

KUYPER COLLEGE

2015 – 2016 Student Handbook

Welcome to Kuyper College! Our desire at Kuyper College is to develop a community of Christian Learning that will challenge and support each of us to grow in all areas of our lives. We seek to unashamedly proclaim the gospel and to continually grow in our knowledge of God, faith in God, and service to God, his church and his world. Learning takes place in the classroom, but undoubtedly, we will also learn valuable lessons outside of the classroom through discussions around the lunch table, service with local ministries, participation in chapel, and experience of living together in community.

As you embrace one of the greatest adventures you will ever experience, we urge you regard all opportunities in the coming year as a means to live radically for Jesus. Empowered by the Holy Spirit, we are given authority as children of God to serve, worship, witness, and learn in a way that is countercultural and truly in line with the teachings of Christ.

As we journey together through the coming school year, our goal is to challenge each other to place commitment to loving Christ first and loving people second so as to become more like Him in heart and deed. This radical commitment includes sacrificing aspects of our lives to which the world around us clings, trading in those priorities for the priorities of Christ. As we surrender all aspects of our being and choose to live radically in pursuit of Christ, our hearts are transformed and opened to the work of the Holy Spirit in and through us that will empower us as disciples and witnesses within culture.

We look forward to embracing the power of the Holy Spirit to following Jesus with you this year as we engage in the classroom, library, lunch room, soccer field, on Facebook, and in the greater community!

- The Student Life Department

*"There is not a square inch in the whole
domain of our human existence over which
Christ, who is Sovereign over all, does not cry: 'Mine!'"
Abraham Kuyper (1837-1920)*

Table of Contents

| | | | |
|--|-----------|---|-----------|
| Staff and Faculty Phone Directory | 3 | Meal Plan Options | 17 |
| 2014-2015 Academic Calendar | 5 | Sack Lunches/Dinner | 17 |
| Student Life at Kuyper | 6 | Commuter Students | 17 |
| Christian Community | 6 | To Go Meals/Sick Trays | 17 |
| Accountability and Responsibility | 6 | Special Diet/Meal Plan Exemptions | 17 |
| Community Covenant | 6 | Food Suggestions | 18 |
| Student Groups | 6 | Residence Halls | 18 |
| Services Provided at Kuyper | 7 | Collaborative Student Housing | 18 |
| Academic Support | 7 | College Housing Policies | 18 |
| Career Services | 7 | Hall Closing Dates | 18 |
| Service Learning | 7 | Housing Deposit | 18 |
| Chapel & Worship | 7 | Open Hours | 19 |
| Counseling Services | 7 | Overnight Guests | 19 |
| International & Multicultural St. Ass't | 7 | Quiet Hours | 19 |
| Part-Time Employment | 8 | Residence Life Staff | 19 |
| Personal & Group Devotions | 8 | Spring Session Housing | 19 |
| Voting | 8 | Campus Policies | 20 |
| Building Information | 8 | Campus Facilities & Services | 20 |
| Administrative Offices | 8 | Student Rooms | 21 |
| Music Practice Rooms | 8 | Health & Safety | 21 |
| DeWitt Student Center | 8 | Campus Safety | 21 |
| Fitness Room | 8 | Emergency Notification System | 22 |
| Zondervan Library | 9 | Communicable Diseases | 22 |
| General Campus Info & Amenities | 9 | Discrimination | 22 |
| Card Access and ID Cards | 9 | Escorts | 22 |
| Copy/Print Stations | 9 | Fire Safety & Alarms | 22 |
| Lost & Found | 9 | Severe Weather Information | 22 |
| Poster Policy | 9 | Adverse Weather Policy | 22 |
| Student Mail | 10 | Handicap Accessibility | 23 |
| Telephones | 10 | Guests/Strangers in the Building | 23 |
| Vehicles & Parking | 10 | Harassment | 23 |
| Academic Policies | 10 | Locked Doors | 24 |
| Classification of Students | 10 | Missing Student Policy & Procedure | 24 |
| Attendance Policy | 10 | Personal Safety | 24 |
| Grade Reports & Transcripts | 11 | Sexual Assault | 25 |
| Grades | 11 | Theft/Threat of Harm | 25 |
| Withdrawals | 11 | Crime Reporting | 25 |
| Academic Dishonesty | 11 | Non-violent/Violent Crimes | 25 |
| Academic Probation & Dismissal | 12 | First Aid Kits & AED | 26 |
| Mental Health Withdrawal Policy | 12 | Medical Services | 27 |
| Grievance Policy | 14 | Immunization Policy | 27 |
| Information Technology | 14 | Substance Abuse Policy | 28 |
| Campus Computers | 14 | FERPA | 28 |
| Personal Computers | 14 | Code of Conduct & Discipline | 30 |
| Gaming Devices | 15 | Ministry of Presence | 30 |
| Wireless Access | 15 | Judicial Structure | 30 |
| Wireless Guest Access | 15 | Code of Conduct | 31 |
| E-Mail | 15 | Publicity & Advertising Info | 34 |
| Student Printing | 15 | Policy Changes & Disclaimers | 34 |
| Information Tech./Network Usage | 15 | No tolerance Policy | 35 |
| Food Service | 16 | Commitment to Expectations | 35 |
| Schedule | 16 | | |

Kuyper College Staff and Faculty Phone Directory

| Name | Title | Ext. |
|--------------------|---|------|
| Andreas, Marc | Asst. Prof. of Business Leadership, Leadership Program Director | 633 |
| Bettig, Chef Jeff | Food Service Director, Chef | 636 |
| Bills, John | Computer Support Engineer | 630 |
| Blom, Alyssa | Advancement Administrative Assistant | 620 |
| Botts, William | Adjunct Instructor of Education, Education Advisor | 694 |
| Bras, Duane | VP for Business and Finance | 626 |
| Capisciolto, Ken | VP for College Advancement | 676 |
| Carlson, Mary | Human Resources | 669 |
| Chupp, Tim | Supervisor of Maintenance | 658 |
| Doornbos, Becki | Business Office Assistant | 625 |
| Dunning, Julie | Dept. Assistant for Enrollment | 632 |
| Essenburg, Curt | Director of Student Life, Instructor of Research & Development | 654 |
| Felch, Doug | Professor of Theological Studies | 640 |
| Fischer, Jeff | Assoc. Prof. Theological Studies, | 690 |
| Garvelink, Lisa | Professor of English | 685 |
| Harris, Patricia | Provost | 649 |
| Hendricks, Debbie | Associate in Program & Assessment, Instructor of Drama | 628 |
| Herich, Kirsten | Senior Admissions Counselor and Visit Coordinator | 684 |
| Inthisorn, Mika | Asst. to the Provost | 678 |
| Hochhalter, Carol | Associate Prof. of Worship Studies | 697 |
| Hoogeboom, Lisa | Ass't Prof. of Biblical and Intercultural Studies | 651 |
| Huizenga, Joel | Custodian | 638 |
| Janzen, Teresa | Senior Development Rep., Coordinator of Annual Fund | 653 |
| Kroeze, Dan | Prof. of Biblical Studies, Chair of Bible and Theology Dept. | 655 |
| Kroeze, Nicholas | President | 623 |
| Kuiper, Dale | Vice President for Enrollment Management | 695 |
| Laarman, Kathleen | Counseling Services | 703 |
| Lynema, Dawn | Assistant to the President | 624 |
| Meerman, Judi | Prof. of Social Work, Director of Field Practicum | 706 |
| Morgan, Luke | Assistant Director of Admissions and Financial Aid | 645 |
| Norquist, Michelle | Assoc. Dir. of Library Services | 660 |
| Parler, Branson | Assoc. Prof. of Theological Studies | 642 |
| Postma, Jana | Assistant Director of Student Life | 650 |
| Renkema, Teresa | Prof. Intercultural Communication, Chair of Arts & Science Department | 679 |
| Rumbarger, Josh | Admissions Counselor | 619 |
| Russell, Agnes | Director of Financial Aid | 656 |
| Schierbeek, Hannah | Administrative Manager for Advancement | 648 |
| Scott, Greg | Prof. Social Work, Social Work Program Director | 667 |
| Slimmen, Jean | Catering Coordinator, Kitchen Asst. | 713 |
| Steele, Chris | IT Director | 629 |
| Tanis, Brenda | Bookkeeper | 707 |
| Telzerow, Brian | Prof. Youth Ministry | 704 |
| Timmer, Jeff | Residence Life Director and Career Services Coordinator | 734 |
| VanderKodde, Donna | Asst. to the Registrar | 639 |
| Vanderwall, Rick | Chaplain | 777 |
| White, Richelle | Prof. of Youth Ministry, Chair of Professional Education Dept. | 693 |
| Wigboldy, Kyle | Registrar | 682 |
| Williamson | Campus Safety Director | 670 |

| | | |
|--------------------|--|-----|
| Willis, Becca | Academic Projects Assistant | 627 |
| Zandbergen, Dianne | Director of Library Services | 635 |
| Zwart, Andrew | Instructor of English & Interdisciplinary Studies, Director of Academic Support | 688 |

Fax Machines

| | |
|---------------|--------------|
| Advancement | 616-988-3613 |
| Student Life | 616-988-3607 |
| Financial Aid | 616-222-3045 |
| Upstairs | 616-988-3608 |

| Miscellaneous Phone Numbers | Ext./Cell |
|------------------------------------|------------------|
| Academic Student Worker | 710 |
| Adjunct Faculty Office | 681 |
| Admissions Student Worker | 663 |
| Advancement Student Worker | 674 |
| Campus Safety | 711 |
| Chapel Sound Room | 668 |
| Counseling Intern | 698 |
| CR2 | 618 |
| Facilities Asst. | 712 |
| Front Desk Reception | 301 |
| Library | 700 |
| Spiritual Life Intern | 696 |
| Student Interns | 705 |
| Student Life Student Worker | 647 |
| Zondervan Room Main Line | 605 |
| Zondervan Room Conference Line | 988.3605 |

2015-2016 Academic Calendars

FALL 2015 SEMESTER

| | | | | |
|-----------|-----------|------------------------------------|--|----------|
| September | 3-7 | Thursday-Monday | Week of Welcome | |
| | 7 | Monday | Labor Day – no classes | |
| | 8 | Tuesday | Kuyper College registration and classes begin | |
| | 8 | Tuesday | Tuesday evening classes begin (end 12/8) | 6-9pm |
| | 9 | Wednesday | Opening Convocation (adjusted morning class schedule) | 10am |
| | 9 | Wednesday | (Cornerstone University classes begin) | |
| | 10 | Thursday | Thursday evening classes begin (end 12/10) | 6-9pm |
| | 14 | Monday | Monday evening classes begin (end 12/7) | 6-9:15pm |
| | 15 | Tuesday | Last day to add/drop classes without penalty | |
| | 17 | Thursday | Count Date | |
| October | 2 | Friday | Faculty/Alumni Scholar Day | |
| | 5 | Monday | Early Alert Reports due | 9am |
| | 12 | Monday | Reading Day - no Kuyper day classes (evening classes meet) | |
| | 22 | Thursday | Academic Advising Day – no Kuyper day classes (evening classes meet) | |
| November | 30 | Friday | Mid-Term Grades due | 4:30pm |
| | 2 | Monday | Last day to withdraw from a class with "W" | |
| | 25 | Wednesday | Thanksgiving break begins - no Kuyper afternoon or evening classes | 1pm |
| | 26-27 | Thursday-Friday | Thanksgiving break | |
| December | 30 | Monday | Classes resume | 8am |
| | 9 | Wednesday | Global Awareness Day – (all classes meet) | |
| | 10 | Thursday | Last day of classes | |
| | 11 | Friday | Reading Day – no Kuyper classes (Cornerstone last day of classes) | |
| | 14-17 | Monday-Thursday | Final Exams (& Cornerstone Final Exams) | |
| | 18 | Friday | Residence halls close at noon | 12pm |
| | 21 | Monday | Semester break begins | |
| 23 | Wednesday | Final Grades due for Fall Semester | 4:30pm | |

WINTER 2016 SEMESTER

| | | | | |
|---------|----------|-----------------|--|-------------------------|
| January | 10 | Sunday | Residence Halls open | 3pm |
| | 12 | Tuesday | Kuyper College classes begin | |
| | 12 | Tuesday | Tuesday evening classes begin (end 4/19) | 6-9pm |
| | 13 | Wednesday | Wednesday evening classes begin (end 4/20) | 6-9pm |
| | 14 | Thursday | Thursday evening classes begin (end 4/21) | 6-9pm |
| | 18 | Monday | Monday evening classes begin (end 4/18) | 6-9:15pm |
| | 18 | Monday | (Cornerstone University classes begin) | |
| | 19 | Tuesday | Last day to add/drop classes without penalty | |
| | 21 | Thursday | Count Date | |
| | February | 8 | Monday | Early Alert Reports due |
| 15 | | Monday | Reading Day - no Kuyper day classes (evening classes meet) | |
| March | 4 | Friday | Mid-Term Grades due | 4:30pm |
| | 7 | Monday | Last day to withdraw from a class with "W" | |
| | 7-11 | Monday-Friday | Spring Break | |
| | 14 | Monday | Classes resume | 8am |
| April | 17 | Thursday | Academic Advising Day – no Kuyper day classes (evening classes meet) | |
| | 25 | Friday | Good Friday – no classes | |
| | 15 | Friday | Honors Convocation and Student Scholar Day | |
| | 21 | Thursday | Last day of classes | |
| | 22 | Friday | Reading Day – no Kuyper classes (Cornerstone last day of classes) | |
| | 25-28 | Monday-Thursday | Final Exams (& Cornerstone Final Exams) | |
| May | 29 | Friday | Kuyper College Commencement | 7:30pm |
| | 30 | Saturday | Residence Halls close at noon | 12pm |
| | 9 | Monday | Final Grades due for Winter Semester | 4:30pm |

Student Life at Kuyper College

Christian Community

Being a part of a campus community, especially a Christian college community like Kuyper College, can give you some of your best memories and biggest challenges. When surrounded by other Christians, there are great opportunities for spiritual growth, fellowship, and overall development. The greatest expression of fellowship in our community is love. In his letter to the Colossians, Paul provides a summary of the goals of our community:

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. — Colossians 3:12-17.

Living in fellowship makes us accountable to one another in our Christian walk. At Kuyper College, we believe that every member of the community is responsible to encourage and admonish others to live in harmony because of Biblical principles. Therefore, students are mutually accountable to each other and should expect to be held accountable by one another. This sort of accountability may be foreign to your Christian experience and therefore will require an open mind that is willing to learn and a heart that is willing to be humble. Therefore, for the well-being of the community, we may need to forgo some personal freedoms for the sake of the whole body. We hope that the fellowship and joy you receive from living at Kuyper College will outweigh any disappointment from a loss of personal freedom. We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, when individuals join the Kuyper College community, they choose to take upon themselves the responsibilities outlined in this Student Handbook. We wish you all the best and God's richest blessings in the coming year.

Accountability & Responsibility

Kuyper College attempts to be a caring community and is concerned about the welfare of all its students. As a Christian community that lives closely together, we are naturally accountable for one another's safety and lifestyle choices. Although these issues are ultimately matters of one's Christian integrity and character, fellow students can help us make good choices. Even though we are all adults, we still need each other's support and encouragement to deal with life's temptations and dangers. Therefore, students should expect and practice accountability and confrontation when they see a brother or sister making poor, immoral, or unchristian choices.

Community Covenant

As a community of believers engaging in an on-campus community, we have a responsibility to live at peace with one another and encourage one another as brothers and sisters in Christ. Within the Kuyper College community, we have non-negotiable college policies that are expected to be upheld by our staff and students. However, there are aspects to community living that do not fall under the "policies" category that are more fluid and able to be decided upon as standards for community living set by the community itself. Students residing at Kuyper College for the academic year will create and agree upon a community covenant that reflects biblical intentional community and encourages God-honoring interaction within the residence halls. This covenant may be revised or amended during the year as needed. Any questions regarding the community covenant may be directed towards residence life staff or the Residence Life Intern.

STUDENT GROUPS

If students are interested in starting a group that currently does not exist, they should contact Jana Postma, Student Life Coordinator, to receive a Student Group Registration Form.

HANDS: Hands seeks to change the world through reaching out to others and trying to understand social justice issues with a holistic view. Students interested in being a part of HANDS should contact Amber Hoeve, HANDS Intern.

Intramurals: The Intramural Committee plans and coordinates events to promote an active lifestyle and healthy sportsmanship. They plan various tournaments, activities, and events for the Kuyper College community. Questions about Intramurals should be directed toward Derek DeRuiter or Nicole Dana, Intramurals Interns.

Spiritual Life Committee: With two focuses (Chapel and Campus Ministries), SpiL provides spiritual growth on campus through events, retreats and Bible study opportunities. If you are interested in learning more about SpiL Chapel, contact Seob Kim. If you are interested in SpiL Campus, contact Shelley Eckenwiler.

Student Activities Club (SAC): The mandate of the Student Activities Club is to provide all students with opportunities for social interaction and activities that build community and promote healthy recreation. The club plans events such as Fun Fest and Midnight Bowling. Questions for the Student Activities Club can be directed to Amber Hoeve, the SAC Intern.

Inklings: Inklings is made up of a group of students who enjoy creative writing. They hope to build their confidence in their writing ability, but also have fun with the writing process. Questions can be directed to Rebekah Griffith.

Student Government: "To the Glory of God, Student Government seeks to serve, inform, represent, support, engage, and be a cohesive factor among the student body and the administration of Kuyper College." Student Government members play an active role in a number of areas of the college as well as taking on Student Government sponsored projects. Student Government is comprised of elected Student Representatives.

Student Senate Representation consists of the following positions:

- International Student Representative
- Multi-Cultural Student Representative
- Senior Class Representative
- Junior Class Representative
- Sophomore Class Representative
- Freshman Class Representative
- Off-Campus Student Representative
- Non-Traditional Student Representative
- President
- Vice President

Elections to fill all positions but Freshman Class representative are held each spring. Elections for any unfilled positions and the Freshman Class Representative are held in the beginning of the Fall semester. In addition to elections special referendums may be included in either election. Student Government is advised by the Director of Student Life.

Photography Club: The Photography Club captures memories and pictures of the Kuyper Community. They share the responsibility of covering different events and taking photos of different groups. At the end of the year, the photos taken by this club are gathered into a photo book. If you have any questions about this student group, contact Karla Velis.

SERVICES PROVIDED AT KUYPER COLLEGE

Academic Support: The Academic Support Office, located in the library, serves all students by employing peer tutors, arranging for study partners, coaching students in time management and study skills, providing alternative testing and assistive technology, and counseling regarding academic problems. The Academic Support Office also assists learning disabled students. The purpose of such accommodations is to allow all students the opportunity for success. The college will not alter standards or change essential elements of courses or programs. To gain access to these services, students should contact Andrew Zwart, the Academic Support Coordinator, at azwart@kuyper.edu or 616-988-3688.

Career Services: Career Services are offered out of the Student Life Office. Career Services offer career exploration, resume building, cover letter writing, interviewing skills and other services. Please contact Career Services for more information regarding these offerings. Career Services also maintains an job posting board and book full and part time job listings. Visit Student Life to browse job opportunities.

Service Learning: Service Learning is a "for-credit" part of all Kuyper College academic programs. These placements are designed to help students develop career, ministry and service skills through hands-on experience.

Chapel and Worship: The purpose of chapel at Kuyper College is to glorify God through a time of worship and fellowship. We desire that all members of the Kuyper College community are challenged and edified through our common bond in Christ.

Chapel services are held on Monday, Wednesday, and Friday mornings from 10:10 a.m. to 10:40 a.m. in the Vos Chapel. **Students are encouraged to attend chapel. Campus facilities will be closed during this time.** From time to time, chapel may run long. When this happens, students should proceed directly to class. A late chapel does not give students an excuse to be late for class.

Counseling Services: Kuyper College values its students and is committed to providing resources and support for the "whole person." Counseling Services are available to help with the emotional, psychological, spiritual, social and academic wellness of the student community. Any Kuyper College student may take advantage of these confidential services at no cost. Accountability and support groups are available throughout the year as well, and interested students may sign up. Students may make appointments using a variety of scheduling methods. They may choose to schedule online via the portal, stop by during published walk-in hours to schedule an appointment, or call 616-988-3703. Kuyper's counseling staff can also provide specific community referrals for specialized counseling needs although the cost for external counseling services is the responsibility of the student.

International Student Assistance: Realizing the challenges faced by international students in their adjustment to college life, the college wishes to provide them with assistance regarding government regulations, housing during semester breaks, cultural adjustment, etc. While all

members of the Kuyper College staff and faculty are eager to assist international students, Jana Postma (ext. 650) serves as International Student Services Coordinator. International Students may also contact their International Student representative on Student Senate.

Multicultural Student Assistance: Diversity is God-given, expressed through nationality, ethnicity, race, dialect, culture, gender, and age. Realizing the challenges faced by multicultural students, the college actively seeks to provide assistance and counseling for their Kuyper College experience. Students who have concerns or questions about multicultural or racial issues may discuss them with the College Counselor or the Director of Student Life.

Nonpartisan Political Neutrality: Kuyper College encourages its students, staff and faculty to be responsible citizens, to be informed on issues and to become as involved in the political process as they deem necessary. However, our articles of incorporation prohibit the school from participating in or making political statements, including "the publication or distribution of statements." This means there are to be no blanket statements by students, staff or faculty claiming to represent the position of the college.

Part-time Employment: The college offers on-campus employment for students. Each department individually handles their own applications and hiring process. Preference is given to students who are not eligible to work off-campus in the United States. Details about opportunities for part-time employment in the Grand Rapids area are posted on the bulletin board near the Student Life Office. Students are encouraged to limit their hours of employment so that working does not interfere with their studies.

Personal and Group Devotions: Communion with the Lord through Bible study and prayer nurtures Christian faith and virtue and discourages patterns of thinking and action that are contrary to the teachings of Scripture. Students may join Bible studies and accountability groups coordinated by the Spiritual Life Committee. If students are interested in leading or starting a group, they are encouraged to contact the Spiritual Life Committee.

Voting: If students are of legal voting age, Kuyper College strongly encourages students to register to vote and to vote. Kuyper College provides information on how and where to vote, how to get an absentee ballot, etc. If students have questions, then they should contact the Student Services Office.

BUILDING INFORMATION

Kuyper College facilities are rented to outside groups during various times throughout the school year. Students are asked to respect these groups and not interfere with their activities. *All campus buildings may be closed for special events or holiday breaks.

Administrative Offices: The administrative offices are open from 8 a.m. to 5 p.m. Mondays through Fridays during the Academic Year. Offices are open from 8 a.m. to 4:30 p.m. Mondays through Thursdays and 8 a.m. to 3 p.m. on Fridays during the summer months.

Boonstra Gym: The gym is open from 7 a.m. to 12 a.m. while the college is in session. Sports equipment such as volleyballs, basketballs, etc. is available through Curt Essenburg. In order to protect the hardwood floor, street shoes and black-soled shoes are not allowed on the gymnasium floor. The Fitness Center is intended only for the use of students, constituents, or guests.

The Classroom Building: The class room building (including the Computer Lab on the 1st Floor of the Academic Building) is regularly open from 7 a.m. to 12 a.m. Mondays through Thursdays and from 7 a.m. to 5 p.m. on Friday during the Academic Year.

Music Practice Rooms: Practice Rooms are available in the Student Center and are open from 7 a.m. through 12 a.m. The doors of the practice rooms may not be locked while the rooms are in use. All food and drink must be kept away from the instruments. There will be weekly schedules posted on the door of each practice room. Lesson instructors and Kuyper students taking private lessons may reserve the room for certain time slots for the whole semester.

Priority for use of the Practice Rooms is as follows:

1. Private lessons for Kuyper College students.
2. Students practicing in groups for Kuyper College ensembles.
3. Kuyper students practicing for private lessons.
4. Kuyper College students.

DeWitt Student Center: The Student Center is open from 7 a.m. to 12 a.m. while the college is in session. The Student Center has a number of amenities such television with satellite, lounge space, and a kitchenette to prepare meals.

Fitness Room: This area is open from 7 a.m. to 12 a.m. while the college is in session. A variety of free weights, strength machines, and cardiovascular equipment is available for student use.

All users are expected to follow the policies and procedures of Kuyper College's Fitness Room. Use of the fitness room is a privilege, and failure to follow these policies and procedures may result in administrative and/or disciplinary action, including cancellation of privileges. To help patrons uphold these rules, supervision will be conducted by Student Life and Campus Safety.

- Participants must be 16 years of age or older to use the weight and fitness rooms. Anyone who is under 16 years of age is not allowed in the weight and fitness rooms.
- Clothing must be appropriate and modest. This includes gym style clothing and gym shoes. T-shirts, shorts, warm-up suits, sweat suits and aerobic attire are acceptable attire when working out. Closed-toe athletic shoes are required. Sandals, open-toe shoes, hard-soled shoes, string tank tops, cut-off tank tops, mesh tank tops, jeans, street clothing and anything that compromises the safety and professionalism of the weight and fitness rooms are prohibited. Ball caps or clothing with buckles or chains are not permitted.
- Food or drinks (other than bottled water) is NOT permitted in the weight room or cardio room.
- Profanity and excessively loud or suggestive language will not be tolerated (including in choice of music played on speakers).
- Machines, benches, and other furniture are not to be moved.
- All equipment must be used in the manner for which it was designed. Do not attempt to modify the equipment.
- Do not attempt to use equipment if unfamiliar with the proper use.
- All patrons must clean equipment immediately after use. Sanitizing cleansers are available throughout the fitness areas. Bringing a clean, dry towel when using any equipment in the Fitness Room is recommended.
- Students/guests that damage equipment will be banned from using the facilities and charged for damages if they do not adhere to the College's policies.

Free Weight Area:

- All weight training must be performed in a controlled, safe manner. Dropping, slamming, or bouncing of weights is prohibited. Power lifting is prohibited.
- Patrons must use extreme caution in lifting weights to avoid potential injuries to themselves and others.
- Spotters are required for all lifters.
- Individuals must put all bars, plates, dumbbells, belts, etc., in their proper place after use.
- All free weight equipment must be kept in the free weight area.
- Dumbbell use is limited to one set of dumbbells at a time.
- Weights and bars of any kind should not lean up against the walls, equipment or mirrors.
- The use of chalk is prohibited.
- No outside personal training is permitted in the facility.
- Olympic lifts that are performed above the head are not permitted (Clean and Jerk, Snatch).

Zondervan Library: The Zondervan Library is open to the public year-round. During the academic year (September through April), the library's hours are:

| | |
|-------------------|---------------------|
| Monday – Thursday | 8 a.m. to 10 p.m. |
| Friday | 8 a.m. to 4:30 p.m. |
| Saturday | 10 a.m. to 5 p.m. |
| Sunday | Closed |

Hours may be subject to change during holiday breaks; please call for information, 616-988-3700.

GENERAL CAMPUS INFORMATION AND AMENITIES

Concerns/Complaints: If students have concerns or complaints, they should direct them to Duane Bras, VP of Business and Finance, at duaneb@kuyper.edu or 616-988-3626.

Card Access and ID Cards: All students, faculty, and staff must have a Kuyper College ID card. ID cards are necessary for multiple purposes, should be prominently displayed when on campus, and the holder must present their ID card when asked by Campus Safety or other College authority. All cards have the holder's photo and a library bar code. The on-campus student ID cards also contain a computer chip that allows each card to double as an electronic key for the front doors of the residence halls and serve as a meal card for students participating in the meal plan.

Lost or stolen cards should be reported to Campus Safety or IT immediately so they can be deactivated. Lost, stolen or broken cards should be replaced as soon as possible to ensure the safety of the student in gaining access to the buildings and for meal plan use. A fee of \$10 is charged for card replacements. Avoid punching a hole in the card in order for it to be carried on a keychain. Doing so may damage the card and deactivate it.

Copy/Print Station: There are copy/print stations designated for student use located around campus for student use.

Lost and Found: All lost and found objects should be brought to the Zondervan Library desk or the Campus Safety Office.

Poster Policy: The following guidelines have been established for the distribution of information within the Academic Building and Student Center:

- Posters are to be signed and placed by the Student Life Office.

- Posters should not exceed 12 per event

Approved posters will be hung on bulletin boards in the following locations:

- Student Life area
- Above student mailboxes
- 1st floor of the academic building
- Across the hall from the IT Office
- In classrooms
- By both copy machines on the 3rd floor

Student Mail: All students have individual mailboxes. To receive your combination, please see the Business Office. Students are welcome to use the boxes to contact each other. Students' incoming mail should state the name of the college and include their box number for best delivery. Students may drop outgoing mail in the designated box located near the student mailboxes. The U.S. Postal Service collects and delivers mail on campus Monday through Friday.

When no longer living on campus, it is the responsibility of the student to make arrangements to have their mail sent to their new address.

Telephones: Telephones for student use are located in the Zondervan Library and in the Student Center atrium. On campus students are given the option of having a personal extension and voicemail. This extension can be directly dialed by family and friends by calling 616-988-3xxx. If you need assistance learning how to set up your voicemail, contact the Maintenance Department or Student Services.

Vehicles and Parking: Students are welcome to bring their cars to campus. Vehicle registration forms and tags will be provided during registration. If a student brings a vehicle to campus after registration, he/she should fill out the appropriate forms in the Campus Safety Office. Every vehicle on campus should display a Kuyper College parking tag on the backside of the rearview mirror, visible from the outside of the car. Students who loan their vehicles to others may be held responsible for violations of that vehicle. There is a \$20 yearly charge for obtaining a vehicle permit, which is included in the annual Student Life fee. There will be a \$20 fine charged for a lost or unreturned parking tag.

- All individuals who drive vehicles on campus must follow traffic and parking regulations on the campus and must display caution and courtesy to other drivers and pedestrians. The speed limit on college property is 15 miles per hour.
- Freshmen are required to park in the lower lot by the soccer field.
- Visitors of on-campus students should also park in the lower lot by the soccer field.
- On-Campus Upper Classmen may park by the College Residence Halls.
- Commuter students may park in the main Academic Building lot or lots adjacent to the Student Center main entrance.
- Winter parking restrictions are enforced between approximately December 1 and April 1 to facilitate the removal of snow from parking areas. Vehicles must not be parked over curb areas at any time and there is no parking in the main Academic Building lot or lots adjacent to the Student Center entrance from midnight until 7:00 AM.
- Engine oil is a dangerous waste, and strict regulations apply to its disposal; therefore, students are not allowed to change the oil in their car or complete other repairs on campus without consulting Tim Chupp in Maintenance.

Parking Violations: Students who fail to comply with parking regulations on campus will be issued a fine corresponding to their violation. Payment of fines may be made in person at the business office Monday-Friday between 8:00 a.m. and 4:00 p.m. Receipts will be issued for payment made in person during these hours only. If payment is made within 3 business days, then the fine will be reduced by 50%. Appeals to fines should be directed to Randy Williamson within 10 days from the date of the citation. Fines issued for parking violations are as follows:

- | | |
|---------------------------------|------|
| • Expired or no permit | \$30 |
| • Fire lane | \$50 |
| • Handicap space without permit | \$75 |
| • Seasonal parking restriction | \$20 |
| • Driving on sidewalk or lawn | \$20 |
| • Parking in unauthorized area | \$25 |
| • S.O.S. vehicle look-up fee | \$50 |
| • Other | \$20 |

ACADEMIC POLICIES

The following policies are just a few that have been deemed most important for students to be aware of. For a complete listing of academic policies please refer to the Kuyper College Catalog, which is available on the college website and your academic advisor's office.

Classification of Students:

Freshman - Students who have completed fewer than 30 credit hours

Sophomore - Students who have completed 30 hours of college credit

Junior - Students who have completed 60 hours of college credit

Senior - Students who have completed 90 hours of college credit

Attendance Policy: Students are expected to attend classes regularly. Class attendance is necessary for the educational process to be fully effective because significant materials, insights, perspectives, and opinions will be gained from class sessions. Students are expected to contribute to class discussions.

Professors establish their own attendance policies. However, any student who does not attend 40% or more of their class meetings may be withdrawn from the course(s) by the Academic Office. Students who miss classes because of extended illness or some other emergency should notify the Academic Office of the situation. In addition, students should consult with their professors to determine course work that was missed during the absence.

Students who anticipate an absence due to official co-curricular or military participation should consult with the professor in advance and, if possible, complete any scheduled work in advance of the absence. Faculty or others in charge of a co-curricular activity will provide the Academic Office with a list of students participating prior to any activity that would remove students from classes.

The faculty are required to include an attendance policy in each course syllabus. In addition, faculty will record the absences of students in all classes. Whenever a student does not attend class in accordance with the attendance policy recorded in the syllabus, the professor will take appropriate action. The nature of the action should relate to the degree of absenteeism.

Grade Reports and Transcripts: Fall semester, winter semester and spring session grade reports will be made available via the student portal of the Kuyper web site.

The Early Alert System is designed to identify students who are not doing well academically early in the semester. Faculty members will have a meaningful grade for each student by the fourth week of classes. Academic Support Office will notify students receiving an unsatisfactory grade and provide the opportunity for academic assistance.

The College will supply midterm grades shortly after the midpoint of each semester. These midterm grades are not recorded on students' transcripts but are given to assist students and the Academic Support Office in monitoring their academic performance.

Official transcripts are released only when requested in writing by the student. The Academic Office has forms for this purpose. The fee for each transcript is \$15. Payment is due in advance. Transcripts will be withheld if the student has a past-due account with Kuyper College.

Grades: The College uses the following system of grading:

| Grade | Interpretation | Honor Points |
|-------|--|--------------|
| A | Excellent | 4 |
| B | Good to Very Good | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Failure (<i>Failed required courses must be repeated.</i>) | 0 |
| AU | Audit | |
| CR | Credit | |
| I | Incomplete | |
| IP | In Process | |
| R | Repeat | |
| W | Withdrawal | |

Kuyper College calculates a student's GPA on the following scale:

A (4.00) B (3.00) C (2.00) D (1.00)
A- (3.67) B- (2.67) C- (1.67) D- (0.67)
B+ (3.33) C+ (2.33) D+ (1.33) F (0.00)

Withdrawals:

1. Students must consult with their advisor to add a course or drop a course or to withdraw from the college.
2. A course or courses dropped by students during the first seven calendar days after registration will not be entered on their academic record. Students are not charged a fee for dropping or adding a course during this period.
3. Courses dropped during the period beginning eight calendar days after registration and ending 55 calendar days after registration will be entered on students' academic records as W. Students will be charged \$15 for each course dropped or added during this period.
4. Courses dropped 55 or more calendar days after registration will be recorded as an F—except for unusual circumstances (serious injury or illness). If a student has experienced extenuating circumstances and wishes to petition for a W (withdrawal) instead of an F, he or she must write a letter presenting the case for the change.
5. Students who wish to withdraw from the College at any time during the semester must notify the Academic Office. If a student withdraws from the College, the Academic Office will notify other offices.

Academic Dishonesty: Kuyper College places a high value on academic honesty and student integrity. Therefore, all instances of academic dishonesty will require prompt disciplinary action by the College. Academic dishonesty offenses may include, but are not limited to, the following: plagiarism (which includes failure to cite sources of outside information used in completing assignments), submitting a paper written by someone other than the student, the swapping of test or exam information with another student, cheating on an examination with cheat sheets, assisting a student or receiving help in any capacity with an examination, or any other attempt to deceptively receive an unearned grade.

If an instructor finds evidence of academic dishonesty, the instructor must immediately report his or her findings to the provost and academic dean, who will track offenses per student. The instructor will then fill out an Incident of Academic Dishonesty Form that will be kept on file by the Academic Office. The student will receive a copy of this form dated with the day the student received the form. After this the student is required to meet with the provost, the registrar, the director of Student Life, and the instructor to determine an appropriate penalty. Penalties imposed will be, at a minimum, the failure of that assignment, but may include up to the following for each offense:

First offense: automatic failure of the course

Second offense: automatic failure of the course and the student will be placed on academic probation for the coming semester

Third offense: automatic failure of the course and automatic dismissal from Kuyper College

Appeal Procedure: If a student believes that he or she is being unjustly accused of academic dishonesty and this is a first-offense incident, he or she may send an appeal to the provost *in writing*. If this is a second- or third-offense incident, a student may appeal in writing to the provost asking that the Discipline Committee be convened to hear the student plead his or her case. The decision of this committee is final. If a student decides to appeal in writing, the appeal should be in letter format and dated. The student has five business (class) days from the time he or she receives a copy of the Incident of Academic Dishonesty Form to turn in an appeal.

Academic Probation and Dismissal: The College requires that its degree-seeking students attain a minimum 2.0 cumulative GPA for the awarding of the B.S., B.S.W., A.A., and A.R.E. degrees. A student whose cumulative grade point average indicates that the accomplishment of this degree objective is in jeopardy will be placed on academic probation.

For a chart of probation and Dismissal Status please see the College Catalog.

Students must have a 2.0 cumulative GPA to receive any Kuyper College-funded financial aid including but not limited to endowed, family and corporate academic scholarships. In order to receive financial aid, students must be making reasonable academic progress. Reasonable progress is defined by the College according to two criteria:

- 1) Successful completion of a minimum percentage of attempted credits, and
- 2) Minimum cumulative GPA.

Students who do not fulfill these minimal criteria will be placed on Financial Aid Warning and will be in jeopardy of losing some or all financial aid if academic performance does not improve. For more information, consult pages 30-31 of the Kuyper College catalog. Full-time students whose current semester GPA falls below the corresponding minimum cumulative GPA for good standing will be placed on academic probation. Students who are placed on probation are limited to four courses per semester (plus physical education or choir) and are restricted from participating in extracurricular activities such as school publications, student senate, athletic teams, clubs, and theatre productions. A student dismissed from the College for academic reasons is informed by a letter from the Academic Office. A copy of the letter is also sent to the faculty advisor.

Students who wish to appeal their academic dismissal must write a letter to the provost within 10 days discussing reasons for dismissal, a plan for improvement, and the significance of attending Kuyper College. The appeal letter will be considered by the Academic Appeals Committee. Additional procedures for complaints are found on page 49 of the catalog.

The Academic Office monitors students' academic progression through an early alert evaluation as well as midterm grades. If a student is struggling in several courses, Academic Support will contact him or her to offer assistance. However, it is the college's policy that the college does not make initial contact with parents. Parents are free to contact Academic Support with questions, but it can only discuss a student if he or she has signed a FERPA release form for that purpose. We encourage parents to communicate with their children about their grades and academic progression.

Mental Health Withdrawal and Readmission Policy and Procedures:

I. Policy

- A. The provost, registrar and the director of Student Life respectively may act to remove a student from the college. In addition to disciplinary action that may be taken under other college policies and procedures, the college reserves the right to request or require students to withdraw from the college for reasons pertaining to mental or physical health when the student's behavior is a direct threat of harm to themselves or others or when a student's mental or physical health-related behavior significantly disrupts the ability of other students, faculty, or staff to participate in the educational programs or employment opportunities offered by the college. This policy does not supplant any academic performance or discipline based withdrawal or dismissal policies maintained by the Academic or Student Life Offices.

- B. Students who withdraw or are withdrawn from the college by the director of Student Life or designee pursuant to this policy may be considered for readmission following a determination by the director of Student Life or designee that the behaviors requiring withdrawal are, for the most part, eliminated. The determination of readmission is made in conjunction with the college counseling staff and the provost. In making the determination on mental health readmission, the director of Student Life will consider a mental health evaluation done by counseling staff and other pertinent information from the counseling staff, faculty, staff and relevant material submitted by the petitioning student.

II. Procedures

A. Psychiatric Involuntary Withdrawal:

1. If, for reasons pertaining to mental or physical health, a student's behavior poses an immediate and direct threat to themselves or others, the director of Student Life, registrar or designee may withdraw the student or restrict the student's access to the college campus, college housing, services, and activities, as appropriate, for an interim period before a final determination of the matter.
 - a. A withdrawal may be considered when the college has evidence that:
 - a student's behavior demonstrates a direct threat of harm to self or others;
 - a student's behavior significantly disrupts the ability of other students, faculty or staff to participate in the educational programs or employment opportunities offered by the college.
2. Every attempt will be made by the director of Student Life, academic dean or designee to meet with the student before deciding on an involuntary withdrawal of the student.
3. If the student is to be involuntarily withdrawn, the decision will be communicated in writing to the student, the provost, registrar, and others as appropriate.
4. An individual wishing to explore the appropriateness of an involuntary withdrawal or wanting to initiate a voluntary withdrawal should contact the director of Student Life. When circumstances merit, the director of Student Life, registrar or designee will:
 - arrange for an appropriate review process to include receiving, investigating, and examining appropriate records and documentation;
 - provide an opportunity for the student to meet with the director of Student Life, registrar or designee to discuss the withdrawal;
 - provide an opportunity for the student to meet with the counseling staff and undergo an evaluation;
 - document the findings of the review process and any relevant recommendations.
5. The emergency withdrawal or restricted access will remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the director of Student Life, registrar or designee determines that the reasons for imposing the involuntary withdrawal no longer exist.
6. The student may be restricted from campus and/or college services and activities during a voluntary or involuntary withdrawal period. The student will receive written notice of the withdrawal as well as the conditions for readmission.
7. In the event of an involuntary withdrawal, emergency protocol will be followed. The college will notify a student's emergency contact person(s).

B. Voluntary Psychiatric Withdrawal:

If the student is eligible for and wishes to pursue voluntary withdrawal, the director of Student Life, registrar or designee will:

- consult with the counseling staff;
- counsel the student regarding voluntary withdrawal;
- consult with the academic dean and the student's academic program director as appropriate;
- discuss the circumstances with the student's family, as appropriate;
- refer the student to appropriate resources for evaluation or treatment and initiate voluntary withdrawal.

C. Readmission Following Withdrawal:

1. A student removed from the college under this policy may be considered for readmission if eligible, based on the student's academic record, in accordance with the readmission policies and practices of the student's academic program.
2. A student wishing to be considered for readmission should contact the director of Student Life, registrar or designee according to the written conditions for readmission and provide appropriate documentation of behavioral change, and resolution of the initial problem, including compliance with the conditions of readmission.
3. A student wishing to be considered for readmission must have written clearance from a licensed mental health practitioner and the college counseling staff to be readmitted.
4. A student wishing to be considered for readmission must have a reasonable aftercare plan. The director of Student Life, registrar or designee will:
 - consult with the counseling staff;
 - consult with the student's academic program director if applicable;
 - contact the student's parents, if appropriate;
 - receive, investigate, and examine relevant documentation;
 - provide an opportunity for the student to meet with counseling staff;
 - provide an opportunity for the student to meet with the director of Student Life, registrar or designee to discuss readmission;

- if appropriate, initiate the readmission process, provide the student with written conditions for continued attendance and inform any relevant policy adjudicators of the student's readmission;
- or deny the student's request for readmission and specify when and if the next request for readmission will be considered and notify the college staff as appropriate of the decision regarding readmission.

D. Effect on Academic Internship:

The following steps are to be taken in the event that a student has a psychiatric emergency while they are completing their internship.

- *In a local internship placement:* The academic internship coordinator will be in contact with the student's placement supervisor. Without disclosing confidential information to the agency, the coordinator will inform the placement supervisor of the student's temporary withdrawal from his or her placement. In the case that a student is able to return to their internship, an aftercare plan is required. Also, the academic internship coordinator will need a written assessment by the primary therapist stating that the student is stable enough to return.
- *International placement:* If the student is not in direct contact with the coordinator of the academic internship while on an international internship, the psychiatric emergency will be handled by the student's placement supervisor. The student will be required to return from the international internship, engage in therapy and have an aftercare plan in place before being considered for another internship placement. Note: Students who need to return home from an international internship before its completion will not be considered for a second international internship placement.
In case of either of these instances, the coordinator of the academic internship will respect the student's confidentiality while sharing necessary information with the placement supervisor. The coordinator of the academic internship will be conscious of the relationship that must be upheld between the college and the placement.

E. Effect on Academic Status:

In the event of a withdrawal pursuant to this policy, a notation of withdrawal will appear on the student's transcript for all classes taken during that semester. All tuition paid for courses not completed during the term in which the withdrawal occurred will be refunded on a pro-rated basis.

F. Effect on Housing Status:

If the student has been living in the residence halls and will not continue to do so, the contract will be canceled and fees refunded on a pro-rated basis.

Grievance Policy: Misunderstandings are common in all communities. The Kuyper College Student Life Department welcomes the opportunity to help bring resolution and restoration.

Students who have grievances related to course grades, classroom decorum, or other course related issues should address their concerns first with the instructor of the course. If the student is not satisfied with the resolution, the concerns may then be taken to the chairperson of the appropriate academic department and, if resolution is not achieved, the student may contact the academic dean. The academic dean is the final authority.

Students who have grievances related to college staff should first address those complaints directly with the individual(s). If the student is not satisfied, the grievance may then be taken to the appropriate supervisor. If resolution is not reached, the student may contact the vice president of Business and Finance. The vice president of Business and Finance is the final authority.

Students who have grievances related to student groups, student leaders, or Student Life staff should first address those complaints directly with the individual(s). If the student is not satisfied, the grievance may then be taken to the appropriate supervisor. If resolution is not reached, the student may contact the director of Student Life. The director of Student Life is the final authority. If the unresolved concerns involve the director of Student Life, students may take their concerns to the office of the provost to seek resolution. The provost is the final authority.

INFORMATION TECHNOLOGY

Please see the Information Technology's *Computer Use and Regulations Policy* for additional information.

Campus Computers: Computer labs for student use are located in the library and the 1st floor of the academic building (students must leave the 118 lab when a class is in session). Library computers are available to students during library hours. There are study rooms with computers for student use on the first floor in both Schaal and Timmer Halls. Students wishing to do academic work have priority over those playing games or writing emails. The residence hall computers are available 24 hours a day for residential students. These computers and printers are connected to the campus network. Students may have computers in their rooms and can arrange to be connected to the campus network and internet by contacting the Information Technology Department at ext. 630 or at <http://helpdesk.kuyper.edu>.

Wire-connected Personal Computers: Process for PC's:

1. Each room in the residence halls has two Ethernet ports enabled to give students access to the network and the internet.

Gaming Devices:

1. Game consoles are to be connected to Ethernet ports provided in residence halls whenever possible. Devices that are Wi-Fi only should be brought to the IT Office to be connected on a case-by-case basis.

Wireless Access: Wireless access is available on campus. To gain access to this service, please reference access instructions on the portal by selecting Student Service and then Information Technology, or at the following URL:

<http://portal.kuyper.edu/Student%20Services/Information%20Technology/Pages/main.aspx>

Wireless Guest Access: Guest Access is open and simply needs to be connected.

E-mail: Every member of the Kuyper College community has an e-mail account through the campus network. Students are expected to check their campus e-mail account on a daily basis. Kuyper College does not currently forward email to outside accounts, so you must check your Kuyper mail at <http://mail.students.kuyper.edu>

Student Printing: Each student at Kuyper College is granted a free \$10.00 print credit for use at any of the provided student print stations. This includes the Library, Computer Lab 118, and the computer labs in each dormitory. Paper will be provided by Kuyper College, and each page in Black and White will incur a \$0.10 charge, with color prints/copies (available in the Library) costing \$0.20 for each page. Students will be billed once prior to the end of each semester for any negative balance incurred, as well as with their final bill for any additional negative print balance incurred. Any remaining positive balance will be lost and reset to \$10.00 at the beginning of the next semester for returning students.

Information Technology and Network Resources Usage Policy: Access to information technology and network resources is vital to learning and communication in today's world. In order to best serve the Kuyper College community and its guests, the Kuyper College administration has developed this Information Technology and Network Policy. The Kuyper College Information Technology and Network Resources Usage Policy contains the philosophy and requirements governing student, faculty, staff, and guest use of Kuyper College information technology and network resources. Kuyper College expects each member of our community to use the information technology and network resources responsibly, ethically, and in compliance with the spirit of the policy, relevant laws, and all contractual obligations to third parties.

The use of the college information technology and network resources is a privilege. If a member of the community fails to comply with this policy or relevant local, state, and federal laws, and contractual obligations, that member's privilege to access and use of Kuyper College information technologies and network resources may be revoked.

This policy is a guide to the acceptable use of the Kuyper College information and technology network. It is intended to address issues involved in the use of the college's wired and wireless networks, as well as the internet for transfer of information. This includes, but is not limited to, e-mail, file transfer, or use of applications which utilize the networks. In the case where electronic information is carried across other networks (i.e., outside of Kuyper College), users are advised that acceptable use policies of those networks also apply and may further limit use. Kuyper College employees may be subject to additional guidelines as specified in the Kuyper College Employee Handbook.

Please note: Using Kuyper College information technology and network resources to send communications to Kuyper or non-Kuyper people or entities typically identifies you, the sender, as belonging to the Kuyper College community. Each member of the community should recognize that any such communication may reflect on how the Kuyper College community is perceived by the public at large.

Purpose and Goal: The college information technology and network resources are intended for use by the Kuyper College community and have been established to facilitate an exchange of information that is consistent with the academic, educational, research, and administrative purposes of Kuyper College. Any use that is counter to these purposes or interferes with such use by others is prohibited.

Permitted Use: Students, faculty, staff, guests and affiliates of Kuyper College are granted temporary access to the network resources and the internet to assist them in their academic, educational, and research responsibilities as they pertain to Kuyper College. Personal use is permitted, provided it follows the guidelines described in this policy.

Limitations of Use: All users are expected to use the college computing resources and the internet in a professional, lawful, and ethical manner, consistent with the Kuyper College Code of Conduct. The Web has increased our ability to communicate. Our communication should demonstrate the utmost respect for others, allowing Ephesians 4:29 to filter our communication: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Communication that degrades or harasses individuals or groups is unacceptable. This includes messages that intimidate, harass, threaten or embarrass via emails, IM, voicemail, web pages, blogs, My Space, Facebook, Twitter, etc. Any use of web life that is contradictory to the principles and philosophy of the Kuyper College Code of Conduct for students, staff, and faculty is prohibited.

Individual Privacy: Unauthorized access to another user's files, electronic mail, voicemail, or other communication is not permitted. This includes, but is not limited to, tapping of network transmissions, including wireless transmissions, running sniffers, keystroke loggers, etc. Obtaining, possessing, using, or attempting to use someone else's password, PIN, ID, or other such personal security measures is prohibited. Individual information technology accounts are for the exclusive use of their assignee. The transfer of ownership and/or granting access to your

password or login for others to use your account, or in any way granting access to your IT accounts, is prohibited. Kuyper College students, staff, and faculty will not be asked to share their username and password as a part of the normal course of college operations.

Prohibited Uses: Network bandwidth and storage have a finite capacity, and all users are expected to be responsible in their use of these resources. Users are not permitted to monopolize these resources. Users are to abstain from anything that will negatively affect the college network bandwidth. Examples of this include, but are not limited to, sending mass e-mail or chain letters or using applications that create an excessive volume of network traffic. The network may not be used to disseminate commercial advertisements, solicitations, promotions, destructive codes (i.e., viruses, worms, spam, spyware, Trojan-horses, chain emails, or other destructive programs), or any other unauthorized materials. Users may not use unauthorized software or devices on the college network that bypass the college network security, interfere with the operation of the college network, or provide unauthorized services on the network (i.e. switches, hubs, repeaters, wireless access points, modems, etc.).

Illegal Copying: Users may not illegally copy for personal, educational or any other use material protected under copyright law or make that material available to others for copying. This includes, but is not limited to: downloading using torrents, unauthorized copying of copyrighted software through p2p (Person to Person) downloaders such as LimeWire or FrostWire, documents, and intellectual property including music and movies. Users are responsible for complying with all copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, music files, or any other material.

Legal Alternative to Downloading Copyrighted Material: Kuyper College, in conjunction with the Kuyper IT Department is working to direct students in to websites that provide legal access to audio and visual materials through streaming or downloading. A list of such sights is available on the Student Portal.

Objectionable Material: Kuyper College maintains the right to utilize software that makes it possible to identify users and to identify and block access to internet sites containing sexually explicit material or other material deemed inappropriate in the Kuyper College community or in any way inconsistent with the Kuyper College Code of Conduct.

Monitoring of Computer and Internet Usage: Kuyper College has the right to examine, monitor, and log any and all aspects of its networks and computer systems including, but not limited to, internet sites visited by users, chat and newsgroup activity, application and network bandwidth usage, and file transfers. All messages composed, sent, or received on the e-mail system are and remain the property of the college. They are not the property of any Kuyper College member. Although Kuyper College accepts no responsibility or obligation to regulate, approve, or otherwise exercise editorial control over non-official information published via its network resources, Kuyper College reserves the right to remove any materials from its information technology or network resources when such materials are in violation of the Kuyper College Code of Conduct or local, state, or federal law.

Network Security: Services provided through the Kuyper College network have security measures in place to protect the loss, misuse, and alteration of the information under its control. While every effort is made to ensure the integrity and security of the college networks and systems, there is no guarantee that these security measures will prevent third-party hackers from illegally obtaining this information.

Violation of Policy: Alleged violations of this policy will be reviewed on a case-by-case basis. Student violations will be processed by the director of Student Life. Staff and faculty violations will be processed by the vice president of Business and Finance. Violation of policy may result in disciplinary action and/or restriction of access to the networks or to network-based services. Kuyper College reserves the right to modify this policy at any time.

FOOD SERVICE

Schedule: The dining hall schedule for meals is as follows:

Monday - Thursday

| | |
|-----------|------------------------|
| Breakfast | 7:30 a.m. – 8:30 a.m. |
| Lunch | 11:55 a.m. – 1:10 p.m. |
| Dinner | 5:00 p.m. – 6:00 p.m. |

Friday

| | |
|-----------|------------------------|
| Breakfast | 7:30 a.m. – 8:30 a.m. |
| Lunch | 11:55 a.m. – 1:10 p.m. |
| Dinner | 5:00 p.m. – 5:30 p.m. |

Saturday

| | |
|--------|-------------------------|
| Brunch | 10:00 a.m. – 10:45 a.m. |
| Dinner | 5:00 p.m. – 5:30 p.m. |

Sunday

| | |
|-----------|------------------------|
| Breakfast | 9:00 a.m. – 9:30 a.m. |
| Lunch | 12:30 p.m. – 1:30 p.m. |
| Dinner | 5:00 p.m. – 5:30 p.m. |

On weekdays when there are no classes but the residence halls are still open (Academic Advising, Reading Days, etc.), the dining hall will operate on the following schedule:

| | |
|--------|-------------------------|
| Brunch | 10:00 a.m. – 10:45 a.m. |
| Dinner | 5:00 p.m. – 5:30 p.m. |

Meal Plan Options: There are meal plans available for 5 (available for juniors and seniors only), 10, 15, or 20 meals/week. Meal plan exemptions must be approved by the Business Office. See **Meal Plan Exemptions** for details.

Meals are served promptly as scheduled, and students are expected to be on time. Dining hours may be changed on occasion in order to accommodate other functions on campus. Students who have paid for a meal through Food Services may not share their food with students who do not have a meal plan. Please note that no food or dishes are to leave the dining hall.

Sack Lunches/Dinner: In the event that an authorized campus activity or work schedule prevents a student from eating during regular meal hours, a student may request a sack lunch/dinner. Requests for sack meals may be made by placing an order through the Portal under Student Services Food Service.

- Orders should be placed at least 24 hours in advance but no later than midnight the day prior to pick-up. Pick up time will be affected if requests are placed less than 24 in advance.
- Pick up times for sack meals are any time after 10:45 am. If you need a pick-up time before 10:45, be sure your order is in 24 hours in advance.
- You will be charged regardless if you pick up your meal or not
- If you have a last minute order, please stop in at food service before 8:30am, we will try to accommodate you
- Your meal will show as "other" or "brunch" on your weekly meal count
- Requests have to be made weekly. Food service doesn't keep standing orders
- Sack meals are available Monday-Friday at the dining hall
- Hardcopy forms are available at the Scanner station
- **Commuter Students:** In order to develop a unified campus community, commuting students are welcome to bring their lunches into the dining area and to dine with on-campus students. Commuting students wishing to do so must secure a dining hall pass from Student Services. Commuting students may purchase individual meals or a meal plan. Students interested in a meal plan (commuter meal plans can be tailored to the days you are on campus) should make arrangements with the Business Office. Payment for guest meals is to be made in the dining hall at the time of the meal. Both commuting and residential students are on their honor in the dining hall. Students who violate the dining hall privileges, either by providing food or drink to someone who has not purchased the meal or by taking food or drink that does not belong to them, will be referred to the director of Food Services and/or the director of Student Life for discipline. If a student would like to purchase a meal plan, but is unable to do so because of financial needs, he or she should speak with someone in the Student Life Department.

A kitchenette is provided for commuting students next to the student lounge. There are a refrigerator, toaster oven, coffee maker, microwave, toaster, and sink area. Disposable silverware is supplied by Student Government. Please do not use Food Service dishes. Students are asked to clean up after use so that the kitchenette may be pleasant for all to use. On-campus students may prepare food in the hall lounge/kitchenette, or the apartments.

To Go Meals: A "To Go Meal" may be obtained if time does not permit an individual to eat in the dining hall. A "To Go Meal" costs an additional \$0.50. This must be purchased when you enter the Dining Hall and may not be eaten in the Dining Hall.

Sick Trays: If a student is too ill to come to the Dining Hall for a meal, he or she may have a resident assistant request a "sick tray" from the dining hall for them. "Sick Trays" cost an additional \$0.50.

Special Diets: If a student is on a meal plan and is placed on a special diet by his or her doctor, he or she may make arrangements with the director of Food Service, Jeff Bettig, to fit his or her needs. Kuyper College's corporate dietician is on campus frequently each semester to review upcoming nutrition trends and to talk about special diet concerns.

Meal Plan Exemptions: Kuyper College requires all students living on campus to participate in the food service meal plan. The number of meals varies according to the location of residence and the needs of the student.

Meal plan changes are permitted at the beginning of each semester. To change the meal plan choice stated on your housing application, a completed meal plan change form (available in the Business Office) must be submitted to the Business Office within the allotted change period.

A request to drop from the meal plan is considered to be **an exception to the policy**. Therefore, reasons for requesting an exception to the stated policy are required. If the reason is medical, a **current statement from a health care provider at the Calvin College Health Center** is

required, explaining why eating through Kuyper College's food service is not acceptable and what kind of diet would be acceptable. **Provision of this statement does not automatically guarantee an exception to the meal plan policy.** Please be as specific as possible in the statement. If the reason is financial, an exception may not be granted.

The director of Food Service reviews the request to alter the meal plan for medical reasons. The director of Food Service will meet with the student and the Food Service assistant to discuss a plan to meet the student's dietary needs. Dietitians, cooks, and others necessary to put a plan into action will be contacted to implement the plan. If after an agreed upon time period, despite best efforts, both the director of Food Service and the student feel that the dietary needs cannot be met, the student is excused from the meal plan **pending written authorization from the vice president for Business and Finance.**

Food Suggestions: All suggestions for improvements on the Food Service may be sent directly to Jeff Bettig, director of Food Service.

RESIDENCE HALLS

The on-campus living experience at Kuyper College offers residents the opportunity to live, learn, and grow in a Christian community of students from various backgrounds and traditions. Living with new people can, at times, be a challenging experience, even among Christians. Planning to avoid misunderstandings and confusion can be one of the best ways to prevent problems. It is also important to keep communicating with your roommates. Following the biblical model for confrontation from Matthew 18, you should first talk to the person you are having a problem with before you share your frustrations with friends. RAs, the Resident Director (RD), the college counseling interns, and the Director of Student Life are available to assist you in making your roommate relationships a positive experience.

Collaborative Students Housing Policy: Kuyper students who are in a collaborative program with another institution will be charged the status (i.e. freshman, sophomore, etc.) appropriate housing costs. Collaborative students that have finished Kuyper classes and are taking classes solely with another institution may be granted authorization to continue to reside on-campus. These students need prior authorization from the Director of Student Life at Kuyper College.

College Housing Policy: Full-time, unmarried students who are under twenty-one years of age and who have yet to complete 62 credits (junior status) are required to live on campus unless they live with immediate family (mom, dad, or guardian). Please note: Students may be billed for cost of room and board unless the Student Life Office has been notified and an exception granted.

Students 25 years of age or older who want to live in a residence hall must obtain prior approval from the director of Student Life.

Hall Closing Dates: The schedule for hall closing dates is listed on the next page. Both Schaal and Timmer Hall are closed during Thanksgiving Break, Christmas Break and Spring Break. Food service is not available during these times. Students will need to make arrangements to stay with friends or family during these breaks. Housing for Holt apartment residents is available at any time between the date the apartments open in the fall and close in the spring, including breaks.

If space permits, arrangements for international and out-of-state students may be made to stay on campus as well. International students and out-of-state students who are interested in staying on campus during breaks must gain permission from apartment residents who are willing to house them in their apartment for the break. Apartment residents, international students, and out-of-state students who are interested in staying on campus over breaks must notify the Resident Director of their plans to do so at least two weeks before the break.

| Event | Date | Hall Open/ Close | Time | First/Last Meal Served |
|--------------------|----------|---------------------|---------|-------------------------------|
| Thanksgiving Break | 11/25/15 | Close | 4 p.m. | Last Meal – Lunch |
| Thanksgiving Break | 11/29/15 | Open | 12 p.m. | First Meal – Dinner |
| Christmas Break | 12/18/15 | Close | 12 p.m. | Last Meal – Sack Breakfast |
| Christmas Break | 1/10/16 | Open | 3 p.m. | First Meal – Dinner |
| Spring Break | 3/4/16 | Close | 7 p.m. | Last Meal – Lunch |
| Spring Break | 3/14/16 | Open | 12 p.m. | First Meal - Dinner |
| Hall Closing | 4/30/14 | Close | 12 p.m. | Last Meal – Sack Breakfast |

Housing Deposit: On campus students pay a housing deposit of \$200 when they initially enter campus housing. This fee represents a \$50 damage deposit, \$50 cleaning deposit and \$100 key deposit. If at the end of the year the student successfully checks out of campus housing (leaving the room/apartment clean and free of damage and returns their room/apartment key/s) the full amount of their housing deposit will be refunded to their account. If a student plans to live on campus the following year the \$200 housing deposit will be held on their account as a deposit for that academic year. At the end of a student's time in campus housing their housing deposit will be refunded to them, minus the cost of any housing fines during their time in campus housing.

Each student will read and sign a Room Condition Inventory, Fine Charge Authorization and Key Agreement form when they move into campus housing. This form obligates students to the \$200 housing deposit, which includes expectations of how students will/will not use their housing keys. On campus students are expected to:

1. Use their keys in a responsible manner
2. Not loan out their keys
3. Report keys that are lost or stolen to Student Life within 48 hours
4. Accept financial responsibility for lost or stolen keys

Under no circumstances should a student make a duplicate of a college key. The cost of replacing a room/apartment key is \$100. If more than one key is lost, an additional charge of \$100 per key will be assessed to the student's account.

Open Hours: To benefit our academic environment and promote healthy Christian relationships between men and women for the purpose of studying or socializing in the context of a larger community, guests of the opposite sex are welcome on the residence floors or in residents' rooms during designated times. The specific times for open hours are to be discussed and decided upon as a community at the start of fall semester

Open hours for Holt Apartments are:

| | |
|-----------------|-------------------|
| Sunday-Thursday | 11 a.m. - 12 a.m. |
| Friday | 11 a.m. - 1 a.m. |
| Saturday | 11 a.m. - 1 a.m. |

Residence Hall Open Hours Guidelines:

1. During non-open hours, men are not permitted on women's floors or in women's rooms, and vice versa.
2. During open hours, the room door (or main apartment door) is to remain open and either the closet overhead light and/or the main overhead light must be on when someone of the opposite gender is present.
3. During open hours, consideration must be given to roommates and other hall residents.
4. Students are asked to abide by PDA policies and dress code.

Both students and guests are expected to abide by these policies. If students wish to visit with members of the opposite sex at alternative times, they should use the lounges in the residence halls or in the Student Center.

Students found in violation of any portion of this policy will be referred to the RD for disciplinary action. Repeat offenders may be referred to the director of Student Life and may be asked to find off campus living arrangements.

Overnight Guests: Students who wish to have overnight guests of the same sex in their living unit *must obtain the permission in advance of all roommates, suitemates, or apartment-mates and their RA or RD.* Overnight visits should not extend more than three nights per semester. Overnight guests must inform the RA on the floor how long they plan to stay. Guests who stay more than three nights must be approved by the RD and may be charged a fee. The student who is hosting a guest must make certain that his or her guest abides by the college policies. In the event that a guest violates college policy, the guest may be asked to leave and the student host may be held responsible for any infraction(s). Guests may not stay overnight or sleep in the lounges or common areas in the residence halls.

Quiet Hours: Students have the right to study or sleep without interruption or interference. Students are to act responsibly toward their neighbors and be respectful of requests to quiet down during the day or at night.

Quiet Hours (talking quietly, walking quietly, soft music, etc.) are to be observed from 11 p.m. to 10 a.m. daily. These hours are in effect for apartment and residence hall students, inside and outside the buildings.

A student will receive only one warning about noise. If more intervention is necessary, the student will be referred to the RD for disciplinary action.

Residence Life Staff: The Residence Life Staff is made up of the Resident Director(RD) and resident assistants. Their purpose statement reads, "Developing unity on campus by being visible, available, and alert; focused on serving others through intentional relationship building and planned shared experiences." The staff will share in the responsibility of maintaining a "ministry of presence" by walking through the halls each evening, carrying a cell phone so they can be reached when offices are closed, and being available to meet student needs. The RD and RAs are trained in CPR and First Aid. The Residence Life Staff seeks to provide "tangible Christ" service to all residents.

Spring Session and Summer On-Campus Housing: Based on need, the apartments and one residence hall will be open for Spring Session and housing is available for all current students. Summer on-campus housing is available for Kuyper College students on a limited basis. Applications will be available March for the upcoming summer from the Student Life Office. The following are the eligibility requirements for spring and summer housing:

1. Students must be in good Academic and behavioral standing as well as returning to Kuyper College housing in the fall to be eligible for summer housing.
2. Due to limited housing availability for spring and summer sessions
 - International students will be given first priority for spring and summer housing.
 - Students from outside the West Michigan area who are taking a class at Kuyper will be given second priority.

- Students from outside the West Michigan area who are working full time on campus will be given third priority.
 - Students from outside of the Midwest who wish to remain in Michigan for the summer will be given fourth priority.
3. If possible, apartment residents will be housed in the same apartment they will reside in during the following academic year.

Campus Policies

Alcohol/Tobacco/Un-prescribed and illegal drugs: All students are expected to uphold Kuyper College's Code of Conduct. Detailed information can be found under *Code of Conduct and Discipline*, page 29.

Baby-sitting: Babysitting children is prohibited on campus.

Bicycles: Bicycles should not be stored in the hallways, stairwells, or other public places.

Housing Insurance: While Kuyper College does provide insurance for liability and property damage belonging to the college, **we do not provide insurance covering your personal property used while living in college housing.** Students that bring personal items are bringing them at their own risk. Kuyper College is not responsible for lost or stolen items. In many cases, such insurance is included in your (or your parent's) homeowner insurance policy. **Students should check that they are adequately insured for their personal property.**

Inspection/Waiver of Privacy: Kuyper College reserves the right to enter a student's residence for regular inspections, in the event of an emergency, when maintenance is necessary, or at any time a violation of college policy is suspected.

Movies: The College expects that students will use discretion in choosing movies. Students will be permitted to watch video programs that either promote or are not injurious to the spiritual and personal development of Christian character. Students will be asked to remove any video/DVD that is not in harmony with the Christian aims of the College and may face disciplinary action if videos/DVDs are shown that are not in keeping with the spirit and purpose of Kuyper College.

Personal Security: We believe that students have the right to a secure living environment. Security demands that all residence hall rooms and all apartment units be locked at all times. For the safety of all residents, the residence hall will be locked at all times, and only the front entrance may be unlocked for entry.

Each student living in the Holt Apartments will receive a key for their apartment. Therefore, students should keep their apartments locked. Even if only one student in a room or apartment wishes to lock the doors, all the other students must cooperate. A person's safety is his or her own choice, but a student does not have the right to jeopardize a roommate's security. Therefore, propping open doors or tampering with the system in any way will result in disciplinary action.

Stereos, TVs and gaming devices: Students may bring their stereos, televisions, and gaming devices to campus; however, students should be considerate of their neighbors and roommates when deciding how much equipment to bring and when setting the volume.

Termination of Campus Living: By reserving on-campus housing, students commit themselves to abiding by campus housing policies, procedures, and the Community Covenant for the entire academic year. If a student chooses, for any reason, to leave campus housing during the academic year, he/she must make arrangements for this termination with the RD before taking any action and will be charged a \$200 fee for breaking contract. (Students will be refunded their housing and key deposits). The RD reserves the right to help a student make other living arrangements if he/she is unable or unwilling to adjust to campus living or to living within the campus housing regulations.

Weapons: No weapons of any kind are allowed in the residence halls or on campus. This includes switchblades, paint-ball guns, "air-soft" guns, potato launchers, slingshots, and similar devices.

Campus Facilities and Services

Kitchens and Refrigerators: The lounge kitchens are available for all students living in the hall. Each apartment is equipped with a full size kitchen. Any food you put in the refrigerators should be marked with your name. Please respect the property of others and do not take food that is not yours. Students are responsible to clean up after themselves.

Laundry: Laundry facilities are free of charge and are to be used only by students living on-campus. Students should be conscious of the need to keep the laundry room clean and picked up. Students must clean out the lint trap after they use a dryer. Clothing left for an extended amount of time will be removed. Off-campus students are not permitted to do laundry in the residence halls or apartments.

Storage: A storage area will be provided on campus for returning international and out-of-state students. These students may store a limited amount of personal belongings over the summer. Nothing can be stored or left in student rooms or apartments over the summer. All items must be stored in the storage rooms and are stored at the student's risk. A standard box size must be used. Furniture items cannot be stored. Boxes must be marked with the owner's name, cell phone number, and the date the box is placed in storage. Storage is available on a first come, first serve basis until full.

Students graduating or not returning to campus housing must remove all personal items from campus prior to leaving. Unmarked items or items not claimed by June 1st will be discarded or donated to a local charity.

Student Rooms

Carpet: If there is a spill or spot on the carpet, please notify the Facilities Department immediately for instructions or assistance. The sooner the Facilities Department is contacted, the better the chances of removal. Students will be held responsible for room carpet damage.

Damages: A Room Condition Inventory, Fine Charge Authorization and Key Agreement form will be filled out for each room/apartment and its furnishings and signed by its occupants as a record of the condition of the room/apartment. Students will be charged for any damages beyond what is deemed "normal wear and tear."

Decorations: We desire that students decorate their rooms and/or apartments within limits of taste, decency, and good order. Depictions on posters must comply with the Kuyper College Dress Code Policies. Any alcohol related posters or advertising may not be displayed. If students desire to hang posters or pictures, white, non-staining poster putty or 3m Brand hooks should be used. Tape, nails, and tacks may not be used on the walls in any building. Hanging plants or other decorations on drapery rods is not safe. Such items should be placed on a desk or dresser.

Fire Hazards: Halogen lamps, medusa lamps with plastic shades, candles, and incense are NOT allowed in rooms, due to fire hazards. Furniture may not block the window as this is considered a point of entrance by the fire department. Natural Christmas trees are also prohibited due to fire precautions.

Furnishings: All the furniture provided by the college must remain in the room or apartment. Furniture may not be disassembled. Furniture must be stacked according to the manufacturers design only. Any furniture left behind at the end of the year will be immediately discarded or donated to a local charity and a fee will be charged to the student. In addition, no lofts are permitted in college housing.

Housekeeping: God has provided Kuyper College with wonderful facilities. We ask that you be a good steward of them and treat them in a responsible manner. Residents are responsible to purchase their own housekeeping supplies and clean their room or apartment. A vacuum cleaner is shared among the apartments or among the members of one floor. In general, students should keep their residence in a neat and orderly manner.

Maintenance: Students are expected to promptly report any maintenance requests to the Maintenance Department online the link on Kuyper Central. Students should not try to make repairs themselves.

Pets: With the exception of fish, pets are not permitted in campus housing. Fish tanks of must be no larger than 20 gallons. Service Animals as defined by ADA must be approved by the Director of Student Life before moving on campus.

Room Changes: Student rooms and roommate assignments are made during the spring and summer. Students may change rooms or roommates only after proper authorization has been given by the RD. Residents should contact their RA or RD for housing assignment concerns and severe roommate conflicts.

When a room change is made, it is the responsibility of the student desiring to change to make sure that all parties involved are happy with the change. Furthermore, students are responsible to follow all check-in/check-out policies with their RA.

Room Cleanliness Check: The Residence Life staff will conduct a room cleanliness check of each student's residence occasionally each semester. Students will be notified one week in advance of the check.

Single Rooms: In general, the college does not have the opportunity to offer single rooms to residential students. In the event that such rooms are available, they will be assigned to students needing them because of academic or health reasons first. Single rooms, if still available, will then be assigned to upperclassmen or non-traditional students on a first-come, first-serve basis at an additional charge.

Smoke Detectors: Students should not tamper with smoke detectors in campus buildings. If a smoke detector is not working properly or the battery is low, please let Maintenance know. Disarming or tampering with smoke detectors will result in a \$100 fine.

Windows and Screens: Window screens are not to be loosened or removed from the windows. Windows are not to be used as entrances or exits, nor are they to be used for conversational or socializing thresholds. Water, snowballs, or other materials must never be thrown out, at, or in windows. Signs, clothes, soft drink containers, etc. must never be hung or placed outside of windows. If a screen is removed, there will be a \$25 fine to the student. If the screen is damaged, there will be an additional \$25 charge for replacement.

HEALTH AND SAFETY

Campus Safety: Students are encouraged to report any campus emergencies, suspicious activities, or crimes as soon as possible to Campus Safety at 745-0560 or ext. 711 or 988-3711, or to the Residence Life staff. Crime reports are investigated by our Campus Safety Staff, and when necessary, safety staff will engage the assistance of the sheriff or police department. When a crime can be prosecuted through the local

law enforcement agencies, students may contact them directly. If a student chooses to pursue enforcement through the sheriff's office, the college must be informed of any crime. All Safety Officers are fully trained in First Aid, CPR, and AED procedures.

Cell Phone Emergency Notification System: Students should register their cell phone numbers into the Emergency Notification System. For instructions on how to do so, please visit the Campus Portal or speak with someone in the Information Technology Department. Cell phones that are registered will receive a text message in the event of a campus emergency.

Communicable Diseases: If a student is diagnosed with a communicable disease, it should be immediately reported to the director of Student Life or the RLI.

Discrimination: Discrimination has no place on our campus. Discrimination on the basis of race, color, sex, religion, national origin, age, disability or sexual orientation is not acceptable behavior at Kuyper College. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe, or are the target of any form of discrimination, please contact the director of Student Life for assistance in resolving the matter.

Escorts: Escorts during the evening hours can be arranged when needed by contacting Campus Safety personnel or an RA.

Fire Safety: Fire drills will be conducted once a semester in campus housing and in the classroom building. When there is a fire drill or an actual fire, please observe the following guidelines:

1. All doors and windows must be closed.
2. The building must be evacuated quickly and quietly, and occupants must wait at a point at least 300 feet away from the building and from any place where approaching fire trucks might be in an emergency.
3. No one may re-enter the building until an official all-clear signal has been given.

Fire Alarms: When a fire alarm rings, students must exit the building immediately and close the doors behind them. Students living in the Holt Apartments, Schaal and Timmer should go to the lawn between Holt and the gym (students should move accordingly depending on where the fire is). The road between the residence hall and apartment building must be kept clear for fire trucks. The local fire code requires that a fire drill be held at least once each semester. All persons on-campus at that time must comply with the fire drill regulations. Students who purposely do not respond to a fire alarm by exiting the building will be fined \$25. In the event of a fire, immediately exit the building. Emergency services, the director of the Physical Plant, the RLI, the Student Life coordinator, and/or a Campus Safety staff member should be called immediately.

Your cooperation will be greatly appreciated and will protect the safety of all. Kuyper College's alarm system automatically contacts the fire department. Any student who pulls the alarm, even accidentally, will be fined the amount it costs for the fire department to respond, and the college will discipline the student.

Severe Weather Information: A Severe Weather Watch indicates that conditions exist for severe weather to develop. A Severe Weather Warning indicates that a tornado or a severe thunderstorm has been sighted or is strongly indicated by radar. When severe weather conditions occur during business hours, the director of the Physical Plant will advise the Business Office and the Business Office will alert residents and other personnel on-campus. On evenings and weekends, the director of the Physical Plant will notify Campus Safety and they will notify the RLI and RAs.

In the event of a Tornado or other Severe Weather Warning, the following locations are designated as Shelter Areas:

Academic Building: Level One: Restrooms & Classroom hallways

DeWitt Student Center & Boonstra Fitness Center: Restrooms & Interior Corridor

Residence Halls: Timmer & Schaal Laundry Rooms

Holt Apartments: Timmer or Schaal Laundry Room

General rules for such incidents are:

- Closing windows, doors, and curtains or drapes
- Not going outside or attempting to leave via vehicle
- Evacuating the Dining Room, Chapel, and Fitness Center
- Avoiding any area with large glass surfaces. Although it may be interesting to watch the storm, please remember that safety must come first.

Adverse Weather Policy: CANCELLATION OF CLASSES, EVENTS, OR CLOSING OF THE OFFICES & LIBRARY. There are a variety of weather conditions that may impact normal operating procedures at the college. The administration will consider the following factors when making a decision to delay or cancel classes and/or events, or to close the college offices and library:

- Conditions of primary and secondary roads as reported by police agencies;
- Feasibility of keeping campus roads, sidewalks, and parking areas sufficiently cleared;
- Weather advisories and forecasts;
- The closing of other area colleges and schools.

The administration will contact TV stations WZZM-13 and WOOD TV8, and radio station WCSG 91.3. The college will also send out a text message with the delay/cancellation information to all students, faculty, and staff whose cell phones have been registered with the emergency communications system. (To register, please see the college portal.) The administration will attempt to post delay and closing announcements by 7:00 a.m. for day classes and the offices/library, and by 3:00 p.m. for evening classes and/or events.

COMMUTING STUDENTS

Commuting students travel from a broad geographic area. Weather conditions will vary by location and may vary from hour to hour. If the college remains open and a commuting student determines the conditions in his/her location to be unsafe for driving, the student should contact each professor of any class that will be missed and explain the situation as soon as possible.

ON-CAMPUS STUDENTS

Students living in the residence halls are expected to be in class while the college is open.

CAMPUS SERVICES DURING CLOSINGS

Meals will be served normally even in the event of a closing.

A member of the Residence Life Staff and Campus Safety will be present on campus to address student needs.

Handicapped Accessibility: The college provides handicapped accessible housing in both residence halls. Students with mobility difficulties should also contact library staff to receive a key for access to the second floor of the Library from the elevator.

Guests & Strangers in the Building: While it is important to be hospitable to guests, students must also be very aware of dangerous situations. Any person who appears suspicious should immediately be reported to the RAs, RLI, Campus Safety, or the director of Student Life. Students should not let the person in until they have spoken to one of the people mentioned above. If the above people cannot be reached, call 9-911.

Harassment: Because we are image bearers of God (Genesis 1:26-29), Kuyper College is committed to upholding equality, human worth, respect, and dignity for all students, and for providing a safe environment for students, visitors, and all those involved in the Kuyper College environment.

This policy covers student-to-student interactions as well as student-to-visitor and student-to-faculty member/employee interactions.

"Sexual Harassment is defined as unwelcome sexual advances, sexual solicitation, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Behaviors of this nature can create a hostile or offensive educational or living environment" (NASW Code of Ethics, 1996).

Kuyper College forbids harassment based on or because of a person's race, color, religion, gender, national origin, age, disability, marital status, height, weight, veteran status, or other protected characteristics.

Unlawful harassment involves unwelcome conduct that is offensive, that is based on any of the above-listed protected characteristics, and that substantially interferes with the person's employment or educational opportunities.

Examples of conduct which may constitute sexual harassment include (but are not limited to):

- Unwanted tickling
- Sexual advances
- Stalking
- Inappropriate joking
- Theological gender teasing
- Unwanted restraint
- Derogatory sexual comments
- Sexually suggestive comments
- Repeated, unwanted patting or pinching
- Request for sexual favors

Such conduct constitutes harassment when:

1. Submission to such conduct or communication by an individual is made explicitly or implicitly a term or condition of any student's status within Kuyper College.
2. Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting students.
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's learning opportunities, or creating a hostile, intimidating, or offensive learning environment.

Other types of prohibited conduct include epithets, slurs, stereotyping, and jokes regarding specific protected characteristics; threatening, intimidating, or hostile acts that relate to an individual's race, color, religion, national origin, age, weight, height, marital status, disability, veteran status, or other protected characteristics; and written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics. Any offended party is entitled to make a complaint to a member of the same gender in the Student Life Department.

Locked Doors: Locked doors and any door with an automatic closer should **never** be propped open. When a person compromises the building safety by propping a door open, he or she jeopardizes the safety of all occupants and is subject to disciplinary action.

Missing Student Policy and Procedure: Kuyper College takes student safety very seriously. The following policy has been developed to assist students residing in campus housing as well as students who live in off-campus apartments leased by the college for students. This policy is in compliance with the Higher Education Act of 2008.

At the beginning of each academic year, residential students are asked to provide emergency contact information in the event they are reported missing while enrolled at Kuyper College. This information is kept in Student Services and is updated annually.

Staff members, faculty members or students suspecting a student is a missing person should report their concerns to Campus Safety. Every report made to Campus Safety will be followed up and immediately investigated. For the purpose of this policy, a student may be considered a "missing person" if the student's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances include, but are not limited to suspicion of foul play, expressed suicidal thoughts, drug involvement, or threat to life.

Procedure for designation of emergency contact information

- Students age 18 and older and emancipated minors: Students will be given the opportunity at orientation to designate an individual(s) to be contacted by the college no more than 24 hours after the time that student is determined to be missing in accordance with the policy set forth. The missing student's designation will remain in effect until revoked by the student or law enforcement personnel.
- Students under the age of 18: In the event that a non-emancipated student is determined to be missing in accordance with the policy set forth, Kuyper College Campus Safety is required to notify a custodial parent or guardian within 24 hours of the student being declared missing in accordance with the policy.

Notification procedure for missing person

- Any individual enrolled in classes or employed by the college having information that a residential student may be a missing person must notify Campus Safety immediately. Note: In order to avoid confusion, if an off-campus student is believed to be missing, the reporting person should immediately notify local law enforcement. Campus Safety will assist local law enforcement with these investigations as requested.
- Campus Safety will gather all essential information about the missing student from the reporting person and from the student's closest friends and acquaintances. Information gathered will include but not be limited to the following:
 - Physical description
 - Description of clothes student was last seen wearing
 - Where the student might be
 - Who the student might be with
 - Description of student vehicle
 - Information about the mental state of the student
 - Up to date photo
 - Work contact information
- Appropriate campus staff and faculty will be notified to aid in the search for the student.
- If Campus Safety is unsuccessful in locating the student, the Campus Safety Office will file a missing persons report with local law enforcement. Local law enforcement will take charge of the investigation.
- No later than 24 hours after determining that a student is missing, the director of Physical Plant will notify the emergency contact (for students 18 and over) and the parent/guardian (for students under the age of 18).

Campus communication about missing student(s)

- All communication involving a missing student should be communicated by law enforcement.
- All inquiries to the college regarding a missing student will be referred to law enforcement officials.
- All information provided to the general public will be done in consultation with local law enforcement to ensure that communication does not hinder ongoing law enforcement investigation.

Personal Safety: The right attitudes and actions can help protect you, your belongings, fellow students, and our campus. Some tips for personal safety include:

- There is safety in numbers.
- Staying away from isolated areas and stay near street lights.
- Dressing sensibly; constricting clothing or high heels make movement difficult and dark colors are not as visible at night.
- If being followed, going immediately to the nearest group of people or to a well-lit area.

- Keeping doors and windows locked, *even within the residence halls and apartments.*
- Using common sense when walking or jogging.
- Apartment residents are accountable to their roommates for reporting their whereabouts.

Sexual Assault: Sexual assault is sexual contact between individuals by force or threat of force without consent of the other individual. If one partner is unable to give consent (under the influence of substances or sleeping), it is assumed to be against the will of that person. A more detailed description and further information about sexual assault is available from the Student Life Office.

In the case of a sexual assault, final decisions regarding the involvement of the local police will be the right of the student victim, but the RLI, RAs, director of Student Life, and Campus Safety staff will do all they can to support, assist, and inform the student. Students are strongly encouraged to contact the RLI, an RA, director of Student Life, Campus Safety, or police immediately if they wish to file a report, even if they are uncertain. If an assault is investigated promptly, necessary evidence of the assault can be collected. Students may contact the police, the RLI or the director of Student Life at any time to register a complaint after a sexual assault. The RLI, RAs, director of Student Life and Campus Safety personnel are available and eager to help students contact the police, get medical attention, or deal with the trauma following an assault. The RLI is also available to assist the student in finding alternative housing if the need arises.

Additional information about personal safety, dealing with the trauma of an attack, and preventive measures are available from the RLI, College Counselor, and/or the director of Student Life. The YWCA in Grand Rapids assists victims of sexual assault and has a survivors' support group. The YWCA is located at 25 Sheldon Blvd SE, Grand Rapids. The 24-hour Sexual Assault Crisis Hotline is (616) 776-7273.

A student accused of sexual assault will be subject to campus disciplinary action. Both the accused and accuser may have a member of the college faculty or staff present for assistance. A student found guilty of sexual assault may be dismissed from the college. A student found guilty of a lesser sexual offense may be dismissed from college housing or may be subject to similar consequences. Both the accuser and the accused shall be informed of the outcome of any college disciplinary proceeding regarding a sexual offense. Appeals for discipline findings or sanctions must be made within five class days of the hearing decision. Prosecution through legal authorities is separate from college disciplinary proceedings and each does not prevent the other from taking action, and both can occur simultaneously.

Theft: While the college is not responsible for damaged or stolen possessions, all thefts should be reported immediately to Campus Safety. Kuyper College strongly suggests that students lock their rooms while they are gone. The college emphasizes the importance of security to protect fellow students and others from the unnecessary temptation of easy access to unlocked rooms and unattended belongings. Students are expected to carefully respect the food, supplies, and personal items belonging to others. Because many students have different definitions of sharing and theft, students should always ask before "borrowing" an item belonging to someone else. Taking food from the dining area or consuming food that is not paid for is considered theft by the college and will be dealt with accordingly.

Threat of Harm: Kuyper College seeks to develop a safe and encouraging Christian community. Students who feel the threat of harm due to the actions or behaviors of another student or member of the community should report their fears immediately to their RA, RLI, or the director of Student Life. Students who threaten another student in any way may be suspended, expelled, or be required to leave campus until the matter is resolved and may face additional discipline once the matter is resolved. This sort of behavior, whether meant in fun or not, is unacceptable for students at Kuyper College.

Crime Reporting and Statistical Information

The Office of Postsecondary Education: Information is published on a Campus Security Statistics Website. Up to date information pertaining to Kuyper College and more details on each of the following categories can be found at <http://ope.ed.gov/security>.

Non-Violent Crimes: There have been occasional thefts involving items taken from locker rooms, unlocked residence rooms and vehicles. Students are encouraged to lock all doors and not leave belongings unattended.

Violent Crime: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and other regulations the College collects through incident reports filed and publishes annual crime and fire statistics. This information is contained in the College's "Annual Campus Safety Report" which can be found under Campus Safety on the College's website at the link below or obtained from Campus Safety.

<https://www.kuyper.edu/globalassets/pdf-files/xmiscellaneous/2015-annual-campus-security-report.pdf>

First Aid Kits and AED: First aid kits are located in the following areas: Lounge Kitchens, Safety/Facilities Office, Faculty Break room, Maintenance Office, and the Holt Laundry Room. The Student Life coordinator, RLI, RAs, and Campus Security also have first aid kits. AED (Automated External Defibrillator) are located in the Student Center entryway, the RA Lounge, and in the Faculty Break room (third floor of the Academic building.) These should only be used by certified individuals. All of the Residence Life staff and Campus Safety are trained to use the AED.

Medical Services: Students who have medical needs can consult their own physician or utilize the Health Center at Calvin College. Kuyper College has arranged with Calvin for the following services for Kuyper College students:

- Illness evaluation and treatment of colds, sprains, sore throats, flu, etc.
- Diagnostic testing for mono, sore throat, pregnancy, anemia, etc.
- Immunizations (available as needed)
- Follow-up care as needed per med-center or hospital visits
- Loan of crutches
- Allergy injections

Students may call the Health Center at 616-526-6187 to make an appointment.

The Health Center is located in the Hoogenboom Health and Recreation Center, on the west side of the Spoelhof Fieldhouse Complex. Calvin College is located just south of Lake Drive on the East Beltline, only a few minutes from Kuyper College's campus. Students should follow campus signs to the Health Center.

Non-emergency medical needs should be referred to a RA, RD, or to the Student Life Coordinator. If students need medical care in the evening that cannot wait until the following day, they are recommended to contact one of the following:

- Spectrum Health Plainfield Urgent Care
-Located on the corner of Plainfield and the East Beltline at 5378 Plainfield Ave NE, Grand Rapids, Michigan 49525
-Open 7 days a week from 8 a.m. until 10 p.m.
-Telephone: 616-391-6230
- Area hospital emergency rooms

In a medical emergency, students should telephone 911 (dial "9" first if on campus), which will connect them with the emergency services (ambulance, police department, and fire department). In the event an ambulance is called the student will be responsible for transportation costs.

In the event of a transportation need for medical services, staff is available to assist in arranging transportation, but is not permitted to transport a student.

Insured students have access to nurse advice and health information 24 hours a day, 7 days a week by dialing 1-800-689-1896. On Call International is staffed by registered nurses who can help students determine if they need to seek medical care, understand their medications or medical procedures, or learn ways to stay healthy.

Students are required to submit the following health forms upon their entrance as a student at Kuyper College:

- Health History
- Authorization to Treat
- Immunization History
- Tuberculosis Self-Screening Form

Immunization Policy: Kuyper College has developed the following pre-entrance immunization requirements, based on the recommendations of the American College Health Association and the Michigan Department of Community Health.

A. Immunizations required of all undergraduate students, whether living on or off campus:

- **Hepatitis B Vaccine:** Hepatitis B Protocol-series of three vaccines, verified disease history or positive titer (only 2 doses needed if 11-15 years of age and Recombivax used).
- **MMR Vaccine (Measles, Mumps, Rubella):** Two doses of MMR at least 28 days apart after 12 months of age for all college students born after 1956 without lab evidence of disease or physician diagnosed disease.
- **Polio Vaccine:** Primary series with one adult booster if traveling to endemic country.
- **TD Vaccine (Tetanus-Diphtheria):** Primary series and booster every 10 years- one booster of Tdap recommended for anyone 11-18 years of age with at least 5 years elapsing before booster, or 2 years if in health sciences or close contact with infant under 12 months.
- **Tuberculin PPD:** If you answered NO to all the questions on the TB Self-Screening form, the TB requirement is met. If you answered YES to any of the questions on the TB Self-Screening form, a TB Skin Test is required.
- **Varicella (Chickenpox) Vaccine:** Two doses of varicella containing vaccine at least 12 weeks apart if vaccinated between 1 and 12 years of age and at least 4 weeks apart if vaccinated at age 13 years or older.

B. Immunizations required for all undergraduate students residing in residence halls:

- Meningococcal Quadrivalent Vaccine (Must cover strains A, C, Y, W-135): Conjugate (preferred), or Polysaccharide (acceptable alternative if conjugate not available). All adolescents 11-18 years old and other populations at increased risk, including freshmen living in residence halls, and travelers to hyper endemic or endemic areas of the world. This vaccination is required for all students living on campus under the age of 22 and should have been administered after the student has reached age 15. Recommended also for students living off campus.

C. Immunizations recommended:

- Hepatitis A Vaccine: Given as a series of 2 doses, first dose given at 1 year of age and the second dose given no sooner than 6 months later.
- Influenza: Trivalent inactivated influenza vaccine (TIV) or Live attenuated influenza vaccine- annually each fall.
- Pneumococcal Polysaccharide Vaccine- 23 valent: Given to young adults with certain high risk medical conditions.
- Quadrivalent Human Papillomavirus Vaccine (HPV): Recommended for all females 11 or 12 years old and for all females age 13-26 years old who have not received the vaccine (three doses at 0, 2, and 6 months).

Substance Abuse Policy: It is the policy of Kuyper College to prohibit the use, possession, being under the influence of, manufacturing, dispensing, selling or distribution of illegal controlled substances, drug paraphernalia or alcoholic beverages on the College campus. It is a crime to possess, manufacture, sell, deliver or possess with the intent to sell or deliver a controlled substance. As citizens, all members of the College community are expected to know and comply with these laws. Any and all legal matters will be referred to local law enforcement. Students violating such prohibition will be subject to disciplinary action, up to and including expulsion.

Health Risks

The health risks, associated with abuse of alcohol, are wide ranging and varied depending on the specific substance involved and individual abuse pattern. These risks include but are not limited to psychological and physical addiction; respiratory depression, depression of the immune system, increased risk of heart disease, cancer, accidents, hypertension, brain damage, damage of unborn fetus, impotence at high dosage levels and liver disease.

Health risks, associated with illegal drug use are wide ranging and varied depending on the specific substance and abuse pattern. Drugs are physiologically and physically addictive and can impact the health of the user in many detrimental ways. A list of health risks associated with different drugs is available by contacting the Human Resource Department.

Most health insurance carriers provide counseling, treatment, and rehabilitation programs. If your carrier does not provide this coverage a list of counseling, treatment, and rehabilitation programs is available. Please contact Student Life for details

Drug-Free School and Communities Act of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 requires that, as a condition of receiving funds or any other form of financial assistance under any federal programs, Kuyper College must certify that we have adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. This statement is issued to inform you of our compliance with the Act.

FERPA (The Family Educational Rights and Privacy Act)

Essence of the Act

Students who are currently or formerly enrolled at Kuyper College are protected under FERPA.

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights with respect to their education records. These rights include: The Family Educational Rights and Privacy Act of 1974 which helps protect the privacy of student records. It provides for the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information from the records.

Students are asked to give written authorization prior to the release of their school records. This includes any time a student desires to have a staff or faculty act as a reference for educational, employment, or direct ministry placement. FERPA forms are kept in the Business Office. Please indicate the nature of information to be released, person(s) the information is to be released to, and time frame the form is valid for.

Kuyper College's FERPA Policy

Access and Privacy

Students who are currently enrolled at Kuyper College or were formerly enrolled- regardless of their age or status in regard to parental dependency- are protected under FERPA. Parents of students termed 'dependent' for income tax purposes may have access to the student's educational records. However, it is Kuyper College's practice to have all parents secure a signed release from their student in order to ensure protection of records for all students.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Kuyper College. "Educational records" include any records in the possession of an employee which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, electronic image, computer storage, or some other medium. This also includes transcripts or other records obtained from a school at which a student was previously enrolled.

Official Kuyper College Transcripts are released only when requested in writing by a student. The fee for each transcript is \$5. Transcripts will not be released for students who have failed to meet their financial obligations to the college.

Disclosure of Information

Kuyper College may disclose information about a student without violating FERPA through what is known as "directory information." This generally includes a student's name, address, telephone number, electronic email address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, class status, enrollment status (e.g., undergraduate or graduate, full- or part-time), degrees, honors, and awards received, and other similar information. A student may restrict the release of his/her directory information by submitting a signed authorization form to the Student Services staff.

In certain other situations, a student's consent is not required to disclose educational information.

The following are some exceptions:

- to school officials who have 'legitimate educational interests'
- to schools in which a student seeks to enroll
- to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
- in connection with financial aid
- to State and local authorities pursuant to a State law adopted before November 1974 requiring the disclosure
- to organizations conducting studies for or on behalf of educational institutions
- to accrediting organizations
- to parents of students under 21 for violations of any law or institutional rule related to the possession of alcohol or controlled substance
- to comply with judicial order of subpoena
- health or safety emergency
- directory information
- to the student
- results of disciplinary hearing to an alleged victim of a crime of violence
- to the Attorney General of the United States in response to an ex-parte order in connection with the investigation or prosecution of terrorism crimes.
- FERPA permits Kuyper College officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll.

Requests to disclose educational information will always be handled with caution on a case-by-case basis. Additionally, upon request, the institution will provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a) (2) and § 99.34(a) at ed.gov.

For further information about FERPA, please contact the Family Policy Compliance Office or visit its website.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5920
202-260-3887

STUDENT CODE OF CONDUCT AND DISCIPLINE

PREAMBLE

Kuyper College is a learning community rooted in the Reformed faith and holding to a biblical worldview. We believe God is sovereign over every aspect of our lives, and so we strive to live the whole of life consciously before Him. This view of life is foundational to everything we do in Student Services.

MINISTRY OF PRESENCE – COMMUNITY BUILDERS

Our staff engage in what we describe as a "ministry of presence"- greeting and interacting with students informally. We celebrate student accomplishments and monitor possible problem areas, attempting to address issues before they become problems. Our effective and committed Student Services staff strives to be respected and helpful as students mature in their spiritual walk. We seek to communicate Christ's love to each of our students.

Building community is no easy task- it requires perseverance and commitment. The core of building community is encouraging the development of the fruits of the spirit (such as self-control) in each of the members of the community. While we believe that though relationships and interactions with other believers are the most effective modes to develop these fruits, as an institution Kuyper prohibits certain types of conduct that impede the kind of community that it hopes to build. For instance, a student who is intoxicated is not self-controlled, a student who steals has compromised their integrity and a student who sexually assaults another student has acted unjustly and unlawfully. In each of these cases the desired building of the community is negatively impacted.

CODE OF CONDUCT/RESORATIVE DISCIPLINE – Theoretical Foundations

Matthew 22: 36-40 – "The most important commandment" - the idea of "love God, love neighbor" - provides the foundation for the code of conduct and judicial process at Kuyper. The code of conduct at Kuyper seeks to express how, as a community, we will act to correct the deficiencies that we have as a result of the fall.

Obedience to God's word is much more than simply a list of rules to follow and behaviors to avoid. Likewise, this code does not seek to make a comprehensive list of behaviors that students must avoid or rules that a student must follow. Rather it serves as a model of the types of behaviors students should avoid and regulations that students should follow while striving to live by sound biblical principles.

In addition to the code of conduct, we also seek to follow the idea of "love God, love neighbor" in the judicial process. Through every judicial process we seek restoration. Restorative discipline is a method of thinking about infractions and our response to infractions. Restorative discipline focuses on the harm caused by the infraction, on repairing the harm, and on reducing future harm by addressing and putting in place preventive measures to deter future violations. Restorative discipline requires the offender(s) to take responsibility for their actions and for the harm they have caused. It requires the offender to make a commitment to change his or her behavior. Restorative discipline seeks restoration to God, to the community (victims & "neighbor") and restoration to self. This can be accomplished through a variety of means.

Restorative Confession Policy

At times, a student may find him or herself in violation of a biblical or college guideline and may wish to seek help in dealing with said violation. If this student voluntarily comes forward to share such violations with Student Services personnel, is repentant, and can demonstrate a commitment to change, the college will seek to restore the student with minimal disciplinary action. This restorative focus does not address grievous violations in which suspension or dismissal is deemed the best way to restore community and the individual.

JUDICIAL STRUCTURE, RESPONSIBILITY AND SCOPE

A. Structure and Responsibility

- a. The Discipline Committee (appointed by the College President) serves the students and the college as the board of appeals for students who have been found guilty or have been sanctioned by other campus judicial hearing bodies. It also functions as a formal judicial body in the case that a student chooses to have a case heard in a formal hearing. Procedure for formal hearings is outlined in the code.
- b. Senior Judicial Officers (Director of Student Life and Director of Safety and Facilities) are assigned the more serious discipline cases in their roles as judicial officers. The Resident Director is authorized to function as a judicial officer under the supervision of a senior judicial officer. Typically the RD is assigned less serious cases involving an accused student living on campus.
- c. Academic Dishonesty violations are handled through the Academic office. Please refer to the Academic Dishonesty portion of the handbook for details.
- d. The Director of Student Life shall, with consultation, develop protocols for the administration of the judicial system and procedural guidelines for meetings and hearings.
- e. Decisions made by a judicial body shall be final, subject to appeal as outlined in the code.

B. Scope of Authority

- a. Nothing in the institutional relationship between students and the college may expressly or implicitly give the institution or residence life staff authority to consent to a search of a student's room by outside police or other government officials without a warrant. The Director of Student Life or Director of Safety and Facilities may authorize a search of a particular room in a college residence to determine compliance with federal, state, and local criminal law and with college regulations if there is probable cause to believe that a violation has occurred or is taking place in that room. Students may be asked to submit to breathalyzer or hair test when reasonable suspicion exists. "Probable cause" exists where the

facts and circumstances within the knowledge of the institution are sufficient in themselves to warrant a person of reasonable caution to believe that an offense has been or is being committed.

STUDENT RESPONSIBILITIES

Kuyper students are responsible for living in agreement with the principles and guidelines outlined in the code of conduct. Students must respect the procedures of the code which have been established to ensure fair and consistent treatment of students in the administration of the judicial process. Students are expected to cooperate with college officials in the implementation of the code. While the college will respect a student's decision to remain silent so as to not self-incriminate, lack of cooperation may result in disciplinary action if officials determine that the lack of cooperation has impaired the facilitation of the code.

CODE OF CONDUCT

1. Jurisdiction of the College Student Conduct Code
 - a. The Kuyper College Student Conduct Code applies to any conduct that occurs on the college premises, at college-sponsored activities and to off-campus conduct that affects the college community in fulfilling its mission and objectives.
 - b. Students are responsible for their conduct from the time of application through the awarding of a degree. Conduct that occurs before classes begin, after classes end or between terms of enrollment still fall under the code (even if conduct is not discovered until after degree is awarded). The Director of Student Life shall decide whether the code shall be applied to conduct occurring off campus on a case by case basis.
2. Student Conduct – Rules and Regulations
 - a. Dishonesty – cheating, plagiarism and other forms of academic dishonesty (see academic dishonesty policy for more information). Dishonest also includes providing false information to college officials, misuse of College documents or tampering with any college process. Please refer to Academic Dishonesty section of the handbook for further details on Academic Dishonesty.
 - b. Disruption of the normal activities of the college (teaching, administration, or other activities occurring on campus or college functions off campus)
 - c. Abuse – whether it be physical, verbal, emotional or electronic. Includes but is not limited to threats, stalking, intimidation, coercion, harassment or any activity that compromises the health and safety of any person
 - d. Assault of any kind (sexual or physical). Sexual Assault includes all criminal sexual conduct as outlined by Michigan State law.
 - e. Attempted or actual theft or damage to college property or property of another person.
 - f. Hazing, defined by Michigan Law as “an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.” (750.411t (7.b))
 - g. Failure to comply with directions from a college official acting in accordance with their duties as an employee.
 - h. Violation of any local, state or federal law. Students who are charged with a misdemeanor or felony are required to notify the Director of Student Life within five business days of being charged.
 - i. Violation of any college rule, policy or regulation
 - j. Use, possession, purchase, distribution, sale or manufacturing of a controlled substance (including marijuana) or designer drug that is unlawful. Possession of drug paraphernalia.
 - k. Use, possession or distribution of alcoholic beverages except as permitted by the law and college policies. Students of legal age are expected to use alcohol responsibly. Intoxication is not permitted. As a dry campus, alcohol and alcohol paraphernalia are not permitted on campus. Students present in a room where alcohol is present or being consumed by an underage student will be in violation of this section.
 - l. The possession or discharging of weapons, fireworks, explosives, or ammunition is prohibited. Weapons include, but are not limited to firearms, ammunition, explosives, and knives over three inches (other than those associated with kitchen use), paint-ball guns, “air soft” guns, BB guns, potato launchers and like devices.
 - m. Obscene or profane expressions including, but not limited to, speech not appropriate in a Christian, academic community.
 - n. Sexual misconduct including, but not limited to, sexual activity outside marriage, pornography, sexual conduct online or other sexual misconduct. The college has the conviction that, while some individuals may genuinely struggle with their gender identity, homosexual behavior is opposed in scripture. Therefore, any student engaged in homosexual behavior will be subject to the same college policy as any other student involved in inappropriate sexual activity.
 - o. Out of respect for fellow students and Christian cultural norms, students are expected to use thoughtful discretion when making decisions regarding physical affection in public places. The campus is intended for the use of all students;

therefore, behavior that might make others uncomfortable is prohibited. In general, Kuyper College wants to create a comfortable tone of modesty on campus and students should feel free to confront each other when they feel behavior oversteps an acceptable norm. Campus housing is considered a public place.

- p. Students should be guided by the principles of cleanliness, modesty, and propriety as they display proper dress. Clothing that does not support a Christian confession and promote a God- glorifying view of men, women, and creation is not acceptable. Clothing that promotes the use/abuse of alcohol, drugs, tobacco, or inappropriate sexual behavior may not be a part of campus attire. As a general rule students should err on the side of concern for modesty and respect for others so they do not offend or tempt any member of the community.
- q. Kuyper College is a tobacco-free environment. Therefore, smoking of cigarettes, pipes, cigars, or chewing nicotine items on campus is prohibited, including in cars parked on campus.
- r. Abuse of the judicial system including, but not limited to, failure to obey notifications of a judicial hearing body, misrepresentation of information, disruption, attempted influence, harassment or failure to comply during a judicial process.
- s. Students are expected to engage conduct that follows biblical principles and the mission of Kuyper College. As a result the rules and regulations as previously outline are not designed to be comprehensive.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

When a student is charged with a violation of a public law which is also a violation of the Student Conduct Code:

1. The college may still initiate disciplinary actions regardless of actions taken by a local, state or federal authority.
2. The college will not request special consideration for students in violation of the law because of their student status. It may, however, advise outside authorities of the Student Code and how the incident would be handled within the College system.
3. If a student is charged only with a violation of the law off-campus and not with a violation of the Student Conduct Code disciplinary action may still be taken if the student is found guilty (or pleading "no contest") of the crime if it is also a violation of a part of the Student Conduct Code.
4. Kuyper College has a working relationship with law enforcement and will not be sanctuary against prosecution of one of its students. Evidence of criminal activity by students may be turned over to authorities except for information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

JUDICIAL PROCESS

1. Complaints and Charges
 - a. A member of the Kuyper College community may bring a complaint against any other member. Complaints are to be made to the Director of Student Life or to the Director of Safety and Facilities (senior judicial officers). Complaints should be made as soon as possible after the original incident– preferably within five days of the incident.
 - b. The Senior Judicial Officer will determine if a violation of the conduct code as occurred and determine if disciplinary action needs to occur. Complaints that are not deemed violations may be dismissed through mutual consent of all parties involved.
2. Hearings
 - a. The student has the right to request a hearing with the judicial body of their choosing: an informal hearing with a judicial officer (Director of Student Life, Director of Safety and Facilities and Resident Director) or a formal hearing with the Discipline Committee. A judicial officer has the right to decline serving as the judicial body.
 - b. Accused students may be assisted by an advisor of their own choosing from the college community.
 - c. A record of all hearings, whether informal or formal, will be made. Records shall include a statement of the alleged misconduct, a summary of the statement of the accused and a copy of the decision.
 - d. Any person who is personally involved in a case must abstain from functioning as the judicial hearing body. The exception would be a faculty member who brings charges of academic dishonesty and functions as the judicial hearing body.
3. Rule of Evidence
 - a. A judicial hearings body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code (preponderance of evidence, rather than beyond a reasonable doubt, as burden of proof).

SANCTIONS

The purpose of sanctions is to work toward restoration of the student to themselves, to God and to the community. Judicial bodies are encouraged to determine sanctions that will work toward these three goals. Sanctions may be punitive, educational or both. Some sanctions may be more punitive due to the seriousness of the offense.

1. The following sanctions may be imposed on a student found to have committed a violation of the student conduct code.
 - a. Admonition – A verbal statement to the student indicating that they are or have violated a portion of the code. A verbal warning may also be put in written form for record keeping purposes.
 - b. Warning – A written statement to the student that the student is or has violated a portion of the code.
 - c. Fines – Fines may be imposed for replacement of destroyed property or for administrative time taken up by faculty/staff of the college for the implementation of sanctions (at a rate of \$10/hour).
 - d. Loss of Privileges – Certain privileges may be denied for a period of time.
 - e. Community Service – an assignment or community service that is beneficial to the community and also accomplishes an educational purpose
 - f. Notification – a parent/guardian will be notified in all cases of alcohol or drug policy violations, abuse or injury to self or in conjunction with disciplinary probation, suspension from campus housing, or college suspension and dismissal.
 - g. Discretionary Sanctions – participation in classes or assignments designed to achieve an educational purpose. Typically addressing the decision making and consequences of the choices made in the offense. Mandatory drug or alcohol assessments or other related discretionary assignments (as approved by a Senior Judicial Advisor).
 - h. Level One Probation – a written reprimand for violation of the code. Level One probation is for a designated period of time and includes the possibility of greater disciplinary action for any violations during the probationary period. Level One Probation may affect a student's ability to travel on an off-campus program or an athlete's eligibility.
 - i. Level Two Probation – A written reprimand for violation of the code may include notification of parent/guardian. Level Two Probation is for a designated period of time and includes the probability a student will be suspended from the College for any violations during the probationary period. Students placed on Level Two probation are excluded from participation in student leadership, membership on intercollegiate athletic teams and in other privileged activities like off-campus programs.
 - j. Suspension from Campus Housing – Separation of the student from on-campus housing for a specified period of time after which a student may be permitted to return to campus. In the event an appeal is sustained and the student is permitted to live back on campus the college will not be held liable for any costs associated with any room or board they incur while off campus.
 - k. College Suspension – Separation of the student from the College Community for a definite period of time, after which the student may be eligible to return. Condition for readmission may be specified. Parents shall be notified of the suspension by either a Senior Judicial Officer or by the student in the presence of the Senior Judicial Officer. During suspension the student is not permitted to be on the Kuyper College campus or at off-campus college events except by prior permission by the Director of Student Life or Director of Safety and Facilities.
 - l. Expulsion – Permanent separation of the student from the Kuyper College campus. During dismissal the student is not permitted to be on Kuyper College's property except by prior permission from the Director of Student Life or Director of Safety and Facilities.
2. Please see Academic Dishonesty Policy for specific sanctions in regard to that policy.
3. More than one sanction may be imposed for a single violation.
4. Although these sanctions are designed to be carried out for violation of the Student Conduct Code, it does not describe all situations in which disciplinary actions and, therefore, sanctions may be imposed.
5. In all cases where the judicial body has determined a violation has occurred, that same judicial body shall determine the sanctions. Any decision to impose the sanctions of suspension or dismissal requires the approval of the Provost. Following all hearings, the Judicial Body shall notify the student of sanctions in writing (e-mail pdf or letter in mailbox).
6. Other than dismissal, disciplinary sanctions shall not be made a part of the student's permanent academic record but shall become part of the student's confidential record.

APPEALS

1. Accused students or complainants may appeal both the decision and the sanction imposed by a judicial body. Students shall submit an appeal form obtained on the portal or in the Student Life Office. Any and all evidence to support the appeal must be submitted along with the appeal form. Appeals must be presented in writing within five business days of the sanction decision to the Chair of the Discipline Committee.
2. Appeals are typically limited to review of written record, supporting documents and submitted supporting documents. Interviews may occur for the following purposes:
 - a. To determine if the judicial process was conducted fairly and correctly
 - b. To determine if the decision reached was based on substantial evidence (preponderance of evidence)
 - c. To determine if sanctions imposed were appropriate for the violation

- d. To consider new evidence that would be sufficient to alter a decision
3. If an appeal is granted the sanction will be lifted immediately
4. If an appeal to the severity of the sanction is granted the Committee will impose a modified sanction.
5. If an appeal of the student's guilt or severity of the sanction is denied, the Committee may not impose more severe sanctions
6. The President of the college (or designate) shall be responsible for the final disposition of all cases and will be responsible for appeals that occur from any sanction originally imposed by the Discipline Committee.

Publicity, Advertising and Model Release Information

Kuyper College reserves the right to use the name, voice recording, video, photography, illustration or other image of students and visitors, taken on College property and College sponsored events, in informational or promotional mediums including but not limited to the school yearbook, website, other Kuyper College directed social media, or other publications and advertising media. If a student does not wish to have his/her image used for these purposes, he/she must file a written request available through the Advancement Office.

Kuyper College will use its best efforts to maintain the confidentiality of those categories of information the student has properly requested not to be publically disclosed. Kuyper College, however, makes no representations, warranties, or guarantees that the information designated for non-disclosure will not appear in informational or promotional mediums including but not limited to the school yearbook, website, other Kuyper College directed social media, or other publications and advertising media without my expressed permission.

Policy Changes and Disclaimer

Students have the right to expect the college to enforce the policies listed both in regard to their peers and themselves. Students have the responsibility to live within the policies to which they have agreed in the *Housing Application and Contract* and the *Student Handbook*. If a student disagrees with a college policy, the student is invited to talk with a member of Student Senate and/or the director of Student Life to request a change. However, while discussions are taking place, students are expected to comply with the policies written whether they agree with them or not. Policies are also subject to modification or update by the college throughout the academic year. Changes in or amendments to Kuyper College policies during the school year will be made public to the student body.

