

Student Life

33



Student Life

A complete understanding of education recognizes that learning occurs both in and out of the classroom. Seattle Pacific University seeks to graduate people of competence and character who can lead the way for meaningful change in our world. Together with students, faculty and staff, the Office of Student Life (OSL) strives to unite learning and living in a grace-filled community as we seek the uncommon path to a good life as described below:

- **A life that harmonizes mind with heart, reflection with action, scholarship with celebration, and our own needs with the welfare of others.**
- **A life of wisdom that transforms ourselves, our students, our neighbors and our world.**
- **A life restored to wholeness by the grace of a loving God.**

34

Student
Life

Administrative Structure

Associate Vice President of Academic Affairs/Dean of Student Life

The Office of Student Life is dedicated to enhancing a vital campus community through dynamic curricular and co-curricular opportunities. To unite these functions, Student Life oversees the co-curricular education of students in partnership with academic life and reports directly to the Office of Academic Affairs. To further strengthen this relationship, the dean of student life serves as associate vice president of academic affairs, providing a liaison between academic work under the vice president of academic affairs and various campus life programs. In addition to managing all the units that comprise Student Life, the dean of student life acts as ombudsperson to all students to assist in resolving problems. The dean also works with the University's chief judicial officer in the matter of community standards and expectations, discipline issues and appeals.

Ombudsperson

The service of an ombudsperson is available to all students to assist in the resolution of problems and to enable the Seattle Pacific University community to better meet students' needs. Working together with University staff and the student, the

ombudsperson seeks to expedite communication to solve problems. The individuals serving in this role at the University are the associate vice president of academic affairs/dean of student life and the dean of enrollment management.

Upon request, the student is apprised of the appropriate process to appeal within any office or area of the University. To appeal a decision to an ombudsperson, a student must first complete the office or area process of appeal. This process is typically a written appeal to the department head, the director or an appeals committee within the office or area.

If the student is not satisfied that his or her interests were properly served by the area appeal process, an appeal may be brought to an ombudsperson for final review. The appeal should include all information that was submitted through the area appeal process. The ombudsperson will review the written materials and discuss the appeal with the director or department head involved with the student.

The decision of an ombudsperson will be communicated in writing to the student within two working days. A copy of the letter will be sent to the department head or area director. The decision of an ombudsperson is final.

Student Programs

Becoming involved as a student is an essential element for success in college. Student Programs is committed to helping Seattle Pacific University students maximize their educational experience through a full spectrum of opportunities and programs.

Student Leadership

Seattle Pacific University is recognized for its quality of student leaders and leadership programs. Our programs help students identify personal abilities and foster a supportive environment in which they can be utilized. Working in close coordination with the Associated Students of Seattle Pacific (ASSP), we offer classes and a diversity of leadership activities. Specific programs include various clubs and organizations, leadership practicum, the Student Activities Board (STUB), student publications and the Student Senate. Student Programs desires to contribute to the leadership skills of all students, whether you are in a specific position of leadership or simply want to develop your leadership potential.

Intercultural Programs

In the 21st century, a new kind of global, urban, multicultural world is coming into being in which people from increasingly diverse cultures and faiths must learn to work together to thrive in peace. The diversity of the church is also being recognized, as Christians from developing countries now outnumber those from the Western world. To prepare students to lead and serve in this new world, Intercultural Programs seeks to do the following:

- Provide support services for ethnic minority and international students.

- Promote and facilitate student opportunities for off-campus study in other cultural settings.
- Create experiences designed to build community between students from a variety of backgrounds.

New Student Orientation

Student Programs plans and implements each year's New Student Orientation. Orientation is designed to welcome new students, both first-year and transfer students, to the SPU community and help them make a successful transition into Seattle Pacific's learning community.

Information Services

Uni-Com is a campus information and service desk located on the first floor of the Student Union Building (the "SUB"). SPU students are employed to provide various services including directing phone calls; welcoming visitors; assisting with vending machines; issuing bus, swim and Seattle Art Museum passes; and managing the lost-and-found.

Student Programs also assists in the coordination of the University Master Calendar to ensure concerted programming across campus. Current campus events and programs are also regularly communicated through *To The Point*, a weekly e-mail informational publication.

Events and Programs

Student Programs is committed to enrich the overall SPU learning experience through advising and coordinating events and programs such as Family Weekend, commuter programming or the Student Leadership Celebration. Whether planning general campus events, advising ASSP and STUB initiatives, or collaborating with other offices in developing new programs, Student Programs assists Seattle Pacific reach its educational goals.

Student Life Activities

Student activities abound at Seattle Pacific University. There are many opportunities to pursue personal interests, challenge creativity and leadership skills, and to meet new people. It can be difficult to balance academics with extra-curricular involvement, but by carefully identifying priorities, students are able to make the most of their time at SPU.

Associated Students of Seattle Pacific University (ASSP)

All undergraduate students are members of the Associated Students of Seattle Pacific (ASSP), and volunteers are always needed in each area of the association. If you are interested in participating, please contact the ASSP office on the first floor of the Student Union Building, or call (206) 281-2126.

The ASSP office sells tickets to campus and community events; it also offers Metro bus and Seattle Art Museum passes for five-hour checkout to any undergraduate student.

The ASSP executive officers are elected during Spring Quarter to serve a one-year term during the following year. Office positions include president, executive vice president, vice president of campus activities, vice president of campus ministries and vice president of finance.

More information about most ASSP services and programs can be found at www.spu.edu/depts/assp.

Student Senate. Student Senate is the governing body of students, which represents students to the University administration and provides a voice in many University affairs. ASSP senators are elected each spring to serve a one-year term during the following year.

The Senate consists of five residence hall vice presidents, five residence hall senators, two nontraditional housing senators, three commuter senators, one off-campus adult-student senator, one graduate/post-baccalaureate senator, two at-large senators, one intercultural senator and the five ASSP executive officers. The body is advised by one representative each from the faculty and Office of Student Life.

ASSP includes the following major areas of service to students:

Activities and Events. Student activities are programmed by the Student Union Board (STUB). This organization plans all-campus events such as major concerts, the annual Talent Show and our Christmas Tradition celebration. The board consists of an executive director, concert coordinator, publicist and five main-event programmers. Team activities personnel (TAPS) serve as volunteers and work on specific programs and projects that are part of ASSP campus programming.

Campus Ministries. Ministry opportunities supported by ASSP include GROUP, Seattle Pacific Reachout International (SPRINT), Urban Involvement, Chapel Worship Team, Latreia (a service opportunity referral service) and the student ministry coordinator (SMC) program in the residence halls. For more information, contact the Office of Campus Ministries at (206) 281-2966, or visit the Campus Ministries Web site at www.spu.edu/depts/campmin.

Leadership Services. Leadership Services offered through ASSP involves programs such as the Fall Leadership Retreat and other leadership development opportunities throughout the year.

Clubs and Organizations

There are numerous activities and clubs in which students participate. For a complete, up-to-date listing, please visit www.spu.edu/depts/assp and click "Activities & Clubs."

Student Publications and Media

Cascade. SPU's student-published yearbook, subsidized by ASSP. Copies may be purchased during autumn registration. The yearbooks arrive near the end of Spring Quarter.

The Falcon. SPU's weekly student newspaper. Free copies are available in the SUB, Library, MSLC, Demaray Hall and Gwinn Commons each Wednesday. The Web site is www.thefalcononline.com.

KSPU. SPU's student-run radio station. A variety of shows are aired, including news, music and commentary over the television and Internet. Listen at radio.spu.edu.

Second Essence. An annual student arts journal publishing poetry, short stories, graphics and photography. Also includes a CD of musical selections.

SPU Directory (SPUD). A pictorial listing of students, faculty, staff and administration published by ASSP during Autumn Quarter. A copy is distributed to each currently enrolled student. The directory is not to be distributed to anyone who may use it for solicitation purposes, including insurance companies, military recruiters and churches. Students may request that personal information be unlisted (such as phone numbers and addresses). Requests are made to staff in Student Academic Services.

University Publications and Publicity

Sources of information about campus events, people and policies include:

Campus Master Calendar. Provides a centralized collection of campus events and deadlines. If you are interested in submitting an event or simply want to know what's happening on campus, check out the Web site at www.spu.edu.

Undergraduate Catalog. Produced by University Relations and the Office of the Academic Affairs, it contains information about the policies and procedures of the University, as well as listings of all curricular offerings. Also, the names of all faculty and governing personnel of SPU are listed with their appropriate positions.

Faculty/Staff Bulletin. Contains weekly news published by the Office of the Academic Affairs. Articles must be submitted by noon Thursdays, or e-mailed to bulletin@spu.edu.

Hot Jobs. Published by the Career Development Center and distributed on campus once a week during the academic year. *Hot Jobs* highlights career events, on-campus interviews as well as internship and job opportunities. The publication is available on campus, by subscription and on our Web site at www.spu.edu/depts/cdc.

Response. Published four times a year by the Office of University Communications. It is the primary means of communication between SPU and 35,000 of its constituents. *Response* readership consists of alumni, friends of SPU, donors, churches, corporations and the parents of current and newly admitted students. *Response* is also published online at www.spu.edu/onlineresponse.

SPU Web Site. Located at www.spu.edu, the SPU Web site provides visitors with access to all types of information about the University, including academics, admissions, athletics, registration, directory of personnel, housing and food services, student and faculty home pages, and many other campus programs and events.

Time Schedule. Lists the times, places and professors for each class. One edition is published for each academic year. For the most up-to-date information, please check the Web.

To the Point. An all-campus news sheet published by the Office of Student Life each Wednesday. Information must be submitted through www.spu.edu/news/submit-digest no later than noon on Mondays.

Uni-Com. The campus information and service desk located on the first floor of the SUB.

Residence Life and Housing

Living on Campus

The educational mission of Seattle Pacific University is not limited to the classroom experience. Faculty and staff members realize that the collegiate years are a period of significant developmental change for most students. It is in the context of community that the University can best fulfill its educational mission to the "whole person." Living on campus is an integral part of a student's educational experience.

Living in community offers many opportunities for fulfillment and growth. You will meet many different people and have the chance to form lasting friendships. You will also have the opportunity to nurture your faith as you consider viewpoints other than your own. Our hope is that you will develop an appreciation and respect for your peers as you find your own unique way to contribute to the group. Living on campus also carries with it the responsibility to uphold community standards that are designed to provide a positive learning environment for all students. (Please refer to your *Residence Life Guidebook*, which you will receive when you contract for campus housing.)

The Campus Living Policy is evaluated yearly to support the residential experiences, as well as respond to housing demand. For the 2002-2003 academic year, students are permitted to live off campus if they are 20 years old or have attained junior status (completed 90 SPU or transferable credits). Exceptions are given to students enrolled for 8 or fewer credits, or who live at home with parents or a legal guardian. Any student living out of compliance with this policy will not be permitted to register until the situation is resolved.

Infrequent exceptions to this policy are made if unusual circumstances warrant such a decision. Students who believe they have situations warranting special consideration to live off campus must gain approval from the Office of Residence Life by completing an Off-Campus Petition form, which provides the opportunity to describe the situation and reason for the request. The office must receive petitions for off-campus housing no later than June 1 for the subsequent academic year. Further information is available at the Office of Residence Life at (206) 281-2043.

Campus Housing

SPU provides housing for more than 1,700 undergraduate students in residence halls, apartments and houses. The residence halls vary in size from approximately 120 to 400 residents. Ashton, Hill and Moyer are "traditional" residence halls, consisting of two- and three-person rooms and common bathroom facilities. The recently constructed Emerson Hall features suite-style rooms. The typical configuration is a double room on either side of a connecting bathroom. All rooms are supplied with single beds, mattresses, desks, dressers, chairs, a telephone with voice mail, cable television service and Internet access. Residence halls are closed during Christmas and Spring Breaks as indicated in the *Residence Life Guidebook*.

Campus houses and apartments offer a typical setting of kitchen, living room, bathroom and bedroom(s) and accommodate two or more residents, depending on house or apartment size. Returning students are given priority for these units.

Single undergraduate students 25 years of age and older, graduate students, and students with families may also apply for a limited number of houses, duplexes and apartments on campus. These unfurnished units (except for major appliances) have cable television service but no Internet access. The University assumes responsibility for water, sewer and garbage; the occupant is responsible for heating, electricity and telephone service. Occupancy is limited to the full-time student, his or her spouse and/or legal dependents.

New students requesting to live on campus must complete and mail the Campus Housing Information card included in their admissions packet. The appropriate application will be sent to you. Assignments are made in the order in which we receive your application and \$300 room deposit. Additional information regarding housing is available from the Office of University Services, (206) 281-2188.

Housing Accommodations for Students With Disabilities

Students requesting special housing accommodations due to a documented disability should contact the Disabled Student Service Program Coordinator in the Center for Learning. Returning students should submit their requests by April 1. Incoming students should submit requests by June 1 for Autumn Quarter or six weeks before the beginning of Winter or Spring Quarters. For more information on services and accommodations for disabled students see the Disabled Student Services section under the Center for Learning (see page 38).

Leadership

Seattle Pacific has staff to help you adapt to your living community on campus. Peer advisors (PAs) live on each residence hall floor and in the campus apartments. PAs are trained to provide leadership to the residents and plan activities and programs. Residence life coordinators (RLCs) are professional staff members who live in each residence hall. They train and work with the PAs and oversee the administration of the building. Student ministry coordinators (SMCs) live in the halls and focus specifically on meeting students' spiritual needs.

Residence hall students elect a hall council each year to oversee the hall budget, plan activities and represent them at the Student Senate. You may choose to become a hall council member and represent your floor at the meetings.

Campus Dining

All students who reside in Aston, Hill, Emerson and Moyer are required to choose one of five "metal" meal plans: Platinum, Gold, Copper, Silver or Bronze. Each plan allows students access to SPU's restaurant-style dining facility, Crossroads at Gwinn Commons, during different times of the day. The plans also provide SPU Points, which are worth 1 cent per point at any campus dining location and save the bearer sales tax. Unused SPU Points will roll from quarter to quarter but not from year to year.

Robbins Hall residents are required to choose a minimum of the Robbins Plan (\$200 in Advantage points) each quarter. Advantage points are used in the same manner as SPU Points but are not linked to a metal meal plan. Unused Advantage Points will roll from quarter to quarter and from year to year.

Theme housing residents much choose one Block 25 plan per year. A Block 25 plan allows the students 25 entrances into Crossroads to be used at their discretion. A Block 50 (50 entrances into Crossroads) is also available.

Although not required to have one, students living in campus apartments or off campus may choose from any of these plans or purchase Advantage Points with a minimum of \$25. Blocks and Advantage Point plans are nonrefundable. All meal plans are accessed with your campus identification card, available in the Office of University Services.

In addition to Crossroads at Gwinn Commons, SPU has a campus convenience store (Corner Place Market) and a retail restaurant and grill (Falcon's Landing). Espresso drinks are served at both the Corner Place Market and Academic Perks in Falcon's Landing. Food Service is not available in Crossroads on Sunday evenings or during Thanksgiving, Christmas or Spring Breaks. Meal plans are nontransferable. There is no refund or adjustments made for meals missed. Meal plan changes may be made at the end of each quarter, to be effective the following quarter. Please refer to your *Residence Life Guidebook* for specific dates.

Room and Meal Plan Contract

A student contracts for a space on campus but *not* for a specific hall, room/apartment or roommate assignment. The University reserves the right to:

- Assign roommates unilaterally.
- Reassign students who are without roommates.
- Use a room when it is not occupied.
- Assign single rooms.
- Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Priority for University housing is given to admitted students enrolled for 9 credits or more each quarter. Students enrolled for 3 to 8 credits may request housing as space permits. Dropping to part-time status from full-time does not automatically cancel a room and meal plan contract.

Room and meal plan costs are listed under the Tuition and Fees section of the *Catalog* (see page 22). Refund schedules and cancellation charges are outlined in the Refund and Account Adjustments section of the *Catalog* (see page 26).

Career Development Center

The move from college to career or advanced education represents a transition of major importance. The Career Development Center is here to help Seattle Pacific University students make effective choices, plans and transitions based

on an understanding of their own abilities, interests, faith values and sense of vocational calling.

Career exploration assistance is offered through individual counseling, vocational testing and classroom instruction. A computerized career guidance system is available to assist students in identifying their skills, interests and options in the marketplace. Career Development Center staff teach a course on "Career Exploration and Planning." This 1-credit course assists students in identifying interests, motivations and faith commitments to make informed choices about academic major and vocational choice.

The Internship Program coordinated by the Career Development Center offers students opportunities to further clarify their career goals and to gain professional experience in positions related to their academic studies. Internships are available in a wide range of industries and organizations including accounting, advertising, banking, clothing design, computer programming, engineering, business, TV broadcasting, public relations, social service and recreation.

The Career Development Center staff also helps students, write résumés, improve interview skills and develop effective job search strategies. An on-campus recruiting program brings representatives from national and local companies, government and nonprofit agencies, and school districts to campus to interview students. Job listings are available in *JobNet*, on the Career Center Web page. Also, a comprehensive placement file service is maintained for School of Education graduates.

The Career Center maintains an extensive Web site at www.spu.edu/depts/cdc. It contains current information on occupations, employers, graduate schools, career planning, job and internship openings, and other career related topics.

Student Counseling Center

The Student Counseling Center (SCC) under the Office of Student Life works in partnership with the University Counseling Center in Marston Hall to support the well-being of our students. Framed by the Christian values of our University, the mission of SCC is to serve the mental-health needs of students, helping them be successful learners through graduation. In addition to personal counseling sessions for students, the SCC offers group support, education outreach and information on prevention strategies. The staff at the SCC includes full-time counselors, as well as doctoral interns from the School of Psychology, Family and Community. Students may be referred to SCC by residence life coordinators, Center for Learning staff or faculty members. They may also stop by or call for an appointment. To schedule an appointment, call (206) 281-2016. The SCC makes every effort to serve you immediately and in most cases can schedule an appointment within 24 hours.

Center for Learning

Learning Support

Seattle Pacific University faculty members are committed to your success as a student and are available to support your academic achievement. The Center for Learning provides additional resources and services to support the educational success of all students through study-skills courses, individual learning consultations and learning seminars offered by the professional staff. Tutoring for a wide variety of courses and The Writing Center are also located in the Center for Learning. Information on the ACCESS program, which provides individualized support, monitoring and advising to first-year students is available on request. The Center for Learning is open from 8 a.m.-7 p.m. Monday through Thursday, and 8 a.m.-5 p.m. on Fridays. For more information, call (206) 281-2475.

Disabled Students Services

Center for Learning staff coordinates services for students with learning, psychological, medical and physical disabilities to promote curricular and co-curricular program support and accommodations. A student who wishes to receive services and accommodations due to a disability should do the following things:

- Provide the Disabled Student Services program coordinator with current documentation that has been prepared by a qualified professional in the relevant field (from specific guidelines for each disability contact the disabilities program coordinator).
- Meet with the Disabled Student Services program coordinator to discuss your particular needs and appropriate accommodations.
- For housing accommodations, students with disabilities should contact the Disabled Student Services program coordinator by April 1 if they are returning students and want consideration during the spring sign-up process, or by June 1 if they are new students applying for fall housing. Students applying for housing beginning Winter or Spring Quarter should contact the Disabled Student Services program coordinator at least six weeks before the start of the quarter.

For information or to schedule an intake appointment, contact the program coordinator at (206) 281-2272.

Intercollegiate Athletics

Seattle Pacific athletics provides an arena wherein student-athletes are guided toward excellence in physical performance and leadership through the integration of Christian principles and values while participating in intercollegiate sport at the highest possible level. The University is fully committed to the academic success of each student-athlete, to his or her physical welfare and to the principles of fair play and amateurism. SPU is a member of the NCAA Division II and fields the following intercollegiate teams: men's and women's basketball; men's and women's crew; men's and women's cross country and track and field; men's and women's soccer and women's gymnastics and volleyball. For a complete overview of Falcon athletics, see www.spu.edu/depts/athletics/.

Mascot/Colors

SPU's mascot is the falcon and the school colors are maroon and white.

Intramural-Recreational Sports Program

All SPU students are encouraged to participate in our comprehensive program of intramural competitions and recreational sport activities. Opportunities include organized tournaments, small group instruction and free play. Recreational facilities are open to students seven days a week during the academic year. Clinics run the first week of an intramural sport season. To receive University credit, a student must register for and attend all clinic sessions and participate on an intramural team. SPU has a fully equipped recreational fitness and training facility available to all students, faculty and staff. Phone (206) 281-2881. For a complete overview of the SPU intramural program, see www.spu.edu/depts/intramurals.

Athletic Facilities

Interbay Field, completed in the fall of 1997, is located about a mile west of the main campus at 17th Avenue West and West Dravus Street. This new 900-seat facility is the site of all home soccer games.

Langley Tennis Courts are located adjacent to Queen Anne Bowl.

Queen Anne Bowl is located a few blocks south of the main campus. Seattle Pacific has access to this facility, owned by Seattle Parks and Recreation, and it includes a soccer field and running track.

Queen Anne Community Swimming Pool is located one mile south of the main campus. Classes and open swim times are offered at this facility. Reduced rate passes are available for students at the Uni-Com counter in the SUB.

Royal Brougham Pavilion is located next to the ship canal and hosts the SPU basketball, volleyball and gymnastics home events. The Pavilion is a great place to watch a sporting event. The building also houses the crew boathouse, P.E. classes, intramurals, weightroom and fitness center (which has stair-climbers, tread mills, stationary bikes, etc.) and "The Cage," where students can check out a variety of sports equipment.

Wallace Field, located on the east side of Brougham Pavilion, is the primary training facility for track and field. It includes an all-weather track, areas for throws and jumps, plus an infield for intramural baseball, softball and football.

Community Standards and Policies

Behavioral Expectations

Seattle Pacific University's standards for behavior are representative of the University's identity and are designed to provide a positive learning environment while promoting the intellectual, social, spiritual and physical well-being of students. The expectations of the Seattle Pacific community, explained below, reflect the University's commitment to its Christian philosophy of education in the context of a Wesleyan heritage.

By enrolling at SPU, students agree to live according to the expectations outlined here. Non-matriculated students admitted to special programs are also expected to maintain these standards. Violations may result in disciplinary action. Any questions regarding these statements should be addressed to the chief judicial officer or the dean of student life in the Office of Student Life.

Community Support and Redemptive Discipline

Seattle Pacific University seeks to follow the biblical idea of discipline as described in Matthew 18:15-18 and Galatians 6:1-2. The purpose of this kind of discipline is redemptive in nature, seeking to reconcile the person to God and to his or her neighbor. It is also progressive, normally beginning with a private conversation between two people (student to student). If those two people cannot resolve the problem, the next level would include consultation with a staff member such as a peer advisor, residence life coordinator or faculty/staff member. If it then cannot be resolved, it will be referred to counseling and/or judicial action by the chief judicial officer or the dean of student life.

When a situation involving a student or student organization appears to violate University policies, rules, regulations or standards, it becomes the responsibility of the dean of student life, the chief judicial officer or their designees to implement the University's behavioral and disciplinary process. Because the primary goal of the disciplinary process is educational and redemptive, the process is nonadversarial and should not be considered analogous to court proceedings. Review meetings are not courtroom dramas. They are meetings among community members to give all parties the opportunity to identify concerns, explain perceptions, explore behavior and hear suggestions. The emphasis is placed on student behavior, and the relationship of behavior to commitments and responsibilities inherent in accepting membership into the University community.

Students who have been alleged to have violated the University's behavioral standards or expectations will be advised of the alleged violation or conduct concern and will be given the opportunity to provide oral and written statements and other relevant information to the chief judicial officer or the dean of student life or their designee(s) as determined by the dean of student life. Students will receive written notice of the outcome of any conduct review meeting or proceeding, including a description of any disciplinary action or sanction. The University may suspend a student immediately if, in the

judgment of the University, the student's continued presence on campus or participation in an activity or program presents a threat to the health or safety of the student or to a member of the University community or is otherwise incompatible with the orderly operation of the University.

The University expects students to assume responsibility by fully participating in the disciplinary review process. Students are expected to appear for review meetings or proceedings. If a student fails to appear, the matter may still proceed. Sanctions may be imposed on a student refusing to appear or cooperate. Throughout the conduct process students have the responsibility to present truthful information and conduct themselves courteously.

The sanctions imposed depend upon the particular circumstances of each situation. Sanctions may be imposed singly or in combination, as appropriate to the circumstances of each situation. A student's conduct history will be considered in determining a sanction, as will the nature of the violation. Repeated violations of policy may result in more severe sanctions and may eventually result in the removal of the student from the University. A student's failure to fulfill the terms of an imposed sanction may result in the imposition of more severe sanctions. The types of disciplinary action or sanctions that may be implemented include, but are not limited to, warning, written reprimand, disciplinary probation, suspension (termination of student status for a specified period of time and with specific conditions) or dismissal (termination of student status). In some circumstances the student may also be required to participate in an educational activity; attend counseling; pay restitution or fines; provide community service; transfer to a different residence hall or housing unit; be suspended from housing; lose privileges; be excluded from activities; or be excluded from areas on campus.

Appeals. Students have the opportunity for a self-initiated appeal of a disciplinary action. Appeals may be addressed in writing to the appropriate University official within 48 hours of receipt by the student of the written notice of disciplinary action. If the University official instituting the discipline is a member of the Residence Life staff, then the appeal should be directed to the chief judicial officer. If the official instituting the discipline is the chief judicial officer, then the appeal should be directed to the dean of student life. If the dean of student life instituted the discipline, then the appeal should be directed to the vice president for academic affairs. Except in the case of dismissal, a student may appeal a decision once. Grounds for appeal are limited to four categories: (1) There is new information that is material and that was unobtainable at the time of the original review; (2) the sanctions imposed are not appropriate to the violation(s); (3) procedural irregularities or errors; and (4) lack of a fair review.

The University attempts to provide ample information about community structures, expectations and practices to all members, especially to those who are new each year. If you would like more information about behavioral standards or the disciplinary process, contact the chief judicial officer or the office of the dean of student life.

Seeking Help to Grow and Change

It is our hope that each member of the SPU community is fully aware of his or her own behavior and the effects – positive or negative – that it may have upon the rest of the community. If you know that your behavior is outside of the limits established by the University and wish to get assistance in order to change this behavior, you may take the initiative to discuss this concern with a peer advisor, residence life coordinator or faculty/staff member without the threat of disciplinary action.

A problem of this nature is defined as a personal issue, and the faculty or staff member will seek to work with you toward the goal of restoration. (Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or involves a significant legal issue in which the University is obligated to uphold the law.)

If a faculty or staff member knows about the incident or situation from another member of the community, it can no longer be defined only as a personal issue. It may be considered a community issue and therefore may be subject to disciplinary actions. Any community that ignores problem behavior in effect condones it. Ignoring problem behavior in others not only gives tacit approval to the behavior in question, but also (biblically speaking) is the withholding of love from that individual.

In this light, if you believe a student is behaving in an unacceptable manner, you are encouraged to go directly to that person and express your concern about the behavior and about the consequences it may bring to the community and/or to the individual. Community expectations should be clarified and the student should be asked if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved. If your confrontation does not solve the problem, or there is a continuing pattern of adverse behavior, encourage the student to seek assistance from a faculty or staff member.

If a student takes the initiative to seek help, it will be handled as personal issue as described previously unless there is continued complaint from the community.

This written attempt to clarify the University's position on discipline is intended to call members of the SPU community to responsibility for their own behavior, and not to shift this responsibility to a select few leaders who are expected to maintain the standards. In sharing a more specific understanding of redemptive discipline, University officials recognize that each disciplinary issue has its own set of circumstances. Because of this, *the disciplinary response may not be the same in every situation*, but the desired outcome will always be the same: the reconciliation of the individual to himself or herself, to the SPU community and to God.

Context for Community Standards

As the University develops and implements its policies relative to lifestyle expectations, the standards are shaped and informed by four sources: legal authority (local, state and federal law), Scripture, historic Christian tradition and the mission of the University.

Legal Authority. Local, state and federal laws address matters that directly influence University policy. Theft,

possession or use of illegal substances, under-age use or possession of alcohol, any kind of harassment, physical abuse against persons or property (rape, assault, vandalism), possession of firearms on campus and violations of copyright laws are examples of the way laws interface with policy.

Scripture. Scripture addresses issues relating to matters of character and integrity that impact the community and the relationships of those who are a part of the community. We affirm that all persons are of sacred worth and affirm that God's grace is available to all. The University provides counseling services for those who need help in clarifying personal character issues, relational and behavioral; or those struggling with issues of morality and moral behavior.

Historic Christian Tradition and the University

Mission. This area is the most difficult to define because our community is diverse in its concerns over certain issues. Nonetheless, our roots and values are deeply connected to the Free Methodist and other evangelical Christian churches. Evangelical churches are those that find their authority in God's word and stress the need for a personal, redemptive faith in Jesus Christ.

Lifestyle Expectations

Lifestyle expectations are the general standards that govern the personal conduct of all students and student organizations at SPU. Behaviors for which students or student organizations are subject to disciplinary action include, but are not limited to the following:

1. Actions that constitute violations of municipal, state or federal law. The University reserves the right to follow its normal conduct process whenever a student is accused of a criminal act, regardless of the location of its occurrence and regardless of whether civil or criminal proceedings have been instituted against the student.
2. Actions that interfere with the educational process or the administration of the University, including those that obstruct or disrupt the use of University premises, buildings, rooms or passages, or which incite a disturbance.
3. Cohabitation and related forms of premarital, extramarital or homosexual sexual activities. For more information on the subject of sexuality, refer to SPU's Statement on Human Sexuality, available in the Office of Student Life.
4. The possession, use, distribution or sale of alcohol or illegal drugs, or the illicit use of prescription drugs. The University does not permit students to smoke or to use or possess alcohol or tobacco products on or off University property or as part of any of its activities. In keeping with our heritage, we require that students refrain from the use of alcohol while they are members of the SPU community. However, SPU makes no attempt to preempt the customs of the family, which may include the use of alcohol at a family meal or family event (see statement on Drug-Free Schools and Communities).
5. Dishonesty such as cheating or plagiarism; knowingly furnishing false information; alteration or unauthorized use of University documents, records or property; or

the misuse of student identification.

6. Participation in any actions that involve discrimination or harassment based on race, color, national origin, religion, disability or gender (see statement on Racial/Ethnic and Sexual Harassment).
7. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties or related actions.
8. Activities that cause or threaten emotional, mental or physical harm or suffering; that demean the dignity of any individual; or that interfere with one's academic process. Examples of such actions are verbal threats or abuse, harassment, intimidation, threatened or actual physical assault, or consistent disregard for the rights and welfare of others.
9. Conduct or activities that are lewd, indecent or obscene, whether demonstrative, visual, verbal, written or electronic (see Computer Usage Policy Statement at www.spu.edu/help/policies/accountpolicy.html).
10. Failure to comply with the directions of authorized University officials in the performance of their duties, including the failure to comply with the terms of disciplinary sanction. This also includes the failure to identify oneself when requested to do so.
11. False reporting or warning of an impending fire, bombing, crime or emergency, or tampering with safety equipment.
12. Unauthorized possession of, or damage to, University property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, University premises or property.
13. Possession, use or display on University property of any firearms, weapons, fireworks, live ammunition, incendiary devices or other items that are potentially hazardous to members of the campus community.
14. Activities that may cause damage or constitute a safety or health hazard or interfere with the academic process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting or dropping items that may cause injury or damage; and "pranks" that create safety and health hazards for others and/or cause damage to University or personal property.
15. Any violation of other University policies, regulations or rules.

Other University Policies

Church- or Parachurch-Related Activities on Campus.

Christian parachurch and Christian church-related groups must obtain permission to be a registered campus group from the Office of Campus Ministries. They must provide, upon request, a doctrinal/purpose statement and are required to have a faculty sponsor and student contact person. Regular meeting times and events must be cleared with the Office of Campus Ministries, so as not to conflict with existing University programs.

Distribution of Literature. University departments and recognized campus organizations may distribute handbills or program announcements through the campus postal system.

Materials not distributed by a faculty or staff office must be approved by the Uni-Com information desk or the Office of Student Life. A copy of the item to be distributed must be filed with the Uni-Com desk at the time approval is requested.

University departments and organizations may also distribute information by hand, but must make provisions for collecting all discarded material to prevent campus littering. On-campus groups mailing printed material to 25 or more off-campus individuals should seek clearance for their mailing from the Office of University Communications. Off-campus groups may distribute literature on campus only with the written approval of Uni-Com (or Office of Academic Affairs in Demaray Hall). Normally, approval will be granted only to organizations that are noncommercial in nature and consistent with the University's mission. Information presented must be in conformity with the philosophy and policies of SPU.

Acceptable Use Policy and Campus Computer-Network Use. The purpose of the Computer Usage Policy is to outline faculty, staff and student responsibilities in the legal, ethical and appropriate use of University computers to maintain confidentiality of stored data, files and networks, to protect the proprietary rights of third parties and of the University in commercial software, and to provide the highest educational use of campus computer resources.

- The University encourages the sharing of information, comprehensive access to local and national facilities to create and disseminate information, and the free expression of ideas. There is an obligation on the part of all those who use these facilities to respect the intellectual and access rights of others who use the resources. It is critical that computer use be performed in an ethical manner, which ensures that the use of these resources fosters the goals and objectives of Seattle Pacific University.
- Computer and network resources and user accounts are owned by the University and are to be used for University-related activities only. Computer equipment and accounts at SPU should be used for legitimate instructional, research, administrative or other approved purposes. User accounts are for your individual and personal use. They are NOT to be shared with anyone.
- Electronic-mail facilities, Web pages, newsgroups and other electronic resources are for University-related activities. Fraudulent, harassing or slanderous messages and/or materials are not to be sent or stored. E-mail should not be used for advertising, broadcasting unsolicited messages or annoying other users. Obscene, pornographic, sexually explicit or offensive material is not allowed to be sent or stored on University resources. It is a violation policy to use campus computers or network resources for access, storage or transfer of objectionable or inappropriate material.
- No one should deliberately attempt to degrade the performance of any of the University computer systems. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, wasting computer time, connect time, disk space, printed paper or other resources.

- Individuals should not use any network access provided by the University to affect other computers or the network in any harmful or malicious way.
- No one should create, modify, execute or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- All computer and electronic files belong to somebody. Assume them to be private and confidential unless the owner has explicitly made them available to others.
- Check e-mail messages daily and remain within your limited disk quota. Delete unwanted messages immediately, because they take up disk space. Never send any messages or keep anything that you would not mind seeing on the evening news. Users of e-mail systems should be aware that e-mail in its present form may not be secure and is vulnerable to unauthorized access and modification.

Computer System User Responsibilities. All faculty, staff and students are to participate in assuring legal and ethical use of University computer and user accounts. Specific responsibilities include the following:

- Limit user access to computers, data and programs for which the individual user is authorized. Abide by existing channels and security provisions.
- Prohibit unauthorized access to other's data or programs with the intent to read, browse, modify or delete files and directories.
- Prohibit illegal copying of commercial software on or off campus.
- Prohibit use of University computers or networks to compromise other computers or networks, or to commit crimes or other unethical acts.
- Keep passwords and accounts confidential. Taking the appropriate safety measures with regard to account access, including the following:
 - Choose difficult-to-guess passwords.
 - Change passwords often.
 - Do not leave terminals unattended without logging out.
 - Handle confidential data responsibility in an effort to protect the privacy of individuals.

Any violation of the stated responsibilities regarding system access, security or use should be reported to Computer and Information Systems. All faculty, staff and students are to participate in assuring legal and ethical use of University computers and user accounts. Violations of this policy may result in disciplinary action.

Facilities Usage. In accordance with University policies and procedures regarding scheduling and fees, student groups may use University facilities on a space-available basis. Compliance with institutional policies as set forth in this publication, and the mission and educational goals statement of the University, is required for authorized facility use. Students found in buildings after closing hours must have in their possession a note signed by the appropriate departmental chairman or the dean of student life. Safety and

security patrols routinely check late occupants of buildings. Students are expected to comply with the security officers' requests, which may include vacating buildings or producing proper identification.

All signs, posters and handbills for distribution in and around the SUB and campus kiosks must be approved at the Uni-Com desk and may be posted only in designated areas. A copy of items to be posted must be filed with the Uni-Com desk when approval is requested. Items may not be affixed to walls, light poles, trees or other non-designated areas such as windows and doors. Individuals and organizations are held responsible for costs incurred in removing improperly posted items and are liable for damages caused by improper posting. Posting on departmental boards or on boards designated for specific offices requires the additional approval of the person responsible for the board. The department director or his or her administrative assistant will determine where you may post approved materials in their area. Posters larger than 24" by 35", banners and other non-traditional items require special approval by the Office of Student Programs. Student election posters must conform with the ASSP Student Elections Task Force policies and procedures. Violations of those posting procedures are reviewed by the Elections Task Force. Approved notices from local churches may be displayed only on the designated board in Gwinn Commons. Materials from commercial organizations will normally not be approved for posting. Materials posted in residence halls require the approval of a residence life coordinator.

Solicitation. Recognized on-campus groups or organizations are permitted to solicit in approved campus locations provided they have:

1. A completed and approved Reservation Form (available at the Uni-Com desk)
2. Payment of appropriate vending fee, if required

The time, place and manner of solicitation is subject to regulation by the University. Recognized SPU organizations may solicit door-to-door in residence halls for selected projects only. Door-to-door solicitations require approval from the director of residence life. Students, student groups and off-campus persons selling commercial products or services are not permitted to sell door-to-door in the residence halls under any circumstances. They may sell at other campus locations only with the written approval of the Office of Student Life.

The University will not assist commercial agents (such as insurance agents or other salespersons) in contacting students. They may not have access to student directories or campus postal facilities. Private parties may inform students of items for sale through an ad in the campus newspaper or by posting a notice on designated bulletin boards in the SUB or Gwinn Commons. Standardized posting cards are available for this purpose at Uni-Com.

Speaker Policy. As a Christian institution of higher learning, SPU values the sharing of knowledge, the search for truth and the social, intellectual and spiritual development of students. The University recognizes that free inquiry and free expression are essential to learning. Therefore, SPU promotes the development of an atmosphere in which one can ask questions and evaluate divergent points of view.

Please see the Office of Student Life Web site for information on speaker policy, or for more information, contact the director of student programs at (206) 281-2483, SUB, second floor.

Drug-Free Workplace and Drug-Free Schools and Communities

SPU is subject to the requirements of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. The University strongly supports the 1988 and 1989 acts and consistently ensures compliance with them. SPU annually distributes information regarding the restrictions and consequences of violations of each act. Any student who has not received copies of the statements should contact the Office of Student Life in SUB, second floor, or Human Resources, 330 W. Nickerson.

The purpose of SPU's Alcohol, Tobacco and Drug Use Policy is to support the educational mission of the University with standards of personal health, moral integrity and social consciousness. The policy is also intended to provide guidelines for members of the University community who are sensitive to the varieties of Christian perspectives represented on campus, the Free Methodist Church and the community at large. For some, this represents an area of personal liberty, but for others it is a stumbling block. In keeping with our heritage, we expect undergraduate students to refrain from the use of alcohol on and off campus while they are members of the Seattle Pacific community.

The use of alcohol or tobacco on or off campus or at any of its activities will be grounds for disciplinary action, up to and including dismissal. An undergraduate student who is found to be exhibiting specific, objective signs of having consumed intoxicating beverages or illicit drugs, or of abusing prescription medications, will be placed on disciplinary contract.

If the abnormal behavior resulted from prescription drug use in compliance with a physician's instructions, then the policy may be waived. If the behavior is a result of drug abuse or alcohol use, the student will be subject to further disciplinary action, up to and including dismissal and referral for prosecution. If the behavior results in a conviction of a violation of criminal drug or alcohol laws, the disciplinary actions will be dictated by the Drug-Free Workplace regulations.

If a student is required to complete a drug treatment and rehabilitation program as part of the disciplinary action resulting from a violation of this policy, official records of the diagnosis or treatment will be kept for three years in the student's records. The file will be held in the strictest confidence and will only be used as evidence to governmental and granting agencies that the University did in fact take steps toward correcting the problem.

Motor Vehicles

Parking Assignments. Residential parking lot assignments are assigned based on the student's living area, year in school and the date that the application is turned in. Residents of Ashton, Emerson, Hill, Falcon, Davis and Robbins are eligible for assignments in the parking areas of their respective buildings. Any

on-campus resident is eligible to apply for a space in the Dravus lot, which is located next to the Library. Level 2 is designated as on-campus resident spaces. Levels 1, 3, 4 and 5 are designated for commuter students, faculty and staff. Commuting students may also apply for a parking permit in one of the designated commuter parking lots. These spaces are also assigned on a priority basis. A quarterly fee is charged to the student's account when an assignment is made. Students who do not receive a parking space in a lot will be put on the waiting list for the lot they prefer.

Each lot has at its entry points a sign stating which decal designation is allowed to park within. Vehicles of students who have received a residence hall lot assignment are designated "Resident" on their parking decals. For other students, a "Commuter" designated decal will determine which parking lot may be used.

During evenings after 4:00 p.m., weekends and summers, parking permits are not required. You may park in any of the available spaces that are not numbered or reserved, with the exception of the small administrative lot next to Demaray Hall.

Parking Regulations. Anyone operating a motor vehicle on campus is required to be familiar with the University parking regulations. Regulation booklets are available in the Office of Safety and Security.

Vehicle Registration. Every motorized vehicle brought to campus, either for temporary or for year-long use, must be registered with the Office of Safety and Security.

Students: Vehicles may be registered at any time during the year by applying in person at the Office of Safety and Security.

Visitors: Visitors may obtain daily guest parking permits at the Office of Safety and Security or at the Uni-Com desk in the SUB. A guest-parking permit will allow a visitor to park in any commuter lot.

Proper vehicle identification allows the University to contact students in case of an emergency. The registration decal must be placed so that it is clearly visible at a distance of 30 feet from your vehicle.

There is no cost to register a vehicle. However, failure to register any vehicle brought to campus, or failure to properly display the decal issued for a vehicle, will result in a fine. Any vehicle changes or changes in registration must be reported to the Office of Safety and Security within 10 days of the change.

Towing and Ticketing. Students parking in a space not assigned to them are subject to immediate towing or ticketing by Safety and Security patrols. Complaints by assigned owners of parking spaces should be directed to the Office of Safety and Security (on campus, dial x2922).

The Seattle Police Department tickets all cars violating city regulations, including cars parked on restricted parking strips or too near driveways.

Traffic Fines. The owner of a vehicle brought to campus is accountable for the vehicle at all times, regardless of who is driving when a violation occurs. Traffic fines are automatically charged to a student's account. A schedule of fines is included in the parking regulations booklet available in the Office of Safety and Security.

Should a vehicle owner wish to protest a traffic fine, a complete petition must be filed in the Office of Safety and Security within 30 days of the date and time the violation was cited. Petition forms are available in the Office of Safety and Security.

Liability. SPU does not assume liability or responsibility for motor vehicles parked on University property or adjacent streets, nor for the contents of these vehicles.

Petitions for Exceptions to Policies

Occasionally a need arises for an exception to established University policy. Examples include chapel attendance and on-campus housing. In this event, students must secure a petition form from the appropriate department in the Office of Student Life. Requests should be stated in a concise, logical manner. Discussion of the request may be scheduled with the designated staff member.

Changes in academic policy are considered by the Academic Policies Committee and approved by the Faculty Senate. Requests for variations from current standards must be submitted to Student Academic Services, where the petition forms are available. Petitions should be submitted at least two quarters before desired action is needed.

Racial/Ethnic Harassment

The University believes that all persons are created in the image of God and possess intrinsic dignity and worth. Likewise, the University respects and values the uniqueness of each racial or ethnic group, and all University employees and students enrolled in the University assume the obligations to observe this same conduct.

Violation of, or questions regarding, this policy should be immediately reported or directed to the dean of student life (or designate); the director of human resources; the vice president for academic affairs or their designate for corrective action or clarification. The University strictly prohibits any retaliation against any student or employee who, in good faith, has registered a complaint under this procedure. If anyone believes he or she has been retaliated against for registering a complaint, he or she should use the above complaint procedure.

Any students or employees who violate the University's racial harassment policy are subject to disciplinary action up to and including expulsion or dismissal.

Representing the University

No individual or group of students may represent the University outside the campus without the explicit sponsorship of a University department or the written permission of the dean of student life.

Sexual Harassment

Seattle Pacific University is committed to maintaining an academic and social environment free of sexual harassment and assault. Members of our community have the right to work, study and communicate with each other in an atmosphere free from unsolicited and unwelcome communication of a sexual nature.

Sexual harassment is a form of misconduct that violates the integrity and trust in human relationships. Sexual harassment does not refer to occasional appropriate compliments.

Rather, it is behavior that is personally intrusive, offensive, debilitating to morale, and insulting to human worth and dignity. Sexual harassment of students is marked by inappropriate sexually oriented attention by anyone (faculty member, staff member or student) who is in a position to determine a student's grade or to adversely affect the student's academic performance, job performance, professional future, participation in campus activities, use of campus services and facilities, or ability to function comfortably in the SPU community.

Students who believe they have been sexually harassed or who have concerns about the appropriateness of faculty, staff or student behavior may seek support and counsel from among a variety of helpful campus resources and people trained in the prevention of sexual harassment. The consultation will remain confidential if the student wishes. Formal complaints of sexual harassment may be addressed to the dean of student life (on campus, dial x2481), the director of human resources (on campus, dial x2678) or the Office of Academic Affairs (on campus, dial x2125).

Further information and SPU's complete statement concerning sexual harassment is available from the Office of Student Life (on campus, dial x2481), Human Resources (on campus, dial x2809), or Safety and Security (on campus, dial x2922).

Student Records and Confidentiality

Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded data concerning students is used only for clearly defined purposes and is safeguarded and controlled to avoid violations of personal privacy.

SPU has the responsibility to effectively supervise any access to and/or release of official information about its students. In this regard, the University is committed to protecting the right of privacy of all individuals about whom it holds information, records and files. Access to such records is restricted to the student concerned, to parents of a dependent student, to others with the student's written consent, to officials within the University, and to a court of competent legal jurisdiction.

The following policies have been established to comply with the Family Educational Rights and Privacy Act of 1974 (hereafter referred to as the "Act"):

Public Information. The Act provides that public "directory information" about a student may be made available to third parties without permission of the student. However, public notices must be given of intent to publish the information, so that those students wishing to withhold information from public access (such as an unlisted telephone number) may do so.

Release of Information. With the exception of directory information, no information in any student file may be released to any individual or organization without prior written consent of the student. When disclosure of information is mandated by court order or subpoena, the staff member receiving such orders must immediately notify in writing the student concerned, prior to compliance with the legal order.

Information from University records about students is released for approved research purposes only if the identity of

the student involved is fully protected.

Student Access. With certain exceptions, official student information collected and maintained by the University is available for inspection and review at the written request of the student. Clarification of exceptions may be obtained by contacting the University registrar.

A request for general access to all official records maintained by the University must be made in writing to the University registrar. A request for access to information maintained by a particular office may be addressed to the administrative head of that office. When making such a request, the student must provide proper identification. The designated staff person must supervise the review of the contents of the record with the student. The student is free to make notes concerning the contents, but no material may be removed from the record. Student requests for access to appropriate information must be granted within 45 days of the written request.

If health reasons or extreme distance from the University prevent the student from inspecting the education record, then copies of specific education records will be made. The student must pay all copying expenses in advance of release of the record. Unless stipulated otherwise in the University's current *Undergraduate Catalog*, all copies are 25 cents per page.

Student Correction of Education Records

Students who believe that information contained in their education records is inaccurate, misleading or violates privacy or other rights, may request that the University amend the records. The first step is to contact the University registrar or records custodian.

The University will decide within a reasonable period of time whether or not to do so. If the University declines to amend the student's records, it will inform him or her of the right to a hearing. Upon written request, the University will provide an opportunity for a hearing to deliberate the student's case. However, a hearing may not be requested by a student to contest the assignment of a grade.

If the hearing panel determines that the student's challenge is without merit, the student may place in his/her record a statement commenting upon the information and setting forth reasons for disagreeing with the University's decision. A complete copy of the University's FERPA policy may be obtained by contacting the dean of student life or Student Academic Services.

Students have the right to file complaints concerning alleged failures by the University to comply with the requirements of the Act. Such complaints should be addressed to the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 300 Independent Ave. SW, Washington, D.C. 20201.

For a complete listing of student policies and procedures, please refer to the SPU Web site at www.spu.edu/depts/studentlife/.