



**STUDENT HANDBOOK
& PLANNER
2010 • 2011**

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

This planner belongs to:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE NUMBER _____

STUDENT ID NUMBER _____

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CAMPUS DIRECTORY

(Prefix for office phones is 449)

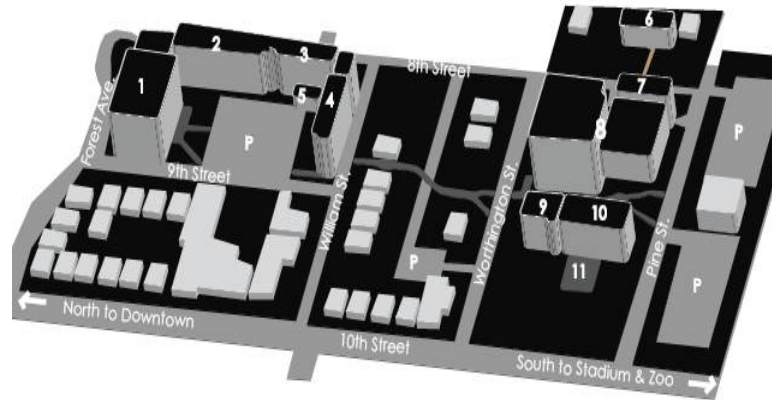
Alford, Susan – Director of Teacher Education.....	2932
Amstutz, Marilyn – Dean of Women	2849
Boeker, Nathan – Director of Online Learning	2987
Brick, Ben – Head Librarian	2979
Brogan, Dr. Justin – Counseling	2805
Connelly, James – Psychology	2912
Dahlquist, Dr. Dick – Director of Adult Education.....	2846
Gall, Robert – Director of Psychology	2862
Hoffman, Dr. Deb – Counseling	2930
Holmes, Dr. John – Academic Dean	2873
Hood, Jon – Teacher Education/Athletic Director	2864
James, Jeff – Music.....	2853
James, Michael – Executive Vice President.....	2817
Jones, Stephen – Chair of Intercultural Studies	2848
Linder, Mark – Biblical Studies.....	2856
Lundgren, Dr. Michelle – Teacher Education.....	2929
McNeel, Jon – Dean of Men	2858
Nebeker, Dr. Gary – Bible.....	2915
Nichols, Jim – Director of Business & Technology	2829
Osmanon, Deb – Student Services Dean.....	2844
Pagenkemper, Dr. Karl – Grad Program Admin.....	2851
Pruitt, Chris – Enrollment Management Dean	2917
Ramsey, Dr. Rich – Director of Christian Education	2842
Shope, Dr. Ron – Assessment & Institutional Research	2872
Udd, Kris – Registrar	2838
Wulbecker, Mike – Online Learning/PE.....	2985
Zielke, Dr. Greg – Chair of Music Department	2852
Academic Office – Adm. Asst., Joy Fjare	2845
Academic Resource Center (ARC) – Tutors	2874
Accounts Receivable – Vicki Bloom.....	2822
Admissions Office.....	2831
Business Office – Adm. Asst., Deb Smeltzer	2819
Classen Gymnasium – Control Room	2990
College of Continuing Education.....	2846
Distance/Online Learning Office	2988
EXCEL	2826
Facility Services – Harold Eucker, Director	2889
Financial Aid Office.....	2810
Food Service – Dan Johnson.....	2882
Grewcock Library.....	2893
Tschetter Academic Building	
Monday - Thursday • 7:30 am - 10:00 pm	
Friday • 7:30 am - 5:00 pm	
Saturday • 10:00 am - 5:30 pm	
Sunday • 5:00 - 10:00 pm	
GWO Office.....	gwo@graceu.edu

Health Office – Cindy Costello, R.N.....	2871
Monday - Friday • 10:00 am - 2:45 pm (Rieger 2)	
Dr. appointments must be prescheduled.	
Housekeeping – Lydia Hebert.....	2860
Human Resources – Steve Wiemeyer.....	2820
Independent Studies – Aileen Hennings.....	2850
IT HELPDESK	2904
Monday - Friday • 8:00 am - 8:00 pm	
KGUR Student Radio Station.....	2895
Marketing – John Hundahl	2952
Planned Giving – Mel Friesen	2877
President's Office – Adm. Asst., Joanne Fast.....	2809
Resident Assistant On-Call	312-7326
SBA Office	sba@graceu.edu
Schmidt Hall Entrance	8301
SECURITY.....	312-8972 or 2830 from a campus phone
Stanford Hall Entrance	5001
Student Development Office (SDO) – Kathryn Ones	2923
Administration Building 164 - East Wing	
Monday - Friday • 8:00 am - 5:00 pm	
Closed for lunch • 12:00 - 1:00 pm	
SDO@GraceU.edu	
Student Mail Center (CSC) – Janice Dahlquist	2823

WHERE TO GO WITH QUESTIONS REGARDING...

Adding or dropping a course	Your advisor	
Address change	IQ Web – www.iqweb.graceu.edu	
Billing/student account	Accounts Receivable	2822
Books and supplies	GU Website, "Online Bookstore"	
Campus Security		402-312-8972 or 2830
Catalog	Registrar	2838
Check cashing	Accounts Receivable	2822
CLEP, Challenge Exams	Academic Office Adm. Asst.	4845
Commuter services	Student Development	2923
Computer issues	IT Helpdesk	2904
Counseling for GU students	counselingcenter@graceu.edu	
Disability accommodations	Academic Resource Center	2926
Dorm phone	IT Helpdesk	2904
Emergency, on-campus	Campus Security	2830
Employment, on-campus	Steve Wiemeyer	2820
Employment, off-campus	GU Website, "Grace Career Services"	
FAX use	Information Services	2904
Grace LIFE announcements	Student Development	2923
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Grades	Your advisor	
Graduation requirements	Registrar	2838
Grants, scholarships, loans	Financial Aid Office	2810
Health services	Health Office	2871
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ID cards	Student Development	2923
Illness	Health Office	2871

Keys, room	Student Development	2923
Lost and found	Information Services	2904
Mailboxes	Student Mail Center	2823
Maintenance needs	Your RA	
Married student housing	Deb Smeltzer	2819
Meal plan	Student Development	2923
Parents association (GUPA)	President's Office	2809
Posting on campus	Student Development	2923
Privacy rights	Registrar	2838
Registration	Your Advisor	
Reserving a room	See p 26 of this handbook	
Servant Leadership Training (SLT)	Registrar	2838
<i>Student Handbook</i>	Student Development	2923
Transcripts	Registrar	2838
Tutoring	Academic Resource Center	2926
Vehicle citations	Facility Services Director	2889
Vehicle registration/parking	Student Development	2923
Vending machine refund	Accounts Receivable	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 |
| 3 - Rieger Hall
-Health Office | -Duerksen Dining Commons
-Donovan Glanzer Strength Training Center |
| 4 - Stanford Hall
-Dirks Lounge | 9 - Tschetter Academic Building & Grewcock Library |
| 5 - Lion's Den | 10 - Suckau Chapel |
| 6 - Facility Services | 11 - Sand Volleyball Court |
| | P - Parking Lots |

A MESSAGE FROM THE STUDENT DEANS

Welcome to Grace University! Whether you are new or have been here for four years already, you are part of a wonderful community! While you are here at Grace, we hope you make life-long friendships based on your mutual faith in Jesus Christ. We want this to be an environment where you grow and thrive.

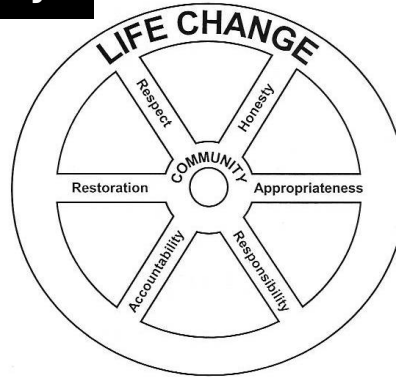
We often ask students what they like best about Grace University. The overwhelming answer is always the Christian atmosphere and the feeling of community that they experience on campus. One student wrote, "The first day I set foot on campus, I knew I was at my new home."

This handbook tries to outline the guidelines to help you maximize your success at Grace University. We have an open door policy for our offices. If you ever want to discuss anything in the handbook or any other matter, please meet with us.

Have a great year!
Jon McNeel and Marilyn Amstutz

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.

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.
- Students are not allowed to play video games in the computer labs.
- The University computer system is provided primarily for educational use. Programs that require excessive bandwidth may be blocked or limited at the discretion of the University.

TELEVISION & MOVIES

- 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.
- X-rated, *NC-17* and unrated movies are prohibited.
- RAs are to use their discretion as to what movies and television programs are appropriate or inappropriate to watch on their hall.
- **Only** movies with a rating of *G*, *PG* or *PG-13* may be watched on campus.
- Off campus, *R* and *PG-13* rated movies should be viewed with discernment.
- Computers are not to be used to watch illegal downloads of any copyrighted material.
- Movies and TV programming may be watched in individual rooms with the door open.

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.

COMPUTER USE

The unauthorized downloading or distribution of copyrighted materials (including but not limited to software programs, movies, television shows, or music) is illegal and may result in criminal or civil penalties. It may also result in disciplinary actions as outlined in the Community Standards section of this handbook. It can be difficult to tell what web sites are offering legal downloads from those that offer illegal downloads. A suggested list of legal sites is offered at <http://www.educause.edu/legalcontent>. A summary of possible civil and/or criminal penalties for unauthorized downloading or distribution of copyrighted materials may be found at <http://www.educause.edu/resources/browse/hea/34600>.

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. Although it is not the University’s policy to regularly monitor these sites it is the University’s prerogative to review them at its discretion. 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 on ADM 4th floor.

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 dancing is permitted on campus or at Grace-sponsored activities without prior written consent from the student deans.

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.

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 Student Development

Office (SDO) has the 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)

- going shirtless or wearing shirts slit down the side (except when participating in intercollegiate sports activities)
- 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
- leggings worn without a skirt-length covering (see above)
- shorts with less than a 4" in-seam or which are not of fingertip length
- bare midriffs
- exposed undergarments (including sports-bras)
- sleep wear
- low-cut pants (should be worn on or above the hips)
- writing on the seat of pants

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
- sitting on or lying across 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) errs on the side of sensitivity toward others, and (3) protects the testimony of the University which 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. SDO 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, is at minimum placed on University Probation and may be subject to a Judiciary Hearing (see pp 22-23).

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. Support groups and counseling are available. Contact counselingcenter@graceu.edu.

VOLUNTARY CONFESSION

The University believes that confession is a significant first step in gaining victory over one's sin. Voluntary confession to an RA, Student Dean or faculty member is viewed positively by the SDO 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 could also include teasing, bullying or making fun of a person in any form. This type of conduct is contrary to the values of the University 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 (SDO 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 SDO.
- 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 SDO 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 Dean.

The aggrieved student may choose to file with the appropriate supervisor or dean 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, (2) is causing significant damage to property, (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 SDO, 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

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

- 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
- 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.

OTHER DRUGS & TOBACCO

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

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.

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).

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.

COMMUNITY STANDARDS VIOLATIONS

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.

Value #6

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

LEVEL-ONE VIOLATIONS

- *Level-One Violations* are the lowest level of student non-compliance and are written up by the RA's for minor violations such as, but not limited to:
 - curfew violation (one violation per ½ hour)
 - repeated dress code violation
 - repeated failure to notify RA of overnight guests
 - throwing food in the Dining Commons
 - cursing or swearing

- 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
- giving backrubs to those of the opposite sex in public areas
- sunbathing on campus property
- any other repeated violation of University standards or policies prohibited in the *University Catalog* or *Student Handbook*.
- After a student's *Level-One Violation*, his/her RA initiates discussion regarding attitudes and actions related to apparent insubordination.
- Upon the issuance of a fourth *Level-One Violation*, the gender-specific Student Dean meets with the student for accountability and for communication of possible future consequences.
- After a student's fourth *Level-One Violation* each subsequent violation will, at minimum, result in (1) a \$50 fine, and (2) a series of meetings with either his/her Student Dean or RA.

Level-Two Violations

- Level-Two Violations result in a University Warning Letter from the Student Deans in consultation with an RA or other source for violations such as, but not limited to:
 - engaging in inappropriate physical contact in public
 - violating entertainment/media policy
 - inappropriate use of Internet
 - viewing pornography
 - damaging, destroying or defacing of University property
 - throwing items out of windows or placing anything on the window ledge
 - propping doors open or opening doors for someone after curfew
 - using a Blue Card dishonestly
 - using a key card dishonestly
 - being in, or having a guest 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

- Students who receive a University Warning Letter are (1) counseled by their Student Dean, and (2) notified about future consequences for persistent inappropriate behavior including the possibility of being called before a Student/Faculty Judiciary Committee (SFJC).
- Faculty overseeing extra-curricular activities of these students (coaches, music directors, ect.) receive a copy of the Student Dean's correspondence with the student.

LEVEL-THREE VIOLATIONS

- Depending upon circumstances surrounding the violation and/or the apparent heart attitude of the Level-Three violator, students are placed on University Probation and may be required to appear before a SFJC.
- University Probation and Judiciary hearings are pursued for severe violations such as, but not limited to:
 - 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
 - using fireworks (fireworks are illegal in Omaha)
 - 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
- *Level-Three Violations* are given 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 a first time, failure to modify one's behavior and/or fully comply with the probationary conditions laid out by the SFJC or Student Deans, positions that student for possible suspension or dismissal from the University (see p 23).

UNIVERSITY PROBATION

Every probationary-level violation of community standards results in a disciplinary response in keeping with the violation. The response 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 their 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 an 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 represent the University in activities such as sports, musical groups and 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 SFJC Hearing scheduled by the SDO and possible suspension from the University for a minimum of the remainder of the semester.

COMPLETION OF PROBATION

- Eight consecutive weeks without a community standards violation 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:
 - The student is assigned additional community service.
 - The student is subject to:
 - Another 8-week probationary period.
 - A SFJC Hearing scheduled by the SDO 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 (SFJC) consists of up to three students, selected by the SDO 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 Dean. The Student Services Dean will oversee 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 Student Services Dean presents the facts.
- The student's response(s) to prior consequences is/are read.
- The student is allowed to speak.
- The SFJC can ask questions.
- The SFJC can ask the student's input regarding discipline.
- The confronted student is dismissed.
- The SFJC, 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.

SUSPENSION & DISMISSAL

Students may be either "**Suspended**" or "**Dismissed**" for a period of time determined by either the SFJC or the SDO executive staff. Depending upon the nature of the violation, "**Suspended**" students are barred from attending classes for the duration of their suspension (which may be for the rest of the semester) and may be required to serve their suspension in non-University housing. "**Dismissed**" students are removed immediately from the University and may not apply for

readmission until s/he has sat out for at least one full semester and has complied with any conditions for readmission as outlined by either the SFJC or the SDO executive staff. Should the discipline involve moving off campus the student is normally given 48 hours from verbal notification of either suspension or dismissal to move out of University housing. Students who appeal (see *Disciplinary Appeals* below) should plan on being moved out of University housing within 48 hours of submitting their disciplinary appeal, unless their appeal is granted. The SDO executive staff or the SFJC have the right to bar students immediately from University housing if the safety or well-being of resident students is in any way compromised.

- 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 SFJC 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 unless an appeal is made. Withdrawn students receive a 'W'.

DISCIPLINARY APPEALS

A student may submit a written appeal to the Academic Dean within 48 hours of receiving verbal notification of his/her suspension or dismissal. The Appeals Committee consists of the Academic Dean, the Student Services Dean 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 SFJC 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 SFJC'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 an unmarried 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.

VICTIM'S RIGHTS

Grace University is required, upon written request, to disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

Services

UNIVERSITY OFFICE & BUILDING HOURS

Most University office hours are 8 am - 5 pm, M-F, unless otherwise noted in the campus directory (see pp 3-4). University Lounges, Teacher Ed. Computer Lab and Admin. Practice Rooms are available for use until curfew each night. Therefore, hours for use are:

- Sunday – Thursday5 am – 12 am
- Friday5 am – 2 am (Sat.)
- Saturday5 am – 1 am (Sun.)

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 a *Level One Violation* (see p 19).

Failure to provide *responsible* stewardship for the residence 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 by filling out the Room Reservation form (log in at www.graceu.edu, click on ‘forms’ under ‘University Links’, select ‘Room Reservation’ under ‘Facilities & Grounds’).
- Any student in a room that was not properly reserved will be asked to leave by security.

LIBRARY

The Grewcock Library is a resource for Grace University students as well as the surrounding community. Materials can be

borrowed with a student ID card. See the *Campus Directory* for hours. **Special hours during breaks will be posted in the Grewcock Library.**

MATERIALS AVAILABLE FOR LOAN

- General collection books: 28 days
 - Audiovisual materials: 14 days
 - Reserve materials: 2 hours or as designated by the Professor
- Periodicals and Reference materials must remain in the library.**

FEEES

- \$0.10/ day/ item: Overdue books and audiovisual materials
 - \$1/ day/ item: Overdue reserve and interlibrary loan materials
 - \$1/ item: Interlibrary loan request
- A replacement fee of \$15 plus the current cost of the materials will be charged for lost or badly damaged library materials. Replacement copies will not be accepted in lieu of this fee.

SERVICES

- Books and periodical articles may be obtained from other libraries via Interlibrary Loan (ILL) for a fee of \$1 per request. An ILL form is available at the library desk. Requests can be submitted online using FirstSearch's Worldcat or ArticleFirst database, or by email to bbrick@graceu.edu.
- Articles from EBSCOhost, Wilson Web and other online databases and web pages may be printed out in the library (or, in some cases, emailed to yourself).
- To access the Grewcock Library's online catalog and full-text periodical articles in the EBSCOhost and Wilson Web online databases, use the following web addresses:
 - <http://www.graceuniversity.edu/academics/library/> on campus
 - <http://sharepoint.graceu.edu/library/> off campus with GraceNET ID
- DVD and VHS players are available for use in the library.

STUDENT FINANCIAL ACCOUNTS

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 this obligation to 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 financial aid including scholarships, 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.

CREDIT BALANCE REFUNDS

Institutional Scholarships and Grants:

Grace University institutional scholarships and grants will be applied to the student's account when the semester is 60% complete. This traditionally falls in late October for Fall semester and late March for Spring semester. The student may ask for a refund after the funds have been applied by filling out an online refund request form. The student is eligible for a refund if the payments, loans, scholarships and grants for the semester are more than the charges for the current semester plus any previous unpaid balance.

Federal Loans and Grants:

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).

Refund Requests:

The Refund Request form can be found at <https://gracu.wufoo.com/forms/refund-request/>. After submitting the form, a student will receive an email reply noting the date the refund check will be available.

Advances on Scholarship Monies:

There are no advances on scholarship monies. This is due to the fact that Grace University aid is not applied to a student's account until after the semester is 60% complete. In circumstances of extreme need, a student may appeal this policy by emailing gufinaid@graceu.edu and stating why an advance is critical. A committee will then review the request and notify the student of the decision.

WITHDRAWAL OR CLASS DROP 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 2010

On or before August 25.....	100%
Through September 1.....	75%
Through September 8.....	50%
Through September 15.....	25%
From September 16.....	0%

Spring 2011 Term One

On or before January 3.....	100%
Through January 4.....	75%
Through January 5.....	50%
Through January 9.....	25%
From January 10.....	0%

Spring 2011 Term Two

On or before January 25.....	100%
Through February 1.....	75%
Through February 8.....	50%
Through February 15.....	25%
From February 16.....	0%

Summer 2011

On or before 1 st day of each session (May 16, 31 and June 13)....	100%
On the 2 nd day of each session (May 17, June 1 and 14).....	75%
On the 3 rd day of each session (May 18, June 2 and 15).....	50%
On the 4 th day of each session (May 19, June 3 and 16).....	25%
After the 4 th day of each session.....	0%

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

Students withdrawing before 60% of the semester will usually end up owing a balance to 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.

MONTHLY PAYMENT PLAN

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, 2011, so a ten-month plan would begin July 1, 2010, and an eleven-month plan would begin June 1, 2010. It is the student's responsibility to ensure that the payment plan amount is adequate to pay expenses in full by April 1, 2011.

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.

POLICIES FOR STUDENTS WITH A BALANCE DUE

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:

- The student will receive a letter requesting payment within 21 days from the date of the letter.
- If payment in full is not received within 21 days, the student will receive a second letter. 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 and a collection agency.
- 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.

PAST DUE BALANCE COLLECTION PROCESS

Payment for the term is due in full during the first week of the term. Students who are 30 days late in paying their bill will be subject to the following procedures which Grace University will implement to receive payment:

- First, students will be placed on a "Balance Due" stop and issued a late charge of \$20+1% of the balance due per month (Balances covered by TMS, loans and federal grants will also incur late charges if TMS is cancelled or loan paperwork is not completed). The Balance Due stop will prevent a student from registering for classes or getting grades and transcripts.
- Second, if payment arrangements have still not been made, the student will be placed on a "Technology" stop. The Technology stop will disable a student's Active Directory account which will prevent them from logging on to any Grace-owned computer. It will also prevent access to any course home page, IQWeb or the student's Grace email account.
- The final step will be that students and former students who do not pay their bill within the allotted time will be subject to collection procedures by an outside collection agency. This will have an adverse effect on their credit. Questions about this process should be directed to the business office.

FINANCIAL AID POLICIES

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 grants can be received.

ACADEMIC ELIGIBILITY TO RECEIVE FINANCIAL AID

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 Dean.
- 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 by the committee to the Academic Dean for the reinstatement of the student 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 grad point average is based on classes taken at Grace.

DISBURSEMENT PROCEDURES FOR FEDERAL FINANCIAL AID

Pell Grant:

This grant is applied to the student's account at the beginning of each semester.

Stafford and PLUS Loans:

The loans are given in two disbursements within the loan period. Notices are placed in the student's mailbox 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 Business office. Students have 15 days to endorse the check from the time the University receives the check. Failure to endorse the check in this time period results in the check being returned to the lender.

INFORMATION SERVICES CENTER

Located on the first floor of the Administration Building, the Information Services Center (ISC) Helpdesk provides a centralized location for help with campus technology accounts, software questions, student packages, and more, computer and telephone services in the residence halls and more. If you have questions or need assistance with anything relating to these services please contact the ISC Helpdesk at 449-2904. Please

remember that computer and telephone use in residence hall rooms is governed by the GraceNET acceptable use policy (see p 35).

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 ISC.
- Any questions regarding the Student Mail Center should be directed to the ISC Helpdesk in the Administration Building (449-2904).

GRACENET ID

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.

- 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!*

The GraceNET ID allows students to access the following services:

- **E-Mail** – E-mail via Microsoft Outlook in the computer labs or Outlook Web Access on the web.
- **Storage** – A networked file storage system. Your documents can be protected and accessible from anywhere in the world.
- **Campus Networks** – Logging into computers on campus or utilizing any University wireless networks requires the use of GraceNET ID credentials.
- **IQ Web** – This service uses an account separate from the GraceNet ID and will be used to register for class and check grades.

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 Information Services Center 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 members of the Grace University community of faculty, staff, and students may be granted on an individual basis upon written request to the Information Services Center.

COMPUTER LABS

Open-access computers are available for students, faculty and staff. Check with the ISC Helpdesk for hours of operation, holiday hours (during fall/spring break, and between semesters), as well as available software and hardware. The Computer Labs in ADM and STH are open until curfew each night. The Computers in the Library are accessible based on Library hours.

Computer Labs are located in:

Stanford Hall STH 214
 Teacher Education ADM 202
 Grewcock Library TAB 1st Floor

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.

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 Chapel Sound Request form accessed through Sharepoint.

HEALTH SERVICES

HEALTH OFFICE

The Student Health Office (Rieger 2) is open Monday through Friday from 10:00 am to 2:45 pm. Regular office hours are held while there are students on campus. The office is closed 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 and student athletes are required to have health insurance coverage from a U.S. provider.

FOOD SERVICE

MEAL PLAN

The Dining Commons provides 20 meals per week (3 meals each day Mon.-Sat., breakfast and noon meal on Sunday). Students living in University Residence Halls must sign up for one of the five meal plans provided. 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	\$4.75	\$2.15
Lunch	\$5.50	\$2.50
Dinner.....	\$6.25	\$2.90
Steak Night/Specials...	\$6.75	\$3.15

- Children 2 years of age and under eat free
- Tax is included in the prices above
- Prices are subject to change

Policies

CAMPUS SECURITY

Grace Campus Security exists to help maintain the safest possible environment for the Grace University community. Campus Security is composed of University personnel and officers from an outside security service. Campus Security provides an on campus presence designed to observe and report potential security issues. Security personnel work closely with the 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 University Administration and/or the police.

THEY DO NOT FUNCTION AS POLICE.

Personnel from Campus Security are on duty 24 hours a day and may be contacted by calling 402-312-8972 (or 2830 from any campus phone).

Security Tips:

- 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 or contact Campus Security to gain access.
- Suspicious-looking individuals within six blocks of campus should be reported immediately to Campus Security (312-8972) or the RA-On-Call (312-7326).
- Students, especially females, should not walk alone after dark. Please contact Campus Security at 312-8972 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.

MISSING PERSONS

If a student living on campus suspects that an on-campus person is missing, that student reports the information to the RA. The RA immediately calls Security and then the SDO. Security files a missing person report.

If Campus Security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they will (1) notify the individual identified by the student to be contacted in this circumstance, (2) notify a parent or guardian if the student is under eighteen years of age, and (3) notify appropriate law enforcement officials.

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 \$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, City of Omaha tornado sirens will sound. 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 subject to disciplinary action up to and including suspension.

UNIVERSITY VEHICLE REGULATIONS

Grace 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 in the Burkholder Building 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 through the SDO.**

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. Student parking permits are issued at no charge.

To register a vehicle, present the following information:

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

Temporary parking passes can be obtained from the SDO or Campus Security on an as-needed basis for short-term parking situations. Overnight visitors should also obtain a temporary parking permit.

FACULTY/STAFF PARKING

The faculty/staff parking areas are reserved for faculty/staff permits only from 7 am to 3 pm. Students are allowed to park in the faculty/staff lot between 3 pm and 7 am. Whenever new snow is accumulating, the faculty/staff parking lot will be off-limits to students between the hours of midnight and 7 am in order to facilitate snow removal. The student restrictions related to faculty/staff parking areas are year-round (including all vacations and breaks). Violators will be ticketed and/or towed.

PARKING GUIDELINES

Student parking permits are issued at no charge and allow students to park in the faculty/staff lot from 3 pm to 8 am.

- 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.

- 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 and towed.
- Handicapped parking is not to be used as a "loading zone" unless the vehicle is 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.

BLOCKING THE DRIVEWAYS AND SIDEWALKS OF OUR NEIGHBORS IS A POOR WITNESS AND MAY RESULT IN A VEHICLE BEING TICKETED AND/OR TOWED BY THE CITY. STUDENTS ARE ASKED NOT TO PARK IN FRONT OF PRIVATE RESIDENCES ON 9th, WILLIAM, OR WORTHINGTON STREETS.

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 Facility Services (449-2889), within three working days of issuance.

VEHICLE MAINTENANCE & REPAIRS

The large number of cars on our campus translates into many automotive needs (flat tires, dead batteries, cars 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. Grace University has arranged for special prices with Waterman's Auto Center on 10th & Bancroft (341-2220, Open 8 am – 6 pm, M-F).

- 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

Student ID cards are issued and/or updated during check-in at the beginning of the semester. They are used for identification, keyless entrance access, verification of meal plan, Grace LIFE attendance and 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. Malfunctioning cards will be replaced free of charge.

PRINTING & COPYING

Students have access to six university-owned copiers for printing, scanning and making copies. These machines are located in the Library, first floor Admin, second floor Admin, third floor Admin, Teacher Ed Lab, and Stanford 214 Lab. Students are charged a copy/print fee each semester which covers use of all copiers and printers.

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 SDO (449-2923), at least one day in advance. Power-Point announcement requests must be submitted via email at sdo@graceu.edu.

POSTING POLICY

All postings must be approved and stamped by the SDO.

UNIVERSITY ANNOUNCEMENTS

Only University Announcements may be posted on glass doors. Please post on only one door per entrance. Glass door postings must be removed the day after the event.

NON-UNIVERSITY ANNOUNCEMENTS

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

STUDENT EMPLOYMENT

- Campus employment applications are listed on the Grace University Sharepoint site under “Forms”.
- Jobs that are available on campus will be posted on the SDO and Burkholder Center bulletin boards. For more information on any of the jobs posted stop by the Career Center located in the Alford Achievement Center.
- Area job opportunities are posted in the Burkholder Center and at http://www.graceu.edu/student_resources/career_services/.

Academics

CLASS ENTRANCE REQUIREMENTS

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

- Enrolling for class (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, and
- Securing a student ID 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 academic penalty until about the mid-point of the semester (dated the same day as the "zero refund date", see p 29). 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 policies are found in the *Grace University Catalog* online, under *Academic Policies*.

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 Dean. 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.

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:

- Absences are permitted only in cases of extreme emergency.
- All students are subject to the same attendance requirements. No distinction is made between 100 level and 200-400 level courses.
- Students are permitted two emergency absences consisting of two four-hour blocks or one seven-hour block.
- Students who are absent from classes should be prepared to accept additional responsibilities and/or costs to compensate for the missed class time.
- Absences beyond the number referred to above will result in loss of credit.
- 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.
- Any exceptions to the above requirements are ruled on by the Academic Committee of the faculty.

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.

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.

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.

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. Texting is not allowed in Grace LIFE or class.

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. & CONFERENCES

GRACE L.I.F.E.

Grace LIFE (Life Integration For Excellence) 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*.

GRACE L.I.F.E. ATTENDANCE POLICY

The importance of *Grace LIFE* is reflected in the fact that *Grace LIFE* is considered part of the required curriculum for all traditional undergraduate students.

Each semester, students are required to attend 3 *Grace LIFE* sessions for every credit hour taken at Grace up to 15 hours (including I-Studies, Intensives, Online Courses, Directed Studies and Summer/Winter Sessions; excluding Student Teaching hours).

Examples:

3 credit hours at Grace $\times 3 = 9$ required *Grace LIFE*s

10 credit hours at Grace $\times 3 = 30$ required *Grace LIFE*s

15 credit hours at Grace $\times 3 = 45$ required *Grace LIFE*s

**18 credit hours at Grace $\times 3 = 45$ required *Grace LIFE*s
(capped at 15 credit hours)**

At the end of each semester all students must have fulfilled their *Grace LIFE* requirement, or a fine of \$5 per deficiency will be assessed. A student who finishes his/her final semester without successfully fulfilling the *Grace LIFE* attendance requirement may “walk” in the graduation ceremony but does not receive a certificate or diploma until the *Grace LIFE* fine is paid. To keep students on schedule for the successful completion of this curriculum requirement, email updates are sent out every Friday specifying the student’s *Grace LIFE* requirement for the semester, how many sessions the student has attended and an overview of the student’s attendance for the past week. Note that:

- 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.
- Dishonesty (e.g., swiping in and then leaving or swiping in for someone else) may result in the student being placed on University Probation.
- Use of personal electronic devices is not appropriate for *Grace LIFE*.

GRACE L.I.F.E. REQUIREMENT MODIFICATION

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. A student who believes their circumstances would hinder their *Grace LIFE* attendance (due to such things as work schedules, off campus class schedules or other), may petition the Student Development Office for a *Grace LIFE* Attendance Modification. All modifications must be approved through the SDO. Modifications are granted for only one semester at a time, therefore students must re-apply for modifications at the start of each semester. Should a student's modification circumstances change, the SDO is to be informed.

CONFERENCES

All traditional undergraduate students are required to attend the Bible Conference (Fall) and the Conference on Global Engagement (Spring). The specific number of sessions required is set before each conference by the Student Services Dean. 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 SDO before the scheduled conference. All excuses are recorded on self-reporting attendance forms.

GRACE L.I.F.E. & CONFERENCE RECORDINGS

- Recordings of Grace University personnel for personal use (not reproduction or sale) are permitted.
- Recording of guest artists is not permitted
- Recordings of the Bible and World Christian conferences are available through the IT Department.

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 at Grace. Graduation requirements are based on the student completing 8 semesters of SLT or one SLT course for every 15 hours of study as in the case of EXCEL students. Consult the SLT office for more information (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 Dean.

SPECIAL NEEDS

Grace University attempts to meet the individual needs of each student so they have the opportunity to achieve their academic potential. Students with special needs are allowed accommodations (i.e., permission to record lectures or use assistive devices in the classroom). To be entitled to reasonable accommodations under the Americans with Disabilities Amendments Act of 2008, an individual must demonstrate (1) that he/she has a substantial mental or physical limitation to one or more major life activities, (2) that he/she has a record of such impairment, or (3) that he/she is regarded as being so impaired. All requests for accommodation are taken seriously and given consideration before any decisions are made.

- Students requesting special learning accommodations should contact the Director of the Academic Resource Center (ARC) through the Admissions Office to discuss the nature of the need and/or needs to be met. All interaction (both verbal and written) will be documented for the benefit of both the student and the institution.
- All medical certification documents – including professional mental health assessments & prescription medications (if mental health issues are a concern) and Individualized Education Plans (IEPs) – should be presented in advance to prepare the Director of the ARC for the initial conversation.
- After the Director of the ARC has been in contact with the student, he or she will meet with the Student Deans if necessary to determine what accommodations are feasible for the student's situation.
- Faculty members will also be notified of any special needs so as to make accommodations in the classroom.

The University reserves the right to deny any request for special accommodation if the timeliness of the request is not appropriate, if the request would require and elimination of academic requirements essential to the discipline being pursued, or due to lack of personnel and/or resources. For a more detailed explanation, see the online *Grace University Catalog*.

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, or
- operation of its programs and activities.

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 Dean. Other scheduled tests and examinations are 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. English personnel have suggested visiting <http://owl.english.purdue.edu/owl/resource/589/01/> to assist in identifying these issues should there be any misunderstanding as to what plagiarism is. **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.

While some institutions mandate immediate dismissal when such standards are violated, a Grace University 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 p 22) as well as academic penalties.

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 a Resident Assistant or Team Leader.
- To enroll in the camping program at Camp Forest Springs.
- To represent the University in Resonate.

A GPA of 2.0

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

See the *Grace University Catalog* online under *Academic Policies*.

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 and 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 Dean's 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. (By federal guidelines, students completing less than 75% of courses attempted are also at risk for withdrawal of Financial Assistance.)

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 online *Grace 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 (ARC) helps students succeed in college. When time is available, the ARC can assist by reviewing papers a student is planning to submit. The ARC will not allow tutors to re-write weakly written papers, but they can assist a student to write better and more clearly.

The ARC 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, motivation, relationships, etc.). Many challenges can find relief with some assistance, and those on Academic Probation who seek out assistance from the ARC 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:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- 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.
- 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: \$10 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 Academics tab on the Grace University website).

WITHDRAWAL

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

- Personally go to the SDO 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 \$150 housing deposit.

- Personally contact the University Cashier to determine his/her account balance.

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 *Grace University Catalog* online, under *Academic Policies*.

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 REQUIREMENTS

- 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.
- Students who feel there are extenuating circumstances which create an urgent need to live off-campus may appeal to the SDO.
- Some scholarships require Residence Hall housing.
- Single students over the age of 25 must petition the SDO for on-campus housing.
- A \$150 Housing Reservation deposit is assessed to all Residence Hall students at the time of registration and is retained during the student's residency.

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 or less credit hours (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.
- All Residence Halls are closed during Christmas break.
- Refunds for early departure from the Residence Hall are granted according to the Refund Schedule (see p 29).

- Grace University does not permit single male and female persons to live together in the same house or apartment except for brothers and sisters.

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

STANDARDS FOR ON-CAMPUS HOUSING

When entering campus housing a student enters a distinctly unique living situation. S/he becomes a member of a community which will play an important role in his/her life. As a member of the community, s/he is expected to live by certain standards.

While 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 and help protect, preserve and secure the Residence Halls.

PROHIBITED

Living on campus prepares a student for the "real world" where they will be held accountable to a landlord for the condition of a rented facility. To help us maintain quality rooms from year to year and to maintain safety, practicality and decency we **prohibit** the following:

- putting hooks/poking holes in the ceiling
- hanging things from the ceiling or smoke detector
- 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)
- 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)
- 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
- moving University furniture from room to room or to and from storage areas without permission from the SDO (if given permission, the student must return the furniture to its original location when vacating the room in order to avoid a fine)
- keeping food in a room and/or lounge area that is not stored in an airtight container

MAINTENANCE & FINES

Repairs to Residence Hall rooms 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 Housing Reservation deposit.

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. Ceiling tiles and window screens are also 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

Laundry areas and hall restrooms are to be kept clean. Any mess (hair dye, paint, etc.) that takes excessive clean-up by the housekeeping staff will result in a \$25-\$50 fine for each person involved.

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 *Level One Violation*.

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 SDO.
- 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).

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 SDO immediately and a new key will be issued. A \$15 charge is put on the student's account for any lost key.

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 a student is locked out of their room, an extra room key can be checked out at 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

CHECK OUT PROCEDURE

A \$150 Housing Reservation deposit is assessed to all Residence Hall students at the time of registration and is

retained during the student's residency. The deposit mainly covers the following: lost keys, room or property damage and late check-out fines. When a student checks out of University housing at the end of each 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 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 \$150 deposit. The Housing Reservation deposit will be refunded after the student's final semester of living in University housing 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.

Students who are going on a University-sponsored trip, and have obtained permission through the SDO, may leave their belongings in their dorm room until they return.

UNIVERSITY RIGHTS & INFORMATION

- 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.
- Disrespect for RA staff members and Campus Security is subject to disciplinary action.
- All deliveries to University residents should be made to the Information Services Center in the Administration Building.
- Permission to sell products on campus must be cleared with the Business Office.

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. Freshmen who finish their first semester with a cumulative GPA of 2.8 or above and no community standards violations on record will be exempt from curfew their second semester. 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 Student Deans.

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 on Saturday night.

Curfew is enforced through monitoring of key card activity. *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.

One curfew violation is assessed for every 30-minute increment beyond curfew or a portion thereof. 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 gives the student a University Warning, and could result in further disciplinary action.

Propping doors open, opening doors for someone after curfew, or gaining entry through another person's keycard are acts of dishonesty and will be disciplined appropriately.

All public areas on campus are closed during curfew.

During curfew, Stanford 1 & 2 become part of the women's residence hall and Schmidt lounge becomes a part of the men's 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.

- Sunday–Thursday: Signed by the gender-specific Student Dean before 5 pm or by the RA if the student does not have classes the next day.
- Friday & Saturday: 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 a University Warning letter (see, *Level-Two Violations*, p 20). Phoning one's RA (in the event one forgot to secure a Blue Card) will be viewed favorably. 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.

QUIET HOURS

Out of consideration and respect for others, students are asked to be respectful and courteous of those who may be sleeping or studying. In addition:

- After 10 pm no noise in the parking lots or campus grounds.
- 11 pm-6 am Quiet Hours

OFF-CAMPUS STUDENTS

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

HALL ADOPTION

Because Grace University's primary focus is building relationships through community, off-campus students are encouraged to connect with campus life by interacting with students in Residence Halls. Contact the SDO or an RA for further information on how to get involved in the Hall Adoption Program.

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*, pp 7-25).

All Traditional Undergraduate students are held to the standards set forth in this *Student Handbook*.

STUDENT AGREEMENT

I have read the 2010-2011 *Student Handbook* and I agree to live according to the University's community standards.

Name: _____
(please print)

Signature: _____

Date: _____

ON-CAMPUS STUDENTS:

Turn this signed page in to your Resident Assistant

OFF-CAMPUS STUDENTS:

Return this signed page to the Student Development Office