

SATISFACTORY PROGRESS FOR FINANCIAL AID PURPOSES

The federal government has issued new guidelines for Satisfactory Academic Progress (SAP) when determining continued eligibility for financial aid funding. The new overarching concept is that if GPA and pace are not met, financial aid will not be available.

Schools, like Kuyper, that evaluate SAP at the end of each semester are allowed to give a semester of “grace” known as Financial Aid Warning. Students receive a letter informing them that they are on warning and have one semester to meet the required standards or aid will be stopped. The attached SAP policy explains how SAP is handled at Kuyper College.

A student is placed on Financial Aid Warning and notified by letter when they fail to meet either/or the qualitative or pace of progression that the Department of Education (DOE) requires. The letter details what is required so that the student knows what requirements they have to meet and what will happen if they do not meet them. The term Financial Aid Warning is DOE’s required language. There is no action required by the student. Any aid that the student is eligible for will continue to be awarded. Awards based on cumulative GPA will be removed if the GPA is not met. No more than one semester of Financial Aid Warning can be given.

After one semester of Financial Aid Warning, if the student meets the requirements, they will be removed from Financial Aid Warning. If the student fails to meet the requirements for a second consecutive semester, they are Financial Aid Dismissed. This means that they are no longer eligible for any financial aid – federal, state or institutional. A student remains on Financial Aid Dismissal until they have taken classes which they have paid for on their own and met the SAP requirements. At that point, financial aid can be awarded for the upcoming school year.

If the student has had circumstances which contributed to not meeting SAP such as illness, a death in the family etc., they can appeal Financial Aid Dismissal. This appeal must answer two questions:

1. Why didn’t I make SAP?
2. What can I do differently to make sure I meet SAP during the next semester?

If these questions can be answered in a way that shows that the student realizes what went wrong and that they know what they have to do, financial aid can be restored. This will put the student on Financial Aid Probation. Financial Aid Probation is only allowed for one semester. It is expected that the student will be able to meet the requirements within one semester. Kuyper is allowed to put limits on the classes taken and grade point required for those classes. If the student doesn’t accept the limits, they will not get aid. The Scholarship Committee serves as the SAP appeals committee.

At times, a student has put themselves in such a hole that there is no way that they can get in good standing in one semester. If this is the case, Kuyper can meet with the student and set up a contract showing pace of progression. This will document what classes will be taken and what grade will be required. As long as the student continues to meet the steps in the contract, they will be allowed aid. Failure to meet any of the steps will result in loss of aid for any upcoming semester. This pace of progression contract will be put together with the help of a combination of the following: Director of Financial Aid, Academic Dean, Registrar, Director of Academic Support and Academic Advisor.

Students who withdraw from a class are informed that a W grade will be treated the same as an F grade for SAP purposes. It is a class that was attempted but not completed. Incompletes have deadline dates that if they aren’t met, they will be treated as F grades for SAP purposes. Repeated classes receive financial aid so they must be calculated in the SAP determination. Students who have transferred in classes have those classes used in determining their grade level requirements for SAP. These classes are also used in determining the maximum time frame for financial aid (150%).

The maximum time frame can be appealed if a student has changed colleges or majors. Documentation as to why the longer time frame is needed must come through the Registrar’s Office.

Kuyper’s policy is a graduated policy which requires a 2.0 cum GPA by the middle of the junior year. The grade level percentage of completion is set up so that a student can complete the required coursework within a 150% time frame.

7. Code of Conduct & Discipline

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.

7.1 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.

7.2 CODE OF CONDUCT/RESTORATIVE 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.

7.3 JUDICIAL STRUCTURE, RESPONSIBILITY AND SCOPE

1. 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 Officer (Dean of Students and Work) is assigned the more serious discipline cases in their roles as the judicial officer. The members of the Student Development staff are authorized to function as judicial officers under the supervision of the senior judicial officer.
 - c. Academic Dishonesty violations are handled through the Academic office. Please refer to the Academic Dishonesty Policy in the Catalog.
 - d. The Dean of Students and Work 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.
2. 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 Dean of Students and Work 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 a 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.

7.4 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.

7.5 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 Dean of Students and Work 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 the 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 Dean of Students and Work 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. 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, “airsoft” 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, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual relationships between people of unequal power and 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. Additionally, water pipes, hookahs and e-cigarettes are also prohibited to be used 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. Failure to comply with the direction of college officials
- t. 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.

7.6 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 a 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).

5. The student, depending on the nature of the charge, may be temporarily suspended from campus during the course of the investigation

7.7 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 Dean of Students and Work. 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 has 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 (A member of the Student Development Staff) 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).

7.8 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 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 Dean of Students and Work
 - 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 Dean of Students and Work
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.

7.9 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 Development 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 records, 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.

7.10 NO CONTACT ORDERS

Kuyper College shall on occasion issue no contact orders between students. These no contact orders may be put in place during the course of an investigation into a student conduct code violation between two students and expire at the conclusion of the investigation. Long term no contact orders as a result of student conduct code violations may also be put in place. During the course of a no contact order each party will meet with the Dean of Students and Work to discuss the nature of the no contact order. If students involved in a no contact order share classes one of the students may be asked to move to another section if possible. No contact orders shall be placed and enforced with recognition of the small nature of the campus. If a no-contact order is between two residents and a resolution cannot be identified, one student may be asked to reside off campus during the course of the no-contact