretion. When not taking classes at Grace during the summer or between semesters, students are under the authority of their parents and local churches and are expected to live by those community standards.

HELP & INFORMATION

Those seeking help for problems associated with illegal drug and alcohol use may contact the SDO or the Student Health Office for information on how to get professional help.

In 1989, the United States Congress passed the *Drug Free Schools and Campuses Act*. This Act requires Grace University to provide enrolled students with information regarding the unlawful use of drugs or alcohol on University property or at any University-sponsored event. The information describes legal sanctions, health risks, available assistance and treatment avenues, as well as University-imposed disciplinary standards. This information is also available online via Sharepoint.

FIREARMS & WEAPONS

To provide the safest possible environment for members of the Grace University community, no weapon of any kind is permitted on campus. Weapons are not permitted in class under any circumstances (e.g., a prop for a speech). Students in possession of a weapon must register and store it with the Dean of Men until other arrangements can be made.

Weapons include, but are not limited to the following:

- firearms - any device capable of, designed to, or that may readily be converted to expel a projectile through a barrel by using the energy generated by an explosion, burning substance, CO2 cartridge, compressed air, etc. Excluded are paint ball guns (discussed below).
- swords, spears, switchblades, and all knives with a blade exceeding 3 ½ inches (legal length in city of Omaha).
- crossbows, bows and arrows.
- martial arts - all forms of martial arts weapons including those used for training purposes.
- paint ball & soft air pellet guns - These must not be used on University property. Use of these guns within a building is strictly prohibited. Failure to comply will result in immediate confiscation of the gun, a fine of \$100 and/or other disciplinary action.

CRIME REPORTING

In accordance with the Higher Education Act (amended 7/92) the Campus Security Office publishes an annual report of security policies, procedures and crime statistics. Victims of crime must report all incidents to Campus Security. Crime reports must be as complete as possible. Serious crimes must also be reported to the Omaha Police Department.

DISCIPLINE

Value #5

Accountability. Voluntary submission to authority and others is necessary for order and personal growth. We are committed to holding students accountable.

Grace University students are responsible to conduct themselves according to the standards outlined in the *Student Handbook*.

A student's signature on the *Application for Admission* not only affirms his/her commitment to adhere to Grace University's expectations on and off campus, but is also an agreement to be held accountable.

Because an orderly environment is the best spiritual and academic learning environment, the administration of Grace University reserves the right to limit or prohibit any activities which negatively impact the learning environment. To nurture personal growth, students are held accountable when they choose to disregard University community standards or disciplinary requirements.

The goal of discipline is growth and restoration. Therefore, in the spirit of restoration, when students come forward and confess sin, the disciplinary action is tempered with grace. The expectation in such cases is that the student enters into a plan designed to help him/her be victorious over the issue with which s/he is struggling.

CONFRONTATION & ACCOUNTABILITY

- Students, faculty and staff are to care for one another in a spirit of love.
- Students, faculty and staff should build bridges of friendship that are able to support the weight of truth.
- Possible violations of biblical standards or university standards should be investigated and confronted in a spirit of gentleness.
- Believers are accountable to those in authority over them (Rom.13:1; Heb.13:17).
- Those in authority should be told of standards violations (ideally by the repentant violator) for the purpose of accountability.
- Violators are expected to submit to appropriate consequences.

INCIDENT REPORTS

Incident Reports are viewed as the lowest level of University confrontation. These are not carried over from semester to semester. An accumulation of five *Incident Reports* within a semester results in University Probation. *Incident Reports* are issued for violations such as:

- curfew violation
- repeated dress code violation

- repeated failure to notify RA of overnight guests
- guest of opposite sex in the Residence Hall without prior SDO personnel notification
- disrespecting Quiet Hours
- burning candles/incense in campus facilities
- bringing a bicycle into the Residence Hall
- taking pets into University buildings
- viewing inappropriate movies or channels on campus
- wrestling in public areas
- any other repeated violation of University standards or policies prohibited in the *University Catalog* or *Student Handbook*.

(For specific details regarding these community standards, see the "Residence Life" section.)

University Warning

The following are eligible for multiple *Incident Reports*:

- engaging in inappropriate physical contact in public (see Display of Affection, p 14)
- violating entertainment/media policy
- inappropriate use of Internet (see IT Services, pp 42-44)
- viewing pornography
- damaging, destroying or defacing of University property
- throwing food in the Dining Commons
- cursing or swearing (see p.13)
- propping doors open or opening doors for someone after curfew
- using a Blue Card dishonestly
- using a key card dishonestly
- being in the Residence Hall of the opposite sex
- violating curfew by more than two hours
- academic cheating in class
- participating in harmful practical jokes
- using tobacco in any form
- making prank phone calls
- failing to comply with written or verbal directives of authorized University personnel
- any behavior deemed excessive, dangerous or dishonest

Value #6

Honesty is at the heart of integrity. We are committed to making truthfulness a major issue.

MAJOR VIOLATIONS

The following result in University Probation and generally are subject to a Judiciary Committee hearing:

- engaging in sexual activities, such as pre-marital, extra-marital, homosexual or other sexual acts outside the context of marriage
- violating the drug & alcohol policy
- harassing sexually
- tampering with or abusing fire escapes, equipment, or doors
- threatening the safety of others (e.g., intentionally harassing or threatening another person either verbally, in writing or through gestures)
- violating local, state or federal law (local, state or federal authorities may also be notified)
- stealing
- unauthorized possession of University property including but not limited to, credit cards, ID cards & keys
- breach of security (e.g., unauthorized entrance into University buildings, classrooms, offices, personal computers and other residents' rooms)
- illegally downloading music files or other copyrighted materials
- receiving a fifth *Incident Report*

Students should understand that while the Student Development Office may unilaterally place a student on University Probation for a less severe major violation (e.g., five Incident Reports), most major violations go to a Judiciary Committee with the anticipation and expectation that the probationary conditions will facilitate life change and a cooperative spirit. That being said, students need to know that if, after having been extended grace by their Judiciary Committee a first time, failure to modify one's behavior and/or fully comply with the probationary conditions laid out by the Judiciary Committee, positions that student for possible suspension or dismissal from the University (see page 25).

UNIVERSITY PROBATION

Every probationary-level violation of community standards results in a disciplinary protocol commensurate with the violation. The protocol is intended to encourage personal growth in a wide variety of areas through accountability to a trusted, mature adult independent of the SDO. A general mentoring report is turned in weekly to the appropriate Student Dean to maintain and reinforce the student's accountability to the University.

Probationary Conditions

The student:

- Must meet weekly with a faculty/staff member of one's choice for accountability.
- Will choose a peer to meet with regularly for accountability.
- Is subject to a 12 am curfew (Monday-Sunday) for the duration of the probationary period.
- Will develop a *Personal Growth Plan* in conjunction with SDO staff member.
- Will be assigned community service at the discretion of the SDO.
- Must pay for any costs related to the incident.
- Is ineligible to participate in extra-curricular activities (e.g., sports, musical groups, student leadership,), for a period of time designated by the SDO.

The SDO may moderate the probationary requirements and restrictions should conditions warrant such moderation.

- **Student athletes placed on University Probation can anticipate a period of ineligibility during the season subsequent to the probationary period if the probation occurs during the off-season.**
- Probation may result in termination of University employment.
- Written notification regarding a student's University Probation status is sent to SDO personnel and the student's academic advisor.

Students failing to comply fully with disciplinary requirements imposed by the SDO are subject to a Student/Faculty Judiciary Committee Hearing scheduled by the Vice President for Student Services and possible suspension from the University for a minimum of the remainder of the semester.

COMPLETION OF PROBATION

- Eight consecutive weeks without an *Incident Report* and fulfillment of all requirements relating to the conditions of probation removes a student from University Probation.
- If during these eight weeks a student commits a violation and is "written up:"
 1. It is considered a sixth violation.
 2. The student is assigned additional community service.

3. The student is subject to:
- Another 8-week probationary period.
 - Student/Faculty Judiciary Committee Hearing scheduled by the Vice President for Student Services and possible suspension for the remainder of the semester.

UNIVERSITY PROBATION CARRIES OVER FROM SEMESTER TO SEMESTER AND FROM ONE ACADEMIC YEAR TO THE NEXT.

STUDENT/FACULTY JUDICIARY COMMITTEE

The Student/Faculty Judiciary Committee consists of up to three students, selected by the Student Development Office from the "Jury Pool" of student leaders, and up to two faculty members, selected by the SDO from the "Jury Pool" appointed by the Academic Vice President. The Vice President for Student Services will chair the disciplinary hearing. The student being confronted is asked to attend. The proceedings, however, are not delayed should the student choose not to attend. The student may choose to bring support (e.g., parent, guardian, RA) to attend the Hearing with them. The "supporter" does not have an active role of any kind in the hearing proceedings but is in attendance to offer moral support. The general procedure is as follows:

- The VP for Student Services presents the facts.
- The student's response(s) to prior consequences is/are read.
- The student is allowed to speak.
- The committee can ask questions.
- The committee can ask the student's input regarding discipline.
- The confronted student is dismissed.
- The committee, chaired by one of the faculty, determines the disciplinary response.
- The faculty chair informs the SDO of the committee's disciplinary response and informs the student of the same in writing within 48 hours. Written notification regarding a student's disciplinary status is sent to SDO personnel and the student's academic advisor.

DEFINITIONS

Suspension: A period of time determined by the Student Faculty Judiciary Committee whereby a student must leave the University campus. Suspended students must vacate the University campus within 48 hours of verbal notification by the Student/Faculty Judiciary Committee unless filing an appeal. Students who appeal must leave the University campus within

48 hours of submitting their appeal unless that appeal is granted (see p 26).

Dismissal: A period of time determined by the Student/Faculty Judiciary Committee whereby a student must leave the University campus and may not apply for readmission until s/he has sat out for at least one full semester. Dismissed students must vacate the University campus within 48 hours of verbal notification by the Student/Faculty Judiciary Committee unless filing an appeal. Students who appeal must leave the University campus within 48 hours of submitting their appeal unless that appeal is granted (see p 26).

SUSPENSION & DISMISSAL

- Readmission may be granted if the student pursues a life change plan developed in consultation with the SDO and demonstrates that the issue that led to the dismissal has been satisfactorily addressed.
- The University reserves the right to suspend or dismiss any student whose presence puts the security and/or safety of the campus at risk or whose attitude or behavior is not in harmony with University standards.
- It is important to note that with respect to discipline, Grace does not follow civil rules of evidence. Past offenses may be considered by those making disciplinary decisions.
- Suspended or dismissed students failing to comply fully with the disciplinary guidelines set forth by the Student/Faculty Judiciary Committee will be suspended from Grace for a minimum of one additional semester.
- Suspended students will receive written notification within 48 hours of verbal notification of suspension or dismissal. Written notification regarding a student's suspension or dismissal will also be sent to appropriate University offices, SDO personnel and the student's academic advisor.
- SDO follow-up with suspended students' friends and peer groups (e.g., hall, athletic team) is recommended.
- When deemed appropriate by the SDO, a student's home church will be informed of his/her dismissal from Grace University. In such cases, the local church will not be informed by the University of the details without the written consent of the student.
- When students are dismissed or suspended, there will be no refund of tuition or room & board charges for the semester.
- Students dismissed or suspended are automatically withdrawn from classes within 48 hours of verbal notification by the

Student/Faculty Judiciary Committee unless an appeal is made. Withdrawn students receive a 'W' or 'WF' depending upon their grade at the time of withdrawal.

DISCIPLINARY APPEALS

A student may submit a written appeal to the Academic Vice President within 48 hours of receiving verbal notification of his/her suspension or dismissal by the Student/Faculty Judiciary Committee. The Appeals Committee consists of the Academic Vice President, the Vice President for Student Services and one of the faculty representatives from the student's disciplinary panel. The student may choose to bring to the appeal hearing his/her parent or legal guardian or one other advocate. The advocate cannot have been a member of the original Judiciary Committee and attends the hearing only to provide emotional support. The committee meets with the disciplined student (1) to review the facts, and (2) to consider the disciplined student's appeal request. After the student and his/her advocate(s) are dismissed, the Appeals Committee decides whether it will support, rescind or in some way alter the Judiciary Committee's disciplinary decision and/or conditions of suspension or dismissal.

PARENTAL CONTACT

Grace believes that at times it is appropriate and necessary to involve the parents of a single student when a student's health and/or safety are at risk. Grace reserves the right to make this contact. Students who can demonstrate that they are not dependents of their parents by providing a copy of their parents' income tax return may ask that parents not be notified without their authorization.

Value #7

Restoration. Discipline is an expression of love. The goal of discipline is restoration and growth. We are committed to modeling patience and forgiveness in the restoration process.

Services

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UNIVERSITY OFFICE HOURS: 8 am - 5 pm, M-F, unless otherwise noted.

Academics	ADM 2 nd Floor	449-2844
Admissions	ADM 1 st Floor	449-2831
Business Office	ADM 1 st Floor	449-2819
Campus Security	ADM 1 st Floor	449-2830
Communication Service Center		
	ADM 1 st Floor (by dock)	449-2823
Facility Services	8 th & Pine	449-2888
Financial Aid	ADM 1 st Floor	449-2810
Food Service	Dining Commons	449-2882
	See posted schedule for hours	
Health Office	Rieger 2 nd Floor	449-2871
	9:30 am – 1:00 pm, M-F	
Library	TAB 1 st Floor	449-2893
	7:30 am – 10:30 pm (M-Th)	
	8:00 am – 5:00 pm (F)	
	10:00 am – 5:30 pm (Sat.)	
Registrar	ADM 1 st Floor	449-2838
Student Development	ADM 1 st Floor	449-2923

BUILDING HOURS

Residence Halls/University Lounges.....Campus Curfew Hours

Chapel.....Campus Curfew Hours

Administration Building-

Teacher Ed. Lab.....Campus Curfew

Practice Rooms.....Campus Curfew

USE OF LOUNGES

The Dirks, Lion's Den, Burkholder Center and Schmidt lounges are provided for the social interaction of students and are co-ed until closing at curfew. The University expects students to keep lounges neat and to handle furniture and recreational equipment carefully. Lounge furniture must not be moved out of the lounge for any reason without prior approval from the SDO. Rearranging of furniture includes the responsibility of returning furniture to its original position.

The Administration Building Lobby is not a lounge and is off-limits during non-business hours. Students found using the Administration Building Lobby during non-business hours are subject to an *Incident Report*.

Failure to provide *responsible* stewardship for the hall lounge area and furniture will result in loss of lounge privileges and/or other disciplinary action potentially involving all hall residents.

RESERVING ROOMS FOR ACTIVITIES

- Students must reserve any lounge area or campus room they wish to use (this includes the Lion's Den, Dirks Lounge, and Burkholder Center Lounge).
- Reservations are made through the Academic Office (x2844)
- The following locations require pre-approval from the appropriate personnel: Dining Commons through the Food Service Director, Student Lounges through the SDO, Teacher Ed. Conf. Room (ADM 204) through Teacher Ed. Faculty, and the Classen Gymnasium through the Athletic Director.

LIBRARY

The Library is a resource for Grace University students as well as the surrounding community. Materials can be checked out with a student ID card. See the *Campus Directory* for hours.

Special hours during breaks will be posted in the Library.

Materials available for checkout:

Regular circulating books: 28 days

Audio and Video Cassettes: 14 days

Reserve Items: 2 hours or as designated by the Professor

Periodicals and Reference materials cannot be checked out.

Fees:

\$.10/ day /item: Overdue books and cassettes

\$1/ day /item: Overdue reserve or interlibrary loan materials

\$.10/ page: Printing charge (first five pages are free)

\$1/ item: Interlibrary loan request

A replacement fee (the current cost of the materials) will be charged for lost or badly damaged library materials.

Services:

- Books and periodical articles may be obtained from other libraries in Nebraska on Interlibrary Loan (ILL). An ILL form should be filled out for each requested item. There is a \$1 fee for each ILL item borrowed to help defray the cost of shipping.
- Articles from EBSCOhost, *Britannica Online*, Wilson Web and other online databases and web pages may be printed out in the library (or in some cases e-mailed to you).
- To access the Grace Library online catalog and full-text periodical articles in the EBSCOhost and Wilson Web online

databases, go to the following web address:
<http://www.graceuniversity.edu/library/>

- Off-campus students may pick up a listing of passwords to use the full-text databases from the Library, or request the passwords via email to sudd@graceu.edu.

FINANCES

STUDENT ACCOUNT POLICIES

Bills for tuition, fees, room and meal plan for each semester are due and payable at the University Business Office at the beginning of the semester. The University expects that this obligation be paid through a combination of student and family resources, and various scholarships, aid, grants, or loans. It is the student's responsibility to apply with the Financial Aid Office in advance for scholarships, aid, grants, or loans so that sufficient timely funds are available. Evening school, summer school, or internships are included in these requirements.

The University does not release a transcript, diploma, degree or allow registration for another semester if accounts are unpaid. Senior accounts must have a zero balance before graduation.

Fines and incidental fees are added to the student's account and payable at the Business Office. **Books and supplies are not charged to student accounts.** Late Fees will be charged at \$20 per month as well as interest at 12% per year on any unpaid balance of 30 days or more.

ACCOUNT BALANCE BUSINESS OFFICE POLICY

If the student agrees with the account balance but cannot pay or believes the balance should be adjusted because of special circumstances:

1. The student should send an e-mail or memo to the Director of Revenue explaining the situation.
2. The Director of Revenue will review new requests from students. The student will be notified of the decision in writing with a copy going to the accounts receivable clerk.
3. If the student does not agree with the decision, the student will have the opportunity to meet with the Director of Revenue to discuss further.

If the student believes an error has occurred and does not agree with the account balance:

1. The student should go directly to the Business Office and talk with the accounts receivable clerk. If the

accounts receivable clerk confirms the account balance is incorrect, the Director of Revenue can authorize an adjustment to the account and immediately notify the student.

2. If the accounts receivable clerk believes the account balance is correct, the student should follow the procedures outlined in the first section.

TUITION MANAGEMENT SYSTEMS

Grace University offers education payment services in partnership with Tuition Management Systems (TMS) to help students and families afford education expenses. Instead of large annual or semester payments, the Interest-Free Monthly Payment Option enables students to pay for education expenses in 10, 11 or 12 monthly payments. TMS charges an annual enrollment fee of \$60 for this service. The plan year ends April 1, 2008, so a ten-month plan would begin July 1, 2007, and an eleven-month plan would start June 1, 2007. It is the student's responsibility to insure that the payment plan amount is adequate to pay the Grace expenses in full by April 1, 2008. TMS education payment counselors are available by telephoning 1-800-722-4867. The website (www.afford.com) may also be used to begin a payment plan or adjust an existing budget. The Business Office cashier is happy to assist students with this process or answer any questions.

BUSINESS OFFICE COLLECTION PROCESS

If a student withdraws during a semester and has a balance due on the student account or does not enroll due to a balance from the previous semester:

1. The student will receive a letter from the Director of Revenue requesting payment within 30 days from the date of the letter.
2. If payment in full is not received within 30 days the student will receive a second letter from the Director of Revenue. This letter will again request payment and inform the student that non-payment can result in the university submitting the student's name to the credit bureau.

POLICY FOR FINANCIAL AID RECIPIENTS

Financial Aid applicants are considered for financial assistance based upon individual need and enrollment status.

- To receive financial assistance as a full-time student, the student must be enrolled for a minimum of 12 semester hours each semester.

- To maintain full-time eligibility, the student must have successfully completed a minimum of 9 semester hours each semester for two consecutive semesters or a total of 18 semester hours each award year (Fall and Spring).
- Students who receive aid on half-time (6-8 hours per semester) or three-quarters time (9-11 hours per semester) must annually complete a minimum of 9 or 15 hours, respectively, during the award year.

To achieve successful completion of credit hours, the student must maintain:

- A minimum grade point average of 1.5 after the first semester.
- A minimum grade point average of 1.75 after two or three semesters.
- A minimum grade point average of 2.0 after four semesters and thereafter. Failure to maintain these grade point averages results in the student being placed on academic probation.
- A student placed on academic probation according to the above scale is eligible to receive Title IV aid for the ensuing semester. However, if the student's grade point average is not raised to the required level during the probationary semester, the student is not eligible until the necessary grade point average is attained.

Students are eligible to receive financial aid for a total of:

- Six years (12 semesters) while completing a Bachelor's program.
- Three years (6 semesters) while completing the two-year programs leading to Associate degrees.
- Three semesters while completing a one-year certificate program.
- Adjustments can be made in each of these categories for part-time students.

Students retaking a course have the hours counted for financial aid only if:

- The grade received for the first attempt was an "F" and the course is required for graduation. The student is taking a full load (12 semester hours). A course in which a grade of "D" was received is retaken and counted for tuition cost only if it is not a part of the 12 hours.

ANY STUDENT WHO WAS OVERPAID IN THE LAST AWARD YEAR MUST REPAY THE AMOUNT OF OVERPAYMENT BEFORE ADDITIONAL GRANT CAN BE RECEIVED.

THE DETERMINATION OF A STUDENT'S ELIGIBILITY TO CONTINUE TO RECEIVE FINANCIAL AID IS MADE BY THE ACADEMIC APPEALS COMMITTEE.

- The Academic Appeals Committee meets to consider the continuance of students as soon as the probation list is furnished by the Registrar's Office.
- The Academic Appeals Committee waives the satisfactory progress requirement for a student who experiences undue hardship as a result of special circumstances. Such cases might include injury to the student, illness of the student, the death of a relative of the student, or other extenuating circumstances.

Any student placed on academic probation or financial aid probation is notified by the Academic Vice President.

Any student whose financial aid is terminated is notified in writing by the Director of Financial Aid. The decision to terminate financial aid is made by the Academic Appeals Committee.

Any student who wishes to appeal the termination of financial aid must do so in writing to the Academic Appeals Committee.

- A written appeal to the Academic VP for the reinstatement is made within two weeks.
- The appeal should include reasons why the student should be considered for reinstatement.
- The decision reached on the appeal is communicated to the student in writing within two weeks of the date of the appeal. The decision is also sent to the Financial Aid Office.

TRANSFER STUDENTS MUST MEET THE SAME BASIC REQUIREMENTS FOR FINANCIAL AID. REQUIRED GRADE POINT AVERAGE IS BASED ON CLASSES TAKEN AT GRACE.

ADMINISTRATION OF SCHOLARSHIP AWARDS AND GRANTS

See the Financial Aid Office for details.

ADDITIONAL FINANCIAL INFORMATION

Payment Procedures for federal financial aid: The Pell Grant is applied to the student's account. Disbursements are made each semester. Students are notified by mail when their loan proceeds arrive. Most funds come by electronic funds transfer (EFT) and are credited to the student's account. If funds come by paper check, the student will need to endorse the check at the cashier's window. Students have 15 days in which to do this from the time the University receives the checks. Failure to endorse the checks in this time period results in the checks being

returned to the lender. The loan checks are given in two disbursements within the loan period.

The estimated cost of books and supplies for a year is \$800.

TRANSPORTATION COSTS

For commuting students: When considering coming to Grace, commuting cost is calculated using the current Dept. of Transportation figures. An estimate of transportation costs for students living on campus is \$1,200 and for students living off campus is \$2,400.

REFUND SCHEDULE

Various expenses, such as payments for faculty, support staff, equipment, and materials are incurred in anticipation of students who will attend the University. Therefore, the following refund schedule of institutional charges is applicable to withdrawals or class drops:

Fall 2007

On or before August 29.....	100%
Through September 5.....	75%
Through September 12.....	50%
Through September 19.....	25%
From September 20.....	0%

Spring 2008 Term One

On or before January 7.....	100%
Through January 8.....	75%
Through January 9.....	50%
Through January 10.....	25%
From January 11.....	0%

Spring 2008 Term Two

On or before January 22.....	100%
Through January 29.....	75%
Through February 5.....	50%
Through February 12.....	25%
From February 13.....	0%

Summer 2008

On or before 1 st day of each session (May 12, June 2 and 16).....	100%
On the 2 nd day of each session (May 13, June 3 and 17).....	75%
On the 3 rd day of each session (May 14, June 4 and 18).....	50%
On the 4 th day of each session (May 15, June 5 and 19).....	25%
After the 4 th day of each session.....	0%

Institutional charges are tuition, fees, housing, dining, and other charges assessed the student by the institution. Non-institutional costs may include, but are not limited to, books, supplies, and transportation.

If a recipient of Title IV assistance withdraws during a period of enrollment in which the recipient began attendance, Grace University must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. If the day the student withdrew occurs on or before the student completed 60% of the period of enrollment for which the assistance was awarded, the amount of aid earned by the recipient is calculated by determining the percentage of the enrollment period completed multiplied by the total amount of Title IV aid that was dispersed (and that could have been disbursed) for the period of enrollment as of the day the student withdrew. If the day the student withdrew occurs after the student has completed 60% of the period of enrollment, the recipient has earned 100%. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment, as of the day the student withdrew.

The University will refund any credit balance requested by the student and all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days after the student's request or the date the Title IV SFA credit balance occurs.

For more details or a copy of the federal refund policies, contact the Financial Aid Office.

Full withdrawals are subject to an administrative fee of \$100.

Students withdrawing before 60% of the semester will usually end up owing a balance due the Grace University because Federal law obligates the university to return Title IV funds on behalf of the withdrawn student. When Grace University returns Title IV loan funds it will reduce the amount of loans you have to pay back to the lender but will result in owing money to Grace University. The amount the university has to send back is a result of a federally mandated formula. The university has no control over the formula used to return funds and the resulting balance due to Grace University.

COMMUNICATION SERVICE CENTER

The Communication Service Center (CSC) is located on the first floor of the Administration Building. The CSC is responsible

for all student mail services and also is available to copy, FAX or scan forms for students.

STUDENT MAIL CENTER

- All traditional undergraduate students are assigned a mailbox.
- Mail privacy cannot be protected if student does not lock box after each use.
- Grace University reserves the right to restrict access to unacceptable print and video materials that are sent to a student through the mail.
- "Campus Mail" is routed through the mail slot at the Student Mail Center and through the Communication Service Center.
- Any questions regarding the Student Mail Center should be directed to the Communication Service Center (CSC) in the Administration Building.

HEALTH SERVICES

HEALTH OFFICE

The Student Health Office (Rieger 2) is open Monday through Friday from 9:30 am until 1:00 pm. Regular office hours are held while there are students on-campus, but the office will close during breaks when students are gone and classes are not in session.

Students requesting evaluation by a physician or Athletic Trainer may call 449-2871 or visit the Health Office to receive information on available local resources. There is no cost for evaluations in the Health Office, however, payment for off-campus medical services are the responsibility of the student. All personal injury accidents on the University premises must be reported to the Health Office as soon as possible.

In case of emergency, students should contact the RA-On-Call who will notify the nurse.

IMMUNIZATIONS

Grace University policy requires immunity against **Measles, Mumps, Rubella (MMR)**, a current **Tetanus** vaccination (last 10 years), a current **TB** testing (last 10 years), and the **Hepatitis B** series for all students taking six or more hours or living in University housing. The Meningitis immunization is strongly recommended.

HEALTH INSURANCE

Health Insurance is strongly recommended (but not required) for all U.S. and Canadian students. All international students are required to have health insurance coverage from a U.S. provider.

FOOD SERVICE

MEAL PLAN

The Meal Plan for resident students provides 20 meals per week (3 meals each day Mon.-Sat., breakfast and noon meal on Sunday). A 13 Meal option (any 13 meals per week) may be selected at the beginning of the academic year. The Dining Commons opens at breakfast the Monday of the week classes start, and closes with lunch on the last day of a semester's final exams. Meals are not provided during Fall, Thanksgiving, Christmas, Spring, and Summer breaks.

GENERAL GUIDELINES

The Dining Commons normally closes 25 minutes after the scheduled serving time ends. Seconds are available, except for steak items and similar priced entrees.

Meal service is available to all eligible participants on an all-you-can-eat basis at each meal. Meal items are not intended for carry-out. Students, therefore, may not take food out of the Dining Commons for snacks or sharing at a later time.

SACK LUNCHES & LATE TRAYS

In the case of a meal schedule conflict, students must apply one day in advance to the Food Service Manager (at no extra charge) for sack lunches and late trays. Late lunch trays must be picked up by 1:30 pm and dinner trays by 7 pm from the Dining Commons.

SPECIAL OCCASIONS GUIDELINES

Organized student groups may order food for parties, etc., as a regular meal substitute through the Food Service Manager. Advance notice of one week is required since housekeeping may be involved for special room set-up. Groups must:

- Contact the Food Service Manager one week in advance.
- Make a \$20 refundable deposit with the Food Service Manager for equipment and utensil use.
- Return unused items to the Food Service Manager.

GUEST MEALS

Guest meals may be purchased in the Dining Commons:

<u>Meal</u>	<u>Adults</u>	<u>Ages 3-10</u>
Breakfast.....	\$2.75.....	\$1.40
Lunch.....	\$3.50.....	\$1.75
Dinner.....	\$4.25.....	\$2.15
Steak Night/Specials.....	\$4.75.....	\$2.40

Children 2 and under eat free. Tax included. Prices subject to change.

Policies

CAMPUS SECURITY

Grace Campus Security exists to help maintain the safest possible environment for the Grace University *community*. Campus Security personnel provide an on-campus presence designed to observe and report potential security issues. Campus Security works closely with the Student Development Office (SDO), Facility Services, and all local law enforcement and emergency services. Campus Security personnel are authorized to investigate campus disturbances and irregularities and report these to the SDO and/or the police.

THEY DO NOT FUNCTION AS POLICE.

Campus Security personnel are on duty 24 hours a day (with the exception of 7:00 am to 3:00 pm on Sundays), and may be contacted by dialing 449-2830. If unable to contact Campus Security at this number (in case of emergency) call 214-3804 or 214-5891.

VALUABLES SHOULD NOT BE LEFT IN A VEHICLE. STEREOS AND SPEAKERS INVITE A BREAK-IN.

- Cars should be parked in well-lit areas and kept locked at all times.
- Exterior doors to residential areas should never be propped open.
- Any violation should be reported immediately so a proper investigation can be performed by Campus Security.
- Residents should never give access to the Residence Halls to unknown or suspicious individuals before confirming their identity. If you cannot confirm who they are, simply instruct them to visit the SDO to gain access.
- Suspicious-looking individuals within six blocks of campus should be reported immediately to Campus Security (449-2830) or the RA-On-Call.
- Students, especially females, should not walk alone after dark. Please contact Campus Security at 449-2830 for an escort.
- Students should vary their walking routes and times, avoiding a predictable routine.
- Stay alert! Remember you are living in an urban environment. Keep your eyes and ears open.

FIRE REGULATIONS

According to the City of Omaha Fire Code: Fire doors, fire escapes and fire fighting equipment are to be used only in case

of emergency. Abuse of these items is against the law and will result in a charge of from \$100-\$150 and can be grounds for probation, suspension or dismissal. Every student must give full cooperation at periodic fire drills by leaving the building and going immediately to a sidewalk area. In case of city disaster siren warnings, all occupants must go to the designated safety areas. Stairwells and hallways must be free of all non-stationary objects (e.g., couches, chairs, beds, boxes, stereos, speakers, etc.). All doors equipped with door closers must remain closed.

TORNADO INSTRUCTIONS

When a tornado is spotted and moving in the University's direction, a tornado siren sounds. Please make yourself aware of instructions to be followed when a tornado siren sounds. These instructions are located on each Residence Hall floor and in each campus building.

BUILDING ROOF VIOLATIONS

Students are expressly prohibited from all building roof areas. Violators are fined a minimum of \$100 plus any damage to the roof surface.

UNIVERSITY VEHICLE REGULATIONS

The University strives to administer vehicle use and parking by faculty, staff, students and guests as equitably as possible. All matters pertaining to vehicle registration, parking, etc., are handled by the Campus Security. Please visit the Campus Security Office for complete rules and regulations for parking on campus. The University reserves the right to change parking policies at any time without prior notice.

The University assumes no responsibility or liability for damage to or theft of student vehicles. Students are encouraged to provide adequate insurance coverage for such potential incidents.

**ALL STUDENTS
(including off-campus, EXCEL, Graduate, or evening classes only)
must register their motor vehicles, (including motorcycles)
with Campus Security.**

REGISTRATION

Motor vehicles must be registered within one week of 1) Convocation, 2) the securing of a new or different motor vehicle, or 3) the initial bringing of a car to campus during the semester.

To register your vehicle, present the following information to Campus Security:

- Car's make, model, color, year.
- License plate number and the state from which it is issued.

ENFORCEMENT OF REGULATIONS

Citations for violations of on-campus vehicle regulations will be issued by Campus Security. Citations may be appealed to the Director of Campus Security (449-2860), within three working days of issuance.

STANFORD PARKING

Stanford parking permits will be issued to women based on seniority in a first-come, first-serve basis. A Stanford permit provides a student with 24-hour parking privileges in the Stanford lot. General parking permits may park in the Stanford lot from 8 am to 5 pm.

FACULTY/STAFF PARKING

From 8 am to 5 pm, the faculty/staff is reserved for faculty/staff permits only. General parking permits may park in the faculty/staff lot from 5 pm to 8 am. The student restrictions related to faculty/staff parking areas are year-round (including all vacations and breaks). Violators will be ticketed.

PARKING GUIDELINES

- The University reserves the right to assign on-campus parking locations, and to remove, at the owner's expense, any vehicle that violates University policies or is abandoned. Notification to the owner's last known address will be attempted prior to removal.
- Students who seldom move their cars should park in the Suckau lot. All freshman males are to use lots other than Stanford Lot.
- Other than moving in or out of the residence halls, parking in the loading zones in front of Schmidt and Rieger Halls is limited to 5 minutes. Violators will be ticketed.
- Handicapped parking is not to be used as a "loading zone" unless you are properly tagged.
- Under no circumstances should cars be parked in a fire lane, or any reserved space. Violators will be ticketed.
- To avoid complaints from neighbors about students' driving habits and off-street parking, students are to maintain a positive witness in the community by parking in Grace lots and driving in a slow, safe manner. Think of others first. Be a servant.

**STUDENTS ARE ASKED NOT TO PARK
IN FRONT OF PRIVATE RESIDENCES
ON 9th, WILLIAM, OR WORTHINGTON STREETS.**

VEHICLE MAINTENANCE & REPAIRS

The large number of cars on our campus translates into many automotive needs (flat tires, dead batteries, stuck in snow, break downs, etc.). Students are requested not to solicit the help of Facility Services personnel or the help of neighbors when automotive emergencies arise.

Students should prepare for such emergencies by signing up for emergency service through a company such as AAA. GU has arranged for special prices with Waterman's Auto Center (10th & Bancroft – 341-2220 Monday-Friday: 8 am – 6 pm).

- No undriveable vehicle shall be parked on campus for more than one week in any 30 day period without written permission from Campus Security.
- Changing oil and major repairs (any repair that incapacitates a vehicle for more than 48 hours) are not allowed in parking lots, and are only permitted in certain designated areas (see Facility Services for a list of areas).
- Waste oil should be taken to Waterman's Auto Center for recycling. Auto parts such as batteries should be given to Facility Services for proper disposal. All other parts are the owner's responsibility and need to be disposed of in the dumpsters provided by the University.

STUDENT ID CARDS

ID cards are issued and/or updated during registration at the beginning of the semester for:

- identification • keyless entrance access • verification of meal plan • Grace LIFE attendance • library privileges

ID cards are non-transferable and allowing unauthorized use of your card by others will result in disciplinary action. Report lost or stolen cards to the SDO immediately. Replacement cost is \$15 and must be paid at the Business Office window before receiving the new ID card. Malfunctioning cards will be replaced free of charge.

ANNOUNCEMENTS

It is the student's responsibility to be aware of announcements placed on campus bulletin boards, Chapel Power-Point, and University e-mail.

Grace LIFE announcements must be cleared through the Grace LIFE Coordinator (449-2845), at least one day in advance. Power-Point announcement requests must be submitted via email at SDO@GraceU.edu (preferred) or in writing to the Student Development Office.

POSTING POLICY

- Initialed by the VP for Student Services or SDO
- Only on specified bulletin boards for no longer than one week
- Must be removed the day after the event

UNIVERSITY ANNOUNCEMENTS

Only University Announcements may be posted on glass doors. Please post on only one door per entrance. No posting is permitted on Burkholder Center or Residence hall glass doors.

NON-UNIVERSITY ANNOUNCEMENTS

Non-University Announcements may not be posted on glass doors or distributed in individual student boxes.

STUDENT EMPLOYMENT

- Campus employment applications can be secured from the Administrative Assistant in the Finance & Operations Office.
- Area job opportunities are posted in the Burkholder Center and on the Grace University Website under 'Grace Career Services'.

INFORMATION TECHNOLOGY SERVICES

Every student, faculty and staff has a GraceNET ID. The GraceNET ID is your personal identification for using many of Grace's technology services. This account stays active while you are enrolled at Grace.

GRACE TECHNOLOGY SERVICES

Currently there are a trio of services tied to the GraceNET ID, they are:

- **Access:** The means to log-in to the GraceNET network, including certain web sites, computer labs, etc.
- **E-Mail:** E-mail via Microsoft Outlook in the computer labs or Outlook Web Access on the web.
<http://webmail.graceu.edu/exchange>
- **Documents:** A networked file storage system. Your documents can be protected and accessible from anywhere in the world.

Comment [MSOffice1]: delete

- Need to look up your GraceNET ID? Go to the Computer Helpdesk (ADM Basement room 4) or call 449-2904.

Comment [MSOffice2]: Delete

GRACENET ID

- All accounts are created once you have registered for classes. Once the process is done, you are notified of your GraceNET ID and initial password.
- The password must be changed on your account the first time you use it. To do this, go to <http://webmail.graceu.edu/password> and enter your GraceNET ID and initial password. Then enter a new password and confirm the new password.
- Passwords must be at least 7 characters in length. Passwords are case sensitive. Combinations of alpha and numeric characters are the best passwords. *Don't give your password to anyone!*

GRACENET EMAIL

<https://webmail.graceu.edu/exchange>

Comment [MSOffice3]: Add s after http

This important service gives students, faculty and staff a common communications tool. Microsoft Outlook is the official electronic mail system for Grace providing a one-stop communications link between students, faculty and administrative services. Information about classes, registration, and more are all sent to your Grace E-mail account. Your Grace E-mail account also provides you with calendar, address book, and task list features.

- All incoming and outgoing mail is scanned for viruses at the server level, providing enhanced security for your account.

Comment [MSOffice4]: delete

CHAPEL SOUND NEEDS

Special sound and lighting needs for Grace LIFE or other scheduled usage of the chapel must be requested at least 48 hours in advance by filling out the appropriate form. The form can be accessed by going to Grace's home page and clicking on *Online Forms/Chapel Sound Request Form*.

IQ. WEB

<http://iqweb.graceu.edu>

IQ Web is the latest way for you to check, and in some cases update, your personal data in our administrative computer system. Some of the things you can do in IQ Web are: update your IQ Web preferences, view your unofficial transcript, view your grade report, view your account balance, view your Financial Aid, and view course catalog and section offerings. Note: Additional capabilities are planned in the future.

GRACE PORTAL

<http://my.graceu.edu>

The Grace Portal provides course content management for faculty and students and provides a single-sign on connection to IQ Web. It can be reached by going to the URL above or by going to the Grace University home page and clicking on the "Log In" button.

GRACENET DOCUMENTS

Your GraceNET ID provides you personal network storage space. When you log-in to GraceNET, whether remotely, or from on campus, your 'My Documents' folder is actually stored on a network server. This allows you to access your files from any computer on campus. Those files are private and are backed-up on a regular basis. This means you won't have to carry around a bunch of floppy disks or worry about losing an assignment. You are provided enough storage space to keep all of the papers you write throughout your entire college career.

COMPUTER LABS

Open-access computers are available for students, faculty and staff. Check with the Computer Helpdesk for hours of operation, holiday hours (during fall/spring break, and between semesters), as well as available software and hardware. Please be prepared to show your student ID. The Computer Labs in ADM and STH are open until curfew each night. The Computer Lab in the Library is open based on Library hours.

Computer Labs are located in:

Stanford Hall	STH 208
Library	TAB 141 x2893
Teacher Education	ADM 202

COMPUTER HELP DESK

Located in ADM Basement room 4, IT Computer Helpdesk provides a centralized location for help with campus technology accounts, software questions, trouble with diskettes, and more.

402-449-2904/1-866-296-4848 (GUIT)

pchelp@graceu.edu

COMPUTER AND TELEPHONE USE IN THE RESIDENCE HALLS

Computer and telephone services in the residence halls are provided by the Office of Information Technology. If you have questions or need assistance with anything relating to these services please contact the university helpdesk at 449-2904.

Comment [MSOffice5]: Delete

Comment [MSOffice6]: Administration Building Basement

Comment [MSOffice7]: delete

Comment [MSOffice8]: delete

Please remember that computer and telephone use in residence hall rooms is governed by the GraceNET acceptable use policy.

GRACE UNIVERSITY COMPUTER FACILITIES

- Hardware or software from the Computer facilities or Library are not to be removed without authorization.
- Equipment and furniture are to be treated with respect.

Violation of *Grace University's Campus Computer Policy* will result in immediate suspension of computer use and may result in loss of University computer privileges (even if user is enrolled in courses requiring computer use) and/or appropriate University disciplinary action.

GRACENET ACCEPTABLE USE POLICY

GraceNET exists to promote and support the exchange of communication and information for research, instructional, administrative, and public service purposes of Grace University and its faculty, staff and students. GraceNET is maintained to provide connections between on-campus resources and individuals as well as between local institutions and national networks. Use of GraceNET which is consistent with the University's purpose and mission is acceptable.

GraceNET traffic is monitored for unacceptable use. Any computer or telephone usage in the residence halls or any other location on campus must be consistent with this policy's definition of acceptable use.

When GraceNET is used to access other networks, the acceptable use policies of those networks must be honored. Grace University insists that this institution's constituency makes a reasonable effort to comply with the acceptable use policies of GraceNET and all other networks over which individual users generate traffic. The individual end-user assumes ultimate responsibility for all traffic originated or requested.

Examples of unacceptable computer use include (but are not limited to):

- Use of GraceNET or other networks for any purposes which violate applicable federal, state or local laws.
- Use of GraceNET so as to interfere with or disrupt network users, university services or equipment. Such interference or disruption includes, but is not limited to, harassment of others; posting or mailing obscene materials; propagation of computer viruses; distribution of unsolicited advertising.

- Use of GraceNET to make unauthorized entry to other computational, information, or communication devices and resources.
- Use of GraceNET in a malicious, threatening, or obscene manner. Use should be consistent with guiding ethical statements and accepted University standards.

Examples of unacceptable E-mail use include (but are not limited to):

- Sending unsolicited E-mail messages, for the purpose of advertising or other non-university business or academic functions to individuals who did not specifically request such material (spam, junk-mail), whether inside or outside of Grace University.
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the user's account, especially with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

***E-mail is not guaranteed to be private.
Any illegal activities may be reported
to the authorities.***

The Office of Information Technology will forward information concerning alleged violations of the GraceNET Acceptable Use Policy on a case-by-case basis. Violations of the policy may result in disciplinary action by Grace University.

Access to GraceNET for those persons who are not a member of the Grace University community of faculty, staff, and students may be granted on an individual basis upon written request to the Office of Information Technology.

Academics

CLASS ENTRANCE REQUIREMENTS

Students are allowed to attend classes only if they have completed the University Registration process which includes:

- Enrolling for class (Please note: Faculty are instructed not to allow students to continue who are not registered for the Semester. Under some circumstances it is possible that lack of registration can jeopardize the availability of a specific class for other students.),
- Complying with the health requirements,
- Registering their vehicle,
- Making proper financial arrangements (The Business Office will update students on their financial status; but it is the student's responsibility to connect with the Business Office to make financial arrangements. Students who fail to make financial arrangements in a timely fashion are subject to administrative withdrawal.), and
- Securing a student I.D. card.

CLASS DROP/ADD

Once enrolled in a class, a student must obtain permission from both the Registrar's Office and his/her advisor before being allowed to change his/her class schedule for the semester.

A student must add his/her class within one week of the beginning of the Semester. Students may drop a class without penalty until about the mid-point of the Semester (dated the same day as the "zero refund date", see p 32). Withdrawals will not be permitted after the "zero refund date" except under extenuating circumstances (such as prolonged medical impairment). After that point, grades will be issued by the professor based upon the work for the Semester that has been completed. Drop/Add deadlines, and formal policies related to Drop/Adds, are found in the University Catalog.

CLASS ATTENDANCE

Attendance during class sessions is viewed as a significant element in a student's experience at Grace University and is under the jurisdiction of the Academic Vice President. Students are strongly encouraged to keep absences to a minimum. Class attendance is important for academic success, and it makes the student's investment into an education worth the expense. Good stewardship and a focus upon God-given priorities while in school should guide this area in one's life.

Class attendance is even more critical for those students whose GPA performance is at risk. Since absences are directly correlated to predicted success in academic performance, the University has established an absence policy.

- The University expectation is that students attend all classes.
- Excessive absences have undesirable consequences.
- The maximum number of absences without penalty FOR ANY REASON (e.g., sickness, University-sponsored activities) shall not exceed twice the number of times a class meets per week.
- If a student exceeds the maximum number of absences, the following penalties are applied:
 - One excess absence: loss of one letter of the final grade
 - Two excess absences: loss of two letters of the final grade
 - Three excess absences: failure of the course

The professor may make exceptions at his or her discretion, but only under highly unusual circumstances (e.g., hospitalization). Intensives, EXCEL, and Graduate courses have their own attendance requirements.

It is ultimately up to the Student to keep record of all absences.

Absences that occur on days of exams or due assignments can be “made up” **only** if a faculty member deems the absence as excused. Whether excused or not, the student is responsible to make up all work for the class. Students should assume the initiative in getting copies of handouts and class notes. An instructor is under no obligation to give private tutoring to students who have been absent from sessions. When possible, please plan accordingly.

TARDIES

- When a student is tardy three times, the penalty is one absence.
- If the student is more than 15 minutes late on any occasion, the penalty is the equivalent of one absence.
- Leaving class up to 10 minutes before the end of the class is treated as a tardy.

CELL PHONES & PAGERS

Cell phones and pagers that go off in class or in Grace LIFE can be a distraction to others in attendance, and both disruptive and unprofessional to those who are teaching or leading a session. To reflect appropriate respect for instructors and/or speakers, students should always mute (or put on quiet vibrate) cell phones and/or pagers before class or Grace LIFE has begun.

CHILDREN OF STUDENTS

A parent should refrain from bringing a young child to class except in rare cases when normal child-care arrangements fail and no other alternative is immediately available.

STUDY

Students can expect to spend an average of one and a half hours (and sometimes more) in study (reading, writing, etc.) per hour in class. This guideline has been provided to the faculty as they prepare their syllabi and gauge student workload. Applied music students are required to practice one hour daily, five days a week.

EMPLOYMENT & ACADEMIC LOAD

- Employment is not to interfere with one's class schedule. Classes are offered at a time that is reasonable for most students and for the schedules of the instructor and the University. Please plan employment hours accordingly.
- Work hours should be adjusted based upon a student's credit load for a semester.
- Full-time freshmen are advised to significantly limit their work load as they transition into academic life.
- On-campus students must get special permission from the Student Deans to be employed regularly after midnight.

CLASS CANCELLATIONS

Class cancellations (e.g. due to weather conditions) are announced on WOWT (Channel 6) and KFAB (1110 AM) before 6:30 AM for daytime classes and before 2:30 PM for evening classes. An announcement will also usually be posted on the Grace University Website. RA's will post cancellation announcements in the Residence Halls.

GRACE L.I.F.E. ATTENDANCE (Life Integration For Excellence)

Grace LIFE (GL) meets four times a week (Monday through Thursday from 10:30 – 11:00 am) and is a significant dimension of the Grace University experience. It is our "family time" where students, faculty and staff gather to integrate faith, life and learning. This daily "family time" also allows us to share important University and community information, and, of course, gives us the opportunity to pray for and with one another and be challenged by the messages, life stories and worship which are at the heart of *Grace LIFE*.

The importance of *Grace LIFE* is reflected in the fact that *Grace LIFE*, like Servant Leadership Training (SLT), is considered part of the required curriculum for all traditional undergraduate students. Our expectation, therefore, is that our students daily attend *Grace LIFE*.

We understand that there can be unavoidable circumstances which could occasionally cause students to miss out on this vital

campus experience. Guidelines have been established, therefore, to assist students in fulfilling their *Grace LIFE* attendance requirement. These guidelines provide flexibility for the rare emergency or other schedule conflicts which may come up.

Students are required to attend three Grace LIFEs for every credit hour taken at Grace up to 128 hours (including I-Studies, Intensives, On-Line Courses, Directed Studies and Summer/Winter Sessions; excluding Student Teaching hours).

- The full explanation of the policy (including eligible sessions, accountability thresholds, consequences for not fulfilling the requirements and implications for graduation and transcripts) is posted on Sharepoint.graceu.edu/students/sdo.
- The full explanation of the policy is emailed to all traditional undergraduate students at their Grace Email account at the start of every semester.
- Attendance is recorded as students swipe their student ID card at the back of the Chapel. Students are to “swipe in” when they come to Grace LIFE with the intent of staying (e.g., students should not “swipe in” and then go get their mail).
- A student is counted as tardy if up to ten minutes late. Three lates equal one unexcused absence.
- Any student who is more than 10 minutes late will be counted absent.
- Consumption of food and drink, use of personal electronic devices, and wearing hats, caps and do-rags, etc., are not appropriate for Grace LIFE.
- Dishonesty (e.g., swiping in and then leaving or swiping in for someone else) may result in the student being placed on University Probation.
- Cellular phones and pagers should be silenced during Grace LIFE.

CONFERENCE ATTENDANCE

All traditional undergraduate students are required to attend the Fall and Spring Convocation chapels, as well as the Bible (Fall) and World Christian Conferences (Spring). The specific number of sessions required is set before each conference by the VP for Student Services. Students must carefully follow all conference attendance requirements. Fines up to \$20 per session are assessed for unexcused absences.

Attendance exemptions are cleared with the VP for Student Services before the scheduled conference. All excuses are recorded on the self-reporting attendance forms.

GRACE LIFE & CONFERENCE RECORDINGS

- Recordings of Grace University personnel for personal use (not reproduction or sale) are permitted.
- Recording of guest artists is not permitted

- Tape recordings of the Bible and World Christian conferences are available through the Student Development Office.

SERVANT LEADERSHIP TRAINING

Servant Leadership Training (SLT) is a required ingredient of the Bible College curriculum for undergraduate (traditional and EXCEL) students at Grace University. It is the student's responsibility to register for the SLT course each semester.

Orientation to the SLT component is offered during each student's first semester. The graduation requirements are based on one SLT course/unit for each 15 hours of study. Consult the SLT office for more information (Stanford 204, sltoffice@graceu.edu).

SPECIAL COURSES

Special courses from other institutions and special instruction in applied music outside the University are permitted only with permission of the Academic Vice President.

MUSIC LESSONS

All music lessons are taken at the time scheduled with the instructor. If students are ill or for some other excusable reasons are absent from their lesson, they shall notify their instructor well in advance. No fees will be refunded.

A student must complete a minimum of the equivalent of 14 lessons per semester to receive credit for an applied music class.

Pianos and organs are reserved for applied music students.

INTENSIVE COURSES

The attendance requirements for Intensive Courses are the same as for regularly scheduled on-campus classes. However, since the scheduling for Intensive Classes does not follow the traditional college model, some adaptations are necessary. Students must realize that the concentrated schedule of these classes makes attendance of all sessions extremely important. A single absence means missing a minimum of four hours or as many as eight hours if a Saturday is involved. Missing such a large block of time greatly affects the continuity of the class, as well as other aspects of the learning process.

Students who anticipate that their schedules are irregular or that their circumstances are uncontrollable should refrain from enrolling in Intensive Courses.

The following requirements apply to Intensive Courses:

1. Absences are permitted only in cases of extreme emergency.
2. All students are subject to the same attendance requirements. No distinction is made between 100 level and 200-400 level courses.

3. Students are permitted two emergency absences consisting of two four-hour blocks or one seven-hour block.
4. Students who are absent from classes should be prepared to accept additional responsibilities and/or costs to compensate for the missed class time.
5. Absences beyond the number referred to above will result in loss of credit.
6. No appeals of loss of credit are permitted, but students who forfeit credit due to emergency absences are granted the following consideration:
 - When emergency over absences occur within the first three four-hour blocks, 75% of the tuition is refunded.
 - When emergency over absences occur within the first six four-hour blocks, 50% of the tuition money is refunded.
 - When emergency over absences occur anytime after the student has completed six four-hour blocks, no refund is granted.
7. Any exceptions to the above requirements are ruled on by the Academic Committee of the faculty.

POLICY OF NONDISCRIMINATION

Grace University does not discriminate, as specified by applicable federal laws and regulations, against qualified individuals with disabilities in the:

- recruitment and admission of students,
- recruitment and employment of staff and faculty,
- operation of its programs and activities.

Students requiring support services should contact the designated coordinator for the *American Disability Act (ADA)* who is the Dean of Women located in the Student Development Office.

SPECIAL NEEDS

It is the student's responsibility to inform the Student Development Office (SDO) and individual professors in a timely manner of a disability. According to Section 504 of the Rehabilitation Law of 1973, a person with a disability is a person who has a "physical or mental impairment, which substantially limits one or more major life activities." This definition includes specific learning disabilities such as dyslexia.

The SDO offers one-on-one sessions to special needs students. This consultation is helpful in developing an individualized educational plan. For the University to provide special accommodations, a student must provide the SDO with recent testing documentation and recommendations from a certified professional. The cost of obtaining the professional verification shall be borne by the student. Special accommodations include, but are not limited to, note-takers,

readers and interpreters. Students who desire more information regarding disabilities are advised to contact the SDO.

EXAMINATIONS

Mid-term or final examinations are taken when scheduled by the instructor or the Registrar. A mid-term week is scheduled into the Semester, but dates for mid-terms are ultimately up to the instructor (for there may be more than one such exam). Any exams should be taken on schedule except in the case of emergencies. Should one miss a final exam, the right to take the exam off the schedule is normally granted by the Academic Office or Dean of the Undergraduate College. Other scheduled tests and examinations are also taken at the scheduled hour, except when arrangements are made with the instructor.

Students are not excused from tests on the grounds of unpreparedness or oversleeping. Further, it is expected that students will not make use of excuses related to technology (computer failures, dry printer cartridges, etc.). Please plan ahead.

ACADEMIC HONESTY

All students at Grace University are expected to maintain the highest standards of academic integrity. Cheating, plagiarism and falsification are simply not acceptable. Such practices deceive (i.e. *lie to*) the faculty concerning a student's knowledge and abilities, defraud those who have produced various types of intellectual property on their own, and transform a student's character in a negative fashion while putting them on the wrong side of Scriptural expectations.

Cheating is falsely presenting another's work as one's own and is manifested in the theft of answers for an examination or quiz, the duplication of assignments, and the falsification of reading reports. **Plagiarism** is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. **Falsification** is the unauthorized signing of another person's name to an official form or document or the unauthorized modification, copying or production of an official form or document.

English personnel have suggested the following university web sites to assist in identifying these issues should there be any misunderstanding as to what plagiarism is. Specifically:

<http://qervaseprograms.georgetown.edu/hc/plagiarism.html> and
<http://owl.english.purdue.edu/owl/resource/589/01/>

While some institutions mandate immediate dismissal when such standards are violated, a GU faculty member will "zero" any

single work that does not reflect academic honesty and integrity based on sound evidence or testimony. He or she will then require the student to resubmit the assignment as a course requirement without a grade. In flagrant situations, a faculty member has the right to dismiss the student from the course.

Dishonesty is viewed as a serious moral failure, and as such is subject to disciplinary action. Like dishonesty in other areas of the University, academic dishonesty results in University Probation administered by the SDO (see *Discipline*, p 18) as well as academic penalties (see p 37 of the Academic Catalog).

ACADEMIC ELIGIBILITY

To be eligible for extra-curricular activities, a student must maintain a cumulative grade point average as indicated below. (The University determines eligibility for summer tours by computing the average through the Fall semester.)

A GPA of 2.5

- To be a member on one of the student government teams (SBA or GWO).
- To be a member of the editorial committee of *Charis*.
- To serve as Resident Assistant.
- To enroll in the camping program at Camp Forest Springs.
- To represent the University as an Ambassador (See the section for the University Ambassador Program. This GPA requirement does not apply to regular Servant Leadership Training assignments).

A GPA of 2.0

- To participate in internship programs.
- To be a staff member of the *Charis*.

A GPA of 2.0 for the previous semester (having been enrolled for 10 hours or more).

- To participate in intercollegiate athletics.

GRADING SYSTEM & INCOMPLETE WORK

Refer to the University catalog.

ACADEMIC PROBATION

The University determines each student's academic standing by his/her grade point average (GPA). Each student's GPA is calculated at the end of the Winter and Spring semesters. Eligibility is also related to one's degree program (The Teacher Education program has its own expectations; due to state regulations, students must have a minimum of a 2.5 GPA before doing their Student Teaching Experience). To be eligible to continue in college a student must maintain the following minimum cumulative grade point average:

Bachelor Degrees (Traditional Undergraduate)

- 1-15 hours 1.5 Minimum Cumulative GPA
- 16-40 hours 1.75
- 41+ hours 2.0

Associate Degrees (Traditional Undergraduate)

- 1-15 hours 1.5
- 16-30 hours 1.75
- 31+ hours 2.0

When a student's GPA drops below the appropriate minimums, s/he is placed on Academic Probation. The status of Academic Probation is virtually an automatic measure, since it is initially based strictly upon a student's GPA numbers. An Academic Review committee meets to issue appropriate notices & recommendations after the end of each semester.

If, after a semester on academic probation, a student is still performing below the minimums noted above, Suspension or Dismissal is within the purview of the Academic Review Committee. Continuation beyond one semester on Academic Probation requires a written appeal from the student to an Appeals Committee and action from the Academic Office. This is a critical step since such a situation automatically affects a student's eligibility for Financial Aid. Students should be alert to the fact that Financial Aid guidelines are not simply based upon GPA, but completion percentages as well. (Students completing less than 75% of courses attempted are also at risk for withdrawal of Financial Assistance – by federal guidelines.)

Curfew is set at 12 am (Mon.-Sun.) for all Residence Hall students on academic probation. Students may appeal this with the SDO based on improved academic performance beginning November 1 (Fall semester) or April 1 (Spring semester). No appeals will be processed prior to these dates.

All students on academic probation are required to meet regularly with their academic advisors to monitor academic progress. (Further information about the implications of academic progress or academic probation can be found in the University Catalog and other areas of this Handbook.)

ACADEMIC RESOURCE CENTER

While Grace University cannot meet all the academic needs of its students, it is able to benefit many who need some assistance. Help with tutoring, writing skills, prioritizing and scheduling, along with the development of test-taking and study skills are all ways in which the Academic Resource Center helps students succeed in college. When time is available, the Center can assist by reviewing papers a student is planning to submit.

The Center will not allow tutors to re-write weakly written papers, but they can assist a student to write better and more clearly.

The Center will work with any student who seeks assistance in some fashion. Students who are on Academic Probation are especially encouraged to make use of its resources. Not all academic struggles are a product of genuine academic challenges, as many things factor into how one performs in classes (including personal schedules, personal motivation, how clearly one sees their goals, relationships, personal history, etc.). Many challenges can find relief with some assistance, and those on academic probation who seek out assistance from the Academic Resource Center will find the Appeals Committee positively disposed when it comes to their deliberations.

RELEASE OF INFORMATION

Grace University designates the following student information as Directory Information: name, address, phone number, E-mail address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information and photograph.

The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by Sept. 1 of each academic year. Unless a student has officially filed a written request restricting his or her information by this time, aspects of the student's Directory Information may be included in appropriate University or campus directories, publications and released by designated employees of the University in response to inquiries concerning individual students.

Because the printed *Student Directory* is published only once each semester, names and/or other information will not be removed once it has been printed. A student must be enrolled at Grace University in order to modify his or her restriction of directory information.

The *Family Educational Rights and Privacy Act (FERPA)* affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA.

If you have more questions about your rights as a student, please see the Registrar.

TRANSCRIPTS

Any requests for records must be submitted in writing as required by federal law. E-mail or telephone requests cannot be honored. Transcript fee: \$15 per transcript mailed (to be processed in the normal twice-a-week processing time); \$25 per transcript immediate processing; \$35 overnight express mail. An online transcript request form can be found on the Registrar's page (see the Academic Tab on the GU website) at [http://www.graceu.edu/pdf/TranscriptRequestForm\(1\).pdf](http://www.graceu.edu/pdf/TranscriptRequestForm(1).pdf).

WITHDRAWAL

When a student decides to withdraw from the university, it is important to go through an official withdrawal procedure with the school in order to minimize any charges and maximize any refunds. The student who is withdrawing is to do the following:

- Personally go to the Student Development Office to fill out official withdrawal papers.
- Complete the *Exit Survey* in the SDO.
- Inform his/her advisor
- Return any checked out library books.
- Make an appointment with the Financial Aid Office for an exit interview if loans have been a part of the Financial Aid process.
- If living in the Residence Hall, arrange a time with the RA to check-out of the room. This must be done after the student is completely moved out the room and will include a room inspection and a key return. Failure to properly check out will result in the loss of the housing deposit.
- Students must also personally contact the Vice President for Finance and Operations or the University Cashier to determine their account balance before they are withdrawn.
- Students who enroll in the University, but then drop out for one or more semesters must:
 - complete a *Re-Admit application*
 - pay a \$25 Re-Admit fee
 - submit pastoral and character reference forms.

GRADUATION

See pages 43-44 of the catalog for details.

Residence Life

HOUSING

All traditional undergraduate students at Grace University are encouraged to live on campus in order to foster community and encourage personal growth. On-campus residence is seen as an important part of the total "Grace experience."

ON-CAMPUS HOUSING

- Single students under the age of 21 (taking 9 or more hours) are required to live on campus.
- Students must take at least 9 hours to live on campus (this is combined in the case of co-op programs). Students taking less than 9 hours may petition for on-campus housing.
- All on-campus students must purchase one of the meal plans.
- If a student feels there are extenuating circumstances which create an urgent need to live off-campus, they may appeal to the Student Development Office.
- Some scholarships require Residence Hall housing.

EXCEPTIONS TO THE HOUSING REQUIREMENT

- Students living at home with their parent(s) or legal guardian(s)
- Married students
- Students 21 years of age before the end of the semester (the day the dorms close signifies the end of the semester).
- 4th-year seniors
- Students taking 8 hours or less of classes (this is combined in the case of co-op programs)
- Co-op students taking no classes at Grace University.
- Students whose employment requires off-campus housing.
- Students with dependent children.

ADDITIONAL HOUSING ISSUES

- It is the right of the University to close any or all Residence Halls during breaks.
- Refunds for early departure from the Residence Hall are granted according to the Refund Schedule listed on page 35.
- Grace University does not permit single male and female persons to live together in the same house or apartment except for brothers and sisters.

ROOMS & FURNISHINGS

When you enter campus housing you enter a distinctly unique living situation. You become a member of a community which will play an important role in your life.

As a member of the community, you are expected to live by certain standards. While standards are not intended to measure spirituality or to squelch individuality and creativity, standards (e.g., protecting floors, walls, ceilings and furniture from damage in lounges and Residence Halls) are a call to, and become a reflection of, maturity. These standards are for the good of the community. Just as the community you grew up in had standards to protect, preserve and secure your environment, so Grace has standards to protect, preserve and secure your new environment.

Living in student housing prepares you for the "real world" where you will be held accountable to your landlord for the condition of your rented facilities. To help us maintain quality rooms from year to year we **prohibit** the following:

- putting hooks in the ceiling
- hanging things from suspended ceilings
- poking holes in ceiling tiles
- storing anything above the ceiling tiles
- removing ceiling tiles for any reason
- gluing hooks onto walls or closet cabinetry
- putting screws or nails into doors, woodwork or walls
- scarring walls by putting refrigerators too close
- removing screens from windows
- using tape (on walls, doors, ceiling, and/or floors)
- leaving remnants of sticky putty on surfaces when vacating the room (try to avoid colored sticky putty that stains the walls. Please note that any damages that occur due to the use of "poster putty" or "Plasti-Tak" are the student's responsibility.)
- taping carpet down (The adhesive from the tape sticks to the floor and is very difficult to remove)

It is the prerogative of the University to assign or alter resident housing locations. University furniture may not be moved from room to room, or to and from storage areas without permission from the SDO. If University furniture changes are made, it must be returned to its original location when the room is vacated or the student will be charged by the SDO.

The following are **prohibited** in the Residence Halls:

- burning candles or incense (not only is this a fire code violation, wax and heat often permanently ruin surfaces)
- inappropriate and/or offensive decorations (Grace University reserves the right to prohibit the hanging of sexually suggestive or inappropriate posters, banners or wall decorations in Residence Hall rooms)
- halogen lamps
- "real," cut Christmas trees or evergreen foliage

- combustible materials such as matches, cleaning fluids, tires, kerosene, gasoline, lighter-fluid, paint-cans (even empty containers), may not be kept in residence buildings
- bicycles (Bike storage available in ADM 121, Rieger 2 and in Schmidt)
- pets---only fish are allowed
- television sets, VCR and DVD units (University-owned TV sets are available in areas designated by the SDO)
- more than one microwave or one dorm-sized refrigerator per room. Irons and humidifiers are permitted, but no other appliances
- coffee pots without an automatic shut-off

Ceiling tiles and window screens are particularly susceptible to damage. Student cooperation is needed to keep these in good repair. The following fines will be assessed:

- \$100 if a window screen is removed
- If screen is damaged, an additional \$50
- \$25 per damaged ceiling tile

Vertical blinds are most susceptible to breakage when opening and closing the blinds without first putting them in the open position so they can stack back nicely. Good stewardship of blinds is expected.

The University does not accept liability for any personal property whether in the Residence Hall or any other location. Students are encouraged to carry appropriate insurance.

Repairs are not to be personally attempted. Notify your RA of needed repairs and s/he will contact Facility Services. All breakage, due to carelessness or otherwise, should be reported immediately to the Dean of Men. When the one responsible for the damage cannot be determined, students in the respective room(s) or hall(s) may be held responsible. Any assessments for damage will be taken from a student's security deposit.

CHECK OUT PROCEDURE

A \$150 security deposit is assessed to all Residence Hall students at the time of registration and is retained during the student's residency. The deposit covers the following: keys, room or property damage at the end of the semester or time of withdrawal. When a student leaves the University at the end of the semester, s/he should have his/her room clean and in proper order. If the room has not been properly cleaned, an appropriate amount will be subtracted from the security deposit and/or additional charges may be assessed. If the student is not

checked out by the designated time, or leaves prior to being properly checked out by an RA or Dean, s/he forfeits the entire room deposit. The deposit will be refunded within 30 days of the room being vacated if all items are satisfactory and all accounts with the University have a zero balance.

The University reserves the right to dispose of any items left more than 30 days after the student's last day of enrollment or residency.

ROOM CHECK

Due to the corporate nature of residential life, all liberties enjoyed at home cannot be granted in a group-living situation. Campus living calls for cooperation and responsibility on the part of all residents in order to promote good health and study environment. Cleanliness and care for school property should be a normal part of responsible stewardship. Therefore, Residence Hall staff will conduct room cleanliness checks up to twice a month. Rooms should be maintained in a clean and orderly manner. Two or more unsatisfactory cleanliness checks constitute one *Incident Report*.

CURFEW

Seniors, Juniors, students 20 years of age or older, and sophomore-status students with a cumulative GPA of 2.8 or above at the end of the previous semester (evaluated at the beginning of both Fall and Spring semesters), have no curfew. For all other students, curfew is midnight to 5 am, Sunday through Thursday; 2 am to 5 am, Friday night; and 1 am to 5 am, Saturday night. Work exceptions may be granted through the RA.

Students are expected to make responsible choices regarding activities and sleep. Students are urged to make alertness for Sunday morning worship part of their priority considerations Saturday night.

At curfew, RA's routinely take "check" to see that all residents are on the hall. Curfew is also enforced through routine security monitoring. *Respect* for the curfew is expected. Students are not to leave Residence Halls during curfew. If a student is in the Residence Hall, but not in his/her room, a note should be left on the door for the RA indicating where the student is. Failure to do so will be treated as a curfew violation. Honesty is expected.

Curfew allows for no "buffer minutes." One curfew violation is assessed for every 30-minute increment beyond curfew. For example, if a student comes in at 12:20 am, it is written up as one curfew violation; if s/he comes in at 12:31 am, it is written up as

two curfew violations. Staying out for more than two hours beyond curfew automatically places the student on University Probation.

Propping doors open, opening doors for someone after curfew, or gaining entry through another person's keycard are acts of dishonesty and are considered major violations.

**All public areas on campus are closed from 12 midnight to 5 am, seven days a week.
Dirks Lounge is open until curfew each night.
After 12 midnight, Stanford 1 & 2 become part of women residence hall.
Students are asked to observe quiet hours in the parking lot beginning at 10 pm.**

BLUE CARDS

A "Blue Card" enables a student to communicate their whereabouts and contact information regarding an overnight stay. Students **are not to leave campus** for an overnight stay without having their Blue Card signed.

Sun.–Th. Signed by gender-specific Dean before 5 pm

Signed by RA (ONLY if the student does not have classes the next day.)

Fri.–Sat. Signed by the RA or the RA-On-Call before 8 pm

In cases of emergency, a student's RA or the RA-On-Call should be contacted. Blue Cards are not to be used to circumvent curfew. Blue Cards will not be granted for co-ed "slumber parties." Honesty is expected. Failure to secure a Blue Card in an appropriate manner may result in multiple *Incident Reports*. Phoning one's RA (in the event one forgot to secure a Blue Card) will be viewed favorably in issuing *Incident Reports*. Dishonesty regarding information given on a Blue Card or intent to deceive with a Blue Card will result in a student being placed on University Probation.

Curfew-exempt students are not required to secure Blue Cards. However, in the interest of promoting personal safety, the University requests curfew-exempt students who plan to be away overnight or are returning after 2 am to leave information with their RA regarding how they can be reached should an emergency arise.

TRAVEL RESTRICTIONS

Throughout the semester, students with curfew will not generally be granted permission to travel FROM or TO the University during curfew hours.

KEYS

Room keys are issued at the start of the academic year and must be returned to one's RA at the time of checkout. The making of duplicate keys is not permitted and will result in disciplinary action. If a key is lost during the year it should be reported to the Student Development Office immediately and a new key will be issued for \$15.

Use of unauthorized keys or entry into any locked area without permission is considered trespassing and will result in disciplinary action. For security of personal belongings, **students are urged to lock the door when they leave their rooms.**

IF YOU GET LOCKED OUT...

Students are to keep their keys and rooms secure. If a student is locked out of their room, an extra room key can be checked out at the SDO. When checking out a key, the student will have 24 hours to return the key to the SDO.

When the SDO is closed, a student may contact the RA-On-Call or Campus Security to gain access to his/her room.

**TO PROTECT YOUR PERSONAL BELONGINGS-
REMEMBER TO LOCK YOUR DOOR & TAKE YOUR KEY!**

GUESTS

Students may have overnight guests provided they check with their roommate and inform the RA beforehand. Students are responsible for their guests' behavior and must inform them of Residence Hall regulations.

Guests are not allowed to stay in the Residence Halls for more than three nights unless special permission is granted by the Student Development Office.

STUDY ENVIRONMENT

Out of consideration and respect for others, students are asked to observe the following policy:

- 6 am-11 pm: Courtesy Hours - Be respectful and courteous of those who may be sleeping or studying
- After 10 pm: No noise in the parking lots.
- 11 pm-6 am: Quiet Hours - No noise

MISCELLANEOUS POLICIES

- Women are not permitted in the men's Residence Halls nor are men permitted in the women's Residence Halls year round. Exceptions may be granted by the hall RA for parents or out-

- of-town guests who wish to visit a student's room. Such visits should not exceed 15 minutes. Residents should be alerted to the presence of those of the opposite sex visiting the hall.
- No deliveries should be made to the women's Residence Halls, but should be made to the Communication Service Center in the Administration Building.
 - Permission to sell products on campus must be cleared with the Business Office.
 - Throwing items out of windows or placing anything on the window ledge are considered serious offenses and can result in disciplinary action.
 - Significant amounts of money or special items of value should not be stored in one's room. Students are urged to open a checking and/or savings account at a local bank.
 - No wrestling in public or common areas (such as, but not limited to, Stanford Lobby, Dirks Lounge, etc.)
 - Public backrubs with those of the opposite sex are not permitted.
 - Residents keeping food snacks in their rooms and/or lounge areas should keep these in airtight containers.
 - Laundry areas are for your convenience. Please keep them clean.
 - The University and its staff reserve the right to make routine maintenance inspections and repairs during vacation periods.
 - The University and its staff reserve the right to enter a student's room without prior notification and/or permission when there is good reason to believe there is a violation of University, state or federal regulations.
 - Sunbathing is not permitted on campus property.
 - Fireworks are illegal in Omaha and forbidden by the University. Any use of fireworks will result in a fine starting at \$100 and may be considered grounds for suspension or dismissal.
 - Disrespect for RA staff members and Campus Security is subject to disciplinary action.

OFF-CAMPUS STUDENTS

Our desire is that off-campus students be just as successful as an on-campus student. Striving to balance community involvement on campus while living off campus is challenging!

HALL ADOPTION

Because Grace University's primary focus is building relationship through community, off-campus students are encouraged to connect with campus life by interacting with

students in Residence Halls. Contact the Student Development Office or an RA for further information on how to get involved.

INVOLVEMENT

Off-campus students are encouraged to participate in campus organizations, activities and events.

COMMUNITY STANDARDS

Off-campus students are part of the Grace family and are expected to live according to the same University standards as on-campus students (see Living in Community section- pp 7-26).

I have read the 2006-07 Student Handbook
and I agree to live according to the
University's community standards.

Name: _____
(please print)

Name: _____
(signature)

Date: _____

Please return this signed page to the Student
Development Office.



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