This handbook is subject to change. Simpson University (SU) reserves the right to make changes to its provisions at any time, and students are expected to keep current with any such change. SU will send an email notice to students when changes are made to this handbook. This document is located on the University web site and all changes will be published there (simpsonu.edu/handbook). The TUG Student Handbook is published yearly. All students are subject to the most recent edition of the handbook.
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Dear Student letter (from dean? President?)

1. Welcome to Simpson University!
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3. Intro to Student Development.
4. Intro to thriving model.
5. Invite to engage, involve.
INTRODUCTION

Among the questions that students ask about the University they have selected for the next season of their education is, “What does it mean to be part of the Simpson University community?” Our mission statement helps to begin answering that question.

Simpson University Mission Statement
Simpson University is a Christ-centered learning community committed to developing each student in mind, faith and character for a lifetime of meaningful work and service in a constantly changing world.

(In addition, the Institutional Learning Outcomes and the Theological Position of the University may be found in the University catalog).

The full answer to the question, “What does it mean to be part of the Simpson University community?” is what the Traditional Undergraduate Handbook is all about.

For starters, when you accepted the invitation to become a student at Simpson University, you became a part of a community of faculty, staff, students and administrators who are interested in becoming the kind of people that God wants them to be.

The Simpson Way
To help us with our desire to become the people God wants us to become, these three simple statements (with brief explanations) help set the agenda for campus life at Simpson:

Christ: My Focus
I will seek to bring honor to His name by my words, deeds, and study.

Character: My Priority
I will ask what effect my choices will have on the development of a Christ-like character in my life.

Community: My Responsibility
I will work to build healthy relationships with my local and extended community and to encourage others to do the same.

If you can remember these nine words (Christ: My Focus, Character: My Priority, Community: My Responsibility), you will be well on your way to understanding what you have gotten yourself into at Simpson University. Keep these nine words in mind as you acquaint yourself with the rest of this Traditional Undergraduate Handbook. All of the issues discussed and all of the guidelines presented are areas of your life at Simpson in which you can choose to make Christ your focus, character your priority
and community your responsibility.

The guidelines in this handbook have been discussed by students, staff, faculty and administration, and while not everyone will agree on every item, the contents of this Traditional Undergraduate Handbook are what we believe is necessary to achieve our Institutional Learning Outcomes, support our Core Values and live out The Simpson Way. These guidelines are not an attempt to measure sin or spirituality.

As you read this Traditional Undergraduate Handbook, look for the principles behind the guidelines. They are expressions of The Simpson Way. It’s that simple.

WELCOME: WHAT SIMPSON’S ABOUT

Preface
Summarized by our tagline: Challenge Your Mind; Ignite Your Heart; Change Your World, Simpson University recognizes the distinction between biblical principles (which are applicable to all Christians and members of our community), the law of the land (which is applicable to all citizens), and the guidelines, policies and standards of the University (which are applicable to all those who voluntarily become part of the Simpson University community).

As a Christian student, you are expected to apply biblical principles to your life, responding to life’s choices with wisdom and discernment at all times. As a citizen, you are expected to live by the law of the land at all times. By becoming a member of the Simpson community, you have agreed to abide by the standards of the University.

As you will read in this handbook, we hold you responsible for your choices and your conduct. Any student found to have committed or to have attempted to commit misconduct as outlined in this handbook is subject to the disciplinary sanctions outlined in the Redemptive Disciplinary Procedures/Processes section. As a Simpson student, you represent yourself, your family, your home church, the University, and ultimately the Lord Jesus Christ in everything you do, whether on campus, in the Redding community, or at home. Therefore, you are expected to conduct yourself in a manner consistent with biblical principles and Simpson University at all times.

One implication of these principles of leadership, reputation, conduct record, personal growth and balancing freedom and responsibility is that there may be some activities which the University discourages students from engaging in, but does not discipline (except in cases where involvement in those activities includes a violation of the community standards listed in the Community Standards and Proscribed Conduct section of this handbook).

For example, the University discourages participation in activities that include on-line gambling and any other form of addictive gambling, patronage of or employment at establishments whose primary business is gambling or serving alcohol and attendance at morally offensive events. In such instances, students are expected to use their
Christian judgment in determining whether or not participation would place them in a spiritually precarious position or cause another person to violate their personal standards.

At all times, you are expected to use wisdom and good judgment. The Simpson Way is more than a Student Development motto; it is a guide to living a God-honoring life. If you are in a student leadership, athletic and/or ministry position you will be held to a higher accountability standard which will be described in the particular position’s job description.

Oversight
Simpson University’s Student Accountability Codes (guidelines, policies and standards) as contained in this Traditional Undergraduate Student Handbook apply to all traditional undergraduate students during any term dates as listed on the Academic Calendar for which they are registered and at any time of the year while they are on campus, living on campus and at any time of the year when they are engaged in off-campus activities that represent the University (such as being a member of a sports team, mission team, musical group, drama group, student leader, etc.). These Student Accountability Codes shall also apply to all traditional undergraduate students at University-sponsored activities and to any conduct that adversely affects the University community.

In addition, the University reserves the right to initiate disciplinary action with any traditional undergraduate student who violates biblical standards (e.g. drunkenness, sexual misconduct) or civil law (these violations would also be violations of the Student Accountability Codes) between the date of their acceptance to Simpson University and the completion of their graduation from Simpson University, even though conduct may occur before classes begin or after classes end.

It is the responsibility of all students to know and abide by the contents of this Traditional Undergraduate Handbook, even if he or she may not agree with everything that is outlined here. This respect protects the experience of campus life and the environment for learning of fellow students.

Conflict/Confrontation & Matthew 18
All members of the Simpson University community are expected to take responsibility for their personal spiritual, intellectual and social development as well as take ownership of the corporate spiritual and social environment at Simpson University.
Matthew 18:15-16 provides a suggested two-step biblical model for dealing with issues related to disagreements, conflicts, and/or confrontations:
1. Talk directly with the person with whom you have an issue.
2. Talk with the person with whom you have an issue with a neutral third party (i.e. Resident Assistant, Assistant Director of Student Engagement, Resident Director, etc.) present.
In the event that the offense is a violation of Student Code, the confronting student is encouraged to accompany the offending party to self-report the behavior to the Office of Student Development.

Offending students who are involved in the use of the Matthew 18 model may still be subject to the University’s disciplinary processes. In particularly harmful or egregious situations it may be inadvisable to use the Matthew 18 model; in those cases, please see a member of the Residence Life staff.

It is important for students to note that it is not likely that Christ intended for believers to confront others constantly for minor offenses, nor is that the intention of the Simpson University administration. The goal of this policy is a humble and caring willingness to confront each other gently when appropriate. Ephesians’ emphasis (chapter 4) on speaking the truth in love should guide us: do we speak the truth to truly help and build up another, or do we do this to simply get something off our chest, or even to harm another? Sometimes love will be silent, other times it will confront—but always with the motive of genuinely helping. This is to be done with a spirit of humility and grace, recognizing that each one of us is in need of God’s grace (1 Corinthians 10:13; Galatians 6:1).

**GRIEVANCE PROCEDURES**

How we respond to and handle grievances will reflect our application of The Simpson Way commitments of: Christ: My Focus and Character: My Priority.

**Non-Academic Grievance**

When a student believes that the University has not followed its own policies and procedures, or there has been improper behavior by a member of the University community, and some adjustment in the outcome of the situation is sought, the following procedure should be followed:

1. The student is encouraged to discuss the issue directly with the person(s) concerned prior to initiating any other action. If a student is hesitant to meet with the person(s) involved, he/she may:
   a. Ask another person to go along as a support to meet with the staff or faculty member.
   b. File a written complaint with the staff or faculty member’s immediate supervisor (see Step 2 below). This step should only be used when the student has good cause not to meet with the staff or faculty member, such as when he/she fears retaliation.

2. After the personal conference with the staff or faculty member, if the student believes the issue is not resolved, he/she may file a written complaint with the staff or faculty member’s immediate supervisor.
   a. The supervisor shall meet with the student within one week to attempt to resolve the issue.
   b. If the issue is not resolved, the supervisor shall bring together the parties within one week and attempt to mediate a resolution.
3. If the student remains unsatisfied following the mediation, he/she may file a written complaint with the vice president of the area in which the staff or faculty member works. This must be filed within one week of the mediation meeting.
   a. The vice president shall appoint and chair a panel to arbitrate the unresolved issues between the parties.
   b. The hearing shall be held within two weeks of the receipt of the written complaint.
4. After following the above process, the student has the final option to ask the president, in writing, to review the decision of the arbitration.

Students who bypass any of the steps of this procedure will be directed back to the appropriate step. Students who choose not to follow this procedure should understand that their grievance may remain unaddressed.

***If your complaint or grievance was not resolved using the above grievance process, you are referred to the STUDENT COMPLAINT PROCESS NOTICE below.

Sexual Harassment/Discrimination Grievance Procedure: Faculty/Staff to Student or Student to Student or Student to Faculty/Staff:

Simpson University is committed to providing a work and learning environment that is free of harassment and discrimination. In keeping with this commitment, federal and state laws, and in conjunction with biblical standards, Simpson University will not tolerate harassment or discrimination. Harassment or discrimination regarding race, color, sex, national origin, marital status, age or disability is a direct violation of state and federal law, Simpson University policy and will not be tolerated.

Sexual harassment in any of the above mentioned areas is prohibited. Sexual harassment includes but is not limited to any of the following:

- The conduct has either the purpose or effect of “substantially interfering” with person’s education or employment;
- The conduct creates an “intimidating, hostile or offensive” environment;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, grades or favors, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

If you believe you are being or have been harassed or discriminated against in any way by anyone on our campus, please make a timely report of the facts of the incident or incidents to a trusted Simpson University staff or faculty member, or your supervisor,
area administrator, the director of Human Resources, or the Title IX Coordinator.

The Title IX Coordinator, upon receiving the report, will review the information and may initiate an immediate investigation of the complaint as well as taking appropriate preventative and/or corrective action. Simpson University encourages the reporting of any incidents of harassment or discrimination immediately so that complaints can be quickly, equitably and fairly resolved.

Every effort will be made to treat the reporting person’s identity with appropriate regard for confidentiality.

Reports of harassment or discrimination made in bad faith may result in disciplinary action. Retaliation for making a valid complaint or bringing such conduct to the attention of the proper person, or for participating in any investigation, proceeding, or hearing will not be tolerated. If you believe you are being or have been retaliated against for making a complaint, please contact the Title IX Coordinator so that an immediate investigation can be conducted. Violation of this policy may result in disciplinary action, up to and including termination.

***If your complaint or grievance was not resolved using the above grievance process, you are referred to the STUDENT COMPLAINT PROCESS NOTICE below.

**ADA/Disability Services Grievance**
Copies of grievance procedures as they relate to the Americans with Disabilities Act and/or services offered by the Academic Success Center can be found in the Academic Success Center and the University Catalog.

***If your complaint or grievance was not resolved using the above grievance process, you are referred to the STUDENT COMPLAINT PROCESS NOTICE below.

**STUDENT COMPLAINT PROCESS NOTICE**
Compliant with HEA Title IV, CFR 34, Sections 600.9 (a)(1) and 668.43 (b) Simpson University takes very seriously complaints and concerns regarding the institution. All complaints should be first addressed at the campus level. Most complaints should be able to be resolved at the campus level. If you are a Simpson University student and you have a complaint regarding Simpson University, please refer to the Simpson University catalog and/or your appropriate student handbook for information about the campus level complaint process that you should follow. If you are unable to determine the process that you should follow, you may present your complaint to:

Campus Student Ombudsman, Registrar at:
Email: registrar@simpsonu.edu Phone: 530-226-4111

This contact will provide you with a written explanation of the campus process for addressing your particular complaint(s) and answer any questions you may have to assure you a fair process.
If your complaint is about the institution’s compliance with academic program quality and accrediting standards and if you believe that your complaint warrants further attention after exhausting all the steps outlined in the Simpson University catalog and/or student handbooks and/or in the written material given to you by the Campus Student Ombudsman, you may contact:
The Western Association of Schools and Colleges (WASC) WASC Senior College and University Commission (WSCUC) at http://www.wascsenior.org/comments. WSCUC is the academic accrediting body for Simpson University.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, http://www.bppe.ca.gov, phone: 916-431-6924 or fax: 916-263-1897.

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or individual Trustees of Simpson University are referred to the University President’s Office. Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaints.

Simpson University has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify:

Campus Student Ombudsman, Registrar at:
Email: registrar@simpsonu.edu
Phone: (530) 226-4111

If a distance education student who lives outside the state of California believes that the University’s internal procedures have not adequately addressed concerns identified under the Program Integrity Rule, the following link and contact information for each state is provided:

Student Complaint Information by State and Agency (PDF)

This disclosure was last revised on May 31, 2017.
STUDENT DEVELOPMENT

The Student Development staff utilizes the Institutional Learning Outcomes in its planning, supports Simpson’s Core Values in its work and embraces The Simpson Way.

Student Development Values

In addition, in our approach to Student Development at Simpson University, we believe in:

- Student Voice: Listen to what students have to say; while we may not always agree, we can learn from each other.
- Student Participation: Give students every opportunity to participate in the life of Simpson in as many ways and on as many levels of campus life as possible.
- Student Initiative: Take note of what students would like to try for the glory of God, then support them.
- Student Responsibility: Give students responsibility; expect students to be responsible.

The Office of Student Development oversees many of the areas that directly affect student life, in

1. **Academic Success Center**: American Disabilities Act (ADA) assistance/compliance, tutoring and study skills
2. **Residence Life**: housing operations, community development, events, and Faculty In Residence (FIR)
3. **Spiritual Formation**: chapel, prayer groups, community service, short term mission trips, Bible studies and International Worker in Residence (IWIR)
4. **Student Accountability**: Restorative Discipline, Amnesty, Strengths Coaching
5. **Student Engagement**: student clubs and activities, commuter services, student government, multicultural services, student government and the climbing wall
6. **Veterans Success Center**: military specific outreach, transfer, benefits, campus and community resources, advocacy, academic, career services, and work study
7. **Wellness Center**: career services, counseling services and health services

The Office of Student Development, which includes the Dean of Students, Spiritual Formation, and Student Engagement, is located on the 2nd floor of the Owen Center (Suite 206). The Wellness Center, which includes the Counseling Center, Career Services and the Health Center, is located on the 2nd floor of the Owen Center (Suite 208). The Academic Success Center is located on the 2nd floor of the Owen Center (Suite 203). The Veterans Success Center is located on the West side of campus in Mod 7.

Student Development Staff

**Bennie, Kevin**: *Campus Pastor*
kbennie@simpsonu.edu 530-226-4978 EXT - 2978

**Cobbler, Ashley**: *Wellness Center Coordinator*
acobbler@simpsonu.edu  530-226-4106  EXT - 2106

Burkwhat, Louis: Director of Academic Success Center
lburkwhat@simpsonu.edu  530-226-4979  EXT - 2979

Christian, Jessica: Coordinator of Student Accountability
jchristian@simpsonu.edu  530-226-4708  EXT - 2708

Endraske, Mark: Dean of Students
mendraske@simpsonu.edu  530-226-4108  EXT - 2108

Engelman, Julie: Resident Director (RD)
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Bennie, Amy: Assistant Director of the Wellness Center
abennie@simpsonu.edu  530-226-4958  EXT - 2958

Heiligenthal, Andrew: Resident Director (RD)
aheiligenthal@simpsonu.edu  530-226-4526  EXT - 2526

Hurtado, Angie: Staff in Residence (SIR)
aahurtado@simpsonu.edu  530-226-4194  EXT - 2194

Klaiber, Bev: Director of the Wellness Center
b klaiber@simpsonu.edu  530-226-4179  EXT - 2179

Martin, Isis: Director of Student Engagement
imartin@simpsonu.edu  530-226-4700  EXT - 2700

Pinkston, Dan: Faculty in Residence (FIR)
dpinkston@simpsonu.edu  530-921-4933  EXT - 2721

Pringle, Jr., Derrick: Staff in Residence (SIR)
dpringle@simpsonu.edu  530-226-4731  EXT - 2731

Spears, Justin: Director of Veterans Success Center
jspears@simpsonu.edu  530-226-4140  EXT – 2140

Stahly, Dannielle: Coordinator of Student Missions
dstahly@simpsonu.edu  530-226-4504  EXT - 2504

Szymanski, Lindsay: Assistant Director of Student Engagement
lszymanski@simpsonu.edu  530-226-4107  EXT - 2107

Woerner, Stephen: International Worker in Residence
swoerner@simpsonu.edu  530-226-4521  EXT - 2521

Woerner, Yire: International Worker in Residence
ywoerner@simpsonu.edu  530-226-4521  EXT - 2521

Associated Student Body of Simpson University (ASBSU)
Student Body President ................................................................. Jacqueline Vorster
Student Body Vice President ...................................................... Selene Valladares
Senior Class President .............................................................. Miranda Cook
Junior Class President ............................................................... Spencer Scofield
Sophomore Class President ...................................................... Luke Williams
Freshman Class President ........................................................ TBD
Resident Assistants
Cooper-Heath ............................................................ 1st Floor RA: Brandon Cervania
2nd Floor RA: Rebecca Carmona
3rd Floor RA: Amanda Parker

Irwin-Shellrude .......................................................... 1st Floor RA: Porsche Gresham
2nd Floor RA: Grace Kuehn
3rd Floor RA: Lunsey Sullivan

Morgan-Sharpe .......................................................... 1st Floor RA: Chloe Lynch
2nd Floor RA: Jessalyn Lankford
3rd Floor RA: Matea Langston

Thompson-Mangham .................................................. 1st Floor RA: Cody Romburg
2nd Floor RA: Shane Geer
3rd Floor RA: Zechariah Asselin

GETTING INFO: WHAT YOU NEED TO KNOW

Campus Schedules
The Bean Scene (Hours are tentative and are subject to change.)
Located on the 1st floor of the Owen Student Services Center

Monday–Thursday ................................................................. 7am-9pm
Friday ............................................................................... 7am-5pm
Saturday ........................................................................... Closed

Emeriti Dining Center (Hours are tentative and are subject to change.)
Students will be notified of modifications to this schedule that are made during the school year. Students are encouraged to obtain their meal at least a half hour prior to closing time. The Emeriti Dining Center provides food service while classes are in session and on weekends and is closed during Thanksgiving break, Christmas break, Spring break and Summer break.

All information regarding the opening and closure of the Dining Center and price information can be found at the following link:
http://www.dineoncampus.com/simpson/.

Library
September – April
Sunday .................................................................................. 2-10pm
Monday-Thursday .................................................................. 7:45am-Midnight
Friday .................................................................................. 7:45am-6pm
Saturday ............................................................................... Closed
May – August
Sunday ......................................................................................................... Closed
Monday-Thursday ............................................................................. 9:30am-8pm
Friday ................................................................................................ 9:30am-6pm
Saturday ...................................................................................................... Closed

**Simpson Central: Registrar/Advising Center/Student Financial Services**
Located on 2nd floor of the Owen Center
Monday-Thursday .......................................................... 10am-3pm
Friday, Saturday & Sunday ................................................. Closed

**Veterans Success Center**
Located on the West side of Campus is Mod 7
Monday-Friday .................................................................................. 8am-7pm
Saturday & Sunday ................................................................................... Closed

**Weight Room**
Monday-Sunday ..................................................................................... 8am-10pm
* Weight Training classes and athletic teams have preference in scheduling. Please see the schedule posted on Weight Room door for further information.

**Wellness Center**
Monday-Friday ......................................................................................... 9am-5pm
Saturday & Sunday ....................................................................................... Closed

**Website Links**
Student Portal ................................................................. http://portal.simpsonu.edu
- Student email
- Moodle
- Student Employment
- Student Maintenance Work Orders
- Student Safety Work Orders
- Student CARE Concern Report Link
- Student Conduct Concern Report Link

Student Resources Page .................................................. simpsonu.edu/studentresources
Student Registration .......................................................... webadvisor.simpsonu.edu
Student Financial Services .......................................................... simpsonu.edu/sfs
Student Financial Services Forms ........................................ simpsonu.edu/sfsforms
Student Financial Aid Information .................................. simpsonu.edu/scholarships
Student Financial Services Loan Information ....................... studentloans.gov
ON CAMPUS: PLACES & SPACES

**Bookstore**
The University bookstore is located on the first floor of the Owen Student Services Center. A complete selection of new, used, digital and rental textbooks are available. The bookstore also offers study aids, school supplies, Simpson University apparel, gifts and accessories. It is also a great place to grab snacks between classes.

To make the purchase of class materials even more convenient, students can order textbooks and other materials online at simpsonushop.com.

Bookstore hours are posted in the store and on the bookstore website.

**The Bean Scene**
Our coffee shop offers a relaxed atmosphere. Beverages include coffee, blended coffee, iced coffee, juice, soda, and hot chocolate. Food choices range from salads and sandwiches to baked goods and desserts. The Bean Scene is a perfect place to hang out between classes and to study. It is operated by Chartwells, which also runs the campus dining center. Food suggestions are welcome. Please email John Daniels at jdaniels@simpsonu.edu with your ideas.
The Climbing Wall
The Climbing Wall is located behind the Emeriti Dining Center, near the softball field. It is for the use of Simpson students, faculty, staff, or trustees and guests.

A member of the Simpson University community, who is physically present with them, must host all guests. Authorized and trained personnel of Simpson University are present to belay, provide instructions and perform rescues on the wall.

Climbers must complete a waiver and receive instructions from on-site authorized Climbing Wall personnel prior to climbing on the wall. Those age 17 and under will need a parent/guardian signature for the waiver.

The Climbing Wall is equipped with harnesses, helmets, and shoes. Only authorized personnel are permitted to belay and operate the wall during scheduled hours of operation. No one is permitted to utilize the wall outside of the hours of operation and in the absence of authorized personnel.

The Climbing Wall dress code includes wearing a climbing helmet, an appropriate harness, tennis or street shoes (no flip flop-type footwear), shirts and shorts or pants.

Community/Commuter Lounge
Located on the second floor of the Owen Center (OC Suite 210), the Community/Commuter Lounge is provided for the use of undergraduate commuter students. This comfortable room is equipped with a kitchenette, tables for eating and studying, seating space, and occasional snacks. Student Engagement Student Assistants, the Assistant Director of Student Engagement, and Commuter Volunteers who are available to support commuter students, staffs the lounge. This lounge is for
the use of the commuter students, staff and their guests.

**Emeriti Dining Center**
All residential students must choose from nine meal plans offered by the University which provide either 21, 14 or 10 meals per week and a set amount of Red Hawk Dollars ($50, $100, or $200). Exemptions to this requirement are handled on a case-by-case basis through the Academic Success Center. Students who do not live on campus may purchase commuter meal plans or Red Hawk Dollars at [https://get.cbord.com/simpsonu/full/login.php](https://get.cbord.com/simpsonu/full/login.php).

The following policies are in effect for the use of the Dining Center and the administration of the meal plans:

- Students are only allowed in the Dining Center if they have presented their meal card to the cashier.
- Meal plans are selected by the student during the housing process each semester and are set for the entire semester. Commuter students may purchase a Commuter Meal Plan or Red Hawk Dollars at [https://get.cbord.com/simpsonu/full/login.php](https://get.cbord.com/simpsonu/full/login.php).
- If a student is ill, injured or quarantined, he/she can contact his/her Resident Assistant, roommate and/or friend regarding the need for a meal pick-up. This delegate should contact a dining center employee who will provide to-go containers for the resident.
- Please note that footwear must be worn at all times in the Dining Center.
- Meal plans are counted on a weekly basis. Meals may not be accumulated from week to week. Meals not used within a given week are forfeited.
- All students must enter by the main entrance of the Dining Center only. All other doors are for exiting only.
- Food is not to be taken out of the dining hall with the exception of the To-Go Box Program.
- Student meals are not to be used for other people. Red Hawk Dollars may be used to purchase meals for others.

**Grant Student Life Center**
Recreational facilities at the Grant Student Life Center are for the use of students, faculty, staff, or trustees and their guests. All visitors must be hosted by a member of the Simpson University community who is physically present with them during their use of the facility. All visitors must abide by the Simpson University community guidelines or risk forfeiture of the privilege to come on campus. Reservations must be made through Conference Services at minimum 2 weeks prior to any planned activity.

**Pond**
Insurance regulations prohibit swimming in the pond at any time. Catch-and-release fishing is permitted for members of the Simpson University community. Harming of wildlife near the pond or anywhere on campus is prohibited. Some activities surrounding the pond may be planned with the approval of the Director of Campus
Prayer Chapel
The Prayer Chapel, located in the Emeriti Dining Center, is a location for all members of the Simpson Community and guests of campus to commune with the Lord. This intimate chapel is designed for individual prayer, small group prayer, worship, and spiritual formation gatherings. Community journals are available for use in order to share your prayers and heart with others. Open 24 hours a day, with access granted by Campus Safety between midnight and 6 a.m., this space gives the community dedicated space to focus on the Lord. Enforcement of the policies and behavioral expectations are the responsibility of the ASBSU. Scheduling of this space may be done on a limited basis through the Office of Spiritual Formation.

Simpson University Library
The Start-Kilgour Memorial Library provides an extensive collection of books, journals, and audio/visual materials to support research and classroom needs. Services provided include instruction, reference, interlibrary loan and class material availability.

The online library contains hundreds of thousands of journal titles representing millions of articles, tens of thousands of streaming videos, and hundreds of thousands streaming music titles. It also contains searching tools, guides, policies, library hours, contact forms and general information.

The physical library is centrally located in the Grubbs Learning Center and occupies much of the first and second floors. It houses about 10,000 volumes, group and individual study areas, reservation rooms, public use computers with internet access and Microsoft Office applications, WiFi access, printers, photocopiers, scanners, and fax machines. Students can print using Red Hawk Bucks or per individual job at the circulation desk.

Those who need help locating resources or creating research strategies should ask a credentialed librarian for assistance. For a more comprehensive and printable introduction to the library, refer to the online guide, Introduction to the Library.

Website and Contact
Library Website: simpsonulibrary.org
Email: library@simpsonu.edu
Phone: (530) 226-4117
Fax: (530) 226-4858

The Nest - Student Lounge
The Nest, also known as the Student Lounge, located in the Module 8 building, is provided for the use of traditional undergraduate students both residential and commuting. This comfortable room is equipped with an air hockey table, foosball table, seating space, and a large-screen TV. This room can be scheduled for reservation at the discretion of the Director of Student Engagement, availability for reservations is limited. The lounge will be open 24 hours a day, with access granted by
Campus Safety between 2:00 a.m. and 6:00 a.m. Policies and behavioral expectations are posted in the lounge. If there is damaged furniture or equipment, please contact ASBSU or the Director of Student Engagement so we can properly place work orders and get it taken care of. Movies are not permitted in the student lounge without proper licensing approval. Please see the policy on “Entertainment: Showing Movies on Campus” under the section “Other Important Information.” Enforcement of the hours, policies, and behavior expectations are established by the ASBSU. Our expectation is that students take ownership and responsibility of the lounge space and care for it with respect.

**Weight Room**
The weight room, located in the Grant Student Life Center, is for the use of Simpson students, faculty, staff, or trustees and their guests. All visitors must be hosted by a member of the Simpson University community who is physically present with them during their use of the equipment. The weight room is equipped with weight machines and free weights. Weight Training classes and athletic teams have preference in scheduling.

Weight room dress code includes wearing tennis or street shoes (no flip flop-type footwear), shirts and shorts or pants. Due to the multiuse building, music is recommended to be listened to with the use of personal headphones, ear buds, etc., and users must realize that conversations are audible throughout the rest of the building. A towel must be used to wipe down equipment. Further, there must be a spotter during free-weight bench-press lifts.
ACADEMIC / REGISTRATION INFORMATION

The following is a brief overview of academic information and procedures. For complete information, students should read the Simpson University Catalog and consult with their academic advisor.

Registrar’s Office
The Registrar’s Office provides assistance in academic matters such as registration and course requirements. You can also find answers to questions related to study-abroad opportunities, transfer-course equivalencies, academic warning and probation, course and University withdrawals and applying for graduation in the Registrar’s Office.

Academic Advisor
All students are assigned an academic advisor. The role of the advisor is to help students plan course schedules each semester and select courses and electives that best support each student’s educational and vocational goals. This individual is available for consultation by appointment. The academic advisors for freshmen are located in Simpson Central, OC 201, (530) 226-4111. Sophomores and upper-division students have faculty advisors within their major departments.

Registration
Registration is done online through Student Planning. Once each academic year, every student must complete online registration forms. Every semester students complete course section selection. All students must:

1. Complete online pre-registration forms (once per academic year)
2. Complete course section selection (every semester). All holds must be clear from the student’s account prior to registration.

STUDENT FINANCIAL SERVICES

Located in Simpson Central, OC201, Student Financial Services handles all student account activity, including semester billing and payments, as well as all financial aid processing. Students are responsible for their account balances and to complete all necessary steps of the financial aid process in a timely manner. Students are responsible to check their CPO boxes and Simpson University e-mail account in order to receive important communications from Student Financial Services.

It is also the student’s responsibility to keep all contact information current. When a student provides Simpson University with a cell phone number, the student authorizes Simpson University and their respective agents and contractors to contact him/her regarding the Simpson University student account, loans, owing balance, or other financial aid related items at that number. This authorization is valid for utilization of the current and any future number that is provided for cellular or wireless devices using automated telephone dialing equipment or artificial pre-recorded voice or text.
Students will be unable to register for future courses or receive official transcripts/ diploma when there is an unpaid student account balance. Additional student account and financial aid policies, such as payment due dates, payment plan options, and the Student Financial Services satisfactory academic progress policy, can be found on the Student Financial Services pages of the website at simpsonu.edu/sfs.

To access your most current student account information, please log onto the student portal and then click CSS Financial Aid. This will take you to both Student Finance and Student Financial Aid.

**University Catalog**
The Simpson University catalog is the first place to go to find answers to academic-related questions. It provides an overview of all the academic programs, specific academic policies, procedures and requirements, requirements for your major, and other important academic information. The catalog is also the place to find information regarding academic status (warning, probation and disqualification GPA levels), academic appeals, academic grievance process, grading, class attendance, class standing, course changes, expected work per credit hour, and plagiarism/cheating).

It is recommended that you become familiar with the University catalog. The catalog also includes important information regarding financial aid eligibility, financial aid policies and deadlines, and student account policies. The catalog may be viewed online at simpsonu.edu/catalog.

**OTHER IMPORTANT INFORMATION**

**Access to Facilities**
The main campus is closed to the general public from 10 p.m. until 7 a.m. unless specific authorized events are scheduled during that time.

**Bicycles**
Bicycle racks are available on campus. Every student who keeps a bicycle on campus is strongly advised to lock it to a bicycle rack using a high-quality, U-shaped lock. Use of a durable bicycle cover is recommended due to seasonal severe weather conditions.

**Business on Campus: Student**
Students are not allowed to operate a business (such as babysitting/childcare, multi-level marketing, etc.), sell any kind of merchandise, solicit subscriptions or engage in any kind of commercial activity anywhere on the University campus except under special circumstances and by permission from the Student Development Office. Exceptions will not be given to businesses that compete with campus vendors; use the University computer network, servers, computers, bandwidth, etc.; take up large
amounts of University facility space; or use University resources.

**Charges (Fees and Fines)**
Failure of a student to pay a charge assessed by any area of the University (such as Library charges, room charges, room rent charges, campus safety, etc.) will result in a hold being placed on the student’s request for transcripts and the receiving of their diploma, and may result in disciplinary action.

**Employment**
Student employment is coordinated through the Human Resources Office, Suite 308, located on the 3rd floor of the Owen Center. To be eligible for student employment, a student must currently be enrolled at least half time for academic credit at Simpson University in the undergraduate, credentialing or graduate school programs. Being eligible for University work does not guarantee a student a job on campus. Areas of work opportunity include maintenance, campus safety, housekeeping, grounds, library, conference services, information services, and office/faculty assistants. Students interested in open positions on campus are directed to our website simpsonu.edu, select the employment tab and complete the online application for the position for which they are interested. All newly hired student employees will need to submit a completed Student Employment Offer form, W-4 form and I-9, with supporting eligibility identification before beginning employment.

Student employees who have an outstanding balance due to the school may authorize the University to have a percentage of their net payroll earnings withheld and applied to their student account by filing an Agreement to Withhold Earnings form. Such form will stay in effect until the student has notified Student Financial Services to stop the withholding as stated on the form. The Agreement to Withhold Earnings form can be completed in Student Financial Services.

**Entertainment: Showing Movies on Campus**
Simpson University respects the rights of artists and producers and expects all clubs, staff and student groups to abide by the copyright laws pertaining to the showing of movies on campus. The Federal Copyright Act (Title 17) governs the fair use rights and restrictions regarding the viewing of films in public spaces.

A public performance license is necessary to show films in which the viewing of a movie takes place anywhere outside of one’s private living space. The courts have defined the residence hall rooms as the only place on campus a student can consider their private living space. Thus, a public performance license is needed when showing a movie anywhere else on campus. This includes residence hall lobbies, the student lounge, classrooms, and all outdoor areas.

Please note that a public performance license is not needed for a private viewing of a film using a personal laptop, even if this viewing occurs outside of a residence hall room.
Simpson University has a public viewing licensing agreement through Criterion Pictures allowing authorized groups on campus permission to show films on campus from the 20th Century Fox home video library. The following is the policy regarding the use of this service:

- The film must be sponsored by a student organization or an officially sanctioned club recognized by the Associated Student Body of Simpson University and be in good standing.
- The student organization or club must have pre-approval from a faculty or staff sponsor.
- The Director of Student Engagement is responsible for approving all exhibitions of films on campus that require public licensing fees.
- Under certain circumstances student organizations and clubs may be permitted to raise funds through the charging of an admission fee. Please view the policy on fundraising below.

To request approval for a public viewing of a movie:
Check the criterion website to see if your movie is in their database? The link to the site is http://www.criterionpicusa.com/.

- If the movie is in the Criterion USA database, request to show the film by sending an email to the Director of Student Engagement at least 72 hours in advance of the requested viewing date.
- A request to show the film must be submitted by email to the Director of Student Engagement (imartin@simpsonu.edu) at least 72 hours in advance of the requested viewing date.
- The request should include the name of the film, date of showing, purpose for showing, student organization or club sponsoring the event and name of faculty or staff member who has pre-approved the film choice.
- The Director of Student Engagement will notify the student organization or club if the movie has been approved for showing.

If any student organization or club wants to show a film on campus from a studio other than 20th Century Fox, permission can be obtained through SWANK motion picture (www.swank.com) at an average rate of $150-$300 per viewing. Please contact the Director of Student Engagement for more information. A more complete explanation of the application of the copyright law to college campuses may be found at www.westga.edu/~campus/forms/copyright_law.pdf.

**Facility Usage**

Use of all facilities must be reserved through Conferences Services in the Auxiliary Services office. Students wishing to schedule a room must have a sponsoring department. Event Request forms can be found in the Auxiliary Services office and must be filled out and approved by the authorized person of the sponsoring area. If you would like to check the availability of a room, please refer to the schedule posted outside the room’s door, or visit the Auxiliary Services office to check the master
Fundraising
All fundraising events involving students must go through an approval process. Forms for this may be obtained from the Director of Student Engagement or the sponsoring area’s office. Completed forms should be submitted to the Dean of Students, who will then forward them to the Advancement Office for final review. Plans for the event should not be made until the approval process is complete.

All such events must be held by a recognized student group, and a staff sponsor is required. Work directly with Conference Services to confirm space availability and set up needs.

Housing Exemptions and Requirements
All undergraduate students are required to live in one of the University on-campus residences. By accepting admission to Simpson University, a student agrees to live in one of the University’s on-campus residences unless the student requests and is granted an exemption to live off-campus. Exemptions from living in a University on-campus residence are given to students who are married, are 22 or older, have earned 92 or more units (the requirement for senior status), are part-time, are living daily at the primary residence of their parent/legal guardian (within a 35-mile radius from Simpson) have a live-in work requirement, are living at Gatehouse, are homeowners, or have disability-related reasons for not being able to participate in the housing requirements. Disability-related reasons must be approved by the Academic Success Center.

Exemption applications must be submitted to Residence Life by the established deadline. For returning students, the housing exemption deadline is March 2nd for the fall semester and November 2nd for the spring semester. Any exemption application by a returning student that is received beyond the deadline will only be processed after a $250 charge is received. Payment of the late charge does not secure an exemption approval. Payment of this charge is to be paid in the Student Development Office.

New students who have already applied to live on campus must submit their exemption applications to Residence Life by the payment deadline for the semester (Aug. 15 for fall, Dec. 15 for spring) in order to be considered. There is a $250 charge for exemption applications received from housing applicants after the August 15th or December 15th deadlines.

Exemption forms can be completed online as part of the registration process or at another time of the academic year by emailing a request to reslife@simpsonu.edu or calling (530) 226-4975.

Married students may not live in the residence halls (exceptions may be considered by the Dean of Students). Housing exemptions are not granted for purely financial reasons. Students applying for exemptions are urged to wait for a decision by the Dean
of Students before finalizing off campus housing arrangements. Do not sign a rental agreement before receiving an exemption.

Failure to have your off-campus housing situation approved by the Residence Life Office will result in your account being charged the minimum on-campus room and board fees. Falsification of your living situation information is grounds for disciplinary action, recalculation of Simpson financial aid, and you may be required to move back on campus. Falsification of your living situation will result in your account being charged the minimum on-campus room and board fees for the academic year. Additional charges may be assessed for any prior year when your living situation was also falsified.

By accepting admission to Simpson University, a student also agrees to purchase a meal plan. Students who are granted an exemption from living on campus do not need to be granted a separate exemption from having a meal plan. However, there is a separate meal plan exemption process for students who will be living in the residence halls. Students living in the University on-campus residences requesting an exemption from the meal plan should contact the Director of the Academic Success Center for consideration.

**ID Cards (SU One Card)**

All full-time, traditional undergraduate students are issued a photo ID card (SU One Card) upon arrival. It is called the “SU One Card” because it is a single card that serves as your student identification and provides access to many services and locations such as:

- Access to your residence hall and other secure student areas
- Meals at the Dining Center
- Access to Simpson University Library services
- Attendance credit for chapel and tutoring
- Student employee time clock
- You may also use your One Card as a form of payment by adding funds with your credit card through Simpson’s “GET Funds” website and mobile app. Funds can also be added by third parties such as relatives. The One Card is accepted at the following locations:
  - Emeriti Dining Center
  - The Bean Scene
  - Simpson University Book Store

In order to maintain a secure campus, Simpson safety officers may find it necessary to check the identity of unfamiliar persons on campus. A Simpson University ID Card is a convenient way for students to confirm their identity.

One Cards are issued by IT, located on the second floor of the Owen Center (OC-211). The replacement fee for a lost ID card is $15.
Immunizations
To protect the health of our students and our campus, two immunizations are required prior to matriculation, and a few others are recommended. Students should receive all of their required shots and/or submit appropriate records before arrival at the University for Orientation. The required immunizations are:

- The Tetanus-Diphtheria (DPT, DT, or TD) primary series and a booster within the last 10 years
- A total of two MMR’s (Measles, Mumps, Rubella vaccinations)

The recommended immunizations are:

- The Hepatitis B series and
- The meningococcal meningitis vaccine, Menactra
- The Varivax vaccine, which protects against chicken pox, is also wise if the student has never had the disease

A copy of the student’s health history form and the immunization form must be submitted to the Wellness Center prior to the end of a student’s first semester at Simpson University. Students who do not submit these forms may be subject to a charge of up to $100 and a hold on their account, which will prohibit registration for the following semester.

Marriage
Students planning on changing their marital status during the school year are responsible to notify the Residence Life Office and Simpson Central. Those students desiring pre-marital counseling may contact either Student Development or the Wellness Center, located on the 2nd floor of the Owen Center for more information. A married student may not live in the residence halls; however, exceptions may be granted on a case by case basis. If a change in marital status during a semester results in a student no longer living in the residence halls, the standard refund policy will be applied based on the confirmed date the student moved off campus. Refund policies can be reviewed at: simpsonu.edu/refunds.

Online Communities and Networks
Simpson University is aware of the growing usage of Facebook, Twitter, Snapchat and other similar websites as a way to network and communicate with other students here and elsewhere. It is important to share some cautions and concerns with its use:

1. Students should be careful about how much and what kind of identifying information is posted on these social networks. Most of these networks are open to anybody. It is unwise to post information like date of birth, social security number, address or phone number since it could leave students open to identity theft or stalking. Students should also be aware that information posted could reveal information not only about themselves but also others with whom they associate. These networks provide numerous privacy settings for information contained in its pages; students should use these settings to protect these kinds of private information.
2. Students should not consider these networks as a place to confront others or to settle disputes. Many of these conversations are open to the public, and comments made can be hurtful to others as well as damaging to their witness. The University urges students to handle their conflicts in a Christ-like manner.

3. Students should be aware that potential, current, and future employers may access information placed on these types of networks. Students should consider any information posted on these networks as potentially providing an image of themselves to a prospective employer. While these networks/directories are hosted outside the Simpson University network, violations of University policy posted on Facebook, Twitter, etc. (e.g., harassing language, possible alcohol or drug policy violations, inappropriate photos, etc.) are subject to investigation and sanction via the University Student Code of Conduct, and other relevant University policies (Adapted from Colorado Christian University).

Outside Vendors/Business on Campus
Salespersons and solicitors are not permitted to conduct business anywhere on campus unless they are part of a Simpson University ministry/opportunity fair or unless they represent appropriate ministry organizations (local churches, Christian camps, para-church organizations, etc.). Exceptions will require a Simpson University sponsor and the approval of the sponsoring group’s area administrator.

Outside vendors will not be permitted to sell any kind of merchandise, do any kind of solicitation or engage in any kind of commercial activity on the University campus. Exceptions will require a Simpson University sponsor and the approval of the sponsoring group’s area administrator.

Posters/Bulletins
All public notices must display approval from the Office of Student Development or from a Resident Director before they may be posted. Flyers must be displayed on specific bulletin boards available for such purposes. Informational flyers should not be placed on windows, doors, or restroom walls. Any posters displayed that do not honor this policy are subject to removal.

Power Strip Usage
Power strips must be UL-listed with an interior circuit breaker. These power strips may not be used to power other power strips and must be in compliance with the city of Redding guidelines issued at the beginning of the academic year.

Break Housing
During the academic year there are two breaks for which the residence halls are officially closed (i.e. Christmas Break and Spring Break). Students may request break housing by following the break appeal process. Break appeals will be made available to all residents. All approved appeals are contingent upon the student’s good standing with Student Development throughout the break.
Students needing break housing MUST:

1. Apply on-line for break housing (simpson.edu/housingapp) prior to the beginning of the break. Failure to be on the “school break housing list” or to apply online will result in the student having to make other arrangements for housing during the break.

2. Contact the office of Residence Life (reslife@simpsonu.edu) to have your reason for break housing verified or to pay for break housing.

Students who for any reason misrepresent their qualification for school year-break housing are subject to removal, charges, and/or discipline.

Sidewalk and Campus Life Safety
Please use bicycles, skateboards, scooters, roller skates, and roller blades on the streets and parking lots only. Please do not skateboard on the curbs and sidewalks. Please do not construct ramps and jumps or be pulled behind a moving vehicle.

Student Privacy Policy
The Family Educational Rights and Privacy Act of 1974 (FERPA) provides generally that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without the consent of the student (or former student). With few exceptions, which are provided by law, Simpson University students may see any of their educational records upon request. Access will normally be granted immediately. If there is a delay, it will not exceed 45 days following the request. The University annually notifies current students of their FERPA rights. For more information on FERPA, please see the annual notice document located in the Registrar’s Office.

Summer Housing
Students that require summer housing must complete the summer housing application (simpsonu.edu/housingapp). For more information, contact the office of Residence Life (reslife@simpsonu.edu).

Vehicle Operation
If you are a student, 18 years or older, and own your own vehicle, you may drive in California with a valid out-of-state driver’s license provided you do not take employment in the state, register to vote, and/or rent a home or apartment. If one or more of the above apply, you have 10 days to secure a California license as well as proof of insurance. The Department of Motor Vehicles (2135 Civic Center Drive, Redding, CA 96001; (800) 777-0133) should be contacted for the exact procedure to follow to obtain the license. An international driver’s license is not valid in California.

Visitor Parking
Visitors may park in the designated visitor locations on campus marked as “Visitor Parking Only.” Temporary parking permits are available free of charge for short-term visitors by calling 530-941-7592. Permits are not necessary for weekends or after
hours. These permits are valid in any campus parking lot.

KEEPING YOU SAFE

Campus Safety
The Campus Safety Department oversees all aspects related to safety for persons and property on campus, responds to emergency situations, assists in related safety needs, and enforces campus parking regulations. There are full-time safety personnel on campus nearly around the clock. The Campus Safety Department is located in Mod 61, and can be contacted by calling the Campus Safety at (530) 941-7592.

Campus Safety officers are not police officers. The Redding Police Department is responsible for general law and order on campus. The Campus Safety Department maintains a liaison with them and all other law enforcement agencies in our area. You should report criminal activities or other emergencies by dialing 911. If time permits, also contact the Campus Safety Department.

Safety, security, and crime deterrence on campus are community responsibilities – not a responsibility of the Campus Safety officer alone. To achieve optimal levels of security and safety, Campus Safety officers require the active cooperation, assistance and support of the community they serve.

Awareness Presentations and Printed Materials
Speakers are available to talk to your group or department about sexual assault, theft prevention, violent crimes, domestic violence, alcohol and drugs, personal safety, emergency preparedness, and other safety topics. Brochures, posters, and other materials about crime prevention are distributed throughout the campus. The Simpson University student newspaper, The Slate, may also include articles on crime prevention and related issues.

Campus Safety Information and Crime Statistics
Simpson University maintains the following statistics and policies in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Act:
An informed University community is a safety-conscious University community. These crime statistics are compiled and distributed to students, faculty and staff at the beginning of each academic year. Included in the statistics are crimes that occurred off-campus at University-sponsored functions. The statistics are gathered using the Uniform Crime Report definitions, and are available online. The Crime Statistics web page link is listed in the Website Links section of this handbook.

Campus Safety Programs
Simpson University students are encouraged to take advantage of special programs offered to ensure the safety and security of the campus such as Safewalks, Campus Telephones, Whistle Program & Vehicle Assistance.
Crime Prevention and Crime Prevention Programs
One of the essentials of any successful crime prevention program is an informed public. It is the intent of Simpson University to inform students and employees in a timely manner of any security problem that may pose a threat to their physical safety. Such information will normally be distributed to students through the Crime Alert Bulletin email. Awareness is the most critical factor in personal safety. Look out for one another and report any suspicious activity immediately to the Campus Safety Department (530-941-7592). Listed below are precautionary measures for students to protect themselves and their property:

- Walk in well-lit areas; avoid dark areas and shortcuts.
- Walk in groups of two or more, especially at night.
- Always lock your car and residence room.
- Do not leave valuables in plain sight in your car.
- Always make sure your keys are in your hand well before you reach your car.
- Mark personal property with your name or driver’s license number (an engraver will be provided upon request from the Campus Safety Department).
- If you feel threatened, blow a whistle or otherwise make noise to draw attention to yourself and your situation.
- If you feel threatened, get to others; do not remain alone.

Missing Student Notifications
The University has policies and procedures to receive, document, investigate and make all required notifications in response to any report of a student missing more than 24 hours. The Campus Safety department, working together with the Student Development department, investigates any report of a missing student.

Safe-Walk Program
The Campus Safety Department provides a safe-walk service to and from the parking lots upon request. Call the Campus Safety cell phone at (530) 941-7592 to request this service.

Safety Cameras
Video cameras are in place throughout the campus to improve the safety and security of the community. Students are prohibited from tampering with or disrupting the cameras for any reason.

Safety On and Near Campus
In an effort to raise awareness of safety issues, as well as encourage students to take appropriate measures to help ensure their own safety, the University strongly recommends that students do not exercise or travel alone on the streets in the immediate vicinity of the University, especially after dark. Students without vehicles, who live in houses within walking distance, are encouraged to work with other students to arrange for rides to and from campus.
Safety Request Form
This document may be used by anyone to identify potential safety hazards around the campus. The Student Safety Work Request form can be found on the student resources webpage. The web page is listed in the Website Links section of this handbook.

Safety Whistle Program
As a part of the University’s commitment to a safer campus, whistles are made available to the Simpson community. Any member of the Simpson community who would like to participate in this program should contact the Campus Safety Department. Use of these whistles is encouraged both as a deterrent to any potential criminal activity and as a means of drawing maximum attention in the event of an emergency.

Those hearing a whistle being blown should immediately move to that area (with others, if possible) to provide assistance by:
- Rendering aid to the person soliciting help
- Calling 911 for assistance (8-911 if calling from a campus telephone)
- Calling the Campus Safety cell phone, (530) 941-7592

Vehicle Assists
The Campus Safety Department is equipped to offer assistance with minor vehicle problems, such as a battery jump. For such problems as keys locked in a vehicle, a flat tire or more serious vehicle problems, safety personnel are available to make the necessary call to secure a locksmith or road assistance.

Weapons
The possession and/or use of any types of weapons, including but not limited to: firearms, air and spear guns, knives with fixed blades over 2.5 inches, martial arts weapons, bows and arrows, swords, paint pellet guns, batons, clubs, tasers, stun guns, and explosives of any type is prohibited.

In addition, it is a felony to possess firearms on campus and it is a misdemeanor (PC 626.10) to bring or possess a less lethal weapon or fire crackers upon the grounds of a college or university.

All individuals in possession of self-defense items must comply with applicable California State law regarding training and permit to use.

EMERGENCY PROCEDURES

Fire
In the residence halls: When a fire alarm sounds immediately exit the building. Do not stay to remove any items from your room. Do not prop open any doors. Once outside the building, meet at the predetermined evacuation point and make sure one of the staff knows you are out of the building. Do not return to the building without the approval of the residence life staff.
In other buildings: When a fire alarm sounds, leave the building immediately. Once outside, stay with the other persons who have exited and do not return until an official all clear has been given.

Reporting Fires: Should you be the first to see a fire on campus, pull the nearest fire alarm pull station, and, if possible, contact Campus Safety at (530) 941-7592.

Media
In the case of an emergency on the Simpson University campus or regarding any member of the Simpson University community, please coordinate all correspondence with the media through the Media Relations Office at (530) 226-4737 or (530) 226-4603.

Medical
- Call 911 immediately if an individual is not breathing, having serious difficulty breathing, is unconscious or in severe pain.
- Contact the Health Services Manager (Campus Nurse) at (530) 226-4178 in a non-life threatening situation. Our RN will take charge of the situation until other qualified medical personnel arrive.
- If the Health Services Manager is not available, call Campus Safety at (530) 941-7592 and then a Residence Life on Call Staff number at (530) 385-6117 to advise them of the situation.

Sexual Assault and Rape
Simpson University is committed to educating the campus community about the common circumstances that can lead to sexual assault and rape, possible prevention strategies, and available victim support services. The Title IX Coordinator and his/her deputies are instrumental in providing educational materials and periodic educational seminars concerning sexual assault and rape.

Students are encouraged to report all incidents of rape and/or sexual assault. It is strongly advised that any student who is raped or sexually assaulted have a medical examination, even if they think that no physical injury has occurred or they do not wish to file formal charges of any kind. They may be in shock, have internal injuries, or have been exposed to an STD, etc. Treatment for injuries and STDs should be done quickly, and even more critically, physical evidence of a sexual assault or rape should be collected at the hospital within 72 hours of the assault. After that time, physical evidence can no longer be preserved.
- If rape drugs are suspected, try to obtain a sample of the drink and/or be sure to report this suspicion with the request that a urine test be done as soon as possible.
- Students are encouraged to write down all the details and recollections of the incident including descriptions of persons involved in the rape or sexual assault.

In dealing with sexual assault and rape on campus, Simpson University strongly encourages
the full prosecution of all local, state and federal laws. Victims may choose to report the incident to Campus Safety at (530) 941-7592 or the Title IX Coordinator at (530) 226-4108 to initiate any legal and/or disciplinary action. These departments /individuals are also available to assist in contacting the Redding Police Department at (530) 245-4200 or One Safe Place at (530) 244-0117. The victim may also choose to contact the Redding Police Department at 911.

Simpson University will offer all available support and referral services, which may be appropriate, including confidential counseling from the Counseling Center, located in the Wellness Center, 2nd floor, Owen Center, Suite 208, and assistance with filing an informational report with the Redding Police Department or contacting One Safe Place.

When selecting any of these options, victims can expect:

- To be treated with respect
- To have confidentiality maintained (within the bounds of the law and University policy)
- To have University or criminal proceedings fully explained, including such matters as who to contact and how to preserve evidence necessary to the proof of criminal sexual assault
- To receive prompt relocation in campus housing, if advisable
- To receive referral information for support services
- If University disciplinary action is initiated, the victim and accused can expect:
  - To be notified of all disciplinary proceedings
  - To have an advisor or support person present at any hearing
  - To be kept informed and advised as to the general outcome of the disciplinary process

Simpson University, in accordance with University policy, will file all necessary documents with the Redding Police Department upon receiving a complaint of sexual assault.

**Reporting Procedures: Formal Criminal Complaint**

- File police report through Redding Police Department or other appropriate law enforcement agency.
- Call the Campus Safety Department at (530) 941-7592. The department is open 24 hours a day, seven days a week. Campus Safety is available to arrange a neutral meeting place for your initial contact with the police and, if you wish, a representative of Simpson University will accompany you. Simpson University has no control over the investigatory and legal process that may result when you report a crime to the police, but will cooperate fully with it. If a student makes the decision to report, Simpson University’s policy is to assist law enforcement, and not to take any action that would interfere with the law enforcement agency’s criminal investigation. Simpson University will only proceed administratively when it does not compromise a pending law enforcement investigation.
• A police report is taken. This informational process requires the student to recount details of the incident. The taking of this report implies that there exists the possibility that criminal charges may be filed. The District Attorney has the option to proceed with prosecution with or without permission of the victimized student.

Student Responsibilities When Absent for Personal/Family Tragedy
When a student will be absent from class due to a personal or family tragedy (serious illness, family death, etc.) he/she is responsible to see that the Academic Office is notified (530-226-4133) about her/his absence, her/his anticipated return to class, and to supply the Academic Office with contact information.

In addition, the student may be contacted by the Office of Spiritual Formation for prayer and encouragement.

SERVING YOU

Student Services
Most of this section is information about how the Simpson community serves Simpson students. It also includes some policies and guidelines that at first may seem cumbersome, but upon a closer reading are expressions of The Simpson Way commitment of “Community: My Responsibility.”

Academic Success Center
The Academic Success Center (ASC) engages in the intellectual growth and success of Simpson University students by providing them with resources, education, guidance, and support to assist them in their individual efforts. We do this by providing the following services to students in all programs:

Academic Coaching: This is a goal-oriented, individually tailored program for students at any academic level and in any academic program at Simpson University. The goal of the program is to provide accountability to students as they continue to take the next step further in their learning pursuits. The topics are endless and depend on the individual; they range from setting goals and time management to note-taking and speed reading. Tutoring: Peer tutoring focuses on the core level (1000 and 2000) classes, but we do provide tutoring, as available, for upper level courses. Tutors will provide students with techniques to learn, organize, and understand the information that is presented in class and through the texts. Therefore, students should come having read the text and gone to class. For the current schedule, see the ASC.

Tutoring: Peer tutoring focuses on the core level (1000 and 2000) classes, but we do provide tutoring, as available, for upper level courses. Tutors will provide students with techniques to learn, organize, and understand the information that is presented in class and through the texts. Therefore, students should come having
read the text and gone to class. To request a tutor, see the ASC.

**Disability Accommodations:** Students who have documented disabilities are encouraged to set up an appointment with the ASC Director. Disabilities include, but are not limited to: sensory impairments, motor impairments, medical conditions, learning disabilities, attention deficit disorders, and psychological disorders. Disability accommodations relate to the functional limitations caused by the disability in the student. Documentation must be conducted by a qualified professional, and be appropriate to the disability being assessed. Students are responsible for requesting accommodations and for assuming the cost of any professional assessments that are needed. Accommodations are not retroactive, so early registration is important. Please come to the ASC to learn more about the process to request disability accommodations.

For more information about any of our services please come by the Academic Success Center (OC 203), email us at asc@simpsonu.edu or call us at 530-226-4783.

**Advising Center**
The Advising Center is located in Simpson Central on the second floor of the Owen Center. Academic Advisors are here primarily to advise students with fewer than 24 college credits and all students who have not declared a major. When freshmen arrive on campus, they transition from an Admissions Counselor to a staff Academic Advisor who will assist them with any needs or concerns that may arise related to choosing a major, course selection, and planning for graduation. Academic Advisors are also available to all non-freshman students for supplemental advising. Advisors may offer extended guidance and direction through referrals for tutoring, personal counseling, or career counseling.

**CARE Team**
The CARE Team exists to discuss and address issues and identify strategies for at-risk students, to make recommendations to appropriate areas of campus as an advisory team, and to foster a culture of communication between Student Development, Enrollment Management, and Academics. The CARE Team is the central repository for reporting and records regarding any students of concern. As well, the team initiates threat and risk assessments, assesses available resources for students’ success, activates student interventions, and coordinates follow-ups for students. Please contact Student Development at 530-226-4108 for more information on the CARE Team.

Any member of the Simpson community who has a significant concern regarding the welfare and/or wellness of a particular student file a CARE Report at simpsonu.edu/care or should contact one of the members for help via careteam@simpsonu.edu. The CARE web page info can be found in the Website Links section of this handbook.

**Mail and Copy Services**
Student mailboxes are located on the 1st floor of the Owen Center. All incoming mail should be addressed as follows:
Mail and Copy Services does:
- Sell postage (metered and stamped)
- Provide supporting documentation forms for select USPS and FedEx services.
- Determine weight and shape dimension of mail and calculate postage (USPS and FedEx)
- Personal copy jobs

During summer vacation, mail will be forwarded to students who provide an alternate address from May through the first day of the following fall semester. Students who are graduating or withdrawing must:
- Return their CPO key to avoid the $25 charge for a replacement key
- Provide a forwarding address

Mail for graduated or withdrawn students will be forwarded for 30 days. After 30 days mail will be returned to sender.

Wellness Center
The Wellness Center is located on the 2nd floor of the Owen Center, Suite 208, and is home to Health Services, Career Services and the Counseling Center.

Career Services
Career Services provides career guidance, practical information, tools, and resources for students, alumni, and staff to assist with resume writing, job hunting, or mock interviews. There are a wide range of interest, personality, and career assessments available to help students prepare for the world of work and service. We look forward to working with you to explore your career directions, life calling, career plan, or field of study. To make an appointment with a career counselor you may book online at careerservicesU.youcanbookme.com.

Students are strongly encouraged to begin the process of exploring their occupational fit early on in their college experience so we can maximize the services offered throughout your time at Simpson University. You can also reach Career Services by email at careerservices@simpsonu.edu or call 530.226.4106.

Counseling Center
The Simpson University Counseling Center offers professional counseling services to assist students in their personal growth or to help them navigate the mental, emotional and relational health challenges or crises that college life may present. Short-term counseling and assessments are available to all full-time students in the traditional undergraduate program which are included in their tuition costs. Additional sessions for traditional undergraduates, ASPIRE students, credentialing and graduate programs, and
Tozer Seminary are available at a reduced fee. Students may call, email or come to the Wellness Center to set up an appointment. Students who have an immediate crisis or emergency should contact or Campus Safety at (530) 941-7592. The Counseling Center can be reached at (530) 226-4667 or via email at counselingcenter@simpsonu.edu

**Health Services**
Health Services is staffed by a Registered Nurse and offers free, confidential care to all traditional undergraduate students, residents and commuters. A variety of services are provided, including illness and injury assessment and treatment, free non-prescription medicines, residence hall illness visits, referral to outside providers, flu vaccine clinics in the Fall, Tuberculin skins tests, travel health advice and immunization research, and equipment loans (crutches, wheelchair, heating pads, etc.)

The Health Services Office is open each day while school is in session. The phone number is (530) 226-4178. Scheduling appointments in recommended, but walk-ins are welcome when the nurse is available.

**Spiritual & Pastoral Care**
Often in the midst of life’s difficulties, you may need someone to pray with, to journey with you in a spiritually dry season, or to give guidance and help you see where God is present in your life. If you desire spiritual care, please contact the Spiritual Formation office at (530) 226-4978 and one of the staff would love to meet with you. The Spiritual Formation staff desire to listen and walk with you on your journey with God, no matter if you are a seasoned Christian or just starting to get to know God. Of course, many willing and available people on campus provide shepherding and spiritual care, including Resident Directors, Resident Assistants, Prayer Leaders, Wellness Center staff, and many faculty/staff members.

**Information Technology Services**
The Information Technology Services department offers the following services to students to assist with their technology needs:
- Accessing Simpson University technology systems and services (e.g. wireless, Portal, WebAdvisor, Moodle)
- General computer issues (must be Simpson University related and is limited to one hour per incident, students are required to complete a liability release form)

**Veterans Success Center**
The Veterans Success Center (VSC) is available to all service members, veterans of the U.S. military, and their guests. It is a community space on campus where student veterans can engage with each other while having access to complimentary resources. Simpson University has committed to providing the student veterans community with a “one-stop shop” for everything related to their education and career planning.

Simpson's Veterans Success Center is the largest student veteran center in California's North State area.
Mission
To be an exemplary advocate of veteran success, providing our student veterans community a gateway to a culture of purposeful and inspirational Christ-centered learning.

Vision
To provide pathways of successful transition for the development of student veterans in mind, heart and transformative change through leadership, community and life-long learning.

VSC Amenities
- The Veterans Success Center has multiple computer stations, group and independent study rooms, complimentary printing, T.V., book loan program, and concession and eating area.
- SAVE team members will be available at specific times each month.
- Office of the Director of Veterans Success Center
- Schedule an Appointment with the Director of Veterans Success Center.

VSC Hours of Operation and Contacts
Location: Mod 7 Room 72
Hours: Monday-Friday 8 a.m. - 5 p.m.
Phone: (530) 226-4759
Email: vets@simpsonu.edu
Website: simpsonu.edu/veterans

GETTING INVOLVED: PROGRAMS & ACTIVITIES

Athletics
Athletics is an inspiring place to live out The Simpson Way. The challenge of maintaining “Christ: My Focus, Character: My Priority, and Community: My Responsibility” in the arena of competition is greater than the challenge to win on the scoreboard. Three levels of athletic activities are available to students at Simpson University: club sports, intramurals and intercollegiate sports.

Athletic Clubs
Athletic Clubs are organized under the guidelines set forth by the Director of Athletics. An Athletic club must compete against other club teams, especially club teams from other universities. Each athletic club must have a Simpson staff sponsor for guidance and accountability and submit to the jurisdiction of Student Development.

Intercollegiate Sports
Simpson University sponsors 12 varsity sports and participates in the National Association of Intercollegiate Athletics (NAIA) and the California Pacific Conference (Cal Pac).
Through competition, fair play, and participation in collegiate sport, Simpson Athletics embeds its purpose within the mission of the University as a “Christ-centered learning community committed to developing each student-athlete in mind, faith, and character.” With a focus on spirituality and education, the Athletics department aims to develop Disciples of Christ, achievers in the classroom, champions of character and service, and strong competitors in sport.

The Red Hawks sponsor the following sports: Men (6) - Baseball, Basketball, Cross Country, Golf, Soccer, and Wrestling; Women (6) - Basketball, Cross Country, Golf, Soccer, Softball, and Volleyball.

Information on Simpson Athletics can be found at www.simpsonredhawks.com.

**Intramurals**

The purpose of the Intramural program is to provide a safe and welcoming environment where the Simpson University community can play, exercise, have fun, and enhance sportsmanship and character through moderate competition. Intramural planning and organization is done by the Assistant Director of Student Engagement.

**Residence Life**

Simpson University believes that living on campus is a valuable facet of the University experience. Campus living offers the advantage of close fellowship with other students, opportunities to develop/grow in various aspects of personal life, and easy involvement with University activities.
As an integral part of Simpson University, a goal of Residence Life is to help facilitate the holistic development of residential students. This responsibility is accomplished through fostering a living-learning environment conducive to students’ academic success and personal development. The entire Residence Life staff works together as a trained team and acts as a valuable resource to residents. Below, you will find further clarification of the roles they play.

**Resident Directors (RD):** The Resident Director oversees the activities and administration of two residence halls at Simpson University. As a live-in professional, the RD is responsible for recruiting, developing and evaluating the Resident Assistants (RA) and the Hall Council (HC). The RD works with the residence life and student development team to develop, execute, and assess holistic programs based upon strengths and thriving in order to promote a culture of student success.

**Resident Assistant (RA):** The main responsibility of an individual working as a Resident Assistant is to help facilitate the holistic development of residential students at Simpson University. This responsibility is accomplished through developing personal relationships with students, fostering a living-learning environment and by working with the co-leader on their respective floor (in most cases) to ensure a safe and secure living environment for residents.

**Commuter Student Services**

**Commuter Student Services Program**

The Commuter Student Services team includes the Commuter Student Services Lead/Coordinators and the Assistant Director of Student Engagement. The Commuter Student Services team provides support for commuter students through the staffing of the Commuter Lounge, being a liaison between on/off campus community resources, assisting in coordinating outreach opportunities and more. The Commuter Student Services program promotes fellowship and community among commuter students both on/off campus. Commuters are encouraged to participate in the promoted commuter events as well as campus events for students. We hope to engage students on campus but also in their current communities around Redding. The Community/Commuter Lounge is located on the second floor of the Owen Center and is shared with staff, faculty and commuter students alike. Student needs and concerns can be addressed directly through the Assistant Director of Student Engagement, or the Office of Student Engagement.

**Commuter Students**

Commuter students are expected to follow the same lifestyle guidelines as resident students. They have access to all student services including the opportunity to speak and assist commuter students about their concerns and ideas and obtain peer support from the Office of Student Engagement and the Assistant Director of Student Engagement. The Office Student Engagement is in the Student Development suite located on the 2nd floor of the Owen Center, Suite 206, 530.226.4107.
Commuter Students on Campus
As well as the Community/Commuter Lounge, commuter students have other options on campus. Commuter students may eat in the Dining Center, either purchasing food there or bringing their own food. If commuter students use the dining hall and are not buying a meal, they are asked to check in with the cashier as they enter the dining hall. Commuter students can purchase either individual meals or a meal card (multiple meals). For more information on prices see the “Dining Center” section of this handbook. Commuter students are encouraged to participate in events and programs hosted by Commuter Student Services as well as in on and off-campus activities and events that are facilitated by various departments and student groups. Commuter students have access to all the services of the Wellness Center, including career services, the Health Center services and the Counseling Center services. Commuter students are also welcome to use The Nest (Student Lounge) in Mod 8. These are just a few of the on-campus options available for commuter students. Please contact one of the Commuter Student Services staff, stop by the Community/Commuter Lounge, or contact the Assistant Director of Student Engagement for more information.

Spiritual Formation
The Spiritual Formation programs are one part of a concerted University-wide effort to develop students holistically during their time at Simpson. The University is committed to an educational environment in which our students become serious followers of Jesus Christ, are spiritually formed to reflect His personal character and compassion for others, and are equipped to be people of influence in their context of life and work. The faculty, staff, and administration of Simpson University are committed to providing an educational environment that focuses on holistic development inside and outside the classroom. This includes intentional emphasis on the intellectual, social, emotional and spiritual development of the students.

The Office of Spiritual Formation is dedicated to helping each student pursue Christ, deepen his or her love for Him, and inspire a greater call to service in our world. We believe a commitment to serve develops out of a personal, ever-growing relationship with Jesus Christ which manifests as love for Him and compassionate action for others. There are many opportunities at Simpson to encounter in a personal way the transforming and continuing work of Jesus Christ as Savior, Sanctifier, Healer, and Coming King.

Students’ participation in chapel services, the worship team, small groups, short-term missions, community outreach, service opportunities, and classes on the spiritual life will encourage their desire to walk with God for the rest of their life. Students will find that these alongside student-initiated spiritual activities, their relationship to faculty, and their classroom experience will contribute to their spiritual development in relationship to God, themselves, and others.

These programs express all of the Simpson Core Values. In addition, as a student
experiences these programs, they are presented with the opportunity to apply all three statements of The Simpson Way to their own development.

Campus Ministry
The Campus Ministry Leadership Team is composed of student leaders who facilitate spiritual formation programming for the campus community. Under the supervision of the Campus Pastor, the Campus Ministry Leadership Team includes the Spiritual Formation Coordinators (including Men and Women's Spiritual Formation Coordinators), Worship Ministries Coordinators, and Prayer Coordinators.

Chapel
As might be expected, much of the student activity on campus has a spiritual focus. One example is chapel, which meets two times a week with required attendance by all full-time, traditional undergraduate students. Chapel is one place where our hearts and minds encounter God. It is designed to intentionally develop the life of our community through meaningful worship, Biblical and Spirit-breathed messages, and opportunities to share our spiritual journeys in a variety of formats. It is a central part of our life together. Chapel normally convenes two times weekly (Wednesday and Friday from 10:20 to 11:20 a.m.) in the James M. Grant Student Life Center. For more on chapel, please see page 86.

Prayer Leaders
We believe that prayer is powerful, a vital part of building God's Kingdom, and seeing his will accomplished here on earth. Prayer Leaders are current students who want to see God's kingdom come in the lives of their peers through prayer, support, and soulcare. There are prayer leaders assigned to each res-hall floor and to the commuter students and they are excited to do what they can to meet the needs of their fellow students through planning events and hosting small groups and Bible studies.

Worship Team
Under the guidance of the Campus Pastor, students are given the opportunity to participate in leading worship for campus chapel services and other ministries on campus. Instrumentalists, vocalists and student worship leaders work together to promote a deep and heartfelt worship experience for the Simpson community. The purpose of the worship team at Simpson University is to provide support and creative direction to the musical worship aspects of chapel programming. The Simpson University worship team seeks to magnify the greatness of God in Jesus Christ through the power of the Holy Spirit by skillfully combining God’s Word with music; thereby motivating the Simpson community to proclaim the gospel, to cherish God’s presence, and to live for God’s glory.

Service Ministries
Service Projects
In an effort to live our value of service, the Spiritual Formation office plans, communicates, and executes a variety of service projects throughout the year with the
help of the student Community Service Assistants. Some common groups served are local churches and schools, nonprofit organizations serving the “least of these”, and individuals. The tasks range from yard work to event setup, to deep cleaning. Staff, faculty, and students are encouraged to join as we serve our city with the love of Christ. To participate or find out about the next opportunity, email spiritualformation@simpsonu.edu.

Day of Service
During this special service project each fall all of the students, staff, and faculty set aside a day to serve the City of Redding. Each year we serve at several sites around the city demonstrating the love of Christ through practical expressions of love and compassion. For over a decade we have come together to show that it is truly “better to serve than be served.”

Student Missions: WorldSERVE
Simpson maintains a strong commitment to world missions and to the kingdom of God. Many students live out this commitment through participation in our student missions program. Each year in the fall students apply to see what opportunities are available for spring break as well as the summer. Leaders are chosen through an application and interview process. Once teams are formed and announced in October, students who are interested in going on a team may apply and be interviewed.

Funds are raised through personal finances, prayer letters, and team fundraisers; all members are responsible to raise their own support. Training begins near the end of the fall semester with weekly team meetings and monthly all-team meetings. Students who participate on student mission teams may qualify for the Student Mission Grant for the following fall.

International Worker In Residence (IWIR)
Our International Worker(s) In-Residence is a career overseas worker with the Christian and Missionary Alliance who comes to the Simpson community to teach and develop students during his or her year away from the field. The IWIRs are vision-casters, recruiters and trainers for cross-cultural ministry, with a focus on the Christian and Missionary Alliance.

Global Impact
The Global Impact team is composed of two student leaders, volunteer members, and the IWIRs as advisors. The team is responsible for providing activities that increase student awareness of world missions at home and abroad by sponsoring a number of events throughout the year. Members organize prayer meetings, plan chapel programs that spotlight world missions and humanitarian issues, and Global Impact Week. Global Impact Week features missionary speakers, chapel programs, an international dinner, and other activities.
STUDENT INVOLVEMENT
Included in the learning experiences of a college student are those learning experiences that occur outside of the classroom. The following information presents venues for living out The Simpson Way commitments of “Christ: My Focus”, “Character My Priority” and “Community: My Responsibility.”

Leadership Opportunities
There are many opportunities to get training and move into student leadership at Simpson. We encourage all students to seek out some leadership role while here. Opportunities include, but are not limited to, small group leaders, Resident Assistants, Commuter Student Services Coordinators, Activity Coordinators, FYE leaders, ASBSU Senate (student government and student-led activities), Residence Hall President/Associations, Worship Team leaders, Mission Team leaders, student ministry leaders, prayer leaders, student publication editors (The Slate newspaper and The Gateway yearbook), internships, and various Senate committees.

Student leaders are challenged to be examples of The Simpson Way in fulfilling their responsibilities in their positions of influence.

Leadership training and personal growth workshops are offered for student leaders throughout the year by various areas of Student Development. These workshops and other group discussions are aimed to address life’s issues and contemporary concerns. We encourage students to grow as whole people through these intentional programs.

ASBSU (Associated Student Body of Simpson University)
All full-time undergraduate students in the traditional program are part of the ASBSU and are entitled to participate in all activities sponsored by the ASBSU. Student government at Simpson University is composed of an executive committee, class presidents, and the representatives of clubs, classes, and various campus areas. These students comprise the membership of the ASBSU Senate. It is through the work of the ASBSU Senate that the goals of promoting unity, furnishing a forum for the discussion of problems, the hearing/ considering of students’ suggestions and ideas, and the fostering of cooperative University-wide relationships are accomplished. Many of the opportunities for student growth at Simpson are activities or ministries that are sponsored and/or coordinated by student government. ASBSU Senate meetings are open to all student body members. Items for the agenda can be submitted to any Senate member. Agenda items and meeting minutes are available by request. Please email your request to asbsu@students.simpsonu.edu for more information. The constitution and bylaws regulating this body, along with Senate minutes, are available on the ASBSU website (simpsonu.edu/asbsu).

Student Clubs
Opportunity is provided for students to organize clubs that pursue their passions, hobbies, academic fields, and other areas of interest. Student Clubs are student-initiated and student led organizations. These clubs must be chartered and approved
by the ASBSU. The Assistant Director of Student Engagement supervises all clubs and serves as the liaison between Student Clubs and ASBSU. To join a club or start a new one, contact the Assistant Director of Student Engagement.

**First Year Experience - LEAD 1100**
The FYE Leaders, along with specially trained faculty and staff, teach the LEADERSHIP 1100 class. This one-credit, graded class helps students better understand what it takes to succeed academically, personally, and spiritually as a college student. It is required of all new students under 22 years of age and with less than 24 credits. Throughout the First Year Experience, students are encouraged to seek out assistance when faced with academic challenges or adjustment issues. This environment of encouragement will be created as they:

- Develop an understanding of holistic development and why we value educating the whole person
- Identify and apply their strengths in daily living and learning environments
- Contribute to the Simpson community through utilizing their strengths
- Understand the demands and expectations placed upon them and the impact of their choices
- Actively pursue knowledge for the purpose of serving a diverse world
- Celebrate God’s global mosaic of cultures and perspectives

**FYE Leaders and Transfer Coaches**
These student leaders facilitate the connecting of new students to the Simpson campus community. During Orientation Weekend, they assist in orienting new students to campus buildings, University policies, faculty/staff members and to other students. Throughout the fall semester, FYE and TraC leaders lead small groups of new students. These meetings can help students adjust to all aspects of campus life.

**Music**
Current music opportunities are Simpson Chorale, Jazz Band, Shasta Symphony Orchestra, Trinity Repertory Singers, and private instruction (both vocal and instrumental). All students, regardless of major, are encouraged to participate.

**Student Activities Board**
The Student Activities Board is staffed by creative, fun and remarkable students. These student leaders have the responsibility of providing holistic programming, events, and activities to the general student body. These student leaders work with the Assistant Director of Student Engagement to help students develop socially, emotionally, intellectually, spiritually, physically, vocationally, and in their understanding of diversity issues. If you are interested in helping or in learning more about what this group does, please contact the Assistant Director of Student Engagement.

**Student Activities Expectations**
Student activities must be sponsored by the ASBSU or another official department or organization of the school. The Student Activities Board coordinates a wide variety of
activities for students. Students wishing to have a particular activity sponsored by the University should contact ASBSU or the Campus Activities Board.

**Diversity/International Groups**
The growing diverse population at Simpson not only aids in the building of friendships, but also promotes a global, cross-cultural worldview throughout the student population. Our community encourages a global, cross-cultural worldview, lending to a healthier view of self and others. For more information on connecting with student clubs, activities and events that promote cross cultural conversations and support diverse talents and experiences, please contact the Director of Student Engagement or Assistant Director of Student Engagement.

**Missionary Kids /Third Culture Kids (MKs/TCKs)**
We have an association with Gatehouse Ministries, a local non-profit agency that ministers to students whose parents are international workers, which provides help with cultural re-entry, interaction with other MKs and TCKs, and a “safe home” for the MK community of Redding. Presently Gatehouse Ministries works with more than 50 MKs, eight of whom live at the Gatehouse. Gatehouse is located only a short distance from the campus. Each month throughout the school year Gatehouse provides special events for MKs and TCKs. Up to 9 housing exemptions are granted per semester to qualifying MK’s who wish to be housed at Gatehouse.

**Sun Oaks Discounted Fitness Club Membership**
Simpson has an agreement with Sun Oaks Tennis & Fitness Club offering a student membership of only $109 for the school year. Sun Oaks is a complete fitness club offering Simpson students access to seven outdoor tennis courts, two racquetball courts, indoor and outdoor basketball, and complete fitness facilities including a huge cardio room, weight room, a large selection of group classes and more. Included in membership is access to an indoor pool, spa, and saunas. For more information call Dan at (530) 221-4405, email him at dangazz@c-zone.net, or visit www.sunoaks.com. To enroll, complete the Sun Oaks Membership Form, available at simpsonu.edu/sunoaks.

**Student Publications**
Students at Simpson University are offered the award-winning school newspaper, *The Slate*, multiple times each semester. Students serving as writers, editors, and production staff are part of the newspaper practicum class offered each semester. As a student-run newspaper, *The Slate* does not speak on behalf of Simpson University and the views expressed therein are that of the staff reporters and editors. At Simpson University, in compliance with State and Federal law, student editors are given the right to make all content decisions regarding the newspaper and, therefore, assume all responsibility for those decisions.

The annual yearbook, *The Gateway*, and the student newspaper, *The Slate*, are produced by students under advisement of a faculty member. Interested students can volunteer their time or sign up for the practicum associated with each publication. For more
STUDENT CONDUCT EXPECTATIONS

More than any other section in this handbook, this section expresses our commitment to The Simpson Way, “Christ: My Focus; Character: My Priority; Community: My Responsibility.” At stake in these guidelines is who we are, who we are becoming, and how we live in community together.

The process by which potential Student Conduct violations are handled seeks to employ respect for all parties and balance care for individuals with care for the community as a whole. Simpson University’s redemptive discipline process is complainant driven in nature. While we care about issues that concern our community, we respond to issues as they are properly brought to our attention rather than attempting to uncover potential Student Code violations through extensive investigations. Students, staff and faculty alike are expected to employ the Matthew 18:15-16 resolution model by personally confronting concerns as appropriate and then follow the protocol outlined in the Student Handbook to file an allegation via the following link: simpsonu.edu/incident or pursue a response from the appropriate area (i.e., Residence Life, Campus Safety, Facilities, etc). Anonymous allegations will not be adjudicated.

Definitions

- The term “University” refers to Simpson University.
- The term “campus” refers to all University owned property.
- The term “student” refers to a person in the traditional undergraduate program, including persons who withdraw, transfer or leave the University.
- The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Students.
- The term “guest” refers to any visitor that is hosted by a member of the University community.
- The term “Student Conduct Board” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.
• The Coordinator of Student Accountability is that person designated by the
University to be responsible for the administration of the Student Conduct process.
• The term “policy” means the written regulations of the University as found in, but
not limited to, the Student Life Code, Residence Life Code, the University web page
and Information Technology Code, and undergraduate catalog.
• The term “complainant” means any person who submits a charge alleging that a
student violated this Student Code. When a student believes that he/she has been
a victim of another student’s misconduct, the student who believes he/she has
been a victim will have the same rights under this Student Code as are provided to
the complainant, even if another member of the University community submitted
the charge itself.
• The term “respondent” means any student accused of violating this Student Code.
• The term “intoxication” is defined as a state of being, on or off campus, in which a
person experiences a loss of normal use of his/her mental and/or physical faculties
due to the use of alcohol. This includes but is not limited to slurred speech, loss of
motor coordination, aggression, loss of memory, abusive behavior, or a blood
alcohol content of .05 or greater.
• The term “consent” means the act of willingly, knowledgeably and presently
agreeing to engage in specific sexual behavior. Consent is clear sexual permission
and can only be given by one of legal age. Consent can be given by word or action,
but non-verbal consent is more ambiguous than explicitly stating one’s wants and
limitations. Under this policy, “No” always means “No” and “Yes” always means
“Yes,” however, a person can always retract their “yes” at any time. A person is
incapable of giving consent if he/she is asleep, unconscious, physically
incapacitated, is not using mutually understandable words or actions or is
otherwise unable to communicate. No one who has been threatened, intimidated,
coerced, drugged, incapacitated by alcohol, or any drug can give his or her
consent. For example, when alcohol or other drugs are used, a person will be
considered unable to give valid consent if the person cannot appreciate the who,
what, where, when, why, or how of a sexual interaction. Silence, non-
communication or inaction will never be interpreted as consent, and a person in a
state of diminished capacity and judgment cannot consent. Consent always
requires that the person is able to freely choose between “yes” and “no.” A person
is also unable to give consent when he/she is mentally handicapped. A person is
further deemed incapacitated when his/her decision-making capacity, awareness
of consequences, and ability to make fully-informed judgments is impaired
regardless of the amount of alcohol consumed. A current or prior sexual or dating
relationship does not constitute consent. Consent is also not given or implied
through permission for a different particular sexual act, what someone is or isn’t
wearing, how he/she is dancing, where they are walking or how they are sitting,
whether or not the person fights back, or whether or not both parties are drinking
or using drugs. Again, a person can withdraw consent at any time during the
course of a sexual encounter. Lastly, anyone who engages in a sexual relationship
with a person over whom she or he has any degree of power or authority must
understand that the validity of the consent involved can and may be questioned.
Student Expectations Authority

The Coordinator of Student Accountability, along with the Dean of Students, shall determine the composition of the Student Conduct Boards and Appellate Boards, including chairpersons, and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.

The Dean of Students and/or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

Decisions made by a Student Conduct Board and/or the Student Conduct Administrator shall be final, pending the normal appeal process.

Community Standards and Proscribed Conduct

Any student found to have committed or to have attempted to commit the following misconduct as outlined here in the Community Standards and Proscribed Conduct is subject to the disciplinary sanctions outlined in Redemptive Disciplinary Procedures/Processes.

The University considers the following to be inappropriate and misconduct for its students:

A. Possession or use of pornographic material (regardless of media type)
B. Use of obscene language
C. Acts of dishonesty, including but not limited to the following:
   1. Furnishing false information to any University official, faculty member, or office
   2. Forgery, alteration or misuse of any University document, record, or instrument of identification
D. Disruption or obstruction of research, administration, disciplinary proceedings, residence hall life, learning environment and other University activities, including its public service functions on or off campus, or of other authorized non-University premises
E. Physical abuse, verbal abuse, threats, intimidation, harassment, cyberharassment, stalking, cyberstalking, bullying, cyberbullying, coercion, and/or other conduct that threatens or endangers the health or safety of any person
F. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus
G. Failure to comply with direction of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
H. Unauthorized possession, duplication or use of keys to any University premises or...
unauthorized entry to or use of University premises

I. Violations of any University policy, code, rule, or regulation published in hard copy or available electronically on the University website

J. Violation of any federal, state, or local law

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others

L. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

M. Apathy or acquiescence in the presence of egregious acts, such as hazing or assault, that violates another member or guest of the Simpson University community

N. Abuse of the Student Conduct System, including but not limited to:
   1. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System
   2. Failure to respond to notices received via Simpson University student email and/or CPO
   3. Falsification, distortion, or misrepresentation of information before a Student Conduct Board
   4. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding
   5. Institution of a Student Conduct Code proceeding in bad faith
   6. Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct System
   7. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding
   8. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board process prior to, during, and/or after a student conduct code proceeding
   9. Failure to comply with the sanction(s) imposed under the Student Code (failure to complete sanctions in the time assigned may result in a charge of $100)
   10. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System

O. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in a community.
Behaviors and/or events that interfere with the educational process, are disruptive to the community and/or are in conflict with the institutional mission are also subject to disciplinary action. Students are expected to practice discretion in all activities, whether covered specifically in this handbook or not.

The University also considers the following to be inappropriate and misconduct for its students:

**Advocacy and Promotion**
Any student who incites behavior that would be in violation of the guidelines, policies and standards of Simpson University as stated in this Traditional Undergraduate Handbook or other University documents shall be subject to discipline in accordance with the procedures outlined in this code. This guideline does not affect those activities held for educational purposes as described by the University’s policy on academic freedom.

**Alcohol, Tobacco, and Drug Free Policy**
Students enrolled at Simpson University are prohibited from possessing or using alcohol, tobacco, e-cigarettes, hookahs, vaporizers and cloves, both on and off campus, with the exception of students who receive wine at Holy Communion, in recognition of our diverse faith practices. Students of legal age are allowed to drink alcohol in moderation off campus during the times required to leave the residence halls for breaks (i.e., Christmas break, Spring break, and summer break) if doing so is done lawfully and responsibly.

In compliance with the federal Drug-Free Schools and Communities Act of 1986 (20 U.S.C. 3194 et. Seq.), the University also prohibits the use (including but not limited to consumption, injection, smoking/inhalation, etc.), possession, manufacture, cultivation, or dissemination of drugs determined to be controlled substances under the federal Controlled Substances Act (21 U.S.C. 811) or declared to be illegal under the laws of the state of California. Notwithstanding California laws such as the Compassionate Use Act or the Medical Marijuana Program Act (Health and Safety Code sections 11362.5 et. seq. and 11362.7- 11362.83), which provide a limited defense against criminal prosecution of persons with recommendations to possess or use medical marijuana, Simpson University, recognizing that medical marijuana remains a “controlled substance” under federal law, still prohibits its students from possessing or using medical marijuana both on and off campus. The use of significantly mind-altering substances, pharmaceutical and otherwise (including salvia divinorium and synthetic forms of banned substances, including but not limited to K2, Spice, Black Magic, etc.) and the inappropriate/illegal use or distribution of any pharmaceutical drugs is forbidden. Further, the possession of any drug paraphernalia is prohibited. Simpson University’s campus, students, and its sponsored and sanctioned activities are smoke-free, drug-free and alcohol-free. Violation of Simpson University’s “Alcohol- Tobacco-
and Drug-Free Policy” will result in disciplinary action including dismissal and/or criminal prosecution, if applicable. When a student is found responsible for violating the alcohol and/or drug policy, a charge of $100 will be applied for the first violation; any subsequent violation will result in a charge of $250. This charge will be in addition to other sanctions that may be required by the SCA.

Any student who feels he/she has a drug or alcohol or tobacco problem is urged to voluntarily seek confidential assistance through a rehabilitation program, and/or through the Counseling Center, located in the Wellness Center, second floor of the Owen Center, (530) 226-4106. Students are also encouraged to seek counsel and assistance from a member of the Student Development staff or the Amnesty Program at amnestyprogram@simpsonu.edu.

In the case of medical situations, exceptions may be granted to the absolute prohibition(s) of tobacco and e-cigarettes by the Director of the Wellness Center on a case-by-case basis.

**Background to Simpson University’s Alcohol Policy**
The Simpson University Student Code states in the Student Handbook that traditional undergraduate students enrolled at Simpson University are prohibited from possessing or using alcohol, tobacco, and cloves, both on and off campus, with the exception of students who are of legal age that receive wine at Holy Communion, in recognition of our diverse faith practices. Students of legal age are allowed to drink alcohol in moderation off campus during the times required to leave the residence halls for breaks (i.e., Christmas break, Spring break, and summer break) if doing so is done lawfully and responsibly.”

In response to an inquiry as to the background to this part of the student code, the following is offered in a spirit of understanding.

**Background #1: Relationship with the Christian and Missionary Alliance**
Simpson University is an “affiliated enterprise” of the Christian and Missionary Alliance (CMA) denomination. Born out of the “holiness” tradition in America at the turn of the 19th century, the CMA has emphasized living a lifestyle above reproach. This includes the expectation that all CMA licensed workers would refrain from “alcohol and tobacco and addictive practices that are prevalent in our culture today” (reconfirmed by the CMA Board of Directors, 2/09).

Simpson University was birthed in the lifestyle culture of the CMA and the principle of “living above reproach.” While social norms may have changed, the principle of “living above reproach” remains a guide for all of life.

**Background #2: Community on a Christian college campus**
Currently, the legal age for drinking is twenty-one. At a traditional residential college (like Simpson University) most students are under the age of twenty-one, making it
illegal for them to consume alcohol. Indifference to the larger community of under-age students, and in living out the biblical principle of not causing a brother or sister to stumble, Simpson University asks each student member of the college community for whom it is legal to drink alcohol, to set aside their right to drink alcohol for the sake of the larger student community. Setting aside one’s rights for the sake of others was the subject of two entire chapters of the apostle Paul (I Corinthians 8, 9) and is a mark of Christian maturity.

**Background #3: Balancing risks and responsibilities**

The “jurisdiction” of the non-biblical and non-legal portions of the Student Code exclude those times when students are home for Christmas and summer breaks. In addition, the alcohol policy allows legal age students who are off campus during the times required to leave the residence halls for breaks (i.e., Christmas break, Spring break, and summer break) to drink in moderation.

These guidelines are made for two primary reasons: 1) to give students the opportunity to use their own developing discernment in the absence of an institutional code; and 2) in order to recognize that some Simpson students are of the legal drinking age and if they are inclined to drink, ought to be given the opportunity to develop responsible drinking habits (studies indicate that most students who end up misusing alcohol start their misuse while in college and usually as a result of peer influence).

At the same time, Simpson University takes seriously the risks that come in the absence of an alcohol policy. Date rape, sexual assault, student-to-student violence and more unwelcome behaviors are more frequent occurrences where alcohol is present. As part of Simpson University’s commitment to providing a safe and healthy environment for its students, the Student Code seeks to strike a balance between giving legal-age students opportunities to develop while minimizing the risks that often result from student drinking.

**Background #4: Respect for parental and constituent expectations**

While there has been no study done, a safe assumption could be made that a majority of parents who send their students to Simpson select Simpson with the expectation that the University will provide a safe and supportive environment that, in many instances, would not include permissible alcohol consumption.

In addition, it is felt that the expectation of supporters, donors and constituents would include an alcohol-free campus policy for students.

**Conclusion**

Simpson University does not consider the drinking of alcohol either a sin or an indicator of one’s spiritual condition. Simpson University has, however, carefully weighed the issue of permissible alcohol drinking among its traditional undergraduate students and decided to enact the alcohol policy as found in the Student Code.
Simpson University realizes that not everyone will agree with the alcohol policy, but respectfully requires that each traditional undergraduate student, whether under-age or legal age, abide by the policy.

**Drug Testing**
The Office of Student Development may require drug testing under the following circumstances:
(1) when an allegation has been submitted involving potential prohibited drug use,
(2) as a method of ongoing accountability to be included as a sanction in a behavior contract,
(3) or as part of our ongoing athletic drug testing policy.

Drug tests are conducted without notice in order to ensure accurate testing and must be completed within 24 hours at one of the locations recommended by the Office of Student Development (exceptions may be made on a case by case basis with prior approval). Payment for drug testing is as follows:

A. When a drug test is required as part of the investigation process, the University will cover the cost of a negative result.
B. When a drug test is required as part of the investigation process, the student will cover the cost of a positive result.
C. Drug testing as a sanction in a behavior contract is at the expense of the student, regardless of the outcome of the test.

If a student refuses to submit to this test or to sign a release of information form or comply with any other required procedure, the University assumes the student is admitting responsibility for a violation and proceeds accordingly. Any student refusing to take a drug test is held responsible for the violation of prohibited drug use and appropriate disciplinary response(s) will follow. Positive tests are considered conclusive that a student was in an environment where the respective prohibited drug activity occurred and/or that the student participated in such activity. Challenges to positive drug tests based on second-hand use/smoke, or similar arguments, are therefore not valid.

**Candles/Open Flame**
The burning of candles, incense, or anything else producing an open flame is not permitted on campus and are subject to a disciplinary response. Exceptions may be permitted for special services with prior approval from Residence Life and Campus Safety staff.

**Cohabitation**
Whether students live on campus or off campus, Simpson University expects students to take seriously our commitment to a Christian view on relationships and sexuality. Examples of prohibited cohabitation include: students in romantic relationships sleeping/napping together or “sleeping over,” students in romantic relationships living together, students of opposite sex living together. [Note: Students who believe they
have a legitimate exception to this policy should contact their Resident Director (or Dean of Students) to arrange for permission prior to committing to a living arrangement.

Dance
Given the understanding that Scripture encourages the praise of God with dance, we conclude that some forms of dance in certain contexts are appropriate, especially when part of worship. The social dances of many cultures are consistent with Christ-likeness. Since some social dancing is sexually suggestive and allows indiscriminate and sometimes inappropriate contact and the music can reflect the sinful values of our society’s culture, the University policy is as follows:

- Presentations containing dance forms are permitted, when sponsored and supervised by one of the areas of the University (e.g., Spiritual Formation, Faculty Fine Arts Committee).
- The University may sponsor dances for the University community at which the participation of the dancers conforms to a generally accepted format, and which reflect the joyful use of music, rhythm, movement, and social involvement. The area of the University sponsoring the dance must provide direct oversight of the event.
- Students are expected to exercise discretion in the types of dance activities in which they participate both on and off campus. They should avoid dancing which is sexually suggestive, or promotes excessive physical contact, and they are expected to avoid contexts in which the music promotes values inconsistent with Christ-likeness.

Demonstrations
Simpson University believes the importance of freedom of expression and in the value of permitting all members of the University community to publically express support for or opposition to issues and actions. It is for the protection of these activities that the following guidelines have been established:

- On-campus groups wishing to demonstrate on the Simpson University campus must submit their plan to the Dean of Students and receive approval at least 24 hours in advance of the demonstration.
- Plans submitted to the Dean of Students should include the number of people expected to be involved and the location, time and purpose of the demonstration.
- All protests should be peacefully and respectful of other members of the community and campus property.
  - Non-peaceful actions or demonstrations are those that endanger, or injure or threaten to endanger or injure, any person, or that damage or threaten to damage property.
  - Disruptive actions or demonstrations are those that restrict free movement, or interfere with, or impede access to, regular activities or facilities of the University.
The Office of Student Development and/or Campus Safety have the right to discontinue any protests or demonstrations not in compliance with these guidelines. Off-campus protestors are not permitted to participate in a demonstration on the campus without advance permission from the Dean of Students and may be asked to leave campus at the discretion of Campus Safety or staff members of the Office of Student Development.

**Entertainment Policy**

Much of the entertainment in contemporary society reflects values inconsistent with Christ-likeness. We must exercise discernment in the choice of those things we watch, read, or listen to. Therefore, the University expects its students to refrain from viewing or using media of any type for the purpose of entertainment when its content is: a) vulgar, b) sexually suggestive, or c) excessively violent (where the violence becomes the main feature of the entertainment). To help ensure that members of the community are not exposed unwillingly to this type of entertainment, all movies, music or other materials to be played or used in any public setting on campus, at other University-owned or leased property, or at a University-sponsored activity off campus, must be preapproved by a full-time employee responsible for that area of activity and the Director of Student Engagement. In order to comply with copyright law, no personal media may be shown in any public area on campus. Faculty may show them to a class as part of the course requirements (see Entertainment: Showing Movies on Campus for further information).

**Failure to Satisfy Disciplinary Responses/Sanctions**

If a student does not fully satisfy the requirements of a disciplinary response by the date specified by the disciplinary body or official, the student is subject to further disciplinary action in the form of sanctions or suspension - no additional meetings are necessary and no review is permitted of such a decision.

**Gossip**

Simpson University seeks to foster a community built on trust, unity, and mutual respect. Gossip leads to mistrust, disunity, and a loss of community. We seek to follow the wisdom and guidance of the Scriptures as it speaks to this issue. For example, Ephesians 4:29 states: “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Proverbs 16:28 further explains that “A troublemaker plants seeds of strife; gossip separates the best of friends.” Malicious talk and/or the misrepresentation of others are unhealthy, counterproductive, and must be addressed. Subsequently, gossip may be subject to the disciplinary process.

**Guests**

Each student is expected to exercise discretion when hosting guests on campus and/or at University sponsored events off campus. In some circumstances, the student may face disciplinary action for the behavior of their guest(s).
**Harassment/Intimidation**
The University will not tolerate harassment, cyber-harassment, cyberstalking, cyberbullying, intimidation, expressed threats, or implied threats against others. Any conduct that threatens or endangers the health, physical, or emotional safety of a community member, either on or off campus, will result in disciplinary action and/or a formal investigation by Campus Safety or local law enforcement authorities.

Any conduct violation motivated by bias toward characteristics including, but not limited to, race, sex, religion, or class, will result in significantly more serious sanctions, and may result in immediate suspension or expulsion. Any harassment should be reported to the Title IX Coordinator/Dean of Students.

**Hate Violations and Incidents**
Investigation of hate-motivated violations and incidents are a priority with the University, Residence Life and Campus Safety. Our response is necessary to assure the community that hate-motivated violence, harassment, retaliation, and vandalism will not be tolerated, and that the perpetrators of such violations will be brought to justice and resolution.

**Hazing**
Any and all forms of hazing and initiation are inappropriate; the express or implied consent of the victim will not be a defense. The University takes very seriously any alleged forms of hazing and strictly prohibits this behavior. Any student who participates in such activity will be subject to disciplinary action. Hazing (whether or not for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization) is considered to be any act that can be interpreted as physically or mentally dangerous to the health or safety of a student, harmful, and/or any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm; or which destroys or removes public or private property. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

**Hoverboards & Similar Devices**
Due to safety concerns associated with Hoverboards that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our community, Simpson University has decided to institute a ban on these devices. The term “hoverboards” includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free Segways, and electric powered skateboards.

Hoverboards, self-balancing scooters, electronic skateboards, hands-free Segways, and similar devices will not be permitted on campus at Simpson University.

If you have any questions, you may contact Residence Life or Campus Safety.

Modesty Code
Style of dress should be expressive of individuality without compromising recognized standards of appropriateness, modesty and respect for the community. While recognizing the value and uniqueness of individual styles of attire, the University is also concerned about the appropriateness of these styles in various social settings. Clothing which tends toward immodesty, indiscretion, or indecency is not acceptable. Simpson’s modesty code is not a measure or statement of spirituality; rather, it seeks to reflect our community’s response to the worth that God has given to us as His creation. The faculty or staff has the authority to address a student in cases where these broad guidelines are not followed.

Physical Affection/Contact
It is important that all students conduct themselves, both publicly and privately, in a manner that does not offend their fellow students or nullify their testimony. Physical affection/contact is expected to be appropriate and respectful to the Simpson community and a witness to the Redding community. Behaviors such as sharing beds, physically caressing, prolonged displays of physical affection, or same sex physical affection that is indicative of romantic intimacy -- whether with humorous intent or not -- are not considered appropriate or respectful in light of our responsibility to others, and our community. While we understand that this is a difficult issue, in alignment with the CMA Sexuality statement, Simpson University believes that the appropriateness of affection differs between same sex couples and opposite sex couples.

Sexual Stewardship
Simpson University supports the God designed and created human sexuality (Genesis 1:27; Matthew 19:4) and He entrusted it to us for safe keeping. Consequently, each person, male and female, is to be a steward of his or her God-given sexuality. Just as our career, possessions, time, talents, etc., belong to God, so does our sexuality. God has given us our bodies and sexuality not for the sole purpose of our personal gratification, but first and foremost to honor Him, and to be used as a vehicle of love toward others in practical and tangible ways that are not sexual (I Corinthians 6:19, 20). Honoring God with our sexuality, in part, means:

- Realizing that our self-worth is both affected by and reflected in it is essential that we "offer our bodies as living sacrifices, holy and pleasing to God" (Rom. 12:1).
- That we "do not cause anyone to stumble" (I Cor. 10:32) and that we respect the boundaries of others as they seek to be responsible stewards of their sexuality.
- Submitting to biblically-based guidelines that God has for how our sexuality can best be stewarded.
At Simpson University, we realize that the college years are an important time in the discovery of who we are and in the development of who we are becoming. Significant aspects of that development are the principles and practice of our sexual stewardship in our relationships.

The following sections of this handbook are based on Simpson University’s understanding of God’s design for human sexuality and are in support of the Christian & Missionary Alliance statement on sexuality which can be found at [https://www.cmalliance.org/about/beliefs/perspectives/human-sexuality](https://www.cmalliance.org/about/beliefs/perspectives/human-sexuality).

Simpson University seeks to create an environment that gives you the best opportunity to practice God-pleasing sexual stewardship. To do this, we have identified certain behaviors that are not God-honoring.

At the same time, we are aware that students may struggle, for various reasons, with practicing sexual stewardship as God intends. We want to be a safe place for students to deal with these struggles (such as sexual behaviors outside of marriage, addiction to pornography, gender identity and same sex attraction) and to provide the assistance, support, and accountability for them as they seek to honor God with their sexuality (certain behaviors may need to be referred to the Coordinator of Student Accountability).

Each section that follows applies God’s guidelines to a number of practices and behaviors that we believe negatively impact your sexual stewardship and, in some cases, may also be in direct violation of God’s design for sexuality.

While Simpson University cannot condone nor promote sexual behaviors that contradict our denominational and biblical standards, it is expected and encouraged that the Simpson University community will condone sensitivity and will promote love in response to those who struggle with any aspects of their sexuality.

**Sexual Harm**

Emergency procedures concerning the criminal aspects of sexual assault can be found under the “Emergency Procedure” section of this handbook.

Sexual harm is any unwanted and non-consensual sexual contact in any form whatsoever, however slight, where any sex can be a victim or perpetrator. It is sexual contact, including but not limited to, the breasts, buttocks, groin or genitals, which does not have a person’s consent. It need not be, but could, include penetration by any object or part of another person’s body. Examples might include, among other violations, unwanted kissing, disrobing or exposure, touching or fondling, touching intimate parts of the body or the clothing covering those body parts and attempted sexual penetration.

Please note that the process of rendering an individual unable to make a conscious decision to engage or not engage in sexual activity with another person with the goal of having sex is considered sexual harm. Voluntary, unwitting or forced consumption of
alcohol, date-rape drugs or other drugs may render an individual incapacitated. An incapacitated individual is one who is unaware, unconscious, or physically defenseless, and is incapable or unable to give consent to said sexual activity.

The University will, upon written request from the alleged victim, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**Sexual Exploitation**

When a behavior does not otherwise constitute sexual harm, sexual misconduct, or sexual harassment, and when an individual takes non-consensual, unjust, or abusive advantage of another for his/her own advantage or benefit or to advantage or benefit anyone other than the victim, the behavior is classified as Sexual Exploitation.

Examples of sexual exploitation include, but are not limited to, non-consensual video and/or audio recording and/or nonconsensual distribution of recorded materials, “sexting,” engaging in voyeurism and listing another’s contact information on social networking sites.

**Sexual Harassment**

Sexual harassment consists of unwanted, non-consensual or unwelcome sexual or gender-based behavior. The behavior can be verbal, non-verbal or physical. Sexual harassment exists when any of the following four conditions are met:

1. Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment
2. Submission or rejection of the conduct is used as a factor in decisions affecting that person’s education or employment
3. The conduct has either the purpose or effect of “substantially interfering” with a person’s education or employment
4. The conduct creates an “intimidating, hostile or offensive” environment

Sexual harassment often has a devastating effect on the people involved, and it demoralizes and devalues institutions and the individuals associated with them. A safe and equitable learning environment is fundamental to academic success.

Anyone who believes he/she is the victim of sexual harassment is encouraged to report the facts of the incident(s) to the Title IX Coordinator/Dean of Students or any member of the University staff. Steps will be taken to immediately stop any ongoing behavior. An investigation will be promptly conducted, followed by appropriate preventative and/or corrective actions.
Sexual Misconduct
Simpson University affirms the biblical guidelines that all sexual relationships are expected to be within the context of a faithful heterosexual marriage. Using the biblical guidelines of heterosexual marriage and sexuality (including the honoring of physical, emotional and spiritual intimacy as a reflection of God's covenant of love for us) as a reference point, inappropriate sexual conduct (including, but not limited to; intercourse, oral sex, transgender behavior, homosexual expressions of physical intimacy, genital contact and undressing) is subject to discipline, which is administered in a caring and redemptive manner. Each situation is evaluated separately, taking into consideration the individuals and circumstances uniquely involved, so that the help provided is loving, beneficial, and promotes positive growth in the individuals involved.

RESTORATIVE DISCIPLINARY PROCEDURES/PROCESSES
As the writer of the New Testament book of Hebrews says, “No discipline is enjoyable while it is happening…” At Simpson University, we believe in “restorative discipline” as opposed to “punitive discipline.” While punishment looks back and is concerned that the person “pay” for their actions, often producing fear and anger in the one being punished, at Simpson, restorative discipline looks forward, seeking the best way to assist the student in developing positive traits and patterns of living, to restore relationships that have been damaged by misbehavior and is designed to produce a sense of being cared for in the one being disciplined.

The University is committed to provide a caring and loving atmosphere in which students can risk becoming increasingly vulnerable and face any difficult and painful issues in their lives, whether they have led to bondages that need to be broken or emotional wounds that need healing. Students who find themselves in violation of the Student Conduct Guidelines are encouraged to “come-in” to see one of the Student Development staff for help and counsel. Such responsible behavior is taken into account in the decision concerning appropriate disciplinary action. Students who are “called-in” for the specific purpose of discipline do not have this advantage.


A decision to implement any disciplinary action shall be made on the basis of whether it is more likely than not that the student has violated the Student Conduct Guidelines.

Amnesty
Students who struggle with issues that violate Simpson University’s Student Code* and wish to are encouraged to seek help and support from Student Development and other areas of the University. Examples of such issues include, but are not limited to, pregnancy, drugs, alcohol, pornography, and sexual behaviors. Knowing that many University students who struggle with these issues may fear asking for help because of the potential consequences, Simpson University has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for
these behaviors without going through the normal discipline process. Those students who seek help from Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or seek professional help. Students must request help and amnesty before any disciplinary conversation addressing the specific inappropriate behavior(s) occurs. Typical disciplinary conversations are carried out by staff members, including student leaders, from the offices of Student Development. Students also must be honest, cooperative, and compliant with amnesty requirements, and demonstrate a true desire to change. Failure to abide by the terms of an amnesty agreement may result in the termination of the amnesty agreement and no protection from the discipline process.

Amnesty requirements may include one or more of the following:

- Take action by obtaining a behavioral assessment with a University counselor (at the expense of the University) or a licensed mental health practitioner (at the student’s own elected expense) and to follow the recommendations of that counselor;
- Meet regularly with a mentor for accountability and support;
- Attend a support group(s), such as Alcoholics Anonymous or Celebrate Recovery;
- Conduct research and write an essay relating to an area of struggle;
- Develop a written statement of the student’s physical/emotional convictions, by which the student will abide;
- Participate in restitution regarding a victim(s) or potential victim(s) in situations where the student has revealed any threats or acts of serious harm to others or if the student is assessed as being potentially harmful to others.

All information discussed in the amnesty process is ethically confidential within the Amnesty Program. No information revealed in the process is discussed outside of the Amnesty Program with the following possible exceptions:

- If the student permits/request such disclosure (e.g., to medical/counseling providers).
- If the student reveals any threats or acts of serious harm to him/herself or others or if the student is assessed as being potentially harmful to him/herself or others.
- Consultation purposes (seeking professional assistance in making decisions about a case without disclosing identifying information).
- If discipline records are requested by another entity (school to which a student is transferring, jobs, study-abroad programs, etc.) the record will state only that the student participated in the Amnesty Program and that he/she did or did not complete the program. Further disclosure would require a “Full Disclosure Release” or an additional written release from the student, specifying Amnesty Records.
- If the student reveals information about abuse or neglect of minors or the elderly.
- If a student has potentially violated a federal, state, or local law (e.g., Clery Act**, to victims, or to legal authorities)

*Please note that the Amnesty program is applicable to violations of the Student Code and cannot be requested for violations of other University code
**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the University to disclose information about crime on and near our campus. Simpson University will disclose all information required by the Clery Act even if reportable information is revealed through or during the University amnesty process. (Such disclosure does not necessarily include the names of students in the Simpson University Amnesty Program).**

When students request amnesty, they are not suspended for behaviors they have engaged in prior to their confession and request for amnesty. However, there are instances where a student may be required to withdraw from Simpson University for reasons of safety, because of potential legal violations, or in order to get further help before returning as a student. In addition, there are some instances where student leaders or representatives may be required to step down from their positions of responsibility.

If a written allegation is made regarding any behavior covered under the Amnesty Program, the normal discipline process must still be followed.

Please see the Amnesty information documents in the Student Development Office. This Code is not the exclusive documentation regarding the Amnesty Program. Students may contact the Office of Student Development to request amnesty or to learn more about the policy at amnestyprogram@simpsonu.edu.

**Accountability Incident Reports/Allegations/Hearing Process**

- Any member of the University community may file an incident report (allegation) involving any student(s) for misconduct and violations of the Student Code. An incident report can be submitted online at simpsonu.edu/incident. Any incident report should be submitted as soon as possible after the event takes place, preferably within four weeks of the event, and within two weeks of the first attempt to resolve the matter. In the event that the initial complainant withdraws an allegation or withdraws from school before resolution, another member of the University community may resubmit the same charge.

- The Coordinator of Student Accountability assesses all Accountability Incident Reports to ensure that the reports are fair and appropriate in light of the information presented/available. A student charged with violating a section of the SU Student Code or University policy is referred to the appropriate disciplinary body or official. Based on the nature and severity of the offense, the Coordinator of Student Accountability may:
  1. Choose an alternative resolution method (i.e. mediation, restorative justice, etc.) in lieu of or in conjunction with the options below.
  2. Allow the violation to be handled by an appropriate University official(s).
  3. Handle the incident personally.
  4. Refer the incident to a Student Conduct Board Hearing.
  5. Dismiss the matter without disciplinary action.
• The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. During this investigation, it is at the Student Conduct Administrator’s discretion to require a non-complainant victim to agree to the charge that has been made on his/her behalf and to require the complainant to do his/her due diligence to secure the presence of the non-complainant victim at a Student Conduct Board Hearing. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent for various reasons, including but not limited to the respondent’s withdrawal from the University, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof.

• If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s) even when the respondent withdraws from the University prior to final resolution.

• In the event that the allegations are also criminal in nature, the University may or may not inform the alleged perpetrator within the first 24 hours of being made aware of allegations. This will allow local law enforcement authorities to begin their investigation before the University pursues its own resolution. This 24-hour time period will allow the victim and the University to file the appropriate information with the local law enforcement, i.e., informational reports, criminal, etc.

• All charges shall be presented to the respondent in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

• Occasions may arise when it is not practical to resolve a potential violation of Student Code within the period of time proscribed by the Traditional Undergraduate Handbook (i.e. 5-15 days). Therefore, the determination of violations of the Student Code that come under the jurisdiction of Simpson University during summer, spring and/or Christmas breaks may be deferred until after the break, once classes resume.

• Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by item seven below:
  1. Student Conduct Board Hearings normally shall be conducted in private.
  2. The complainant, respondent and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
3. In Student Conduct Board Hearings involving more than one respondent, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

4. The complainant and the respondent have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney unless there is also a concurrent police investigation and/or criminal charge involving the same incident. It is strongly recommended that the complainant and/or the respondent selects an advisor who has been trained in the Student Conduct Board Hearing process, particularly in cases that are sexual in nature. The complainant and/or the respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

5. The complainant, the respondent and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or respondent at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the respondent and/or complainant, and given to the Student Conduct Board, to be answered by each other or by other witnesses. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.

6. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

7. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

• After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the respondent has violated each section of the Student Code which the student is charged with violating.
• The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code.

• Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct proceedings.

• There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.

• If a respondent fails, with notice, to appear before a Student Conduct Board Hearing for various reasons, including, but not limited to, the respondent’s withdrawal from the University, the information in support of the allegation shall be presented and considered in their absence. But, no student may be found to have violated the Student Conduct Code solely because he/she failed to appear before a disciplinary body or University official.

• The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Coordinator of Student Accountability to be appropriate.

**Personal Safety Consideration**
The Student Conduct Administrator shall accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, or other witness(es) during the Hearing by taking appropriate and reasonable measures.

**Interpretation and Revision**
Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or her/his designee for final determination. The Student Code shall be reviewed every year under the direction of the Coordinator of Student Accountability.

**Parental Contact**
Pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), any student under the age of 21 who violates the University’s guidelines concerning the use of alcohol or any controlled substance should be aware that his/her parent or guardian may be informed of the violation and its disciplinary consequences. Parents may also be contacted when an identifiable concern has been raised concerning a health or safety emergency.

**Records**
Other than University suspension and expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University
suspension or University expulsion, upon application to the Coordinator of Student Accountability. All cases involving the imposition of sanctions shall be expunged from the student’s confidential disciplinary records seven years after final disposition of the case.

In situations involving both a respondent and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

Violation of Law and University Discipline
University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Coordinator of Student Accountability. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of her or his status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Title IX
Reports or allegations that meet the criteria for a Title IX complaint will be referred to the Title IX Coordinator, the Dean of Students, for processing.

California Education Code 66270: Simpson University, an educational institution of the Christian and Missionary Alliance denomination, takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect. Simpson University, like all other faith-based institutions in
California, is exempted by the state from California Education Code 66270, the California Equity in Higher Education Act, to the extent the application of California Education Code 66270 is not consistent with the institution’s religious tenets.

The exemption may apply to, but is not limited to, requirements as expressed in University policies including: the traditional undergraduate handbook, parent handbook, mission statement, diversity statement, etc. We retain all rights afforded to us under federal law and the laws of the State of California. For further information, please visit simpsonu.edu/code66270.

**Disciplinary Responses/Sanctions**

In each case in which a Student Conduct Board determines that a student has violated the Student Code, sanction(s) will be determined and imposed by the Student Conduct Administrator in accordance with the sanctioning guidelines outlined below. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by the members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the respondent (and a complaining student who believes he/she was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

Each incident is reviewed on a case-by-case basis, with consideration to: 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the respondent to accountability, and 5) the degree to which the individual displays genuine repentance.

Any of the following consequences/sanctions may be imposed upon any student found to have violated the Student Code, and more than one of the consequences/sanctions listed below may be given for any single violation:

- **Warning**: A notice in writing to the student that the student is violating or has violated institutional policies or guidelines.
- **Loss of Privileges**: Denial of specified privileges for a designated period of time.
- **Charges**: Previously established and published fines may be imposed. In the case of damage to University property, the amount of the fine is determined by the University administration.
- **Judicial Hold**: A hold placed on a student’s account that will prevent him/her from completing the housing application process and registering for classes. Involvement: Active participation in University activities or events including, but not limited to, Residence Hall Association, Residence Hall events and various Simpson sponsored events.
- Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Consequences: Work assignments, essays, service to the University or other related discretionary assignments. These consequences can be an opportunity for the student to give something back to the Simpson and/or Redding community for the time and energy taken from the community by the student’s misconduct.
- References: In some cases, students may be required to submit references as a prerequisite to re-enrollment (in cases involving suspension) or as a means of verifying the completion of sanctions.
- Drug Tests: Random drug tests at the expense of the student at one of the locations recommended by the office of Student Development (exceptions may be made on a case by case basis with prior approval). The timing of the drug testing will be determined by the SCA and must be completed within 24 hours.
- Educational Sanctions: Students who violate the Alcohol- Tobacco- and Drug-Free Policy may be required to participate in educational alcohol and/ or drug prevention courses. A passing score must be obtained in order for the sanction to be considered fulfilled. Educational courses may be required for students involved in other violations of the Student Code, including but not limited to sexual harm and violent behavior. It is the responsibility of the student to cover the cost of any required course(s).
- Denial for graduating seniors of the opportunity to walk at the graduation ceremony.
- Placement of a sealed letter in the permanent academic file of a graduating senior indicating that the student is not in good standing with Student Development/Simpson University.
- Restricted access to the Simpson University facility and/or a specified activity(ies).
- Room Changes: A student may be required to move to a different room and/ or residence hall. This sanction would be enacted with the approval of the Resident Director or his/her designee.
- Contact restriction: A student may be required to actively refrain from any and all contact (direct and/or indirect) with a particular member of the Simpson community. A Contact Restriction may also be required following the submission of an allegation, prior to a finding of “responsible,” in cases where safety is a concern.
- Behavior Agreement: A written agreement outlining specific behaviors the student will engage in to address the issue(s) raised in the disciplinary process
- Behavioral Assessment*: Session(s) with a University counselor (at the expense of the University) or a licensed mental health practitioner (at the student’s own elected expense) resulting in recommendations to the Coordinator of Student Accountability concerning the institutional
response to the student’s behavior. Students may be required to pay for any University counseling sessions in excess of the eight sessions that are available to students on an annual basis, per the requirement of the Wellness Center. Behavioral

- Assessments may also be required of a respondent following the submission of an allegation, prior to a finding of “responsible,” including but not limited to potential Code violations involving an immediate threat to safety.

In cases where a student evidences serious behavioral and/or immediate safety concerns for the Simpson University community, based upon the recommendation of the Dean of Students for and/or his/her designee, the student may be required to execute a release provided by the University permitting the Wellness Center Director to share any pertinent information received during the assessment with appropriate University officials or agents. If the student is under the care of a non-Simpson University healthcare professional at her/his own elected expense, the student may also be required to execute a release provided by the University permitting that professional to disclose any relevant information to appropriate University officials or agents. The failure of a student to submit to such an assessment or to provide the requested releases can be grounds for disciplinary action against the student, up to and including suspension.

- Other sanctions recommended by a University counselor or a licensed mental health practitioner after the behavioral assessment has been completed.
- Individual Accountability: Meeting(s) with a University staff or faculty member or pre-approved non-Simpson community member for a prescribed amount of time. In cases involving a non-community member, a FERPA waiver may be required.
- Temporary suspension from representative or leadership positions with or without pay.
- Placed on Disciplinary Status (Warning or Probation).

**Disciplinary Warning:**
A period of time to allow review of the student’s behavior and provide an opportunity for change. Students who are placed on disciplinary warning will be placed on a Behavior Contract.

**Disciplinary Probation:**
A period of time to allow review of the student’s behavior and provide opportunity for change. Students who are placed on disciplinary probation will be placed on a Behavior Contract. While on probation, a student may not hold any leadership position or represent the University in any way, including participation in intercollegiate athletics or on traveling music teams (unless the student is a music major). Being found responsible for another violation of the Code while on disciplinary probation will result in an evaluation to determine if continued enrollment at the University is in the best interests of the student and the University. The minimum period of time a student
shall remain on disciplinary probation is generally four consecutive months during the spring and/or fall semesters.

**Residence Hall Suspension:**
Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions of readmission may be specified. If a student receives this sanction any time during the refund period, the student is entitled to that refund; however, if this sanction is received after the final date of refund, the student will not receive a refund of charges. In either case, Student Financial Services will be notified of the status change. If this change results in adjustments to the student’s financial aid eligibility, and an owing balance remains, the student will be responsible to submit payment, regardless of when the sanction happened.

**Residence Hall Expulsion:**
Permanent separation of the student from the residence halls. If a student receives this sanction anytime during the refund period the student is entitled to that refund; however, if this sanction is received after the final date of refund the student will not receive a refund of charges. In either case, Student Financial Services will be notified of the status change. If this change results in adjustments to the student’s financial aid eligibility, and an owing balance remains, the student will be responsible to submit payment, regardless of when the sanction happened.

**Disciplinary Suspension:**
Separation from the University for a definite period of time (one-semester minimum), after which the student is eligible to reapply. Conditions for readmission may be specified, and a letter will be filed in the student’s permanent record in the Registrar’s Office and a notation will be made on the student’s academic transcript regarding the suspension. When suspended, the student has 24 hours from the time of notification of suspension to leave the community. During this time, he/she may not attend class or participate in any other campus activities. The Dean of Students may shorten this time period if the individual engages in any inappropriate behavior, or the Dean of Students believes that to do so would be in the best interest of the individual or the community. Should a student file an appeal of the decision to suspend, he/she remains a part of the community until the appeal process has been completed and a decision has been made.

While awaiting the appeal process, if further serious behavior occurs that violates University guidelines, it may lead to an interim suspension. If the appeal is denied, the suspension goes into effect that day, and the 24-hour transition period begins. Once the individual, who has been suspended, leaves the community, he/she may not return to the campus for any reason during the period of the suspension without prior approval from the Dean of Students. If a student receives this sanction anytime during the refund period, the student is entitled to that refund; however, if this sanction is received after the final date of refund, the student will not receive a refund of charges. In either case, a return of Title IV Funds will be calculated, and if an owing balance remains, the student
will be responsible to submit payment, regardless of when the sanction happened.

If a suspended student needs to visit the Simpson University campus for any reason, he/she should first obtain permission from the Dean of Students and may be required to be accompanied by a staff escort.

**Deferred Suspension:**
Once a suspension has been sanctioned, the suspended student may appeal to the Dean of Students for a deferred suspension. (This deferral does not apply to interim suspensions.) During a deferred suspension the student will be officially suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes at this time. However, the original suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of the Student Conduct Code, unless the Dean of Students determines otherwise in exceptional circumstances.

If the student is found responsible for any subsequent violation of the Student Code, the student may be suspended for a minimum of two (2) semesters in addition to the other consequences imposed for the subsequent violation.

Students on Deferred Suspension may be limited in their abilities to represent the University on any athletic team other than intramurals, hold an office in any registered student organization, represent the University in any extracurricular activity or official function, or participate in any study abroad program. Deferred Suspension may also include the denial of specific University privileges, including but not limited to, attendance at athletic functions, unrestricted library use, parking privileges, University computer and network usage, and residence hall visitation for a designated period of time.

The duration of any deferred suspension period and the specific restrictions imposed will be determined by the Student Conduct Administrator on a case-by-case basis.

**Interim Suspension:**
In certain circumstances, the Dean of Students and/or a designee may impose a University or residence hall suspension following the submission of an allegation, prior to a Student Conduct Board Hearing based upon the recommendation of the Coordinator of Student Accountability and/or a designee. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. A Contact Restriction may also be required following the submission of an allegation, prior to a finding of “responsible,” in cases where safety is a concern.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Resident Director,
Dean of Students, or the Student Conduct Administrator/Coordinator of Student Accountability may determine to be appropriate. If the student is a resident, he/she will be responsible to make her/his own housing arrangements. The student shall have up to three hours to vacate the University premises once an interim suspension has been imposed. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of subsequent hearing at which the student may show cause why her or his continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated. The appeal process does not apply for this sanction.

**Disciplinary Expulsion:**
Permanent separation of the student from the University. A letter will be filed in the student’s permanent record in the Registrar’s Office and a notation will be made on the student’s academic transcript regarding the expulsion. If a student receives this sanction anytime during the refund period the student is entitled to that refund; however, if this sanction is received after the final date of refund, the student will not receive a refund of charges. In either case, a return of Title IV Funds will be calculated, and if an owing balance remains, the student will be responsible to submit payment, regardless of when the sanction happened. If an expelled student needs to visit the Simpson University campus for any reason, he/she should first seek permission from the Dean of Students and, if permission is granted, may be required to be accompanied by a staff escort.

**Appeals Process**

**How to Appeal**
A student may submit, to the Dean of Student’s office, a written request to review a discipline decision by 5 p.m. the second business day after the issuing of a verbal or written disciplinary response. A student’s failure to submit a request by this deadline waives the right to appeal and renders the decision final. Neither parents nor legal counsel can submit a request for review or participate in the appeal process.

**Scope of an Appeal**
A student may request an appeal based only on the following circumstances which affect the outcome of the disciplinary decision:

1. To consider new information that was not available at the time of the meeting/hearing.
2. To determine whether the decision reached regarding the respondent was based on substantial information; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the Student Conduct Board Hearing/Disciplinary Meeting was conducted fairly in light of the charges and information
presented and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the respondent a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

4. Whether the sanction(s) imposed were appropriate for the violation of the Conduct Code which the student was found to have committed.

**Possible Appeal Outcomes**

The Dean of Students may:

1. Reverse or amend the decision, and send notice to the appropriate parties
2. Affirm the original decision

There shall be only one request for appeal accepted for any given disciplinary decision up to and including suspension. Decisions by the Dean of Students are final, except in cases where the outcome is expulsion, in which case the expelled student may appeal a second and final time to the President of the University. The student must submit a written appeal to the President by 5p.m. the second business day after receipt of written notification of the Dean of Student’s denial of the appeal or the appeal outcome upholding the expulsion. The President may reduce the sanction, if warranted, after consultation with the Dean of Students, a representative of the last adjudicating body, and/or any other relevant individual. Absent extenuating circumstances, the President will inform the student of the final decision in writing within thirty business days of receiving the appeal.

*On a case-by-case basis, some sanctions (e.g., Behavioral Assessments, No Contact Restrictions, Drug Testing) enforced prior to the appeal may still be enforced if and until any specific sanctions are overturned.*

*Some sections of the Student Code have been reproduced by permission from the article “21st Century Model Code” (www.edstoner.com). Some sections have also been lifted and adopted from LRP Publications, Earlham College Policies and Guidelines, the Beloit College Website and the St. Olaf College Website*

**ACADEMIC EXPECTATIONS**

**Plagiarism/Cheating**

This section, which addresses issues related to honesty, gives us the opportunity to express and live out the second statement of The Simpson Way, “Character: My Priority.” Academic integrity is a serious matter. Dishonesty is an affront to the character and law of God; it violates the biblical principles of speaking truthfully, dealing honestly, and not practicing deceit. It is also an insult to the academy because it damages trust, and thereby destroys the basic building block of community within the University.
Examples of Dishonest Behavior

Note: This section is meant to provide clarity on what kinds of behaviors are dishonest by their nature. This is not an exhaustive list. The Academic Catalog is the official location for information relating to academic integrity. If there is any uncertainty about whether a non-listed behavior is right or wrong, students are encouraged to seek the counsel (and advanced approval) of their professors.

- The misattribution or misrepresentation of the intellectual work of another person as one’s own, i.e., plagiarism. This includes using another person’s words, ideas or graphic materials (pictures, charts/tables, etc.) without proper citation. It is plagiarism (a) to not place quotation marks around clauses, sentences, paragraphs that have been lifted verbatim or essentially intact from another source; (b) to use another person’s ideas without specifically identifying the source; and (c) to paraphrase the work of another person without specifically identifying the source.
- Inventing or falsifying information in an academic exercise (e.g., making up a fictitious source or quote; intentionally giving an incorrect citation).
- Cheating (e.g., obtaining/attempting to obtain answers from another student for an academic exercise or test; using unauthorized notes or text messages during an exam).
- Allowing one’s own intellectual work to be dishonestly used by others (e.g., sharing a term paper, examination, or electronic file so that another student may cheat).
• Misrepresenting or disguising one’s actions in order to deceive the instructor (e.g., fabricating a reason for having missed a class or deadline; turning in a paper for one class that was originally written for another class; buying, finding or receiving a term paper from another source and representing it as one’s own work; unpermitted collaboration on course assignments).
• Preventing other students from successfully completing an academic assignment (e.g., theft of materials from the library; stealing a textbook, notebook or electronic file from another student; hiding materials in the library to prevent their use by others; ruining another student’s laboratory experiment).
• Forging a signature on, or unauthorized alteration of, academic documents such as transcripts, registration forms, drop/add forms, class roster sheets, and grade books.

We consider motivation or intent to be an important factor in determining how to deal with dishonest academic behavior. Thus we distinguish between blatant dishonesty, which occurs when a person knowingly and intentionally engages in any of the behaviors noted above; and negligent dishonesty, which occurs when a person is unaware that his or her behavior is wrongful.

Academic Warning
A student is placed on academic warning when his/her grade-point average drops below 2.0 but is not at the academic probation level. Additionally, a student may be placed on academic warning as consequences for academic dishonesty. In the latter situations, the student is placed on academic warning for a specified period of time, set by the Academic Council, to provide an opportunity to better understand the definitions and additional consequences of academic dishonesty. The student may continue to receive University scholarships, grants, state and federal tuition assistance.

Academic Probation
In addition to issues relating to grades and cumulative grade-point averages, a student may be placed on academic probation for issues related to academic dishonesty for a specified period of time, set by the Academic Council, to provide opportunity for change. While on probation, a student may not represent the school in any off-campus activity such as athletics or musical teams (with the exception of music majors) and may not hold any leadership position. The student may continue to receive University scholarships, grants, state and federal tuition assistance.

Suspension
The Academic Council may impose suspension for issues of academic dishonesty, which is a separation from the University for a definite period of time, after which the student is eligible to reapply. Conditions for readmission must be specified at the time of suspension.
Dismissal
After being readmitted following a period of suspension, a student may be dismissed from the University because of repeated instances of academic dishonesty or because of an insufficient grade-point average.

Negligent Dishonesty
At the discretion of the professor, this may result in an automatic “F” for the assignment and may require that, in order to receive credit for the course, the student repeat the assignment (without credit) using proper documentation.

Blatant Dishonesty
At the discretion of the faculty member, this may result in failure in the course.

Repeated Dishonest Behavior
This may result in the student being placed on academic warning, academic suspension, or dismissal from the University by the Academic Council. Additional information about the academic dishonesty policy can be found in the current catalog. The catalog can be found online at simpsonu.edu/catalog.

CAMPUS SAFETY EXPECTATIONS

Parking
All students, faculty, staff and visitors are required to have a permit to park on campus. All persons are responsible to park only in a parking lot that displays the color matching their permit color.
- Parking is prohibited on campus streets.
- The campus speed limit is 15 mph.

Violation Fees (1st violation of each)

Parking Violations
1. Restricted parking (handicapped) ............................................................. $100
2. Permit required/no permit displayed ....................................................... $100
3. Permit not valid in this area ................................................................. $ 25
4. Parking in a NO PARKING space/area .................................................. $ 25
5. Parking outside of marked parking stall ............................................... $ 25
6. Parking in an undesignated area ........................................................... $ 25
7. Unauthorized parking in a RESERVED or DESIGNATED space/area ....... $25
8. Obstructing a driveway, access to Dumpsters or fire lane ................. $ 25
9. Parking within 15 feet of a fire hydrant ................................................ $ 25

Moving Vehicle Violations
10. Speeding or reckless driving ................................................................. $100
11. Failure to stop at a stop sign ............................................................... $ 25
Repeat Violation Policy

- Above violations except numbers 1 and 10, which remain at $100 for each occurrence:
- Second violation is an additional ................................................................. $50
- Third violation ................................................................................................. $75 and the student could be referred to the Office for Student Accountability for additional sanctions
- Fourth violation an additional ................................................................. $100 fine, the student will be referred to the Office for Student Accountability for additional sanctions and the potential the loss of vehicle privileges on campus for the remainder of the academic year.

Enforcement Procedure:

- The enforcement process begins when a ticket is issued.
- The recipient of the ticket can either appeal the ticket or pay it. (All appeals must be made within 7 calendar days of issuance of the ticket to the Campus Safety Office.)

Appeal Process:

- Written appeal submitted to the Campus Safety Manager or his/her designee.
- If a violation goes uncontested for 14 days, the appropriate charge for the violation will be billed to the violator’s account.
- Repeated parking violations or any moving vehicle violations may result in the loss of a student’s privilege to use his/her vehicle on Simpson University property.

Guests

The University reserves the right to require guests to leave if they are in violation of University rules and regulations or federal, state or local laws, and/or disturb other members of the University community. Students are responsible for the behavior of their guests and may be liable for their guest’s behavior.

Theft

The University does not assume responsibility for the personal property of students. Locking doors and windows and alerting neighbors of unoccupied rooms are the strongest deterrents against theft. If the homeowner’s policy of their parent/guardian does not provide coverage, residents may want to consider purchasing rental insurance from an insurance provider.
CHAPEL EXPECTATIONS

Chapel
Chapel at Simpson University is “where our hearts and minds encounter God.” It is designed to intentionally develop the life of our community through meaningful worship, Biblical and Spirit-breathed messages, and opportunities to share our spiritual journeys in a variety of formats. Chapel is a central part of our life together in a Christian institution of higher education.

The goals of chapel are to assist students in their ability to:
1. Form a personal response to issues facing them as 21st century Christians
2. Communicate the values of Simpson University as a Christ-centered institution of higher education
3. Demonstrate their commitment to Christian community and their own spiritual growth
4. Engage, with sensitivity, persons who may be different from them culturally and spiritually
5. Identify opportunities to serve the world and the characteristics necessary to do so

Chapel convenes two times weekly (Wednesday and Friday from 10:20 to 11:20 a.m. in the James M. Grant Student Life Center).

During Spiritual Focus Week (September), and the J.D. Williams Global Impact Week (November/February) an additional chapels are frequently scheduled for throughout the week.

Because of the important contribution chapel makes to the student’s educational and spiritual experience, full-time students (12+ semester hours) and all resident students, are required to attend chapel 66 percent of the time during each semester.

To receive credit for chapel attendance a student must scan their ID card with the chapel scanners no later than 10 minutes after the beginning of chapel, be present for the entire chapel service, give full attention to the chapel program, and scan out at the conclusion of chapel. Attitudes and behaviors (such as talking, texting, scanning and leaving, inappropriate physical contact, doing homework, etc.) that distract and/or disrupt the student or others around them from fully participating in the chapel program are unacceptable and may result in forfeiting chapel attendance credit for that chapel.
Those who observe such behaviors are responsible to encourage the people involved to redirect their attention to the chapel program.

Other Opportunities to Receive Chapel Attendance Credit

We understand that students grow spiritually in a variety of ways, not simply through a large gathering. There are many opportunities to receive chapel attendance credit outside of the traditional Wednesday and Friday chapels. Here are a few traditions that happen at Simpson University:

1. UNITE – Every Monday night students gather in the prayer chapel to hear from student-selected speakers ranging from fellow students to community pastors and members. These nights are planned and speakers are selected by the Campus Ministry Leadership Team (page 48). See your chapel schedule or visit the website for more details.

2. Faculty Led Bible Study – Often faculty desire to make a bigger spiritual impact on students and offer to lead a Bible study for a set number of weeks in a semester.

3. Theme week special events – During Spiritual Focus Week (September), and the J.D. Williams Global Impact Week (November/February) there are special events that offer chapel credit.

4. Women Made Well – The Wellness Center plans 3-4 of these events for the women on campus. Often they are intimate times to share ideas, ask questions, and hear from staff and faculty on a variety of issues unique to college women.

5. Prayer Leader Events – Every fall semester the Prayer Leader team hosts a Bonfire with s’mores, worship, and student testimonies. Every spring semester the team plans a storytelling gathering in the J.D. Williams room of the Owens Center. These events have quickly become tradition and a unique way to grow closer to the Lord and in community.

6. Various events pop up each semester that can offer chapel attendance credit, watch out for them!

To monitor personal attendance records, students can visit the Simpson Moodle website.

Students whose chapel attendance falls below the 66 percent requirement in any one semester will receive the following:

Chapel Warning
The first time a student fails to meet the chapel attendance requirement (66 percent) he/she will receive a Chapel Warning. Students who are placed on Chapel Warning status will have the warning recorded on their student records; the appropriate Student Development staff will be notified; and should they be employed at Simpson, their Simpson supervisor will be notified.

Chapel Probation
The second time a student fails to meet the chapel attendance requirement while a student at Simpson University; they will be placed on Chapel Probation status with Simpson University.

Students who are placed on Chapel Probation status will have the probation recorded on their student records; the appropriate Student Development staff will be notified; and should they be employed at Simpson, their Simpson supervisor will be notified.

Chapel Probation status lasts for one semester and includes the following consequences: The student may not hold a leadership position or represent the University in any way, including intercollegiate athletics or traveling music teams (unless the student is a music major or minor). The student is limited to taking no more than 13 credits during the semester they are on Chapel Probation.
After spending 1 semester on Chapel Probation, the student will return to the Chapel Warning list for the following semester. After attending the appropriate number of chapels on Chapel Warning, they will be cleared completely.

**Chapel Suspension**
Since attendance at chapel is a distinctive of a Christian University, failure to meet the chapel attendance requirement (66 percent per semester) for the third time while a student at Simpson University will result in suspension from the University for one semester.

**Chapel Attendance Alternative**
If, due to unavoidable circumstances, a student cannot fulfill the chapel attendance requirement (66 percent per semester) in any given semester, application can be made for a chapel attendance alternative for the semester in question. Attendance alternatives are rare due to our commitment to chapel as a central component to the traditional undergraduate educational experience.

While a chapel attendance alternative may release a student from attending chapel, it does not release a student from the learning outcomes for which chapel is designed. Students who receive a chapel attendance alternative will be given alternative chapel assignments, which must be completed in order to fulfill their chapel attendance requirement. Failure to complete the chapel attendance alternative will result in the application of the regular consequences for failing to meet the chapel attendance requirements listed above. Applications are available through the Office of Spiritual Formation.

Deadlines for submitting a request for chapel attendance alternative are Sept. 30 for the fall semester and Jan. 31 for the spring semester.

**Appeals**
Students who receive a Chapel Warning or Chapel Probation notice may appeal their status to the Office of Spiritual Formation. Responses to students who appeal their Chapel Warning or Chapel Probation status may include denial of the appeal, opportunities to make-up missed chapels, revision of the status or consequences directed at strengthening the student’s experience of building faith in community.

**BUSINESS SERVICES EXPECTATIONS**

**Coin and Vending Machines**
Please submit an online Facilities work request providing information regarding the problem you are having with the change and or vending machine(s), and Facilities will have someone take care of those issues for you as soon as possible.

If you have any questions or should you have any problems, please feel free to call the Facilities office.

- Thompson: One-coin machine in the laundry room, one soda vending machine in the kitchen
- Irwin: One soda vending machine in the kitchen
- Morgan: One-coin machine in the 2nd floor laundry room, one soda vending machine in the kitchen
- Dining Center foyer has one-coin machine
Damage to University Property
Students will be required to compensate the University for damage to any of the University’s property due to their actions. Acts that lead to damage of, or defacing of University property, at the discretion of the administration, will result in a charge in addition to the cost of cleanup, repair and/or replacement of the property.

Dining Center
Because the services in the Dining Center are contracted out to a private vendor, some of the guidelines in this section are linked to cost of doing business. When these guidelines are followed, the Dining Center has more resources to give to quality service. When these guidelines are not followed, more time, energy and money go to compensating for the losses incurred from the effects of the violations.

In a student’s relationship to the Dining Center, The Simpson Way commitments of Character: My Priority” and “Community: My Responsibility” are expressed. The following policies are in effect for the use of the Dining Center and the administration of the meal plans:

• All students must show the cashier their ID card. If a card is lost, the student may obtain a duplicate from IT. After the first week of classes, a $40 fee will be charged for resident student key access ID card replacements, and a $5 fee will be charged for commuter ID card replacements.
• ID cards are not to be used by anyone other than the owner. No sharing of unused meals from any participant’s card is allowed.
• No plates, cups or utensils of any kind may be removed from the Dining Center.
• No food may be removed from the Dining Center, except under these specified conditions:
  o Food to be eaten on the Dining Center patio
  o Food in the process of being eaten (e.g., fruit and cookies)
  o When previous arrangements have been made with the Food Service Manager
  o Food obtained through the To-Go Box Program
• Students must swipe their card at every meal.
• Entrance to the Dining Center shall be through the main entrance only.

Violations of these policies are considered stealing. Failure to abide by these policies may result in disciplinary action, including but not limited to, educational sanctions, community service, and/or financial restitution of up to $50.

To-Go Box Program
The To-Go Box Program is in place for students who have a hard time meeting their nutritional and dining needs due to time constraints. Students are expected to choose one of two options: dine in (plate) or take food to go (To-Go Box). All food obtained in a To-Go Box is to be consumed outside of the dining center. To-go boxes are not refillable. Exceptions may be made on a case by case basis. All food removed from the
dining hall for your own consumption is done so at your own risk.

The Process
- Pay the one-time $5 To-Go Box fee at the cash register as you enter the Dining Center to receive your reusable To-Go Box container.
  - The $5 fee covers the cost of the container only; it does not cover the cost of dining in the Dining Center.
  - If your container is lost, an additional $5 fee will be charged in order to receive a new container.
- Swipe your Student ID card and collect your receipt.
- Fill your To-Go Box with a healthy, balanced meal and head out of the Dining Center to your next engagement.
- The next time you need a meal To-Go, return your used To-Go Box container to the front desk of the Dining Center. A new container will be issued at no additional cost.

Enforcement Procedure
- The enforcement process begins when written notification is issued to the student.
- The student can either appeal or pay the charge. (All appeals must be made within 7 days of notification.)

Appeal Process
- Written appeal submitted to the Chartwells Food Service Director.
- Verbal appeal before Director of Auxiliary Services.
- If a violation goes uncontested for 7 days, the appropriate charge for the violation will be billed to the violator’s account.
- Repeated violations will be handled through the Student Development.
- Disciplinary Process.

Vehicle Maintenance
No work is to be performed on any student vehicle in the parking lots or any other area on campus, except for minor repairs that do not require compromise of any of the vehicle’s fluid systems (e.g., oil, cooling, brake). Disregard of this requirement may result in the loss of parking privileges.

INFORMATION TECHNOLOGY EXPECTATIONS

Simpson University provides students with access to network and computing resources as an integral part of the educational environment. By using University-provided computers or networks, you agree to abide by the following acceptable use policy.

Policy Applicability
- **Applicability:** This policy applies to all Simpson University students when using University-provided technology resources, regardless of whether used for
administration, education, and other purposes of the University or personal use. For example, wireless or wired network service, network devices, computers, computer software, projectors, whiteboards, document cameras, telephones, mobile phones, and other wireless devices and computer peripherals are technology resources that may be provided by Simpson University.

- **Legal and University Process:** Simpson University is subject to various legal jurisdictions and authorities and their laws. The University may be required by law to provide information related to information, information resources and the use of such to authorities requesting such information as part of an investigation. The University reserves the right to review records of information and information use, at its own discretion, for its own purposes, e.g., for normal University operations or internal investigations or enforcement of its policies.

**Information Technology Policies**

- **Copyrights and Licenses:** Users of University-provided technology resources must abide by copyrights and licenses that apply to the same.

- **Copying:** No material protected by copyright may be copied, unless specifically permitted by the copyright owner or as permitted by copyright law. Protected material may not be copied into, from or using any University-provided technology resources. This includes illegal use of the campus network to download copyrighted material or redistribute such material.

- **Copyrights:** All copyrighted information, including words, icons, software, images, video, audio, etc., transferred, stored or accessed with University provided technology resources, must be used in conformance with applicable copyright law.

- **Plagiarism:** Plagiarism of digital information is subject to the same sanctions that apply to plagiarism of any other media.

**Integrity of Technology Resources**

Students must respect the integrity of University-provided technology resources.

- **Modification or Removal of Equipment:** Students must not attempt to modify or remove technology resources, including computers, network equipment, software and any other technology resource, without explicit authorization from the Information Technology department.

- **Restricting Others’ Use:** Students must not restrict the use of technology resources by other students, University faculty and administrative staff. This includes, but is not limited to, attempting to access or modify personal, individual or any other University information for which the user is not authorized; attempting to access or modify information systems or other information resources for which the individual is not authorized; sending chain-letters, unsolicited bulk electronic mail either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a University computer, network or other information resource; or otherwise damaging or vandalizing University
computing facilities, equipment, software, computer files or other information resources.

**Unauthorized Programs**
Computer users must not intentionally develop or use programs which disrupt other computer or network users or which access private or restricted information and/or damage software or hardware components of a system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network services for any unauthorized or illegal use. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the University, as well as criminal action.

- **Unauthorized Access:** Students must refrain from attempting to gain or use unauthorized access to university technology resources.
- **Abuse of Network Privileges:** Users of university information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the university.
- **Reporting Problems:** Any defects discovered involving university technology resources must be reported to the IT Help Desk or IT staff so that steps can be taken to investigate and resolve the problem.
- **Password Protection:** A computer user who has been authorized to use a password, or otherwise protected, account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others.

**Usage**
Computer users must respect the rights of other computer users. Most university systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person’s information are a violation of university policy and may violate applicable law. Authorized system administrators may access computer users’ files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.

- **Prohibited Use:** Use of the university’s computers, network or electronic communication facilities (such as electronic mail, instant messaging, or peer-to-peer networks) to send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or university policy, or that may contribute to the creation of a hostile academic or work environment, is prohibited.
- **Mailing Lists:** Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material
delivered by the list as long as that material is consistent with the list’s purpose. Persons sending to a mailing list any materials which are not consistent with the list’s purpose will be viewed as having sent unsolicited material.

- **Advertisements:** In general, the university’s electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, next page). Some technology resources may be designated for selling items by members of the Simpson community, and may be used appropriately, according to the stated purpose of said resources.
- **Information Belonging to Others:** Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without the specific permission of those other users.
- **Privacy:** The Health Insurance Portability and Accountability Act of 1996 (HIPAA) contains standards and rules which govern the treatment of individually identifiable health information. Contact the Human Resources Department for more information.

**Political, Personal and Commercial Use**
The University is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

- **Political Use:** University information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable University policies.
- **Personal Use:** University information resources should not be used for personal activities not related to appropriate University functions, except in a purely incidental manner.
- **Commercial Use:** University information resources should not be used for commercial purposes, except in a purely incidental manner or except as permitted under other written policies of the University or with the written approval of a University officer having the authority to give such approval. Any such commercial use should be properly related to University activities, take into account proper cost allocations for government and other overhead determinations, and provide for appropriate reimbursement to the University for taxes and other costs the University may incur by reason of the commercial use. Users also are reminded that the “EDU” domain on the Internet has rules restricting or prohibiting commercial use, and thus activities not appropriately within the EDU domain and which otherwise are permissible within the University computing resources should use one or more other domains, as appropriate. Contact the Director of Information Technology for more information.

**Acceptable Use**
- Each student is responsible for the use of his/her network account. It is a
violation of this acceptable use policy to share your account or password with others. All students must take reasonable precautions to safeguard their password(s).

○ Acceptable use of computers in a residence hall is the responsibility of all of the occupants of the room. The residence hall room occupant(s) will be held responsible for any and all inappropriate messages traced to that room.
○ Messages may not be sent out under another person’s name.
○ Proper “Netiquette” should be adhered to at all times. For instance, name calling, cyber-bullying, insults, etc., have no place on the network.

• Transferring copyrighted materials to or from any system or via the University network without express consent of the owner is strictly forbidden and is a violation of federal and state laws. Examples of illegal copying include:
  ○ Downloading, copying or distributing copyrighted works such as, but not limited to, music, videos, and movies.
  ○ Making a personal copy of software licensed to the University.
  ○ Copying files created by another person without obtaining that person’s permission.
  ○ Installing software on a computer without first obtaining a license for that software.

Legal alternatives that are available and recommended include the following:
  ○ iTunes: www.apple.com/itunes
  ○ Pandora: www.pandora.com
  ○ Spotify: www.spotify.com
  ○ Hulu: www.hulu.com
  ○ Netflix: www.netflix.com
  ○ Amazon: www.amazon.com

• Browsing, exploring, or making other unauthorized attempts to view data, files, or directories belonging to the University or to other users are forbidden. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security.

• Accessing, viewing, displaying, printing, or distributing pornographic or obscene material is prohibited. Establishing web pages with links to such material is also prohibited. Simpson University maintains the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the Simpson community.

• Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. “Chain letters” and “spam” are violations of this policy.

• Students are expected to treat Simpson University computer equipment with appropriate care. Computer repairs, re-cabling, etc., of Simpson University computer equipment must be done by Information Technology staff members. Tampering with or otherwise modifying classroom computers, audio, video and related cabling and accessories is specifically prohibited.
• Students are not to send out unsolicited electronic mail messages to a large number of recipients (over 25 recipients) except for official University business on behalf of student organizations and only with the written permission of the appropriate faculty or staff advisor.

• Simpson University network, server and storage capacities are limited and all users are expected to be responsible in their use of these limited resources. As a result, users must not unfairly monopolize these resources to the exclusion of others. Applications that create excessive loads on servers or excessive network traffic are prohibited. In addition, the University has the right to monitor and log any and all usage of its network and computer systems including, but not limited to, Internet sites visited by users, email, instant messaging, newsgroup activity, file transfers and application usage.

• Students are not to set up any network devices or servers that provide network services without explicit authorization from the Director of Information Technology. Prohibited devices that can cause problems with access for other students include, but are not limited to:
  o Routers
  o Switches
  o Hubs
  o Wireless Access Points
  o Computers or other devices running network services such as, but not limited to, DHCP, DNS, SMTP, POP3, and SNMP.

• Before connecting a computer, smartphone, game system or other network device to the campus network, whether wired or wireless, students are required to install and activate a valid anti-virus and anti-spyware program and to maintain anti-virus, anti-spyware and operating system with current updates (within 30 days) at all times.

**Enforcement of Policy**
The University reserves the right to enforce the aforementioned policies. Enforcement of these policies may involve (at the University’s discretion) monitoring of stored data and network transmissions (email, web-site accesses, etc.). Use of the network and computing facilities implies consent to these regulations and monitoring activities. Alleged violations of this Usage Policy will be reviewed on a case-by-case basis by the Director of Information Technology. Information Technology staff retain the right to examine electronic information as needed to investigate violations of these policies, as well as to monitor and control system usage and to perform necessary maintenance procedures. Violation of any policy may result in disciplinary action and/or restriction of access to University-provided technology resources. The University network is the property of the University, and the University reserves the right to remove or restrict access as disciplinary action and to take legal action as appropriate. Simpson University reserves the right to modify this policy at any time. Students will be held financially responsible for damage they cause to University-owned equipment, whether accidental or intentional.
RESIDENCE LIFE EXPECTATIONS

Simpson is committed to the idea that living and learning (social and intellectual life) should not be separated. It is here, within the residence halls, that the core values of Simpson and The Simpson Way have an opportunity to be exhibited. All residents are encouraged to work toward a self-governing conduct system, holding one another accountable and confronting each other when codes are violated. While some of the codes are related to safety concerns, others have to do with issues of courtesy or testimony. It is important to note that all Residence Life codes and guidelines apply to all types of University housing.

Residence Life Codes/Guidelines

Abandoned Possessions
If an item is left within the residence hall beyond official checkout or withdrawal, Residence Life staff will consider those items abandoned, and the responsible residents may be charged for the cost of removal.

Age Limit
Traditional undergraduate students, up through the age of 30, may live in the traditional residence halls. Exceptions may be considered by the Dean of Students.

Air Conditioners/Heaters/Windows
Air conditioners and heaters should be used conservatively, and windows should be closed (as well as the doors in Measell-Taylor) when rooms are not occupied. Units should be turned off when the residents are gone for weekends or breaks. The use of portable heaters is prohibited in all residences.
**Babysitting**
Out of the best interest of children and residents, babysitting is not allowed in the residence halls. Professional live-in staff and their apartments are exempt.

**Bicycles**
Bicycle racks are available in select residence halls and on campus. Within the residence, bicycles are to be stored on these racks only, or on the available racks outdoors. Bicycles are not permitted in individual residential rooms.

**Break Housing**
Students who are not approved to stay over Christmas, Spring or Summer break, will be charged $50 per night for each unauthorized day on campus. Residents who require housing during University Breaks must follow the break appeal process (see Break Housing).

**Cooking/Curling Irons/Etc.**
Cooking of food may only be done in the main kitchen area of the residence. Hot plates, crockpots, rice cookers, toaster ovens, or other cooking appliances are not allowed in the student rooms. Microwaves are allowed, but need to be limited to one microwave per room/suite.

Curling irons and other such items should always be used with caution. If contact is made with the counter or sink material, they may melt. Do not iron on the floor due to the possibility of carpet burns. Portable electric heaters are never to be used in the rooms. Residents are responsible for the cost of repair due to damage.

**Check in Procedures**
All residents are required to check in with the Resident Assistant or Resident Director upon arrival to campus. Residents are required to check out a key and to fill out an online damage report form within 72 hours of arrival on campus. Failure to do so will result in a $50 charge. Room keys are the property of the University and as such may not be copied by the student for any reason.

The returning procedures must be followed when a student returns to campus at the start of a semester. Students who fail to abide by the date and times set for moving into their room will receive a charge of $50 per day, as well as a $50 charge for each day thereafter.

Students should carefully and accurately complete the online check in form since this is the document used after the student leaves to determine charges for damages and cleaning. Any items that need repair and/or cleaning at the time of checkout that were not noted on the check in form become the responsibility of the residents of that room, apartment or house.
Checkout Procedures

1. For checkout each year (at the end of spring semester or within 24 hours of an official withdrawal), each resident’s room must be inspected by a Resident Assistant or Resident Director before a resident is officially considered checked-out of the residence. Residents are responsible to make a checkout appointment with their RA or RD. At that time, the online checkout form will be completed by the staff member, and the room key returned. The charge for a lost room key is $75. (RA’s and RD’s will be charged $300 for a lost Master Key).

2. The checkout procedure must be followed whenever a resident leaves the residence. If a resident fails to officially checkout with a Residence Life staff member, a charge up to $250 may be assigned. If this charge is not paid, Residence Life will hand the matter over to Student Development and a hold will be placed on the student’s transcript and/or diploma. If a student stays beyond the checkout deadline without permission, an immediate charge of

3. $50 will be applied, as well as a $50 charge for each day thereafter.

4. A final inspection or checkout, separate from Residence Life staff, will be conducted by Facilities. Your account may be charged by May 31 for damages or cleaning expenses not noted by RA on the residence checkout form. If a particular student cannot be identified as the originator of the damages, the charges may be distributed among all students living in the suite. These charges are determined by comparing the check in form with the current condition of the room. Any unpaid charges may result in a hold being placed on the student’s transcript and/or diploma.

5. Courtesy storage space is limited on campus, and residents should obtain a storage form from the Resident Director. Items stored over the summer must be stored in the residence hall that a student will be living in the following year. Anything left behind that has not been stored in accordance with these guidelines becomes the property of the University.

6. For students who are not planning to return to the University, a separate withdrawal form, available from the Office of the Registrar, must also be completed and turned in to complete their checkout.

7. Upon official withdrawal by the Office of the Registrar, residents are given 24 hours to officially check out of their assigned room.

Room Damage Charges
The following charges may be assessed, depending on the damaged item, and added to the student’s finance account:

- Failure to check out properly ................................................................. $250
- Lost key .................................................................................................. $75
- Cleaning fee (per student) ................................................................. $100
- Door damage ....................................................................................... $200
- Carpet stain ......................................................................................... $200
- Wall or ceiling damage (per hour) ....................................................... $50
- Window blind replacement ............................................................... $50
- Window screen replacement ............................................................. $50
Window replacement ................................................................. $250
Mattress replacement ............................................................. $200
Bed replacement ........................................................................ $200
Desk/hutch replacement .......................................................... $500
Dresser replacement ............................................................... $500
Chair replacement .................................................................. $100
Disabled smoke detector ....................................................... $300
Bathroom fixture damage ....................................................... $100
Toilet ...................................................................................... $200
Sink ........................................................................................ $200
Countertop .............................................................................. $200
Shower/tub .............................................................................. $200
Mirror ................................................................................... $200

**Smoke Detectors**
Fire extinguishers, smoke detectors and fire alarms have been installed to protect life and property. Unauthorized use of or tampering with any of these is not only against the law but is also a significant safety concern for Simpson University and is subject to discipline and a charge of $300.

**Christmas Trees**
In accordance with state of California fire regulations, all live Christmas trees in residence halls must be treated with an approved flame retardant. Campus Safety must supervise the application of the approved flame retardant as these trees must be treated in accordance with directives found in the California Fire Code.

**Closed Residence Halls**
Residents should be aware that they must vacate the residence halls during winter break, spring break and summer vacation. Residence buildings are to be vacated by 5 p.m. on the Friday after finals and the first non-class day of spring break, and by 5 p.m. on the Friday after spring finals. It is the responsibility of the resident to arrange alternative housing when the residence halls are closed.

**Damages to Premises**
You agree to pay for repair of the premises when caused by your misuse or that of your family or visitors. We shall not be responsible for damage or loss of your personal property stored in or about the premises. For this reason, we encourage you to protect your personal property with your own renter’s insurance.

**Fire Equipment/Fire Drills**
Fire extinguishers, smoke detectors and fire alarms have been installed to protect life and property. Unauthorized use of or tampering with any of these is against the law and may lead to damage charges and a disciplinary response. Students should not hang items, including clothing, from the sprinkler heads mounted in the ceiling, since they are easily broken and/or caused to discharge the system, causing significant property damage.
damage. Periodic fire drills are held in the residences to check equipment and test student and staff response. See Student Code.

**Guests**

A guest of Simpson University is defined as any non-Simpson University student visitor. Simpson University residents who sponsor a guest must accept full responsibility for the guest’s behavior. If the guest violates the Residence Life or Student Code or other college policies, the student host will be held responsible.

The right of a resident to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests. Roommates have a right to refuse their roommate’s guest(s) or to ask the guest(s) to leave for reasonable cause.

A student guest is defined as any Simpson University student (commuter or resident, full or part time) who visits or stays overnight in a residence hall to which he/she has not been assigned.

Student guests are subject to all Residence Life codes, including all disciplinary procedures. Multiple violations may result in suspension from the residence halls.

Any particular guest (student or non-student) may not stay on campus for more than three nights consecutively regardless of whom they are staying with. The maximum number of nights that a guest can stay on campus is six nights per semester total, with the exception of hosting prospective students at the request of the Admissions Department.

Residents who wish to have overnight visitors in their rooms must obtain permission from their Resident Assistant or Resident Director prior to hosting. Hosts are responsible for signing-in their guests on the guest sign-in clipboard located in the main lobby. Residents may only host same-sex individuals as overnight guests.

Resident hosts are responsible for informing guests of all Residence Life Code policies and safety procedures.

Friends or relatives of students who wish to visit may also be accommodated at the University in designated guest rooms when these rooms are available. These guest arrangements can be made through the Auxiliary Services Office, OC 305, (530) 226-4971. There is a nominal fee for housing, and meals may be purchased at the Dining Center.

**Hair Dye**

The use of hair dye is not permitted in any area within the residence halls. Students
will be required to compensate the University for the cost of cleanup, repair and/or replacement of any damaged/stained property.

**Housing Assignments**
Every effort is made to accommodate the preferences of each individual student; however, we cannot guarantee that your preference will be accommodated. Therefore, living successfully with roommates requires flexibility and the willingness to communicate in an honest yet constructive manner. As individuals sharing a space can have differences in schedules, personalities, habits, stresses, and lifestyles, it is important that you approach every roommate situation with an open mind and willingness to collaborate to make the relationship positive and meaningful. Residence Life reserves the right to make or change room/roommate assignments based upon the needs of the University.

**Kitchen Usage**
The kitchen areas in the residences are provided for student use, and residents who use the kitchen are responsible for maintaining the appearance and cleanliness of the area. Whatever is used should be cleaned PROMPTLY after use. All food items stored in the refrigerator or cabinets are personal property and should be respected as such. Name and date should be on all food stored in the general area. Unlabeled food will be discarded. The Residence Life staff reserves the right to close the kitchen if these guidelines are in violation. Kitchen policies are displayed in each kitchen.

**Laundry**
Laundry facilities are provided in each residence. Clothes should be removed from machines immediately after use so that other students may use them. Laundry facilities are not permitted to be utilized during quiet hours. Laundry service is available for Simpson residents only. Any unauthorized use of laundry service will be addressed by the conduct process.

**Lighting**
The University will replace light bulbs in University-owned fixtures at no cost to students. Bulbs over 60 watts should not be used. For safety, halogen lamps are not permitted.

**Lockout Procedures**
It is the resident’s responsibility to maintain control of their assigned keys. In the event that a resident is locked out of their assigned room, they should follow the lockout procedures. First, the resident should attempt to contact their roommates. If roommates are not available, then they should attempt to contact their RA. If their RA is not available, then they should attempt to contact another RA in their assigned building. If roommates and RA staff are not available, then the resident should contact Campus Safety. Campus Safety will assist assigned residents after verifying the resident’s identification and active room assignment. There may be a delay due to the required verification by Campus Safety. Residence Life and Campus Safety will monitor lockouts. The first two lockouts will be completed, each with a reminder that a third lockout may
result in conduct.

**Visitation Hours**
Visitation refers to the times in which members of the opposite sex are allowed to be in each other’s rooms. During these times doors must remain completely open and lights turned on, all parties must be visible with no barriers, and all inappropriate PDA is prohibited (please see section on physical affection in the Student Code). Visitation ends each night when quiet hours begin. There are no visitation hours over Christmas, Spring break, or Summer break. Visitation dates/hours/discipline can be adjusted by Residence Life staff members at any point in the semester. Residence Life staff reserve the right to change or suspend visitation privileges for the good of the community, or if violations are made. Below are visitation hours for the Thompson-Mangham, Irwin-Shellrude, Morgan-Sharpe, Currie-Ediger, Measell-Taylor, and Cooper-Heath Residence Halls.

Sunday :: 12:00pm - 10pm | Monday :: 10am - 10pm | Tuesday :: 10am - 10pm |
Wednesday :: 12:00pm - 10pm | Thursday :: 10am - 10pm | Friday :: 12:00pm - 12am |
Saturday :: 10am - 12am

The below information applies to the specific Visitation policy for Measell-Taylor: Doors may remain closed, but blinds must be pulled open and lights must be turned on while the opposite sex is in the room, all parties must be visible with no barriers, and all inappropriate PDA is prohibited (please see section on physical affection in the Student Code). After Visitation has ended, all parties (male and female) must be outside the apartment with both apartment doors closed if they would like to socialize.

**Open Lobbies**
Open Lobbies refer to the times in which members of the opposite sex are allowed to be in the Residence Hall lobbies. Below are Open Lobby hours for the Thompson-Mangham, Irwin-Shellrude, Morgan-Sharpe, Currie-Ediger, Measell-Taylor, and Cooper-Heath Residence Halls.

Sunday :: 12pm - 12am | Monday :: 10am - 12am | Tuesday :: 10am - 12am |
Wednesday :: 12:00pm - 12am | Thursday :: 10am - 12am | Friday :: 12pm - 12am |
Saturday :: 10am - 12am

**Pets**
Fish are the only pets allowed in University housing. Fish must be contained in no more than a 5-gallon sized tank.

**Power Strip Usage**
Power strips must be UL-listed with an interior circuit breaker. These power strips may not be used to power other power strips and must be in compliance with city of Redding guidelines issued at the beginning of the academic year.

**Quiet Hours**
At all times, music and instruments should be played quietly so that others in the
residence will not be disturbed. During quiet hours, noise levels are strictly enforced in residence hall rooms, lobbies and areas surrounding the residence halls as to respect those studying or sleeping. These hours fall between:

- Sunday-Thursday or class nights: 10pm–10am
- Friday and Saturday or non-class nights: 12–10am

**QUIET HOURS ARE ENFORCED 24/7 DURING FINALS WEEK**

**Refrigerators/Freezers/ Other Appliances**
All refrigerators and freezers must be 4.4 cubic feet or less, and no student is allowed to have more than one. Any other large appliances are prohibited. Exceptions may be granted by the Director of the Academic Success Center on a case by case basis for medical accommodation.

**Residence Meetings**
Periodic all-residence meetings are held to communicate important information. These all-residence meetings are mandatory. Residents who have not received permission to be absent from their Resident Director may be charged up to $25.

**Restricted Areas and Lobbies**
Certain residence lobbies and common areas (excluding hallways to rooms) are accessible to the opposite sex during the hours of 8 a.m. to 11 p.m. Sunday through Thursday or school nights, and until 12 a.m. on Friday and Saturday or non-school nights. Walkways, bridges and other approaches to the residences are off-limits to socializing after quiet hours. Conversations should be moved to the parking lot or to other locations on campus.

If it is not open Visitation, persons of the opposite sex may enter the hallway leading to residence rooms only with the permission of a Residence Life staff member. Landscaped areas around residences should be respected at all times, and socializing at first-floor windows is not allowed out of respect for other residents.

**Room Care**
Every resident is responsible for the appearance, cleanliness, and health conditions of his or her own room according to the following guidelines:

- **Room Checks**: Mandatory room checks will occur every four to six weeks during the academic year and at the conclusion of fall semester to assure cleanliness and livability. Students are expected to vacuum the carpet rug, empty trash, remove rotting foods and odor-causing laundry, clean the sink, counter, shower and toilet prior to each room check. Failed room checks may result in a charge of $20 per person if rooms do not meet these standards. The Residence Life staff reserves the right to implement alternate charges at their discretion. Vacuum cleaners are provided on each floor of each residence.
Students must supply all other cleaning supplies necessary for the maintenance of their room.

- **Feminine Products**: No feminine products should be flushed down the toilet. They will cause septic-system clogging, back-ups and damage to pumps.
- **Furniture**: Removal and alteration of school furniture or bed parts from the room is NOT permitted. Personal furniture belonging to residents and brought into assigned rooms is expected to be neat, clean, and free from all smells or pests. (Please refrain from bringing Thrift Store furniture into the Residence Halls.) Residence Life can reject furniture that does not meet these standards at any time.
- **Room Decorations**: Appropriate room decorations (posters, pictures, etc.) are allowed on the walls only if properly secured with small nails, pins, or tacks. Failure to comply will result in room damage charges.
- **Cleaning Supplies**: Cleansers that are non-abrasive will work if showers and toilets are cleaned on a regular basis. Cleansers like Ajax and Comet scouring powders should never be used. Also, no wire pads or harsh sponges should be used. Further, toilet bowl deodorizers and cleansers like “Tidy Bowl” should be avoided since they will stain the flooring during clean-up or repairs.
- **Room Damages & Maintenance**: See “Work Order” section under Residence Life information section.

**Room Changes**
Room changes are handled by the Resident Directors. Room assignments are made for the entire academic year with minimal changes at semester break to prepare for new students and to manage the departure of other students. Any other room changes must be pre-approved by the Residence Life staff. Room changes will not be approved in the case of un-addressed roommate conflicts. Students who have difficulty resolving issues with one or more roommates should contact their Resident Assistant, who will assist in conflict resolution. He/she will involve the Resident Director if necessary. Unauthorized room changes, without the permission of the Resident Director, can result in a charge of up to $50, and the resident may be asked to return to their original assigned room.

**Room Entry**
All residential units are owned or leased by Simpson University. It is the policy of the University to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the school to provide a secure and safe environment.

In accordance with these guidelines, a residential student’s living space within University-controlled housing may be entered at any time for any of the following reasons without notice:

- Room Checks
- To investigate or conduct a room search, where there is reason to believe a resident, guest, student guest or any room(s) have violated Resident Life or Student Code guidelines. Room Searches may be authorized by the the Resident Director only.
• When a student is locked out of her/his own room and present to be let in.
• To address a perceived Emergency and or health risk where the health and welfare of a student is threatened (harm to self/others).
• To ensure the room is empty during fire drills, as well as winter/spring breaks.
• To conduct other business of the University related to the residence (i.e. issuing keys or performing check in(checkout procedures)
• All other exceptions are granted on a case by case basis by Director of Residence Life.

Should a staff member enter a room and view in plain sight evidence of a violation of a conduct guideline, the staff member may take the evidence and inform the appropriate University or government authority.

Rooms may be searched upon reasonable suspicion of a code violation or for concern for the health and welfare of a student. All room searches by Residence Life or other University staff should be pre-approved by the Resident Director except in the case of a perceived emergency where the health and welfare of a student is threatened. When possible, two staff members must be present during the search.

**Security**
The front doors of all residences are locked at all times except during the weekends of Orientation and other enrollment events. The end doors on all three floors of Cooper-Heath, Currie-Ediger, and Morgan-Sharpe residences are to be used as emergency exits only. At all times hallways must be clear of any obstruction that would hinder the flow of traffic in an emergency.

The emergency exits may not be propped open at any time. First-floor windows should be shut and locked when a room is unoccupied. Propping a door open or leaving a first-floor window open in an unoccupied room after dark is considered a serious violation since they significantly jeopardize the safety of the residents.

**Signing Out**
Sign out sheets are located in the main lobbies of each residence hall. So that roommates and Residence Life staff are not concerned about missing persons, all residents are expected to sign-out of the residence hall whenever they plan on being away from the residence for 24 hours or more.

**Trash/Cement Blocks**
Trash, cement blocks, or other items left in or outside residential rooms or in other common areas may result in a $20 charge. The charge will be issued to the resident held responsible.

Additionally, each resident has the responsibility to collect and deposit their own personal trash into the large campus dumpsters located in the parking lot by Irwin-Shellrude and by Measell-Taylor. Personal trash dumped into hall lobby, hall kitchen or
other campus trash bins is subject to a $20 charge.

**TV Policy**
Flat-screen TVs are located in the main lobby of each resident hall. TV volume should be kept at a level as not to inconvenience others, and TV use is granted on a first-come basis. All program viewing should be respectful and not offensive. Additional TV policies may be determined by Residence Life staff and posted in the main lobby.

**Window Policy**
In light of campus safety, respect of the community and aesthetics, nothing is permitted to be taped, displayed or hung on windows. Additionally, windows may not be sat in or used for entry or exit. Removal of any Residence Hall screen window will result in a violation (written warning) and a possible charge for any damage accrued.

Under no circumstances should items be thrown out of windows. This is a violation of Residence Life Code and will result in a written warning and will be referred to student conduct.

**Work Orders**
Students are expected to help maintain their rooms in good order during the school year by submitting online work requests when any repair is needed (there is no charge for repairs resulting from normal usage). The Student Work Order Form can be found on the Student Resources web page, which is listed in the Website Links section of this handbook. Occasionally, there may be the need for Facilities personnel to be contacted over the weekend. Please speak to the RD responsible for your residence. The RD will then determine if the damage/repair is an emergency and if Facilities personnel needs to be called.

**Residence Life Disciplinary Procedures**
Upon a violation of any Residence Life Code a verbal or written warning may be issued. Repeat violations of the code will be reported to the University Conduct process. Sanctions may include but are not limited to community service, loss of privilege or fines.

**Verbal and Written Warnings**
These warnings may be issued due to behaviors lacking courtesy and/or pose safety hazards, and/or constitute a disregard for Residence Life Codes. Any Residence Life staff may issue an official warning. Examples would include quiet hour violations, visitation violations, etc. Repeat violations will then be subject to discipline from the Student Code. When residents wish to appeal an issued warning, they may do so in writing to the Resident Director.
STUDENT LEADER AND REPRESENTATIVE EXPECTATIONS

When students at Simpson University serve in positions where they function directly or indirectly as representatives of the University (i.e. student leadership, athletic team member, missions team member) they must realize the responsibility that comes with their position as representatives of the University. They are expected to support and promote the guidelines and policies of Simpson University and the standards of the Student Code.

Therefore, when such a student, in the opinion of their Simpson supervisor, appears to have violated Simpson University policies or the Student Code and/or has engaged in behavior unbecoming a student leader, there may be consequences imposed by their Simpson supervisor that may include, but not be limited to, temporary or permanent suspension from participation in their position. These consequences may be applied prior to, following and/or independent of any consequences that may be administered by the Coordinator of Student Accountability.

With greater responsibility comes greater accountability. In cases where a student in a higher-profile position has apparently violated Simpson University policies or the Student Code, there may be consequences to the behavior that reflect the greater accountability that accompanies their position.

Those consequences may include:
- Temporary suspension from participation in their position.
- Permanent dismissal from their position.
- Other restrictions or requirements assigned by their professional staff supervisor.
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<th>Chapel</th>
<th>Disciplinary</th>
<th>Academic</th>
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Student Financial Services warning and probation levels and consequences are based on federal regulations and may differ from the information in this chart. The levels and consequences are outlined in the catalog and on the website. Please refer to these resources to familiarize yourself with the Student Financial Services Satisfactory Academic Progress Policy.

**EXECUTIVE ADMINISTRATION**

**President’s Cabinet**
Robin K Dummer, Ed.D .............................................. President/Chief Executive Officer
Rev. Patrick A. Blewett, D.Min., Ph.D .......... Interim Provost/Chief Academic Officer
R Walter Quirk, MA ................................................. Acting Chief Operating Officer
Natalie E McKenzie, CPA ........................................... Chief Financial Officer
Mark Endraske, MA ...................................................... Dean of Students
Roger D Janis, BS ...................................................... Director of Development
Cherry L McCabe, J.D. .............................................. Faculty Association President
<table>
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<td>Academic Office</td>
<td>530-226-4133</td>
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<td>Academic Success Center</td>
<td>530-226-4783</td>
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<td>Advancement</td>
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<td>Adult Services</td>
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<td>Alumni and Parent Relations</td>
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<td>Bookstore</td>
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<td>Business Services</td>
<td>530-226-4547</td>
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<td>Campus Safety</td>
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<td>Coffee Shop</td>
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