

## **Student Life**



# 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.

## 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, OSL 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

Students may request the services of the University ombudsperson as a neutral party who can assist in resolving problems that arise with respect to academic and student-life policies. The ombudsperson will help students understand procedures, including both their rights and responsibilities as students, and the rights and responsibilities of University officials. The ombudsperson role does not substitute for the University judicial and appeal channel, but may assist students in understanding and navigating processes. Students wishing the services of a University ombudsperson should contact the Office of the Dean of Students.

To resolve problems related to enrollment services, such as admissions, financial aid, student accounts or registration and records policies, students may contact the Office of the Vice President for Administration and University Relations. To appeal a decision to the vice president, a student must first complete the office or area process of appeal. This process is typically a written appeal to the department head. If the student is not satisfied that his or her interests were properly served by the area appeal process, an appeal may be directed to the vice president for administration and university relations. The appeal should include all information that was submitted through the area appeal process.

# 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 model 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 (PA), residence life coordinator (RLC), or a faculty or 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 non-adversarial 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) new information is material and 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 occurred; and (4) the student had the 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 (PA), residence life coordinator (RLC), or faculty or 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 a 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 and 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.

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

## 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).

### Notice of Non-Discrimination Policy and Discrimination Complaint Procedures

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in its programs or activities, as required by applicable laws and regulations.

As a religious educational institution operating under the auspices of the Free Methodist Church of North America, Seattle Pacific University is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

If you have any questions regarding this policy, please contact either of the following persons:

Associate VP for Academic Affairs/Dean of Student Life

**Phone:** (206) 281-2123

**Campus location:** Room 209, Student Union Building  
Seattle Pacific University  
3307 Third Avenue West, Suite 212  
Seattle, Washington 98119-1950

Executive Director of Human Resources

**Phone:** (206) 281-2809

**Campus location:** 330 West Nickerson Street  
Seattle Pacific University  
3307 Third Avenue West, Suite 302  
Seattle, Washington 98119-1957

If you believe you may have been discriminated against in violation of this policy, please immediately contact one of the individuals designated above. Copies of the complaint resolution procedures may be obtained from the above designated individuals; the Office of Student Life; or the Office of Human Resources. Copies of the complaint resolution are also posted on the University's Web site at [www.spu.edu](http://www.spu.edu).

### 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, and it expects that students will not be involved in situations where such activities are present. 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 Workplace and 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.
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 Acceptable Use Policy Statement at [www.spu.edu/CISHelpDesk/computerpolicies/index.asp](http://www.spu.edu/CISHelpDesk/computerpolicies/index.asp)).
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.

## 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 the Student Union Building (SUB), second floor, or Human Resources at 330 West 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 be used only as evidence to governmental and granting agencies that the University did in fact take steps toward correcting the problem.

## Other University Policies

**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.

### 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, located in the Student Union Building, 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.

**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 are 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 nontraditional 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 *Student Handbook* available from the Office of Student Life Web site. For information on speaker policy, contact the director of student programs at (206) 281-2483, or visit the office in the Student Union Building, second floor.

**Acceptable Use Policy and Campus Computer Network Use.** The Purpose of the University's "Acceptable Use Policy" is to outline individual responsibilities in the legal, ethical and appropriate use of University computer systems and network resources. All persons utilizing the campus network are expected to review, understand and abide by the conditions set forth in the policy. Please refer to the Acceptable Use policy link found at [www.spu.edu/CISHelpDesk/computerpolicies/](http://www.spu.edu/CISHelpDesk/computerpolicies/) for details on these expectations and requirements.

## 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. Students will meet many different people and have the chance to form lasting friendships. They will also have the opportunity to nurture their faith as they consider viewpoints other than their own. Our hope is that they will develop an appreciation and respect for their peers as they find their own unique ways 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 the *Residential Student Guidebook*, which is received when contracting for campus housing.)

The Residential Living Requirement is evaluated yearly to support the residential experiences, as well as respond to housing demand. For the 2004–2005 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 a parent or 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 obtain approval from the Office of Residence Life by completing and submitting an Off-Campus Petition form, which provides the opportunity to describe the student's situation and reason for the request. The office must receive petitions for off-campus housing no later than July 15 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 approximately 1,700 undergraduate students in residence halls, apartments and houses. The residence halls vary in size from approximately 120 to 420 residents. Ashton, Hill and Moyer are traditional residence halls, consisting of two- and three-person rooms and common bathroom facilities. Emerson Hall features suite-style rooms; the typical configuration is a double room on either side of a connecting bathroom. All rooms are furnished with single beds, mattresses, desks, dressers, chairs, a

telephone with voicemail, cable television service and Internet access. Residence halls are closed during Christmas and Spring Breaks as indicated in the *Residential Student 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 the 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 student 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 Housing Information Request card included in their admissions packet. The appropriate application will be sent to them. The date of their admission will be used to determine their housing priority. Additional information regarding housing is available from Housing Services by calling (206) 281-2272.

### Housing Accommodations for Students With Disabilities

Students requesting special housing accommodations due to a documented disability should inform the coordinator for Disability Support Service (DSS) in the Center for Learning. New students must contact the coordinator for DSS by June 1 for Autumn Quarter housing accommodations. Returning students must notify the coordinator for DSS by April 1 for Autumn Quarter housing accommodations. For more information on services and accommodations for students with disabilities see the Disability Support Services section under the Center for Learning (see page 39).

### Leadership

Seattle Pacific has staff to help students adapt to living in community on campus. Peer advisors (PAs) are student leaders who 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. Students may choose to become a hall council member and represent their floor at the meetings.

### Campus Dining

All students who reside in Ashton, 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, worth 1 cent per point at any campus dining location. SPU Points save the student 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 (Consisting of a set number of 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 must choose at least 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, students living in campus apartments or off campus may choose from any of these plans or purchase Advantage Points with a minimum of \$15. Blocks and Advantage Point plans are nonrefundable. All meal plans are accessed with an SPU ID card, available from 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 are no refunds 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 the *Residential Student Guidebook* for specific dates. Additional information regarding meal plans and SPU ID cards is available from University Services at (206) 281-2658.

## 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 the following:

- 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 matriculated (admitted) students registered 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 status 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 *Undergraduate Catalog* (see page 20). Refund schedules and cancellation charges are outlined in the Refund and Account Adjustments section of the *Catalog* (see page 23).

# 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 the student is in a specific position of leadership or simply wants to develop leadership potential.

## 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 (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 email informational publication.

## Intercultural Programs

In the 21st century, a new kind of global, urban and 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.

## 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 and 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 to reach its educational goals.

## Student Life Activities

Student activities abound at Seattle Pacific University, giving students 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](http://www.spu.edu/depts/assp).

**Student Senate.** Student Senate is the governing body of students that 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 academic year.

The Senate consists of five residence hall vice presidents, five residence hall senators, two nontraditional housing senators, three commuter senators, 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 Tradition at Christmas. 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.
- **Leadership Services.** Leadership services offered through ASSP involve programs such as the Fall Leadership Retreat and other leadership development opportunities throughout the year.
- **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/ocm](http://www.spu.edu/depts/ocm).
- **Christian Faith Exploration.** For a full description of the CFE program and requirements, see Our Christian Community on page 5 of this *Catalog*.

### Athletic Facilities

**Royal Brougham Pavilion** is located next to the ship canal and hosts the SPU basketball, volleyball and gymnastics home events.

Brougham Pavilion is a great place to watch a sporting event. The building also houses the crew boathouse, physical education classes, intramurals, weight room 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 softball and football.

**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 900-seat facility is the site of all home soccer games.

**Langley Tennis Courts** are located adjacent to Queen Anne Bowl, which is located a few blocks south of the main campus. Seattle Pacific has access to this facility, owned by Seattle Parks and Recreation. 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.

### 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 indoor and outdoor 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/](http://www.spu.edu/depts/athletics/).

### Mascot/Colors

SPU's mascot is the falcon, and the University 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 and free play. Recreational facilities are open to students seven days a week during the academic year. SPU has a fully equipped recreational fitness and training facility available to all students, faculty and staff. Phone (206) 281-2881 for more information, and for a complete overview of the SPU intramural program, see [www.spu.edu/depts/intramurals](http://www.spu.edu/depts/intramurals).

### 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](http://www.spu.edu/depts/assp) and click "Campus Activities" and then "Campus Clubs."

## Career Development Center

The move from college to career or advanced education represents a transition of major importance. The Career Development Center helps Seattle Pacific University students make effective choices, plans and transitions based on an understanding of their own abilities, interests, faith and vocational calling.

Career exploration assistance is offered through individual counseling, career 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 two courses: GS 2001 Major and Career Exploration, a 1-credit course assisting students in identifying interests, motivations and faith commitments to making informed choices about academic major and vocational choice and GS 3001 Career and Life Transition, a 1-credit course assisting students in creating a vision for work, finding a job/career path that suits them, and conducting an effective job search.

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 in order to interview students. Job listings are available in SPU's 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 of resources at [www.spu.edu/depts/cdc](http://www.spu.edu/depts/cdc). It contains current information about choosing a major, occupations, employers, graduate schools, career planning, job and internship openings, and other career related topics related to vocation and career choices.

# Center for Learning

## Learning Support

Seattle Pacific University faculty members are committed to students' success and available to support their 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.

## Disability Support 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:

1. Provide the disability support services program coordinator with current documentation that has been prepared by a qualified professional in the relevant field (for specific guidelines for each disability contact the disabilities support services program coordinator).
2. Meet with the disability support services program coordinator to discuss the particular needs and appropriate accommodations.
3. For housing accommodations, students with disabilities should contact the disability support 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 Autumn Quarter housing. Students applying for housing beginning Winter or Spring Quarter should contact the disability support 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.

## Student Counseling Center

The Student Counseling Center (SCC) supports the mission of the University by providing a variety of counseling, educational, consultation, referral and mental-health services to SPU students. Our goal is to help students find solutions to the obstacles that may interfere with student learning and retention and help them grow intellectually, personally and spiritually.

The SCC is staffed with professional clinical therapists who are committed to the emotional and mental well-being of SPU students. Services include therapy for individuals, couples and groups. A registered dietitian and psychiatrist are also available to provide nutritional counseling and medication evaluations as necessary.

To schedule a counseling appointment, students are encouraged to stop by the SCC to fill out a brief intake form. The SCC is located in Watson Hall on the first floor. Please contact the Student Counseling Center at (206) 281-2657 or visit [www.spu.edu/depts/scc/](http://www.spu.edu/depts/scc/) for more information.

## 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 or 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 policy concerning the "Act" may be obtained by contacting the Office of 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 Policy Compliance Office, Department of Education, 400 Maryland Avenue Southwest, Washington, D.C. 20202-5901.

*For a complete listing of student policies and procedures, please refer to the SPU Web site at [www.spu.edu/depts/studentlife/](http://www.spu.edu/depts/studentlife/).*

## Student Publications and Media

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

**The Falcon.** SPU's weekly student newspaper, with free copies available in the Student Union Building, Library, Weter Hall, MSLC, Demaray Hall and Gwinn Commons each Wednesday. The Web site is [www.thefalcononline.com](http://www.thefalcononline.com).

**KSPU.** SPU's student-run radio station is a variety of shows that airs news, music and commentary over the television and Internet. Listen at [radio.spu.edu](http://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 their 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.** This 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, visit the Web site at [www.spu.edu](http://www.spu.edu).

**Undergraduate Catalog.** Produced by University Relations and the Office of the Academic Affairs, the *Undergraduate Catalog* 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.** The bulletin contains weekly news and is published by the Office of the University Communications. Articles must be submitted by noon Thursdays, or emailed to [bulletin@spu.edu](mailto:bulletin@spu.edu).

**Hot Jobs.** Published by the Career Development Center and distributed electronically twice a month during the academic year, *Hot Jobs* highlights career events, on-campus interviews, as well as internships. It is available by subscription and at the Web site [www.spu.edu/depts/cdc](http://www.spu.edu/depts/cdc).

**Response.** This magazine is published four times a year by the Office of University Communications. It is the primary means of communication between SPU and more than 40,000 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/response](http://www.spu.edu/response).

**SPU Web site.** The University's Web site is located at [www.spu.edu](http://www.spu.edu). It 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.

**Online Time Schedule.** Lists the times, places and professors for each class. The *Online Time Schedule* is located through Banner by going to the *SPU Virtual Campus Catalog* and *Online Time Schedule* link.

**To the Point.** An all-campus news sheet published by the Office of Student Life each Wednesday, this newsletter includes information that must be submitted through [www.spu.edu/news/submit-digest.html](http://www.spu.edu/news/submit-digest.html) no later than noon on Mondays.

**Uni-Com.** The campus information and service desk located on the first floor of the Student Union Building.

## 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. Commuter 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 p.m., weekends and summers, parking permits are not required. Parking is allowed 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 Student Union Building. 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 the 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.