

# KUYPER COLLEGE STUDENT HANDBOOK



The mission of Kuyper College is to equip students with a biblical, Reformed worldview to serve effectively Christ's church and his world.

## 1. Services Provided at Kuyper -

<https://www.kuyper.edu/student-development/>

## 2. Campus Information and Amenities

### 2.1 Card Access and ID Cards

All students, faculty, and staff will receive a Kuyper College ID card which has the holder's photo on it. This card is used to check out resources in the library, use campus copiers/printers, enter the residence halls and serves as a meal card for students participating in the meal plan. The card holder must present their ID card when asked by Campus Safety or other College authority.

Lost or stolen cards should be reported to IT immediately so the card can be deactivated. Lost, stolen or broken cards should be replaced by IT 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.

### 2.2 Copy/Print Stations

There are copy/print stations designated for student use located around campus for student use.

### 2.3 Student Mail

All students have individual mailboxes. To receive your combination, please see the Student Center Front Desk. 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.

### 2.4 Vehicles and Parking

Students are welcome to bring their cars to campus. Vehicle registration forms and tags are provided by the Campus Safety Office. Every vehicle on campus should display a Kuyper College parking sticker on their windshield; visible from the outside of the car. Students who loan their vehicles to others may be held responsible for violations of that vehicle. Please refer to the [Kuyper College Parking Policy](#) for more information regarding the policies, procedures, and consequences for violations of the policy.

### 2.5 Food Service

- Monday-Friday Breakfast 7:30-8:15
- Monday-Friday Lunch 11:55-1:00
- Saturday Brunch: 10am
- Sunday Lunch 12:30-1:15
- Dinner: 5:00pm - 5:45pm

Meal Plan Options: There are meal plans available for 5 (available for juniors and seniors only), 10, and unlimited 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 and 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 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. 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 Dean of Students and Work 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 Development Office.

A kitchenette is provided for commuting students next to the student lounge. There is a refrigerator, toaster oven, microwave, toaster, and sink area. 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” will require payment of an additional charge. 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 work with food service to request a “sick tray” from the dining hall for them. “Sick Trays” may have an additional cost.

**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 to fit his or her needs. Kuyper College’s corporate dietitian 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 through 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 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 along with the Dean of Students and Work review 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 Dean of Students and Work.

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

## 2.6 Building Information

Administrative Offices: The administrative offices are open from 8 a.m. to 4:30 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 11 p.m. while the college is in session. Sports equipment such as volleyballs, basketballs, etc. is available through the Student Center Welcome Desk. In order to protect the hardwood floor, street shoes and black-soled shoes are not allowed on the gymnasium floor. Closed-toe athletic shoes are required. The gym is intended only for the use of students, constituents, or guests.

Academic Building: The academic building is regularly open from 7 a.m. to 11p.m. Mondays through Thursdays and from 7 a.m. to 5 p.m. on Friday during the Academic Year.

### DeWitt Student Center

The Student Center is open from 7 a.m. to 11p.m. while the college is in session. The Student Center has a number of amenities such as a television, lounge space, and a kitchenette to prepare meals.

### Fitness Rooms

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.
- Food or drinks (other than bottled water) is NOT permitted in the fitness 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 in anyway other than designed (including out of the fitness room)
- 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

discouraged.

- 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.
- Weights and bars of any kind should not lean up against the walls, equipment or mirrors
- No outside personal training is permitted in the facility.
- Olympic lifts that are performed above the head are not permitted (Clean and Jerk, Snatch) other than in college approved fitness classes.

Any violation of these rules will result in discipline up to and including complete loss of privileges for the Fitness Room.

#### 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. 3.

## Residential Students

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. Student success coaches are available to assist in helping students with conflict management skills. Assistant Resident Directors (ARD) and Coordinator of Student Development are available to mediate and assist with roommate conflicts.

**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 the cost of room and board unless the Student Development 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 Development and Faith Formation.

**Hall Closing Dates:** The residence halls (Schaal & Timmer) are closed during both Christmas and Spring Break (refer to the Academic Calendar for specific dates). Food service is not available during these times. Students will either need to make arrangements to stay with friends or family during these breaks or apply for Breaktime Housing (see information below). 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.

**Breaktime Housing:** If a student is unable to secure housing during a scheduled school break when the residence halls are closed the student may apply for Breaktime Housing through the Breaktime Housing Application. Students requesting to remain in the residence halls will be permitted to remain in their current residence hall. Application for breaktime housing does not guarantee permission to remain on campus. The cost for Breaktime Housing is \$10 per day to assist in covering the additional costs associated with staffing.

**Room Damage and Room Key:** At the beginning of the year students will be asked to verify the rooms condition and will be responsible for any damage found during move out.

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 Development 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, guests of the opposite gender are welcome on the residence floors or in residents' rooms during designated times. Please become familiar with the posted open hours in the residence hall buildings. There are no closed hours for the Holt Apartments and Schaal Suites.

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 gender 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 residence life staff.

**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 Coordinator of Student Development and Director of Student Development and Faith Formation.

**Overnight Guests:** Students who wish to have overnight guests of the same gender in their living unit *must obtain the permission in advance of all roommates, suitemates, or apartment-mates*. Abuse of the overnight guest policy by hosting non-resident students may result in permission for guests to be revoked or a charge for guests to be assessed. 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. Repeat offenses will be referred for disciplinary action.

**Residence Life Staff:** The Residence Life Staff is made up of two Assistant Resident Directors (ARD) and the Coordinator of Student Development. 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 being an active member of the residential community and being available to assist students with housing related questions and responding to emergency situations. The staff 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 Development 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:
  - a. International students will be given first priority for spring and summer housing.
  - b. Students from outside the West Michigan area who are taking a class at Kuyper will be given second priority.
  - c. Students from outside the West Michigan area who are working full time on campus will be given third priority.
  - d. 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.

**KuyperWorks Requirement:** As a residential student you are required to take part in the KuyperWorks program. For more information regarding KuyperWorks please refer to the [KuyperWorks Student Handbook](#).

### 3.1 Campus Policies For Residential Students

**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.*

**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. These inspections can be for the reasons of emergency, maintenance, or 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, and procedures 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 Coordinator of Student Development before taking any action and will be charged a \$200 fee for breaking the contract. The Coordinator of Student Development 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 For Residential Students**

**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 1<sup>st</sup> 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 Report 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 they should use white, non-staining poster putty or 3m Brand hooks. Tape, nails, and tacks may not be used on the walls in any building. Hanging plants or other decorations on drapery rods are not safe. Such items should be placed on a desk or dresser.

**Fire Hazards:** Halogen lamps, medusa lamps with plastic shades, hot plates, 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. Christmas lights must be on an automatic timer so as to not be on for more than 8 hours at a time.

**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 manufacturer's 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:** 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 link on Sakai. Students should not try to make repairs themselves. We are unable to address issues that we are unaware of - please make sure that you submit maintenance requests for any issues you are experiencing.

**Pets:** With the exception of fish, pets are not permitted in campus housing. Fish tanks must be no larger than 20 gallons. Service Animals as defined by ADA must be approved by the Dean of Students and Work 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 Coordinator of Student Development. Residents should contact an ARD 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 an ARD.

**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.

## 4. 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 (RAVE). For instructions on how to do so please speak with someone in the Information Technology or Campus Safety 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 Dean of Students and Work or the Director of Campus Operations.

**Discrimination:** Discrimination has no place on our campus. Discrimination on the basis of race, color, sex, national origin, age, or disability 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 Dean of Students and Work for assistance in resolving the matter.

**Escorts:** Escorts during the evening hours can be arranged when needed by contacting Campus Safety.

**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. Immediately call Emergency services and Campus Safety.

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 Campus Safety will notify the campus and direct any needed precautionary measures.

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 First floor hallways and Laundry Rooms
- **Holt Apartments:** Timmer or Schaal first floor hallways & Laundry Rooms

**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.

**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 Campus Safety. Students should not let unknown individuals into any campus buildings.

**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).

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
- 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, national origin, age, weight, height, disability, veteran status, birth-sex, 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 Student Development.

**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.

**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 Harrassment/Assault:** Please refer to the [Kuyper College Policy on Sexual Harrassment](#) regarding Kuyper's policy related to Title IX, sexual assault, or sexual harrassment.

**Establishment of Consent for Sexual Intimacy:** Kuyper College defines consent for sexual contact or intimacy as a clear, freely given, verbalized "yes" or clearly communicated actions to every step of any sexual contact or sexual intimacy. The absence of a "no" is not consent. A "yes" which is given through coercion does not constitute a freely given "yes". Use of force does not constitute consent. In such cases, consent has not been given and a person who continues to have sexual contact without clear consent could potentially be charged with a serious violation of college policies and/or face criminal charges

The burden of obtaining consent is placed on the party seeking to initiate sexual activity. Consent cannot be assumed due to the lack of resistance or through vague or unclear communication. Silence, on its own, is a "no", not a "yes". Consent to one form of sexual activity does not equate to consent for any other form of sexual activity. To be valid, consent must be given prior to or at the same time as any sexual contact or intimacy. Consent can be withdrawn at any time as long as that withdrawal is clearly communicated by the person withdrawing it.

Coercion occurs when a reluctant or refusing party's decision is not respected by another party, but instead met with pressure or manipulation to move towards agreeing to sexual contact or intimacy. This may involve talking someone into sex, using alcohol as a tool to break down reluctance or to gain sexual advantage, engaging in sexual contact or intimacy with a person who is intoxicated, through a threat to sever the relationship, with a threat to embarrass or harm the person, not allowing the person to leave the location through blocking the way or locking the door. Consent cannot be given by a person who is incapacitated or incapable of controlling his/her behavior due to the influence of a substance given or taken with or without the persons consent. Consent cannot be given by a person physically helpless due to being unconscious, asleep or for any other reason the person may be unable to communicate unwillingness to an act. Consent cannot be given by a person who is less than 16 years old. Consent cannot be given by a person who is legally mentally-handicapped. Consent cannot be

given by students in a K-12 setting with a teacher, coach or school employee.

For more information regarding the establishment of consent in the state of Michigan please visit Michigan Criminal Law 750

**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 Campus Safety. 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.

## 5. 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.

**First Aid Kits and AED:** First aid kits are located in the following areas: Safety/Facilities Office, Faculty Break room, Maintenance Office, and the Kitchen. Campus Safety also carries first aid kits. AED (Automated External Defibrillator) are located in the Student Center entryway 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 one of the many local offices in the greater Grand Rapids Area. If students need help identifying a local doctor, hospital or urgent care center the Business Office and Student Development office are equipped to support.

Non-emergency medical needs should be referred to Campus Safety. If students need medical care in the evening that cannot wait until the following day, the closest Urgent Care Center to campus is:

Spectrum Health Urgent Care Center  
2750 E Beltline Ave NE, Grand Rapids, MI 49525  
Telephone: (616) 391-6230

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, students are responsible for their own transportation. Residence Life and Campus Safety Staff (including student staff) are not permitted to transport a student for any urgent or emergency medical situation or for any mental health situations.

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

## 6. FERPA and Financial Aid

### **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.

##### 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.

#### FERPA Updates

If you need to update your FERPA form due to changes in marriage, status or other change please contact the Business Office

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

## **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 hearing 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 order.

## 8. Media Release

By accepting enrollment at Kuyper College students agree to the following media release statement for my duration as a student at Kuyper College:

I give Kuyper College and its employees or agents to take photographs, motion pictures and/or audio recordings of me. I agree to my image, voice and/or likeness being used in all forms of print and electronic media recordings and publications and/or audio or video productions for purposes related to the educational mission of Kuyper College, including research, education (including online courses) and the publicity, marketing and promotion of educational programs for Kuyper College (the "Material"). I acknowledge that Kuyper College will be the copyright owner of the Materials and my image, voice and/or likeness becomes the sole and exclusive property of Kuyper College, and that Kuyper College may sell, copy, modify, create derivatives, license, assign, transfer, archive and otherwise use my image, voice and/or likeness in any Material. I further authorize Kuyper College to grant any third party the right to use my image, voice and/or likeness for any lawful commercial or non-commercial purpose related to academics or education. I release Kuyper College from any

and all liability arising out of the use of my image, voice and/or likeness, including without limitation any claims arising out of my right of privacy or right of publicity. I am participating on a voluntary basis and no compensation, fees or royalties will be paid for this use.

If for any reason you would like an exemption from the Kuyper College media release statement please submit your request to the Student Development Office or the college Advancement Department.

## 9. Kuyper Works Program

**KuyperWorks** is an innovative program that integrates the learning from college workplace environments with academics to make a student ready for today's careers. The program's purpose is to contribute to the education of the whole person by facilitating institutionally significant opportunities for students to grow in character, work ethic, problem solving, critical thinking, responsibility, time management, leadership, and essential areas of professional competency while at the same time making a quality college education more affordable and accessible.

## 10. Policies

### 10.1 Academic Policies - See College Catalog

### 10.2 Information Technology

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 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 Dean of Students and Work. 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.

### 10.3 Library Circulation Policy -

<https://library.cornerstone.edu/culn/policy>

### 10.4 Adverse Weather Policy

#### CANCELLATION OF CLASSES, EVENTS, OR CLOSING OF THE OFFICES AND 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.

If college operations are delayed or closed, 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. A web alert notice will also be posted to the college website.

#### ESSENTIAL STAFF

The administration has determined which staff (including student staff) are deemed “essential” in a delay/closing situation, and these staff members will know the appropriate protocol expected of them. In the event the delay/closing event dictates designation of additional staff as “essential,” these staff will be personally informed by their supervisors. Essential staff and any additional staff called in to work will be paid their regular rate for the hours they work.

#### 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.

## 10.5 Missing Student

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 Campus Safety Manager 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.

## 10.6 Immunizations

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 countries.
- 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 (ITV) 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).
- COVID 19 Vaccine: recommended for all adults 18 and older. Vaccination dates for both shots should be reported.

## 10.7 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 Development for details .

#### **Drug Possession or Use:**

Use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia, in addition to any substance expressly permitted by law are not permitted. While recreational Marijuana use is legal in Michigan, use of Marijuana outside of medicinal purposes covered under the Michigan Medical Marijuana Act of 2008 are not permitted.

The Michigan Medical Marijuana Act of 2008 (MMMA) notwithstanding, Kuyper College is subject to the Federal Drug-Free workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. The use or possession of medical marijuana is not permitted anywhere on Kuyper's campus. In addition use off campus, despite it's legal status, is not permitted.

## 10.8 Title IX

Our Title IX Coordinator is Curt Essenburg. If you have any concerns or questions regarding Title IX, please contact him at [cessenburg@kuyper.edu](mailto:cessenburg@kuyper.edu)

## 10.9 Campus-Wide Posters and Advertising

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

1. All advertisements must be approved by Student Development or the President's Office before being hung up
2. If possible please bring a single copy of the poster to be signed before running copies for approval and in case there are any changes that need to be made.
3. Student Development will hang up posters for student groups
4. Student Development and President's Office has the right to restrict poster usage if respect is not given to other groups/clubs/offices
5. Advertisements need to be professional – proper spelling and some respect given to design. As a general rule, less formal advertisements in the Student Center will be permitted, and the Academic Building will require more formal styles of advertisements.
6. Total number of posters to be hung up will not exceed 15 posters for any single event
7. Advertisements must use hanging methods that will not impact whatever it is attached to (no clear tape, duct tape, tacks, or nails for example). White putty or painters tape are preferred methods.
8. Unless prior approval is given, do not hang anything from ceilings
9. Advertisements will be given 2 weeks to be up, they will then be removed
10. Any unapproved will be immediately taken down

## 10.10 Sexuality and Gender

**Biblical/Theological Foundations and Connection to Institutional Religious Identity** Kuyper College, as a faith community, affirms that all persons are created in the image of God. We celebrate the goodness of creation (Genesis 1:31), recognize the reality of the fall (Genesis 3:17-19), and pursue the redemptive work of Jesus Christ in bringing about God's purposes (Romans 8:22).

We, as a Christian faith-based institution, acknowledge and celebrate the goodness of God's gift of sexuality. We also acknowledge, however, that boundaries have been established around that good gift. The Bible affirms that God created people as male and female (Genesis 1:27-28; Matthew 19:4; Mark 10:6), that the male and female marriage union is set up as a biblical standard for sexual intimacy (Genesis 1:27-28; Matthew 19:4-6; Mark 10:6-9), and that singleness and celibacy are also set up as an ideal (1 Corinthians 7:7-9; Matthew 19:12, 22:30).

Sin and brokenness distort all of creation (Genesis 3; Romans 1:28-2:4; 1 Corinthians 6:7-11). This includes all people's experience of sexuality and gender. We as a Christian institution cannot condone 1) sexual activity outside of marriage, 2) intimate same-sex relationships, 3) pointed, persistent and exaggerated behaviors and dress inconsistent with one's birth-sex, 4) abusive behavior by any member of our community towards another person due to sexuality or gender identity, or 5) coerced or violent sexual contact or any sexual behavior that is illegal under federal, state, or local law.

We commit ourselves to extending God's redemptive grace to all members of our community through prayer, education, charitable dialogue and cautious, caring implementation of policies. Together with the whole Church of Christ, we call upon all Christians to discern, acknowledge, and resist sin and its effects, which are manifested in every person. With the grace of God, the ministry of the Holy Spirit, and the help of the Christian community, each child of God should strive to fulfill the redemption of all life, including sexuality, until Christ returns to finish his work of re-creation. Until that time, all of us, as sinful creatures, are called to love, to care for, and to walk alongside one another, as well as to offer one another support to live a sanctified life.

### **Resulting Institutional Policy**

Kuyper College endeavors to foster a community marked by love, care, and respect. We show respect towards those whose experience of sexuality and gender are incongruent with our biblical and theological foundations. We do not however offer directionless support; rather, we view growth in godliness to be directed toward reconciliation with God's creational intent for all his image bearers. Through prayer, competent education, charitable dialogue, and constructive and sensitive policies, we commit ourselves to extend God's grace to all members of our community. We commit to engage with respect those who pursue alternate paths in the area of sexuality and gender. We seek to be agents of healing and care while upholding the scriptural standards articulated here.

What follows are the major implications of the Biblical/Theological Foundations:

1. All persons, regardless of their sexual orientation or gender identity, shall be treated with dignity, grace and love as image bearers of God even as they are encouraged towards a biblically faithful lifestyle. Persons who share that they are attracted to members of the same sex or struggle with gender identity will not be disciplined by the college and should feel safe in talking with members of the community. Any abusive behavior by any member of the community towards another person due to sexuality or gender is grounds for discipline.
2. With regard to the expression of sexual behavior, the college will not affirm sexual behavior outside the context of the marriage covenant between a man and a woman. Prohibited sexual misconduct includes indecent, obscene, or violent conduct or expression; involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct or expression that violates biblical standards.
3. Ordinarily and in most cases, the college will make institutional decisions based on birth sex regarding housing, student admission and retention, employment hiring and retention, and other matters, and b) we will not affirm the alteration of birth sex through medical procedures.

Actions inconsistent with this policy are grounds for removal from consideration for employment for an employment applicant and/or from consideration for enrollment for a student applicant; such actions are also grounds for termination of employment for a current employee (faculty or staff) and/or dismissal of a current student.