



**STUDENT HANDBOOK:
OF COMMUNITY STANDARDS
2016 • 2017**

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

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CAMPUS DIRECTORY

(From any campus phone only dial the last four digits)

Alford, Dr. Susan - Chair, Teacher Education	402-449-2932
Anderson, Brooke - Office Assistant, Student Development	402-449-2923
Applegarth, Jessica - Female Resident Director	402-449-2927
Backhuus, Troy - Grad/Faculty Counseling	402-449-2930
Banks, Jeff - Dean of Men	402-449-2858
Bauhard, Bill - CEO	402-449-2817
Blakeman, Sherry - Housekeeping Supervisor	402-449-2860
Corti, Dr. Kellie - Chair, Communication Studies	402-449-2839
Crum, Thalia - University Nurse / Nursing Advisor	402-449-2871
Dehmer, Mackenzie – Director, Financial Aid	402-449-2810
Dennert, Peter - Helpdesk Administrator	402-449-2835
Eckman, Dr. James - President Emeritus	402-449-2808
Fast, Joanne - Administrative Assistant, President	402-449-2809
Ferguson, Gary - Maintenance Supervisor	402-449-2859
Fohner, Mary - Office Manager, Facilities	402-449-2889
Franz, Trevor - Marketing Representative Assistant	402-449-2988
Freeman, Colleen - Chair, Psychology	402-449-2950
Friesen, Mel - Planned Giving	402-490-4795
Gerhard-Burnham, Beth - Faculty, Counseling	402-449-2847
Hamze, Ali – Director, Pioneer Food Service	402-449-2882
Hennings, Aileen - ADC Program Support Manager	402-449-2850
Holmes, Dr. John - Interim President	402-449-2873
Huff, Chaia – Assistant SDI/Women's Head Basketball Coach ..	402-449-2906
James, Jeff - Faculty, Music	402-449-2853
Johnson, Terry - Director, Servant Leadership Training	402-449-2843
Kahl, Tim - Teacher Ed Project Coordinator	402-449-2834
Kleinwort, Seth - Male Resident Director	402-449-2926
Linder, Dr. Mark - Chair, Biblical Studies / Chapel Coordinator	402-449-2856
Locke, Rich – Women's Head Soccer Coach	402-449-2836
Lundgren, Dr. Michelle - Faculty, Teacher Education	402-449-2929
Moore, Courtney - Volleyball Coach / Assist. ARC Director	402-449-2812
Oegema, Nick - SDO Office Manager	402-449-2923
Osborne, Paul - Men's Head Soccer Coach	402-449-2907
Osmanson, Deb - Assistant Vice President, Administration	402-449-2844
Padin, Dr. Joel - Chair, Business & Technology	402-449-2829
Pagenkemper, Dr. Karl - Vice President, Academics Affairs	402-449-2851
Peterson, Gary - Chair, English	402-449-2913
Pruitt, Chris - VP, Enrollment Services	402-449-2917
Ramsey, Dr. Richard - Director, Christian Education	402-449-2842
Roche, Tom - Executive Vice-President	402-449-2877
Rodriguez, Anita - Director, Finance	402-449-2821
Rye, Dr .Tara - Dean of Women	402-449-2849
Santoro, Jim - Dean, Professional & Graduate Studies	402-449-2910
Schmidt, Dr. Mike - Chair, Intercultural Studies	402-449-2848
Smeltzer, Deb - Accounts Payable / Administrative Assistant to the Executive Vice President	402-449-2819
Smith, Roy - Database Administrator	402-449-2914
Smith, Tiffany - Director, Athletic Administration	402-449-2888
Smith, Trevor - Admissions Counselor	402-449-2916
Thapa, Min - Network Administrator	402-449-2954
Udd, Dr. Kris - Registrar	402-449-2838

Vermooten, Dr. Linda - Chair, Counseling Program	402-449-2912
Vestal, Corey - Athletic Trainer	402-449-2807
Walter, Kathy - Director, Ambassador Music Program	402-449-2922
/ Administrative Assistant Teacher Ed.....	402-449-2947
/ Library Assistant	402-449-2893
Wendt, Eric - Marketing Representative.....	402-449-2827
Williams, Willie - Faculty, Physical Education / ARC Director	402-449-2824
Wulbecker, Mike - Director, Online Learning /	
Physical Education	402-449-2985
Zielke, Dr. Greg - Chair, Music Department	402-449-2852

Offices:

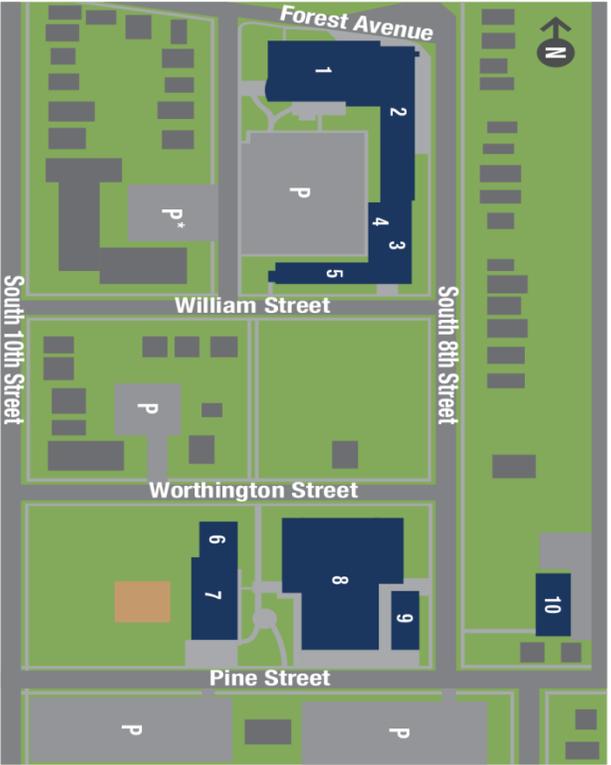
Academic Resource Center (ARC) - Tutors	402-449-2879
Accounts Receivable – Anita Rodriguez	402-449-2821
Mary Fohner	402-449-2889
Admissions Office.....	402-449-2831
Business Office - Deb Smeltzer	402-449-2819
Classen Gymnasium - Control Room.....	402-449-2990
Distance/Online Learning Office	402-449-2985
Adult Degree Completion (ADC).....	402-449-2826
Facility Services/Housekeeping - Mary Fohner	402-449-2980
Financial Aid Office - Mackenzie Dehmer	402-449-2810
Pioneer Food Services – Ali Hamaze.....	402-449-2882
Grewcock Library.....	402-449-2893
Tschetter Academic Building	
Monday - Thursday • 7:30 am - 10:00 pm	
Friday • 7:30 am - 6:30 pm	
Saturday • 1:00 pm - 5:00 pm	
Sunday • 6:00pm - 10:30pm	
(Subject to change. See weekly posting online at	
http://bellul.ent.sirsi.net/client/grace)	
Health Office – Thalia Crum, R.N.....	402-449-2871
Monday - Friday • 9:00 am – 2:00 pm (or by appointment - Rieger 2)	
Human Resources – Deb Osmanson.....	402-449-2844
IT Helpdesk	402-449-2904
Marketing.....	402-449-2952
Planned Giving – Anita Farwell	402-449-2877
President’s Office – Joanne Fast	402-449-2809
Resident Assistant On-Call.....	402-312-7326
Resident Directors	402-449-2927
Male: Seth Kleinwort	
Female: Jessica Applegarth	
SBA Office.....	sba@graceu.edu
SECURITY	402-312-8972 or 2830 from a campus phone
Student Development Office (SDO) – Nick Oegema	402-449-2923
Administration Building 164 - East Wing	
SDO@GraceU.edu	

WHERE TO GO WITH QUESTIONS REGARDING...

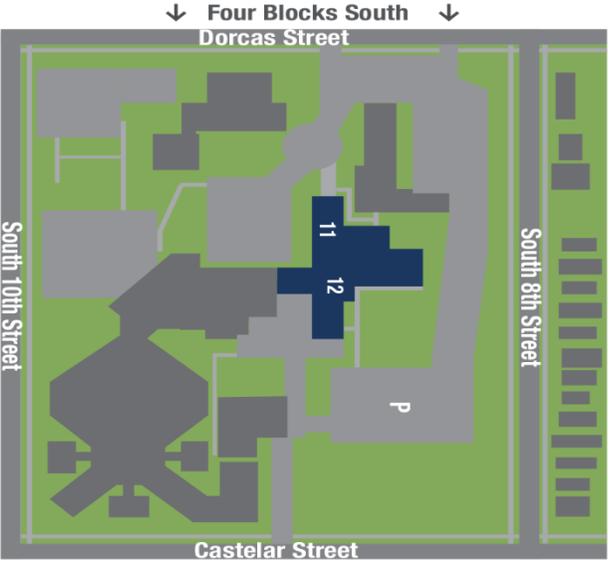
Adding or dropping a course	Your academic advisor	
Address change	Self Service	
Billing/student account	Accounts Receivable	402-449-2821
Campus Security	YALE	402-312-8972
Academic Catalog	Registrar	402-449-2838
Check cashing	Accounts Receivable	402-449-2821
CLEP, Challenge Exams	Academic Office Adm. Asst.	402-449-2845
Commuter services	Student Development	402-449-2923
Computer issues	IT Helpdesk	402-449-2904
Counseling for GU students	counselingcenter@graceu.edu	
Disability accommodations	Student Development Office	402-449-2923
Emergency, on-campus	Campus Security	402-312-8972
Employment, on-campus	Deb Osmanson	402-449-2844
Employment, off-campus	Job Board (next to the student mailboxes)	
FAX use	IT Helpdesk	402-449-2904
Grace LIFE slide announcements	Student Development	402-449-2923
Grace LIFE verbal announcements	Dr. Mark Linder	402-449-2856
Grace LIFE attendance	Student Development	402-449-2923
Grades	Your Academic Advisor	
Graduation requirements	Registrar	402-449-2838
Grants, scholarships, loans	Financial Aid Office	402-449-2810
Health services	Health Office (Rieger 2)	402-449-2871
Housing	Student Development	402-449-2923
ID cards	Student Development	402-449-2923
Illness	Health Office	402-449-2871
Keys, room	Student Development	402-449-2923
Lost and found	Information Services	402-449-2904
Mailboxes	Student Mail Center	402-449-2823
Maintenance needs	Your Resident Assistant	
Married student housing	Deb Smeltzer	402-449-2819
Meal plan	Student Development	402-449-2923
Parents association (GUPA)	President's Office	402-449-2809
Postings on campus	Student Development	402-449-2923
Privacy rights	Registrar	402-449-2838
Registration	Your academic Advisor	
Reserving a room	Mary Fohner	
Servant Leadership Training (SLT)	Terry Johnson	402-449-2843
<i>Student Handbook</i>	Student Development	402-449-2923
Transcripts	Registrar	402-449-2838
Tutoring	Academic Resource Center	402-449-2926
Vehicle citations	Student Development	402-449-2923
Vehicle registration/parking	Student Development	402-449-2923
Vending machine refund/service	Deb Smeltzer	402-449-2819
Withdrawal from Grace	Student Development	402-449-2923

Campus Map

Main Campus



South Campus



* Parking available for night classes only

- 1 Administration Building**
 - Main Entrance 1311 S 9th St.
 - Loading Dock 811 Forest Ave.
 - Dormitory 4th Floor
- 2 Hander Hall**
 - Dormitory 1316 S 9th St.
 - Married Student Housing 1316 S 8th St.
- 3 Rieger Hall**
 - Health Office & Dormitory ... 804 William St.
- 4 Lion's Den**
- 5 Stanford Hall**
 - Dirks' Lounge/Grace Escape Theater/Dormitory 1335 S 9th St.
- 6 Tschetter Academic Building**
 - Grewcock Library 823 Worthington St.
- 7 Suckau Chapel** 840 Pine St.
- 8 Burkholder Center**
 - Jim Classen Gymnasium 810 Pine St.
 - Glanzer Training Center 1st Floor
 - ARC/Security Center/Lobby 2nd Floor
 - Duerksen Dining Commons 3rd Floor
- 9 Schmidt Hall**
 - Dormitory 802 Pine St.
- 10 Facilities & Grounds** 1509 S 9th St.
- 11 College of Graduate Studies**
 - North Entrance 825 Dorcas St.
- 12 Counseling Center**
 - Southwest Entrance ... 825 Dorcas St.

MEET THE STUDENT DEVELOPMENT OFFICE



Hi! I am Tara Rye, your Dean of Women! I love serving our LORD at Grace because I get to serve you. My office always has coffee, tea and chocolate so come on in. In order to relax, I love to draw zentangle art and take long naps. Beware, I am known for taking copious photos and posting about the peeps on campus so you might find yourself on my Facebook page a time or two. I am passionate about the Word of God, praying, and living life on life as we walk together growing in Jesus. It is my desire that every encounter be joy filled and Christ centered. I am accidentally funny so just listen and see how you can add a "Taraism" to the collection that students are amassing against me!



I am Jeff Banks. As the Dean of Men, I oversee the personal, social and spiritual development of the men on campus. It's a privilege to encourage and equip students to know Jesus and serve Him Well! I enjoy dating my wife Dana, hanging out in bookstores, eating steak burritos, listening to music, and watching sports.



I am Jessica Applegarth. I graduated from Grace University a few years ago and decided to stay on as the women's RD. I have a passion for mentoring the women on campus with a special focus on making sure no one kills each other after the deans go home. I am also a bit crazy, but thankfully that is far from a liability around here.



I am Seth Kleinwort. As the Male Resident Director, I directly oversee the discipleship and mentoring of the male TL's on campus. I also will be available for campus life emergencies after office hours as one of the night-time On-Call residents. I love food, becoming bald, listening to music, and hanging out with people!



I am Nick Oegema. As the Student Development Office Manager, I oversee a great variety of things including parking permits, campus housing, chapel attendance, keycards, dorm room keys, etc. as well as providing administrative support for the Deans, RD's, and RA's. Odds are good you'll pass through my office at least once every semester. I graduated from here in December of 2015 and formerly served as the guy's RD for 2 years and would like to think that knowing the student perspective (as a grace Alumni) makes me better at my job.



I am Brooke Anderson. As the SDO Student Assistant, I make keycards and handle all things chapel related (recording attendance, reading those wonderful chapel summaries when students forget to scan in, and charging fines at the end of the semester). I do all things SDO; like sending emails to remind students of all the things they have left to do before the semester comes to a close. I like Swedish fish, singing in the shower, reading children's books (for *teaching!*), and odd numbers!

A MESSAGE FROM THE DEANS

Welcome to Grace University! Whether you are new or have been here for a while, you are part of a unique spiritual community. While you are here at Grace, we know that you will make life-long Christ-centered friendships. We want this to be an environment where you experience lasting life-change.

We often ask students what they like best about Grace University. The overwhelming answer is the Christian 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 sets forth guidelines that will help you flourish spiritually at Grace. We have an open door policy for our offices. If you ever want to discuss anything in this handbook, or any other matter related to community life, please come see us.

Jeff Banks, Dean of Men and Dr. Tara Rye, Dean of Women

Living Within Community

SEVEN VALUES PRODUCE LIFE CHANGE

- Community
- Respect
- Honesty
- Appropriateness
- Responsibility
- Accountability
- Restoration

Core Value

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

Since Christian formation must involve fellowship with other believers, Grace University strives to be a community of believers who are **intentionally relational**.

OVERARCHING EXPECTATIONS

Core Value

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. Therefore, the University has established reasonable, clear and enforceable community standards which are a blend of liberties and boundaries 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, boundaries 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 will foster a healthy community 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 to consider the following questions when making God-glorifying choices.

God's Word: Will this choice violate the revealed Word 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 strives to support and serve the local church. Students are encouraged to regularly attend a local church.

ENTERTAINMENT

Grace University encourages students to avoid any type of entertainment that would compromise their relationship with God. Discretion is necessary both publically and privately when viewing any type of entertainment.

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.
- M rated video games are prohibited or must be approved at the discretion of the RA.
- Students are prohibited to play video games in the computer labs.

THE GRACE ESCAPE THEATER

- The theater may only be used with prior permission.
- A date and time must be requested from the AVP of Facilities office at least three (3) business days in advance.
- No video games may be played in the theater.
- The theater is for groups only. Lounges are available for students wanting to watch a movie with one or two friends.
- No settings are to be changed or equipment unplugged. Authorized personnel will be appointed to set up and close down the theater before and after use.
- Grace University reserves the right to refuse use to anyone abusing the equipment, not cleaning up after their event, or not abiding by Grace University policies and codes of conduct.

TELEVISION & MOVIES

- RAs are to use 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.

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 & WI-FI USE

The unauthorized downloading, distribution, or use 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. For this reason, to maintain accountability, students are not permitted to have personal wireless routers.

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>.

The copyright law and possible civil and/or criminal penalties for unauthorized downloading, distribution, or use of copyrighted materials may be found at <http://www.copyright.gov/title17/92chap5.html>.

INTERNET SITES

All postings on sites such as *Twitter*, *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, or viewing of material, that violates the University's community standards (e.g., modesty, language, behavior) will be written up like any other violation (see pg.22).

GAMBLING

Students are prohibited from gambling. Because on-line gambling is a major problem on college campuses, students are (1) to avoid such Internet sites, (2) to initiate some kind of accountability in this area, and (3) to seek help.

MUSIC

- Living in community requires 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 both ADM 3rd and 4th floor.

DANCING

- Grace students are expected to cultivate a mindset that promotes sexual purity and reinforces respect for the opposite sex.
- Dancing which feeds sensual or covetous thoughts or feelings toward or in someone of the same or opposite sex is sinful is prohibited. Each student is responsible for evaluating their thoughts, feelings and motivations before God.
- Dancing is permitted with prior consent from the Deans.

DRESS

Core Value

Appropriateness. Christian liberty is motivated by love for others. We are committed to helping students develop sensitivity, courtesy and modesty.

Students are to dress modestly both on and off campus. Clothing is to be clean, modest and respectful (appropriate). With the exception of residence halls and student lounges, footwear must be worn in all academic settings and in the cafeteria.

The Student Development Office (SDO) has the right and responsibility to determine whether an article of clothing is appropriate and modest. The following are some of the primary dress issues the University views as unacceptable.

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/jeggings worn without a shorts or a skirt-length covering (see above)
- in the classroom – shorts with less than a 6" in-seam
- outside the classroom - shorts with less than a 4" in-seam
- 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

Core Value

Respect is essential when living in community. We are committed to helping students esteem their peers faculty, staff, and all personnel of Grace University.

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. Physical contact intended to increase sexual gratification is prohibited.

The following physical contact is prohibited on campus and in public and during Grace sponsored events for all students:

- placing one's hand on another's leg
- placing one's head on another's chest
- extended holding or embracing one another
- lying next to one another
- sitting on or lying across another's lap
- kissing

DATING

Many students are, or will be, in a dating relationship while in college. 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 maintained in all relationships.

ENGAGEMENT & MARRIAGE The University encourages engaged couples, like all other students, to uphold the high biblical standard of pre-marital sexual purity. SDO personnel and faculty are available for guidance and counsel.

SEXUALITY AND COMMUNITY

Each member of the Grace University community will refrain from non-marital sexual acts including cybersex, homosexual sex acts, and same-sex romantic relationships. Any student involved in sexually immoral behavior is at minimum placed on University Probation and may be subject to a Judiciary Hearing. This community standard is based upon God's original creation intent for humanity expressed in Holy Scripture. As a spiritual community, we commit ourselves to support and to love one another as we are all being transformed into the likeness of Christ. Accordingly, our stance will avoid ill-informed denunciations of fellow Christians who may struggle with same-sex attraction or any sexual sins.

PORNOGRAPHY

Pornography feeds off of false intimacy and produces lust and covetousness. Grace University regards viewing pornography to be a sin that (1) is seriously detrimental to one's intimacy with God, (2) negatively impacts intimacy with other people, especially those of the opposite sex, and (3) is addictive, often leading to further sexual sins. Pornography also supports sexual victimization and human trafficking.

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.

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. The University recognizes that language is fluid therefore we encourage students to use their words to bless not curse and to treat others with respect.

HARASSMENT

Harassment is verbal, physical, electronic, 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. No person should be discriminated against based on gender, age, race, disability, or other factor beyond the control of the individual. This type of conduct is contrary to the values of the University community and will be subject to disciplinary action (see *Reporting Procedure* below).

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

Harassment is normally the result of repeated acts of inappropriate sexual behavior that have been clearly addressed but the individual refuses to change his or her behavior. (It is recognized that some forms of behavior need not be repeated to be considered harassment or illegal).

PRACTICAL JOKES

Practical jokes can be a form of harassment, hurting people (physically and/or emotionally) or damaging property. Students are to refrain from initiating or participating in activities that are potentially harmful to others, or damaging to personal or University property. Participants are held fully responsible. Total compensation for damages will be assessed to the student. Trespassing and breaking and entering are unlawful, are viewed as serious offenses, and are disciplined accordingly.

When in doubt, don't.

A few basic guidelines for pranks to ensure the well-being of everyone on campus:

- Pranks cannot be used as a form of personal harassment
- Pranks cannot damage university or personal property
- Pranks cannot cause hardship for housekeeping and maintenance staff
- Animals (dead or alive) cannot be used in pranks
- Cleanup for individual/hall pranks must be done ASAP
- All pranks must be in accordance with the community standards outlined in this handbook

We hope these reminders will be helpful. Pranks can be fun and memorable if done in the appropriate manner. Please be understanding to those who do not want to participate, gracious and kind when you play pranks or have been pranked, and above all else *“Do everything in love” (1Cor 16:14)*.

CHARACTER AND COMMUNITY

If a student exhibits a *consistent pattern* of unwise choices with an inability and/or unwillingness to change these patterns, the SDO reserves the right to have students either: suspended, dismissed, or removed from campus housing. The most stringent discipline will occur when the aforementioned rigid patterns have an observable injurious, negative, and/or emotionally consuming effect on other students, faculty, or staff. Persistent character patterns that are grounds for suspension, dismissal, or removal from campus housing include and are not limited to:

- Arrogance
- Dishonesty
- Unmanaged anger
- Insubordination
- Intimidation/Bullying
- Disrespect
- Manipulation
- Exploitation
- Demanding attitudes
- Purposeful deception
- Creating disunity
- Harsh speech toward others
- Judgmentalism
- Racism
- Sexism

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.

REPORTING PROCEDURE

Any student who believes s/he has been harassed or discriminated against should:

- Directly inform the person engaging in harassment or discrimination that such conduct or communication is offensive and must stop.
- If the aggrieved student does not wish to communicate directly with an offending person because of the nature of the harassment, or if direct communication with the offender has been ineffective, the

student should report the alleged misconduct. The following illustrates where the complaint should be directed:

Offending Person	Complaint Directed
Student	Student Development Office
Staff member	Staff member's supervisor
Faculty member	VP of Academic Affairs

The aggrieved student may choose to file with the appropriate supervisor or dean a formal, written complaint against an alleged offending student, staff or faculty 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.

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 be withdrawn from the University or removed from University employment.

Such occurrences are 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 established 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/attitude 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 and community growth and well-being, Grace University is an alcohol, drug and tobacco-free campus. The use, possession or distribution of alcoholic beverages, illicit drugs, or other controlled substances (including misuse of prescribed medications or use of any substance with the intent of becoming impaired/intoxicated) is prohibited and violates Grace University's standard of conduct. Students violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. 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.

Grace University reserves the right to conduct alcohol and drug testing in cases where there is reasonable suspicion of a violation of community standards. Student-athletes, student-leaders, and students involved in extra-curricular activities may also be subject to random drug testing at the discretion of the university.

ALCOHOL

Students are to abstain from the consumption and possession of alcoholic beverages both on and off campus for the reasons listed below.

- 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.

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.

As the substance used cannot be determined, vaping is also prohibited.

Where there is reasonable suspicion that community standards are being violated, Grace University reserves the right to search resident rooms and personal belongings present in university buildings without advance notification.

HELP & INFORMATION

Those seeking help for problems associated with illegal drug and alcohol use may contact the SDO, the Student Health Office or the Grace Counseling Center 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 without approval through the SDO.
- 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

Core Value

Accountability. Voluntary submission to authority and others is necessary for order and personal growth. We are committed to holding students 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. Voluntary confession to an RA, Student Dean or faculty member is viewed positively by the SDO in the disciplinary/restorative process. 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

Core Value

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

- 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.
- Consequences may include restitution (time or money required to restore any damage) at any violation level or fines (punitive damages above restitution cost) as outlined below.

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)
 - dress code violation
 - throwing food in the Dining Commons
 - cursing or swearing
 - not observing Quiet Hours
 - burning candles/incense in campus facilities
 - bringing a bicycle into the Residence Hall
 - taking pets/animals into University buildings
 - viewing inappropriate movies or content on campus
 - excessive roughhousing that threatens personal or university property
 - failure to attend mandatory hall meetings
 - 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 the violation.
- Upon the issuance of a fourth *Level-One Violation*, the 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 may 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* generally result in being contacted by the Student Deans in consultation with an RA or other sources for violations such as, but not limited to:
 - engaging in inappropriate physical contact in public
 - inappropriate use of social media
 - viewing pornography
 - damaging, destroying or defacing of University property
 - using fireworks (on campus)
 - 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 (i.e. scanning and then leaving Grace Life without attending the session)
 - having a guest stay for more than one night without prior approval of the deans or failure to notify the RA of overnight guests
 - violating curfew by more than two hours
 - participating in harmful practical jokes
 - using tobacco in any form
 - failing to comply with written or verbal directives of authorized University personnel
 - any behavior deemed excessive, dangerous, dishonest or disrespectful.
- Students who commit *Level-Two Violations* are (1) counseled by their Student Dean, and (2) notified about future consequences for persistent inappropriate behavior.
- People overseeing extra-curricular activities of students (coaches, music directors, faculty advisors, etc.) receive a copy of the Student Dean's correspondence with the student.
- In addition to above disciplinary actions, Level-Two violators may be subject to fines starting at \$100.

LEVEL-THREE VIOLATIONS

- *Level-Three Violations* result in students being placed on university probation.
- University Probation is pursued for severe violations such as, but not limited to:
 - engaging in sexual activities outside the context of marriage, such as pre-marital, extra-marital or homosexual acts
 - being in, or having a guest in, the Residence Hall of the opposite sex
 - violating the drug & alcohol policy
 - harassment
 - hazing
 - tampering with or abusing fire escapes, equipment, or doors
 - 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, rooftops, classrooms, offices, personal computers and other residents' rooms)
 - illegally downloading movies, music files, or other copyrighted materials
- *Level-Three Violations* are given with the expectation that the probationary conditions will facilitate life change and a cooperative spirit. Students who do not fully comply with the probationary conditions set forth by the Student Deans will be issued a Level Four as outlined below.
- In addition to above disciplinary actions, Level-Three violators may be subject to fines starting at \$250

LEVEL-FOUR VIOLATIONS

- *Level-Four Violations* require a student appear before a Judiciary Committee.
- *Level-Four Violations* are issued immediately in the following situations:
 - Threatening the safety of others
 - Being convicted of a felony offense
 - A repeated level 3 offense of the same issue
 - Violating university probation
- *Level-Four Violations* may also be issued at the discretion of the student deans for any combination of lesser violations that indicate a larger issue.
- *Level-Four Violations* result in consequences at the discretion of the SFJC as outlined in this document and may include but are not limited to fines, restitution, dismissal, or any combination of the above.

LEVEL-FIVE VIOLATIONS

- *Level-Five Violations* are defined as those incidences that realistically pose or would be expected to pose a serious threat to another individual.
- *Level-Five Violations* may be issued by the Resident Directors (RDs) or Student Deans and are only used when the immediate safety of people or property that are part of Grace University cannot be maintained without the immediate removal of a student.
 - In these incidents the appropriate Grace Personnel are encouraged to coordinate with law enforcement in order to maintain the safety of the community.
- *Level-Five Violations* result in the student being banned from the premises, and the dismissal of the student. The SFJC chair will be notified of a *Level-Five Violation* within 48 hours of the incident. Refusal to leave campus as requested may result in the University filing charges.
- *Level-Five* offences may be appealed, but unless the appeal is granted all of the above restrictions must be maintained (For Example: a student will not be allowed to come back to retrieve their belongings without specific permission) Arrangements must be made with the deans in order to allow any change in this status, temporarily or otherwise.

Core Value

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.

BASIC SDO PROCESS/FLOW CHART

Remember: All infractions may be escalated because of repetition at the discretion of the Deans, or as outlined in their individual sections.

All Level 1 infractions are dealt with by the RAs and may require follow up at the discretion of the Deans



All Level 2 infractions are dealt with by the RA and will involve some additional notification from the Deans, possibly a letter, email, or meeting



All Level 3 infractions result in university probation and require significant interaction with the Deans.



All Level 4 infractions result in the convening of a SFJC and the consequences issued therein, including possible dismissal.

Level 5 infractions are issued only when absolutely necessary and result in immediate dismissal and being banned from campus.

UNIVERSITY PROBATION

University probation is intended to encourage personal growth within the community in a wide variety of areas through accountability to a trusted, spiritually mature adult. A general mentoring report is given to the appropriate Student Dean to maintain and reinforce the student's accountability to the University.

Probationary Conditions

The student:

- will be required to meet regularly with their student dean.
- 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 for the duration of the probationary period.
- may be asked to develop a personal growth plan in conjunction with an SDO staff member.
- may 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.
- Probation may have an effect on your financial aid status
- Written notification regarding a student's University Probation status is sent to SDO personnel, the VP of academic affairs, and the student's academic advisor.

Students failing to comply fully with disciplinary requirements imposed by the SDO are subject to an SFJC Hearing scheduled by the SDO and possible suspension from the University for, at minimum, 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 subject to one of the following:
 - An extended probationary period.
 - An SFJC Hearing scheduled by the SDO, which may lead to suspension for the remainder of the semester.
 - Other consequences determined by the SDO (i.e. fines, restitution, community service, etc.).

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 Judiciary Chair. The Judiciary Chair will appoint a "Jury Pool" of student leaders, and up to two faculty members. The Chairmen of the Judiciary committee will oversee the disciplinary hearing. The student being confronted is asked to attend. The proceedings, however, are not delayed should the student be unable or choose not to attend. The student may choose to bring support (e.g., parent, guardian, RA) to attend the Hearing. 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:

- A SFJC member reads the official report.
- The student's response(s) to prior consequences is/are read.
- The student is allowed to speak.
- The SFJC can ask questions for clarification.
- The SFJC can ask the student's input regarding discipline.
- The confronted student is dismissed from the proceedings.
- The SFJC, chaired by one of the faculty, determines the disciplinary/restorative response.
- Students will be notified in writing by the Student Deans within 48 hours.
- 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 the student's academic advisor, Vice President of Academics, and (if applicable) those overseeing extra-curricular activities.

DISMISSAL

Students may be "**Dismissed**" for a period of time determined by the SFJC or the SDO executive staff. Depending upon the nature of the violation, students might be barred from attending classes for the duration of the semester and may be required to vacate University housing. "**Dismissed**" students may be removed immediately from the University and may not return until they have sat out for at least one full semester and have complied with any conditions for return to campus as outlined by either the SFJC or the SDO executive staff. Should the discipline involve moving off campus the student is 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 notice, 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.

- Students wishing to return to the University must reapply and be approved through the SDO
- Readmission is not guaranteed. It may be granted if the student pursues a life change plan developed in consultation with the SDO and completes the steps outlined by the judiciary committee as determined through an interview with the appropriate Student Dean.
- The University reserves the right to dismiss any student whose presence puts the security and/or safety of the campus at risk or whose attitude or behavior is not in compliance with University standards.
- It is important to note that with respect to discipline, Grace University does not follow civil rules of evidence. Past offenses are considered by those making disciplinary/restorative decisions.
- Dismissed students failing to comply fully with the disciplinary guidelines set forth by the SFJC will be barred from Grace for a minimum of one additional semester.
- Students will receive written notification of dismissal within 48 hours of verbal notification. Written notification regarding a student's dismissal will also be sent to appropriate University offices, SDO personnel, and the student's academic advisor.
- SDO follow-up with dismissed students' friends and peer groups (e.g., hall, athletic team) may be requested.
- Students who are dismissed are responsible for tuition or room & board charges for the semester.
- Students dismissed are automatically withdrawn from classes within 48 hours of verbal notification unless an appeal is made.
- Withdrawn students receive a 'W' on their official transcript at the discretion of the SDO and Academic Office.

DISCIPLINARY APPEALS

A student may submit a written appeal to the VP of Academic Affairs within 48 hours of receiving verbal notification of his/her suspension or dismissal. An Appeals process will be enacted if the written appeal, in the judgment of the Vice President of Academics, meets one or more of the following criteria:

1. The stated procedures of the SFJC were significantly violated.
2. New evidence significantly altering the SFJC decision has been discovered.
3. Significant bias can be demonstrated by one or more of the SFJC members

The Appeals Committee consists of the VP of Academics, the Interim President 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 person of support. The "supporter" 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 to review the facts, and to consider the disciplined student's appeal request. After the student and his/her supporter(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. Only one appeal may be issued.

STUDENT GRIEVANCES

A grievance is a formal, written complaint against an unfair or unjust action. In matters not related to student discipline or judiciary decisions, a student may file a formal grievance when a student believes, based on established administrative policies and procedures, that he or she has received unreasonable or inconsistent treatment from a university department, representative of the university, or fellow student. The grievance procedure also includes sex specific complaints of sexual harassment or sexual violence.

The protocol for submitting a grievance toward another Grace University family member is as follows:

- A student grievance against a faculty member: File with the VP of Academic Affairs.
- A student grievance against a staff member: File with the University President.
- A student grievance against another student: File with either the Dean of Men or the Dean of Women.

PERSONAL GRIEVANCES AND COMPLAINTS

Prior to any drafting of a formal grievance, it is recommended that matters be dealt with first in a one-on-one manner. The wisdom of Jesus Christ in Matthew 18:15–17 is to be followed whenever we have a personal grievance with a fellow believer.

If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If that person still refuses to listen, take your case to the church. If the church decides you are right, but the other person won't accept it, treat that person as a pagan or a corrupt tax collector (NLT).

In light of this, we encourage and expect students to talk directly with the person who has been unfair. However, if the grievance is not resolved, the student is free to approach the Student Deans to discuss the concern and find a reasonable way to satisfy or resolve the issue. If the student does not feel that such a course resolves the issue, he may submit a letter of Inquiry/Complaint to the Interim President.

GENERAL GRIEVANCES AND COMPLAINTS

We desire to treat students fairly and to serve their needs in the most effective possible way. We are open to constructive input regarding how we may improve our service to students, campus life, and the testimony of Grace University. We recognize that mass and social media (e.g., Twitter and Facebook) are powerful tools to communicate truth. However, in the spirit of honor and wisdom, students should not use media to disparage Grace University, but should instead pursue truth in love by following this grievance process first. Students who want to make a general inquiry, recommendation or complaint that does not relate to mistreatment from a specific person, are encouraged to approach the Student Deans to discuss the concern and to discover the most reasonable way to satisfy or resolve the issue.

If the student does not feel that such a course resolves the issue, he may submit a letter of Inquiry/Complaint to the Interim President as outlined below.

DISABILITY GRIEVANCES AND COMPLAINTS

Any student currently enrolled at Grace University who believes that he or she has been discriminated against or harassed on the basis of disability by a university employee, university student, or a visitor to the University, may file a formal discrimination complaint to the Interim President.

DISCRIMINATION AND HARRASSMENT GRIEVANCES AND COMPLAINTS

Any student currently enrolled at Grace University who believes that he or she has been discriminated against or harassed on the basis of race, color, sex (including sexual assault), national origin, age, or veteran status by a university employee, university student, or a visitor to the University, should refer to the Grace University Discrimination and Harassment Policy found at www.graceu.edu Complaints or any concerns about conduct that may violate this policy and/or retaliation should be filed with the Title IX Coordinator.

SUBMITTING AN INQUIRY/COMPLAINT TO THE INTERIM PRESIDENT

When the Interim President receives a formal letter of Inquiry/Complaint, the letter will be distributed to a Grievance Hearing Committee, a committee formed to address the matter at hand. The Grievance Hearing Committee receiving the letter of Inquiry/Complaint will conduct an appropriate investigation and will render a written explanation/decision within 30 days of the filing of the inquiry/complaint to both the student who made the complaint and the VP of Academic Affairs. The Student Development Office will keep a record of all student complaints and documentation of how they were handled.

If the student is not satisfied with the finding of the Grievance Hearing Committee, he/she may petition the Executive Team to be allowed to present his/her inquiry/complaint. The Executive Team shall consider the petition and make a final decision.

PARENTAL CONTACT

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.

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.

COMPLIANCE

Compliance with these standards is expected. All students are expected to abide by Grace University standards on campus and off campus, including students studying in other states or other countries,

throughout the entire school year. Violations will result in University disciplinary action as well as possible legal action.

The University reserves the right to conduct random drug testing. This testing will be done on-campus in the health department. Failure to comply will result in disciplinary action.

Residence Life

HOUSING

All traditional undergraduate students at Grace University are encouraged to live on campus in order to foster community and 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 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 POLICIES

- Grace University provides a bed, desk, chair, and dresser for each resident. Due to the limited space in the dorms, personal furniture is permitted with prior permission from a Dean and a non-refundable \$35 fee. The only exceptions are small dorm sized refrigerators and small area rugs.
- 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
- Grace University does not permit single male and female persons to live together in the same house or apartment except for brothers and sisters.
- Students wishing to switch rooms are subject to a fine and must follow a switching room protocol. More information can be obtained by contacting the SDO.
- The SDO reserves the right to refuse campus housing requests due to a student's history of community standard violations or other concerns that might jeopardize the health of the community.

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

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

These standards are for the good of the community and help protect, preserve and secure the Residence Halls.

To help the University maintain quality rooms, safety, practicality and decency, the following are prohibited, including, but not limited to:

- putting hooks/poking holes in the ceiling
- hanging things from the ceiling or smoke detector
- storing anything above the ceiling tiles
- removing ceiling tiles
- gluing hooks onto walls or closet cabinetry
- putting screws or nails into doors, woodwork or walls
- damaging walls or ceilings
- removing screens from windows
- moving university furniture from room to room or to and from storage areas
- 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)
- keeping food in a room and/or lounge area that is not stored in an airtight container
- burning candles or incense (not only is this a fire code violation, wax and heat often permanently ruin surfaces)
- inappropriate and/or offensive decorations (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 and paint-cans (even empty containers)
- storing or using hoverboards on campus
- bicycles (bikes must be registered and stored in designated bike rooms)
- pets
- 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
- window air conditioning units in Schmidt, ADM or Stanford Halls.
(Please note: Window air conditioning units on Rieger and Harder Hall must be approved and installed by facilities)

MAINTENANCE & FINES

Repairs to Residence Hall rooms are not to be personally attempted. Notify the RA of needed repairs who will contact Facility Services. All breakage should be reported immediately to the Deans. When the one responsible for the damage cannot be determined, students in the respective room(s) or hall(s) may be held financially responsible. Any assessments for damage will be deducted from the 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 retract correctly. 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
- \$25 adding/removing furniture from room without prior permission from the RA

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

Living within community calls for cooperation and responsibility on the part of all residents in order to promote a good health and study environment. Cleanliness and care for school property is 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*. After violation, a \$25 fine will be given per day until the area has been cleaned.

- The University and its staff reserve the right to make routine maintenance inspections and repairs at any time.
- 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.

GUESTS

- Students may have overnight guests provided they check with their roommate and 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 one night unless special permission is granted by the Deans. No guests are allowed past 3 days.
- A \$25 fine will be assessed per night of violation.
- Women are not permitted in the men's Residence Halls nor are men permitted in the women's Residence Halls at any time. (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 remain University Property. All keys 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 each lost key. Keys remain university property even after fines are paid. Any recovered keys must be returned to the SDO, possession of "lost" keys may result in disciplinary action.

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, they may contact their RA, RA-On-Call or Campus Security.

CHECK OUT PROCEDURE

A 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. 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. Failure to clean as instructed will result in a fine. Failure to check out properly without prior authorization will result in a \$200 improper room check out fine. Your housing deposit will then be used to cover this fee. If you wish to return to the dorms the following year, a new housing deposit will be required.

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.

CURFEW

Incoming freshmen under the age of 20 have the following curfew:

- 12:00 – 5:00 am, Sunday through Wednesday night
- 2:00 – 5:00 am, Thursday & Friday night
- 1:00 – 5:00 am, Saturday night

Freshmen who finish their first semester, are not on academic probation, and have no community standards violations on record will be exempt from curfew their second semester. 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 wise decisions on Saturday night to ensure attentiveness for Sunday morning worship.

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.

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 Level-Two Violation, 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.

Lion's Den sun porch is open past curfew for those students not subject to curfew.

BLUE CARDS

A "Blue Card" enables a student to communicate their whereabouts and contact information regarding an overnight stay. Students who have curfew **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*). Contacting 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.

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

QUIET HOURS

Due to city ordinances and out of consideration and respect for others, students are required to observe quiet hours. In addition:

- 10:00 pm begins quiet hours in the parking lots and campus grounds.
- 11:00 pm – 6:00 am are quiet hours in the buildings.

NON-RESIDENTIAL STUDENTS

Non-residential students are a valued part of the Grace community and are held to the same standards for personal and community growth. Because Grace University's primary focus is building relationships through community, non-residential students are encouraged to connect with campus life by participating in campus organizations, activities, events, and 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.

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

STUDENT AGREEMENT

I agree to live according to the University's community standards, policies and procedures as outlined in this handbook.

Name: _____
(please print)

Signature: _____

Date: _____

ON-CAMPUS STUDENTS:

Turn this signed page in to your Resident Assistant

NON-RESIDENTIAL STUDENTS:

Return this signed page to the Student Development Office

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.

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) or posted. University Lounges, Teacher Ed. Computer Lab and Admin. Practice Rooms are available for use until curfew each night. Therefore, hours for use are:

- Sunday – Thursday..... 5 am – 12 am
- Friday 5 am – 12 am (Sat.)
- Saturday..... 5 am – 12 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 at all times. Students found using the Administration Building Lobby are subject to a *Level One Violation*.

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 following online form: <https://gracu.wufoo.com/forms/room-reservation-request/>
- Any student in a room that was not properly reserved will be asked to leave by security. GU facilities may not be used to promote a business or solicit funds.

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.

FEES

- \$0.10/ day/ item: Overdue books and audiovisual materials
- \$1/ day/ item: Overdue reserve and interlibrary loan materials
- \$1/ item: Interlibrary loan request

A courtesy notice is sent out by email 3 days before an item is due. An overdue notice is sent out the day after an item's due date. Two additional overdue notices and a bill notice are sent out a week after the first overdue notice. Items not returned within 7 days of the delivery of the bill notice will be considered lost. A non-refundable replacement fee of \$15 plus the current cost of the item will be charged for

each lost or badly damaged library materials. Replacement copies will not be accepted in lieu of this fee. Balances due to the library are turned over to the Business Office on a regular basis.

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 on the [Library resources page](#) of the library's website.
- Articles from EBSCOhost, and other online databases and web pages may be printed out in the library or emailed to yourself.
- To access the Grewcock Library's online catalog and full-text periodical articles in the EBSCOhost online database, use the following web address:
 - <http://www.graceuniversity.edu/academics/library/>
 - Off-campus access to the library's online databases will require that you enter your Grace University email address along with your email account's password to authenticate your access.
- 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 by 3 pm on the Friday BEFORE the semester begins. 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 TO THE BUSINESS OFFICE.

Student account information is available 24/7 online by logging into My Grace U. Students are expected to check their account balance and make payments in a timely manner. Payments with a credit card or debit card can be made from the MyGraceU page.

Late Fees will be charged at \$20 per month as well as interest at 12% per year on any unpaid balance.

CREDIT BALANCE REFUNDS

Institutional Scholarships and Grants:

Grace University institutional scholarships and grants will be applied to the student's account as anticipated aid but will not be earned or available for refund until the semester is 60% complete. This traditionally falls in late October for Fall semester and early April 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. If a refund check is not cashed within 120 days, the check will be voided and the refund amount will be added back into the student's account.

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).

State Grants and outside scholarships:

These will be credited to the student's account once Grace has received the money. If this creates a credit balance, the student may request up to that credit balance as a refund.

Refund Requests:

After institutional scholarships and grants have been applied to the student's account, students will receive an email to their Grace email account with instructions on how to determine if a refund is available and, if desired, how to request a refund of the excess credit balance. It is always an option to leave the extra and apply it as a pre-payment to a future term. After requesting a refund, the 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 earned or applied to a student's account until after the semester is 60% complete.

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 refund schedule of institutional charges outlined in the academic catalog is applicable to withdrawals or class drops:**

Fall 2016

On or before August 24.....	100%
Through August 31.....	75%
Through September 7.....	50%
Through September 14.....	25%
After September 14.....	0%

Spring 2017 Term One (Winter)

Through January 2.....	100%
Through January 3.....	75%
Through January 4.....	50%
Through January 5.....	25%
After January 5.....	0%

Spring 2017 Term Two

Through January 24.....	100%
Through January 31.....	75%
Through February 7.....	50%
Through February 14.....	25%
After February 14	0%

Summer 2017

On or before first day of each session	100%
On the second day of each session	75%
On the third day of each session	50%
On the fourth day of each session	25%
After the fourth day of each session	0%

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

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

If a recipient of Title IV aid 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 percent 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 percent of the period of enrollment, the recipient has earned 100 percent. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment, as of the day the student withdrew.

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student's request. Full withdrawals of full-time traditional undergraduate students are subject to an administrative fee of \$100.

Credit balances of less than or equal to \$1.00 on a student account at Fiscal Year End will not be refunded. They will be cleared from the student account and receipted into Grace University's general checking account.

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

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 4 or 5 monthly payments. TMS charges a per semester enrollment fee of \$52 for this service.

The fall term plan ends November 1st, so a five-month plan would begin July 1. The spring term plan ends April 1, so a spring five-month plan would begin December 1. It is the **student's responsibility** to ensure that the payment plan amount is adequate to pay expenses in full by the end of the term.

TMS education payment counselors are available by telephoning 1-800-722-4867. The website (www.graceuniversity.afford.com) may also be used to begin a payment plan or adjust an existing budget.

PAYMENT POLICY

Payment for the term is due in full by 3 PM on the Friday of the week prior to the beginning of the term.

- No dorm key/ID will be issued and no ID will be activated unless the student has been cleared on their check-in sheet by the Business Office.
- RAs will not open a dorm room for anyone.
- One week after the beginning of the semester (at the end of the 100% refund period), all delinquent students will be administratively withdrawn from their classes and put on Tech STOP.
- One week later, any delinquent resident students who have not yet moved out may be evicted from the dorms. Any room and board charges incurred from the beginning of the term will be pro-rated and assessed to the students' accounts.

DELINQUENT ACCOUNTS

- The University does not release a transcript, diploma, degree, or allow registration for another semester if accounts are unpaid. Late fees can be charged at \$20 per month as well as interest at 12% per year

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.

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

Failure to maintain these grade point averages results in the student being placed on financial aid warning. A student placed on financial aid warning 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 federal financial aid for a total of:

- Six years (12 semesters) while completing a 4 year 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 one additional time 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 Financial Aid Appeals Committee. The Financial Aid Appeals Committee meets to consider the continuance of students as soon as the probation list is furnished by the Registrar's Office. The Financial Aid 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 financial aid warning is notified by the Director of Financial Aid.
- Any student whose financial aid is terminated is notified in writing by the Director of Financial Aid.
- Any student who wishes to appeal the termination of financial aid must do so in writing to the Financial Aid Appeals Committee.

A written appeal by the committee to the Director of Financial Aid 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. This decision is final and cannot be appealed further.

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 applied to the student's account at the beginning of each semester. Notices are placed in the student's mailbox when their loan proceeds arrive. Funds come by electronic funds transfer (EFT) and are credited to the student's account.

State Grants and Outside Scholarships:

These funds are applied to the student's account once Grace has received the money.

IT (INFORMATION TECHNOLOGY & SERVICES)

Located on the first floor of the Administration Building, the IT Helpdesk provides a centralized location for help with campus technology accounts, software questions, student packages, and Grace computer and telephone services. If you have questions or need assistance with anything relating to these services, please contact the IT Helpdesk at 402-449-2904. Please remember that computer use (including, but not limited to, desktops, laptops, tablets, and phones) on campus is governed by the Grace acceptable use policy.

STUDENT MAIL

- 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 materials (audio, video, print, electronic, etc) that are sent to a student through the mail.
- "Campus Mail" is delivered to the student's mailbox.
- Any questions regarding Student Mail should be directed to the SDO Office in the Administration Building (402-449-2923).
- All deliveries to University residents should be made to the Information Services Center in the Administration Building.

GRACE ID

Every student, faculty, and staff has a Grace ID. The Grace 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 Grace ID and initial password.

- Please contact the Helpdesk via phone or in person for password resets.
- Passwords must be at least 8 characters in length. Passwords are case sensitive. Combinations of alpha, numeric, and special characters are the best passwords. ***Don't give your password to anyone!***

The Grace Network ID allows students to access the following services:

- **E-Mail** – E-mail via Microsoft Office 365 Outlook on the web.

You can access your email account from the web via: <http://mail.office365.com>.

The User Id is your full Grace email address. This account is separate from your Grace computer account.

Please contact the Helpdesk via phone or in person for password resets.

- **Storage** – A network file storage system. Your documents can be protected and accessible from anywhere in the world. When logged into Grace computers, this is the H drive on a PC.
- **Campus Networks** – Logging into computers on campus or utilizing any University wireless networks requires the use of Grace ID credentials.
- **Self-Service** – This system uses your Grace computer account and will be used to register for classes, view schedules, and view grades. You can access Self Service directly from <https://selfservice.graceu.edu>. Please contact the Helpdesk via email, phone, or in person for password resets.
- **It's Learning** – This system uses an account separate from your Grace ID. It is used to provide access to course materials for the courses you are taking. You may use any browser and go to <https://graceu.itslearning.com>. Your username for this system will be the same as your Grace ID username. If you don't know your password, there is a "Forgotten password" link.
- **Wi-Fi** – Grace University allows students to connect two devices to the Wi-Fi at the same time. Most phones, tablets, and Mac computers can connect without assistance from IT using your Grace computer User Id and password. Students with Windows PCs will require assistance from IT in order to access the Wi-Fi network. Your Grace ID is the User Id to login on your device. Your password is the same as the Grace ID password.

GRACE NETWORK ACCEPTABLE USE POLICY

Grace Network 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. Grace is maintained to provide connections between on-campus resources and individuals as well as between local institutions and national networks. Use of Grace Network which is consistent with the University's purpose and mission is acceptable.

Grace Network 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 Grace Network 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 Grace Network 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 Grace Network or other networks for any purposes which violate applicable federal, state or local laws.
- Use of Grace Network 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 Grace Network to make unauthorized entry to other computational, information, or communication devices and resources.
- Use of Grace Network 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.

IT will forward information concerning alleged violations of the Grace Network *Acceptable Use Policy* on a case-by-case basis. Violations of the policy may result in disciplinary action by Grace University.

Access to Grace Network 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 IT at helpdesk@graceu.edu.

COMPUTER LABS

Open-access computers are available for students, faculty and staff. Check with the IT 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:

Teacher Education Lab ADM 202
Grewcock Library TAB 1st Floor
Stanford 2nd 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, VIDEO, OR LIGHTING NEEDS

All usage of the Chapel sound, video, and lighting systems is to be performed by authorized personnel only. Special sound, video, and lighting needs for Grace LIFE or other scheduled usage of the Chapel must be requested at least one week (5 business days) in advance by emailing the IT Help Desk at helpdesk@graceu.edu.

HEALTH SERVICES

HEALTH OFFICE

The Student Health Office (Rieger 2) is open Monday through Friday and can vary from 9:00 am to 2:00 pm. 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 402-449-2871 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

A hard copy of all vaccinations is required along with a completed health form for all students living on campus or if the student is participating in sports. Grace University requires the following vaccines for all students living in the residence halls:

- Measles, Mumps, Rubella (MMR) x 2 doses
- Hepatitis B x 3 doses
- Tetanus, Diphtheria, Pertussis (Tdap) received within the last 10 years
- Varicella (chicken pox) received vaccination or had illness
- Tuberculosis Screening Questionnaire for all incoming students must be completed sixth months prior to University check-in.

2 Meningitis immunizations are strongly recommended.

HEALTH INSURANCE

Health Insurance is required by law for all students. A hard copy of one's insurance card must be submitted. **All international students and student athletes are required to have health insurance coverage from a U.S. provider.**

DISABILITY ACCOMMODATIONS

Grace University is committed to providing reasonable accommodations for qualified students in compliance with the civil rights laws of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. We offer a supportive environment in and out of the classroom and welcome students with disabilities into every area of life. In addition to academic accommodations, Grace University offers reasonable housing accommodations for students wishing to live on campus. For more information please contact the Student Development Office.

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 an elimination of academic requirements essential to the discipline being pursued, or due to lack of personnel and/or resources.

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.

Food Service

MEAL PLAN:

The Dining Commons provides 19 meals per week (We serve three meals a day M-F, and lunch and dinner on sat-sun). 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

The dining Hall hours are as follows:

Breakfast: 7:00 am -8:45 am

Lunch: 11:30 am-1:15 pm

Dinner: 5:30pm-8:30 pm (Monday through Thursday)

5:30 pm- 7:00 pm (Friday)

Saturday – Lunch: 11:30 am – 12:45 pm

Dinner: 5:30 pm - 7:00 pm

Sunday – Lunch: 12:15 pm – 1:15 pm

Dinner 5:30 pm - 7:00 pm

Meal service is available to all eligible participants on an all-you-can-eat basis at each meal. Seconds are available, except for steak and themed night which will be at an upgraded price (price listed down below) for F/S, commuter students, and guests.

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

Green on the Go Box or Sack Lunches:

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 or student can purchase Green on the go Kit.

Green on the go Kit contains:

1-Reusable Eco-Friendly Food Container

1-set pf Eco-Ware Flatware

How it Works:

1. Ask the cashier for a Green on the Go kit or exchange card.
2. Pay a deposit of \$5 (Cash Only) for your Green on the Go kit or exchange card.
3. Return your kit to the cashier for washing and you will be given a fresh Green on the Go kit (If you are dining to go) or a Green on the Go exchange card to be used at a later date (if you are dining in).
4. Lost kit or exchange card will result in the loss of deposit and new deposit must be paid in order to continue the program.
5. Your deposit will be refunded at the end of the year by turning in either your Green on the Go Kit or exchange card.

NOTE:

Once you have paid the deposit you should always have either a Green on the Go kit or exchange card in your possession.

1. Once you have received your Green on the Go kit from the cashier leave your student id with the cashier and go into the dining center to prepare yourself a single meal.
2. Please do not take more than two entrees.
3. Return to the cashier to have your meal scaled and pick up your student ID.

Food Safety Notice:

- Pioneer College Caterers is not responsible for the safety of food items once they have been taken from the dining center.
- Cold food items should be kept below 40° F. Reheat hot food items to over 165° F.
- Throw away perishable food items that have been held at room temperature for more than 4 hours.

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 (Cash Only):

Meal	Adults	Ages 3-10
Breakfast	\$5.25.....	\$2.40
Lunch	\$6.00.....	\$2.75
Dinner	\$6.75.....	\$3.15
Steak Night/Special.....	\$7.25.....	\$3.75

- 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 provided by 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.**

Security is available 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 for proper investigation by Campus Security.
- Residents should never give access to the Residence Halls to unknown or suspicious individuals before confirming their identity. Instruct them to visit the SDO or contact Campus Security to gain access.
- Suspicious-looking individuals within close proximity of campus should be reported immediately to Campus Security (402-312-8972) or the RA-On-Call (402-312-7326).
- Students, especially females, should not walk alone after dark. Please contact Campus Security at 402-312-8972 for an escort.
- Students should vary their walking routes and times, avoiding a predictable routine.
- Stay alert to your surroundings at all times!

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 firefighting equipment are to be used only in case of emergency." Abuse of these items is against the law and will result in fines starting at \$1000 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/SEVERE STORM 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.

Snow Emergency

In case of a snow emergency students will be notified of the snow removal protocol. Failure to follow the snow removal protocol will result in a fine.

BUILDING ROOF VIOLATIONS

Students are prohibited from all building roof areas. Violators are subject to disciplinary action up to and including suspension as well as fines starting at \$100.

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 Student Development Office. Please visit the SDO in the Administration 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.

Bicycles must also be registered with the SDO and stored in the Bicycle room of the Administration building. Bicycles must be taken home each summer and re-registered upon return to campus.

BIKE LOANS

There are limited bicycles available for loan to students. Students interested in using a bike should contact the SDO for further information.

ALL STUDENTS
(including off-campus, EXCEL, Graduate, or evening classes only) must register their vehicles (including motorcycles and bicycles) with the SDO.

REGISTRATION

At the time of registration, each student registering a vehicle will receive a parking permit.

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 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 during week days and weeknights. Students are permitted to use the faculty/staff parking lots on weekends only.

- 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.
- To promote campus safety for women, men living in Harder are requested to park in the Schmidt or Suckau parking lots.
- Parking on the city streets falls under City of Omaha regulations and is not governed by the University. Vehicles parked on city streets must follow all city ordinances and policies. Cars must be moved every 24 hours or they will be towed or booted.

10:00 pm begins quiet hours in the parking lots and campus grounds.

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.

ENFORCEMENT OF REGULATIONS

Citations for violations of on-campus vehicle regulations will be issued by Campus Security. Citations may be appealed to the AVP of Administration (402-449-2844), 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.

- 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 three university-owned copiers for printing, scanning and making copies. These machines are located in the Library, Teacher Ed Lab, and Stanford 214 Lab. Personal copies such as wedding or party announcements and items for work should not be made on Grace owned copiers.

ANNOUNCEMENTS

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

Verbal Grace LIFE announcements must be cleared through Dr. Mark Linder (402-449-2856), at least one day in advance. Power-Point announcement requests must be submitted via email to 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.

- Permission to sell products on campus must be cleared with the Student Development Office.

STUDENT EMPLOYMENT

- Jobs that are available on campus will be posted on the SDO and Burkholder Center bulletin boards at the beginning of each semester.
- 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. 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, Adult Degree Completion, 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.

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. You may also sign up for notifications via text by texting the word "enroll" plus your first and last name to emergency@graceu.edu.

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 time together as a community 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 through the first 8 semesters for all traditional undergraduate students.

All Full-time students are required to attend 45 sessions of Grace LIFE each semester.

Part-time students are required to attend 3 *Grace LIFE* sessions for every credit hour taken at Grace up to 11 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

***credit hour calculation includes: I-Studies, Intensives, Online Courses, Directed Studies and Summer/Winter Sessions; excludes Student Teaching 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).
- Attendance will only be counted during the hours of 10:15 – 10:40 am.
- Dishonesty (e.g., swiping in and then leaving or swiping in for someone else) may result in a level 2 violation and a fine.
- Inappropriate use of personal electronic devices is not permitted for *Grace LIFE*. This includes but is not limited to: texting, social networking, and homework.

GRACE L.I.F.E. ATTENDANCE 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. *Grace LIFE* modification forms must be submitted within 14 days from the start of the

semester. Should a student's modification circumstances change, the SDO is to be informed immediately and a new modification form must be filled out.

CONFERENCES

All traditional undergraduate students are required to attend the Bible Conference (Fall) and the Burkholder Conference on Global Engagement (Spring). The specific number of sessions required is set before each conference. Students must carefully follow all conference attendance requirements. Fines 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 prohibited
- Recordings of the Bible and World Christian conferences are available through the Grace Life Blog: <http://blogs.graceuniversity.edu/gracelife/>.

SERVANT LEADERSHIP TRAINING (SLT)

Grace University recognizes that as a part of academic excellence, students need to develop practical skills for effective service. This is best facilitated through "hands-on" ministry.

Servant Leadership Training service opportunities provide students with field experience in a variety of ministries. These opportunities allow students to apply what they have learned in the classroom in an actual ministry situation. This should result in personal growth and development of ministry skills—both of which are essential in preparing for effective service, no matter what vocational choice is made by the student.

Objectives of Servant Leadership Training:

- Each student will become involved in meaningful service to the church and/or the community
- Each student will demonstrate personal responsibility and accountability in ministry
- Each student will develop character traits and ministry skills essential for effective service
- Each student will discover, develop and use his/her spiritual gifts

Servant Leadership Training (SLT) is an integral part of the total educational program of the University and is listed with other courses students are expected to complete. All undergraduate students must successfully complete as many semesters of SLT as required in their programs of study.

- Students enrolled in four-year degree programs will complete a minimum of eight semesters of SLT
- Associate degree students will complete a minimum of four semesters of SLT
- All part-time students should complete one unit of SLT for every 15 academic credits earned at the University
- Students enrolled in Cooperative Programs at Grace University must register for SLT during their semesters at Grace University

Freshmen and transfer students begin their SLT with an orientation and observation session, and attend the SLT Fair during their first semester. The fair provides opportunities for the students to speak directly with representatives from churches and community organizations regarding possible service opportunities. Freshmen will be responsible to complete their SLT unit during their first semester, but will only be required to do 10 hours of SLT service that semester. Transfer students must complete SLT units proportionate to the hours necessary to complete their degree requirements (see above).

Students have many opportunities to participate in SLT at local churches, parachurch and community

service organizations. Students submit weekly service reports and permanent records are kept of each student's participation.

The director of Servant Leadership Training is available for encouragement, counsel, supervision, and leadership to assist students in gaining competence in specific areas of ministry.

SLT Requirements:

- 10 hours of completed church/community service in student's first semester
- 20 hours of completed church/community service in subsequent semesters
- Weekly reports of hours served
- Reflection papers on SLT service done during semester
- Positive SLT Supervisor Evaluation for the semester

Consult the SLT office for more information (sltoffice@graceu.edu).

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 may result in University Probation administered by the SDO (see p 21) as well as academic penalties.

ACADEMIC ELIGIBILITY

To be eligible for extra-curriculum activities, a student must maintain a cumulative grade point average as indicated below. Please note that individual extra-curricular activities as well as individual academic programs may have a higher requirement than the University minimum requirements for participation or graduation.

A GPA of 2.5

- To be a member of the Student Body Association.
- To serve as a Resident Assistant (RA) or Team Leader (TL).
- To be a Team Captain.
- To be involved in any University leadership position.

A GPA of 2.0

- To participate in internship programs.
- To participate in any extra-curricular activity.
- To be elected as a class officer.

GRADING SYSTEM & INCOMPLETE WORK

See the [Grace University Catalog](#) online under *Academic Policies*.

ACADEMIC PROBATION

Information about academic progress or Academic Probation can be found in the online [Grace University Catalog](#).

ACADEMIC RESOURCE CENTER

Grace University desires for every student to experience academic success. The Academic Resource Center (ARC) serves as one of the pieces designed to help students reach their full academic potential. The ARC will provide help with writing skills, prioritizing, and scheduling. It is also able to offer tutoring and can help in the development of test-taking and study skills students need to succeed in college. During the posted hours, the ARC is able to review students' course papers and can assist students to write better and more clearly. However, the ARC will not allow tutors to re-write poorly written papers.

The ARC will work with any student who seeks assistance. Not all educational struggles are the result of academic challenges because many things factor into how a student performs in the classroom (including personal schedules, motivation, relationships, etc.). However, many challenges can be overcome with some assistance and those students that struggle academically can receive help through the services offered by the ARC.

Students who are on Academic Probation and students who are admitted under Conditional Acceptance will be required to use the ARC each week. They are typically required to use the ARC a minimum of four hours each week and must submit two grade reports each semester. In addition, they will typically meet bimonthly with the ARC Director and Assistant ARC Director to discuss their academic progress. The goal is to provide each student an opportunity to experience academic success.

For questions please email arc@GraceU.edu or visit <http://www.graceuniversity.edu/arc/>

TRANSCRIPTS

Any requests for records must be submitted in writing with the student's signature, as required by federal law. E-mail or telephone requests cannot be honored. Transcript fee: \$5 per transcript mailed (to be processed in the normal twice-a-week processing time). 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:

- Students not planning to return the next semester must complete a *Student Withdrawal Checklist*. The student must personally go to the SDO to obtain this checklist.
- Once the *Student Withdrawal Checklist* is complete, the student will fill out an *Exit Survey* in the SDO.
- Return any checked out library books.
- If living in the Residence Hall, arrange a time with the RA to check-out of the room. This must be done after the student is completely moved out the room and will include a room inspection and a key return. Failure to properly check out will result in the loss of the housing deposit.

Students 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*.