



SIMPSON UNIVERSITY  
Traditional Undergraduate Handbook  
2023-2024



## Traditional Undergraduate Student Handbook 2023-2024

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# WELCOME

Welcome to Simpson University, a Christian, residential, liberal arts university where students will have ample opportunities to learn and grow in their academic career, spiritual life, athletic pursuits, and in their relationships with others.

Simpson is a close-knit community dedicated to student's success. Students will be known by our faculty and staff. Students will be served well by student services, and students are welcome to join in our campus life. This handbook outlines the general expectations for students and helps students orient to our campus and the services available to them.

## Handbook Introduction

Summarized by our guiding themes of *Challenge Your Mind, Ignite Your Heart, Change Your World*, Simpson University recognizes the distinction between biblical principles, applicable to all Christians and members of our community; the law of the land, 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 student at Simpson, students are expected to apply biblical principles to their life, always responding to life's choices with wisdom and discernment. As a citizen, students are expected to always live by the law of the land. By becoming a member of the Simpson community, students have agreed to abide by the standards of the University.

**As explained in this handbook, we hold students responsible for their choices and their 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, students represent themselves, their family, their home church, the University, and ultimately the Lord Jesus Christ in everything they do, whether on campus, in the Redding community, or at home. Therefore, students are expected to always conduct themselves in a manner consistent with biblical principles and Simpson University standards.

One implication of these principles of leadership, reputation, conduct expectations, 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](#) section of this handbook).

For example, the University discourages participation in activities that include gambling (online or in person), patronage of or employment at establishments whose primary business is gambling or serving alcohol, and/or attendance at morally offensive events. In such instances, students are expected to use their Christian judgment in determining whether participation would place them in a spiritually precarious position or cause another person to violate their personal standards.

At all times, students are expected to use wisdom and good judgment. If they are in a student leadership, athletic and/or ministry position, they will be held to a higher accountability standard, which will be described in the position's job description.

# ABOUT SIMPSON

## Mission, Vision, and Values

### 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.

### Vision

Simpson University's passion is to be the university of choice for students who aspire to achieve their chosen life goals through a Christ-led, transformational, and innovative education.

### Core Values

Statement of Commitment: We profess the supremacy of Jesus Christ as Lord of all. In faith, we submit ourselves to His authority and His Word, and seek His wisdom. We will reflect His character in our daily lives. Simpson will be a Christ-honoring university, and we embrace the Core Values below, which inform our identity and drive our Vision for the future.

- **Community** - We are a covenantal community. We commit to creating a learning community that is intentionally and faithfully hospitable and welcoming; inclusive and diverse; practicing justice, fairness, and respect for all people; compassionate, kind and loving; reflecting the heart and image of God in all that we do.
- **Excellence** - We commit to excellence in teaching, scholarship, recruitment, leadership, management, stewardship, and interpersonal interactions and to continuously improve in all our practices.
- **Accountability** - We commit to individual and corporate responsibility for our actions, decisions, communications, and performance and welcome evaluation and feedback.
- **Integrity** - We commit to honor God and each other through openness, honesty and ethical conduct in all matters.
- **Service** – We commit to honor God by modeling Christ's example of service to all humanity. Our calling as a Christian university is to be a "gateway to world service" and a place where the Great Commission is lived out.

## Statements of Faith

**There is one God** (Deut. 6:4), Creator of all things (Rev. 4:11), who is infinitely perfect (Matt. 5:48), existing eternally in three persons: Father, Son, and Holy Spirit (Matt. 28:19).

**Jesus Christ** is the true God and true man (Phil. 2:6–11). He was sent by the Father (John 20:21), conceived by the Holy Spirit and born of the virgin, Mary (Luke 1:34–38). He died on the cross, the Just for the unjust (1 Pet. 3:18), as a substitutionary sacrifice (Heb. 2:9), and all who believe in Him are justified on the ground of His shed blood (Rom. 5:9). He rose from the dead according to the Scriptures (1 Cor. 15:3–4). He is now at the right hand of the Majesty on high as our great High Priest (Heb. 8:1). He will come again to establish His Kingdom of righteousness and peace (Isa. 9:6–7).

**The Holy Spirit** is a divine person (John 14:16–18), sent to indwell, guide, teach, gift, empower, and bear His fruit in every believer (John 16:13; 1 Cor. 12:4, 11; Acts 1:8; Gal. 5:22–23). He convicts the world of sin, of righteousness, and of judgment (John 16:7–11).

**The Old and New Testaments**, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for our salvation. They constitute the divine and only rule of Christian faith and practice (2 Pet. 1:20–21; 2 Tim. 3:15–17).

**Man** was originally created in the image and likeness of God:<sup>16</sup> he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature,<sup>17</sup> are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.<sup>18</sup> The portion of the impenitent and unbelieving is existence forever in conscious torment;<sup>19</sup> and that of the believer, in everlasting joy and bliss.<sup>20</sup> (<sup>16</sup>Genesis 1:27, <sup>17</sup>Romans 3:23, <sup>18</sup>1 Corinthians 15:20–23, <sup>19</sup>Revelation 21:8, <sup>20</sup>Revelation 21:1–4)

**Salvation** has been provided through Jesus Christ for all people (1 John 2:2). Those who repent and believe in Him are justified by grace through faith (Rom. 3:21–24), born again of the Holy Spirit (Titus 3:4–7), delivered from the dominion of darkness, transferred into the Kingdom of God’s Son (Col. 1:13), granted the gift of eternal life, and adopted as the children of God (Rom. 8:14–16; John 1:12).

It is the will of God that **each believer should be filled with the Holy Spirit and be sanctified wholly**,<sup>22</sup> being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service.<sup>23</sup> This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.<sup>24</sup> (<sup>22</sup>1 Thessalonians 5:23, <sup>23</sup>Acts 1:8, <sup>24</sup>Romans 6:1–14)

Provision is made in the redemptive work of the Lord Jesus Christ for the **healing of the whole person** (Isa. 53:4–5; Matt. 8:16–17). Prayer for the sick and anointing with oil are taught in the Scriptures (James 5:13–16) as privileges for the Church in this present age (Acts 4:30).

**The Church** consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church,<sup>27</sup> which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.<sup>28</sup>

The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of Baptism and the Lord’s Supper.<sup>29</sup> (<sup>27</sup>Ephesians 1:22–23, <sup>28</sup>Matthew 28:19–20, <sup>29</sup>Acts 2:41–47)

There shall be a **bodily resurrection** of the just and of the unjust; for the former, a resurrection unto life;<sup>30</sup> for the latter, a resurrection unto judgment.<sup>31</sup> (<sup>30</sup>1 Corinthians 15:20–23, <sup>31</sup>John 5:28–29)

**The Second Coming of the Lord Jesus Christ** is imminent<sup>32</sup> and will be personal, visible, and premillennial.<sup>33</sup> This is the believer’s blessed hope and is a vital truth which is an incentive to holy living and faithful service.<sup>34</sup> (<sup>32</sup>Hebrews 10:37, <sup>33</sup>Luke 21:27, <sup>34</sup>Titus 2:11–14)

## **Christian & Missionary Alliance**

Simpson University (the “University”) is affiliated with The Christian and Missionary Alliance (C&MA), a church denomination committed to world missions, stressing the fullness of Christ in personal experience, building the Church, and preaching the gospel of Jesus Christ to the ends of the earth. The ultimate goal of all programs, functions, and activities undertaken by the University is to further the foregoing purposes and to give spiritual and organizational support to all general members of the University so that they are free to preach the gospel, support planting churches, and to hasten the return of the Lord and Savior Jesus Christ.

Because of the University’s primary and exclusive Christian and religious purposes, the University will only employ individuals who profess a personal belief in Jesus Christ as personal Savior, are active participants in a local evangelical Christian church, and accept and live in accordance with the following C&MA Statements/policies.

[Statement of Faith](#)  
[Statement on the Sanctity of Life](#)  
[Statement on Sexuality](#)

The current version of each of the above C&MA Statements/policies are kept up to date on [the C&MA website](#). To learn more about the C&MA visit [Alliance 101](#).

## **University Leadership**

### ***President and Cabinet***

Dr. Norman D. Hall, President

Dr. John Ayabe, Provost

Mr. R. Walter Quirk, Chief Operating Officer

Mr. Tim Dietz, Chief Financial Officer

Dr. Scott Barnett, Faculty President

Dr. Patrick Blewett, Executive Dean of A.W. Tozer Seminary and Accreditation Liaison Officer

Mr. Mark Endraske, Dean of Students and Title IX Coordinator

Mr. Ken White, Dean of Advancement

Shondra Dickson, Director of Financial Aid and Associate Dean of Diversity

Rob Harley, Athletic Director

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. The latest handbook supersedes all previous handbooks; however, in all disciplinary proceedings, the language in the handbook that existed at the time of any alleged misconduct will be controlling

in all student conduct issues. The most up to date version of this document is located in the University website. The TUG Student Handbook is published prior to the start of the Fall semester each year.

# STUDENT DEVELOPMENT

The Student Development Office enhances student life by offering spiritual formation, leadership development, experiential education opportunities, support services and a variety of extracurricular and social activities designed to complement students' classroom education. Student Development seeks to foster a community characterized by the following values:

- **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, and then support them.
- **Student Responsibility:** Give students responsibility; expect students to be responsible adults.

## Student Development Staff

### Administration

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### Campus Life

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Shelli Cline: *Area Coordinator*  
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Melissa How: *Chapel Worship Coordinator*  
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Kia Flack: *Campus Life Events Coordinator*  
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### Student Services

Alex Thiemann: *Associate Dean of Student Services and Bass Fishing Coach*  
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Andrew Tuggle: *Director of Veteran Success Center*  
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Keith Obilana: *Director of TRIO Student Support Services*

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Meagan Reed: *Career and Academic Supports Coordinator*  
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Sara Smith-Marrero: *Office on Violence Against Women Site Director*  
[ssmith-marrero@simpsonu.edu](mailto:ssmith-marrero@simpsonu.edu); 530-226-4701, EXT- 2701

The departments below are included in Student Development and report to the Dean of Students. Campus Life, Spiritual Formation, and the office of the Dean of Students/Title IX Coordinator, are located on the second floor of the Owen Center (Suite 206). Student Services are located on the second floor of the Grubbs Learning Center.

## **Department of Campus Life**

### ***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 character development, and easy involvement with university activities.

As an integral part of Student Development, Residence Life is committed to the holistic development of our students including their faith journey. We work to provide a hospitable community through meaningful experiences, genuine relationships, and transformative spiritual opportunities to enrich education, cultivate belonging and foster our student's becoming. The entire Residence Life staff works together as a trained team and acts as a valuable resource to residents. Below is further clarification of the roles they play.

Area Coordinator (2): Each Area Coordinator oversees a living area on campus. In order to develop a Christ centered learning environment, Area Coordinators provide relational and administrative support by offering academic, spiritual, personal, and practical care within residence halls to all residents. They are also responsible for the supervision of the Resident Assistant (RA) staff team, living area programming, managing the student accountability process, community engagement, student care and crisis response.

Resident Assistant (RA): The main responsibility of 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 professional staff to ensure a safe and secure living environment for residents.

### ***Commuter Student Services***

While primarily a residential campus, we want to offer our commuter students opportunities for connection and support. Support is provided through the Campus Life office by providing programming, resources, and fellowship. Commuters are encouraged to participate in the promoted commuter events as well as campus wide events for all students. We hope to engage students on campus but also in their current communities around Redding.

Commuter students are expected to follow the same lifestyle guidelines as residential students. They have access to all student services including the opportunity to obtain support from the Campus Life Office and Student Development. The Campus Life Office contact number is 530-226-4177.

Commuter students are encouraged to use the Student Union space for connection and study. There are a variety of other available spaces on campus as well. Commuter students may eat in the Dining Center by purchasing food there or bringing their own food and eating on campus. Commuter students can also purchase either individual meals or a meal card (multiple meals). For more information on prices, see the Emeriti Dining Center section of this handbook.

Commuter students have access to all student services, including Career Services and Counseling Services. The library and coffee shop are also key locations for commuter students.

### ***Spiritual Formation***

The faculty, staff, and administration of Simpson University are committed to provide an educational environment that focuses on holistic development inside and outside the classroom. This includes an intentional emphasis on the spiritual development of 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. 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 staff and faculty, and their classroom experience will contribute to their spiritual development in relationship to God, themselves, and others. These programs express all the Simpson Core Values.

### ***Chapel***

Chapel meets two times a week (Wednesday and Friday from 10:20 a.m. to 11:20 a.m.) in the James M. Grant Student Life Center, with required attendance by all fulltime, traditional undergraduate students and is designed to intentionally develop the life of our community through meaningful worship, Biblical and Spirit-inspired messages, and opportunities to share our spiritual journeys in a variety of formats.

### ***Spiritual Engagement Team***

We believe that prayer is a powerful, vital part of building God's Kingdom, and seeing His will accomplished here on earth. Campus Ministry Leaders are current students who want to see God's kingdom come in the lives of their peers through prayer, support, and soul care. Campus Ministry Leaders 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 Spiritual Formation Office, 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. To participate or find out about joining the worship team, email Melissa How, [mhow@simpsonu.edu](mailto:mhow@simpsonu.edu).



## ***Service Projects***

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 Spiritual Engagement Team. Some common service sites are local churches and schools, and nonprofit organizations. 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 [ngoens@simpsonu.edu](mailto:ngoens@simpsonu.edu).

## ***Day of Service***

During this special service project each fall, all students, staff, and faculty set aside a day to serve the City of Redding. Each year we serve 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 Simpson University is the “Gateway to World Service,” and that starts with our local community.

## ***Student Missions: WorldSERVE***

WorldSERVE promotes local and international mission opportunities for students during their time here. Not only does WorldSERVE promote, train, and lead short-term mission trips, but they also facilitate on campus mission trainings, small groups, and the Global Impact week of chapel. Funds for short-term mission trips are raised through personal finances, prayer letters, and team fundraisers. All members of short-term mission trips are responsible to raise their own support. Training begins near the end of the fall semester with regular team meetings and all-team training opportunities. For more information about joining a WorldSERVE team, email [missions@simpsonu.edu](mailto:missions@simpsonu.edu)

## ***International Worker in Residence (IWIR)***

Our International Worker 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 support the mission program and are vision-casters, recruiters, and trainers for cross-cultural ministry, with a focus on the Christian and Missionary Alliance.

## ***Spiritual & Pastoral Care***

Often amid life’s difficulties, students may need someone to pray with, to journey with them in a spiritually dry season, or to give guidance and help see where God is present in their life. If any student desires spiritual care, please contact the Spiritual Formation office at 530-226-4525, and our staff would love to meet with them. The Spiritual Formation staff desire to listen and walk with students on their journey with God, no matter if they 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 Area Coordinators, Resident Assistants, and many faculty and staff members.

## ***Department of Student Services***

### ***Student Success Center***

It takes a lot to succeed as a college student: passing classes, making up tests, studying, working on group projects, and finding a part-time job are some of the aspects of the college experience. The Student Success Center (SSC) is the one-stop-shop for all these things and more. Make sure to come visit The Student Success Center on the second floor of the Grubbs Learning Center building or [email the office](#).

### ***Academic Success Center***

The Academic Success Center’s (ASC) mission is to promote the intellectual growth and success of Simpson University students by providing them with resources, guidance, and support to challenge and encourage them in achieving academic excellence. The following services are available to every student that attends Simpson

University.

## **Academic Mentoring**

The goal of academic mentoring is to help students improve their overall study skills as well as master information for specific classes. This occurs through one-on-one or small group sessions which focus on specific course material as well as tips for time management, note taking, and test preparation. Please contact the ASC at [asc@simpsonu.edu](mailto:asc@simpsonu.edu) to request academic mentoring.

## **Exam Proctoring**

With professor agreement, students may make up missed exams in the SSC. The SSC also has testing rooms for students to use in order to take remote proctored tests such as the GRE, TEAs, and CLEP test. Please contact the specific professor about having a make-up exam proctored. Please contact the SSC for information about GRE, TEAS, or CLEP exams.

## **Disability Accommodations**

Students who have documented disabilities as defined by law are encouraged to set up an appointment with the Associate Dean of Student Services. Disabilities include, but are not limited to sensory impairments, motor impairments, medical conditions, learning disabilities, attention deficit disorders, and psychological disorders.

Reasonable 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 needed professional assessments. Accommodations are not retroactive, so early registration is important. Although it is best that accommodations be in place prior to the beginning of the semester, students are still able to apply for accommodations at any point in the semester or if there is a change to their condition such as a sports injury or new diagnosis.

For more information about any of these services please come by the Student Success Center (GLC 213), email [athiemann@simpsonu.edu](mailto:athiemann@simpsonu.edu) or call 530-226-4780.

## **Career Services**

Career Services exists to assist Simpson University students and alumni in the development of career decision-making and professional skills within a Christian worldview. We desire to help individuals discover their God-given strengths and giftings and assist in the transition of being a student to fulfilling a calling and career. Our goal is to educate and equip students through career counseling, online resources, and by collaboration with other departments on campus as well as in the community. Students are encouraged to reach out to Meagan Reed at [mreed@simpsonu.edu](mailto:mreed@simpsonu.edu) or [simpson@o2es.com](mailto:simpson@o2es.com) for more information on how to access services.

## **Counseling Services**

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 the cost of tuition. For information, students should contact the SSC at 530-226-4970. Students who have an immediate crisis or emergency should contact Campus Safety at 530-941-7592.

## **TRIO Student Support Services**

The TRIO Student Support Services is a federally funded program designed to help first-generation students, low-income students, and/or students with disabilities through the college experience. The goal of the program

is to minimize the challenges these students face in accomplishing their personal, academic and career goals. We also want to provide these students with tools, resources, and experiences they may not have access to. This includes workshops, cultural events, speaker events, mentorship and more. To learn more or apply for the program, please visit [www.simpsonu-trio.com](http://www.simpsonu-trio.com).

### ***Advising Center***

The Advising Center is in the Registrar's Office 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 (Retention)***

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, Admissions, 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 email Alex Thiemann directly at [athiemann@simpsonu.edu](mailto:athiemann@simpsonu.edu).

### ***Office on Violence Against Women***

Simpson's Office on Violence Against Women (OVW) Program provides trauma-informed response and culturally competent violence prevention programs for domestic violence, dating violence, sexual assault, and stalking on campus. Through the OVW Program, students can attend workshops and events that promote healthy relationships, equity, safety, and accountability. The multidisciplinary OVW Coordinated Community Response Team strives to foster a campus culture that supports an environment free from gender-based violence by promoting trauma-informed, multifaceted, culturally competent, and diverse prevention strategies and response to engage faculty, students, and staff in a holistic, survivor-centered approach. Through our commitment to education, training, increased accessibility to services, and promotion of accountability and justice, our diverse campus community is safe and supportive of survivors. For more information, call 530-226-4701.

### ***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.

## ***VSC Contact Information***

Location: Grubbs Learning Center 107, 109

Phone: 530-226-4759

Email: [vets@simpsonu.edu](mailto:vets@simpsonu.edu)

Website: [simpsonu.edu/veterans](http://simpsonu.edu/veterans)

## **Campus Resources**

### ***The Bean Scene***

Our coffee shop offers a relaxed atmosphere to hang out between classes and to study. Beverages include coffee, blended coffee, nitro cold brew, kombucha, iced coffee, juice, soda, and hot chocolate. Food choices range from salads and sandwiches to baked goods and desserts.

### ***Bookstore***

The University partners with eCampus to provide our bookstore functions including shopping for textbooks, selling textbooks, and keeping digital textbooks organized. For more information visit their website:

<https://simpsonu.ecampus.com/>

### ***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 their 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 must be 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 must have 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 shoe (no flip flop-type footwear), shirts and shorts or pants.

### ***Emeriti Dining Center***

All residential students must choose one of two meal plans offered by the University, which provide either 15 or 21 meals per week and a set amount of Red Hawk Bucks. Exemptions to this requirement are handled on a case-by-case basis through the Student Success Center.

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 student ID.
- Meal plans are selected by the student during the housing process each semester and are set for the entire semester.

- Meal plan changes are allowed during the first 10 days of the semester only.
- 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 always worn 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.
- Student meals are not to be used for other people.
- Red Hawk Bucks may be used to purchase meals for others.

### ***Grant Student Life Center (Gym)***

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 in advance of any planned activity.

### ***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, Wi-Fi 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 librarian for assistance. For a more comprehensive introduction to the library, refer to the online guide, [Introduction to the Library](#).

### **Website and Contact**

Library Website: <https://simpsonu.libguides.com/home>

Email: [library@simpsonu.edu](mailto:library@simpsonu.edu), [hmcculley@simpsonu.edu](mailto:hmcculley@simpsonu.edu)

Phone: 530-226-4117

### ***Mail and Copy Services***

Student mailboxes are located on the 1st floor of the Grubbs Learning Center room 104. All incoming mail should be addressed as follows:

Student Name CPO # \_ \_ \_  
2211 College View Dr. Redding, CA 96003

Mail and Copy Services provide the following services:

- 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.

### ***Pond***

Students are prohibited from swimming in the pond. Exceptions may be made by Student Development for University events. Catch-and-release fishing is permitted for members of the Simpson 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 Campus Operations.

### ***Prayer Chapel***

The Prayer Chapel, located in the Emeriti Dining Center, is a location for all members of the Simpson Community and guests to connect with the Lord. This intimate chapel is designed for individual prayer, small group prayer, worship, and spiritual formation gatherings. The prayer chapel is open 24 hours a day, with access granted by Campus Safety between midnight and 6 a.m. Scheduling of this space may be done on a limited basis through the Office of Spiritual Formation.

### ***Student Union***

Located on the first floor of the Owen Center, the Student Union is provided for the use of Simpson students. This comfortable room is equipped with tables for studying, furniture for relaxing, conference rooms for meetings, and event space for activities and presentations. The Student Union is connected to the Coffee Shop and houses the student government office.

### ***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 open-toe footwear), shirts, and shorts or pants. Due to the multi-use nature of the building, music is recommended to be listened to with the use of personal headphones, earbuds, 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.



# **CAMPUS RESOURCES AND GUIDELINES**

## **Academic Services and 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.

### **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 in Simpson Central, OC 201, 530-226-4111. Sophomores and upper-division students have faculty advisors within their major's department.

### **Registrar's Office**

The Registrar's Office aids in academic matters such as registration and course requirements. Students 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.

### **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:

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

### **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, for prayer and encouragement, the Office of Spiritual Formation, may contact the student.

### **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 specific majors, 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 students 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 [www.simpsonu.edu/catalog](http://www.simpsonu.edu/catalog).

Courses and other activities as published here or elsewhere are subject to cancellation or change without notice.

## **Business Services**

### ***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 third 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 [www.simpsonu.edu](http://www.simpsonu.edu), select the employment tab and complete the online application for the position for which they are interested. All newly hired student employees must submit a completed Student Employment Offer form, W-4 form, and I-9 form (with supporting eligibility identification) before beginning employment.

Student employees who have an outstanding balance due to the University may authorize Simpson 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.

### ***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.

### ***Student Business on Campus***

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.

## **Conflict Resolution & 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, except with issues that involve student conduct expectations or that jeopardize personal physical safety:

**Step 1:** Talk directly with the person with whom there is an issue.

**Step 2:** Talk with the person with whom there is an issue with a neutral third party (e.g., Resident Assistant, Residence Life Staff, etc.) present.

If the offense is a violation of Student Conduct Code, the confronting student should accompany the offending party to self-report the behavior and notify Campus Life staff.

The goal of this policy is a humble and caring willingness to have conversations with each other gently when appropriate to help develop one another to become more like Christ. 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 needs God's grace (1 Corinthians 10:13; Galatians 6:1).

## **Other Campus Information and Expectations**

### ***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 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 Associate Dean of Campus Life 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 that 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 Associate Dean of Campus Life.
- A request to show the film must be submitted by email to the Associate Dean of Campus Life, Sarah Jobson ([sjobson@simpsonu.edu](mailto:sjobson@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.
- Campus Life 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](http://www.swank.com)) at an average rate of \$150-\$300 per viewing. Please contact the Campus Life for more information.

## **Fundraising**

All fundraising events involving students must go through the fundraising approval process. Forms for this may be obtained from Campus Life 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.

Factors considered in the approval process include but are not limited to whether the event is consistent with the University's mission and values, whether the fundraising efforts will interfere with previously planned University fundraising plans, and whether best donor-relation practices are utilized. Please note that no fundraisers that include any form of gambling (e.g., raffles, etc.) will be approved.

A recognized student group must hold all such events, and a staff sponsor is required. Work directly with Conference Services to confirm space availability and set up needs.

## **Immunization Recommendations**

Simpson University does not require undergraduate students to show proof of immunizations. However, we strongly recommend obtaining the Measles, Mumps, and Rubella (MMR); please note that two vaccines are required in a lifetime to complete immunization. We also recommend a Tuberculosis screening using one of the three options below:

- Complete TB Screening Questionnaire, or
- IGRA blood test (TB Gold or T Spot) or
- TB skin test (PPD)

Other recommended vaccinations include:

- Tetanus booster within the last 10 years (Tdap preferred)
- Hepatitis B: Series of 3 shots
- Meningitis: For incoming freshman and those living in the residence halls or in close contact, there are two types of meningitis vaccines to consider, since they cover different strains of meningitis
- Serogroup B (Trumenba or Bexsero)
- Serogroup A, C, W, Y (Menactra or Menveo)

For more information, consult the [Off to College - Meningococcal Flyer](#) published by the State of California • Health and Human Services Agency • Department of Public Health • Immunization Branch • 850 Marina Bay Parkway • Richmond, CA 94804

## **Academic Program and Fieldwork or Clinical Placement Requirements**

All students enrolled in health care fields of study or teacher education programs are required to provide documentation regarding the completion of immunizations and health screenings as established by the state licensing agencies or clinical placement sites or fieldwork sites. Students should contact the academic program for the specific required immunizations, health screenings (e.g., TB screening and physical examination) and any other fieldwork or clinical placement requirements.

A copy of the student's health history form and the immunization form must be submitted 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.

## **Information Technology Services**

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, students agree to abide by the following acceptable use policies:

### ***Acceptable Use***

Each student is responsible for the use of his/her user account. Sharing login credentials with others is strictly prohibited and considered a violation of this acceptable use policy. It is important that all students take reasonable precautions to safeguard their password(s).

Acceptable use of computers in a residence hall is the responsibility of all the occupants of the room. The residence hall room occupant(s) will be held responsible for all inappropriate messages traced to that room.

Messages may not be sent out under another person's name.

Proper "Netiquette" should be always adhered to. 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.
- 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 strictly prohibited. Establishing or sharing 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. Information Technology staff members must do computer repairs, re-cabling, etc., of Simpson University computer equipment. 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 all usage of its network and computer systems including, but not limited to, internet sites visited by users, email, instant messaging, news group activity, file transfers, and application usage.

Students are strictly prohibited from setting up any network devices or servers that provide network services without explicit authorization from Information Technology. Prohibited devices that can cause problems with access for other students include, but are not limited to:

- Routers
- Switches
- Hubs
- Wireless Access Points
- Computers or other devices running network services such as, but not limited to, DHCP, DNS, SMTP, POP3, and SNMP.
- Unauthorized installation and operation of these devices can cause disruptions and access issues for other students and compromise the stability of the network. Therefore, it is essential that students seek proper authorization from Information Technology before setting up any network devices or service.

It is crucial for students to prioritize the security of their devices when connecting to the campus network. To ensure a safe computing environment for everyone, students are strongly advised to install and activate a valid anti-virus and anti-spyware program on their devices before connecting to the network. This helps protect against malware, viruses, and other malicious threats that could compromise the network and other users’ devices.

Students must keep their operating system and security software up to date with the latest updates. Timely installation of updates is essential as they often include important security patches that address vulnerabilities and enhance the overall security posture of the system. Students are expected to maintain their devices with current updates within 90 days. This contributes to the overall security and integrity of the campus network and helps prevent potential security incidents.

## ***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.

## ***Copyrights and Licenses***

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

## ***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.

## ***Digital Plagiarism***

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

## ***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).

## ***Modification or Removal of Equipment***

Students must not attempt to modify or remove technology resources, including computers, network equipment, software, or any other technology resource, without explicit authorization from the Information Technology department.

## ***Online Communities and Networks***

Simpson University recognizes the popularity and widespread use of social media platforms such as Instagram, TikTok, Facebook, Twitter, Snapchat and others for networking and communication. However, it is important to share some cautions and concerns with its use:

1. **Protecting Personal Information:** Students should exercise caution regarding the amount and type of personal information they share on these social networks. Since most of these networks are open to the public, it is advisable not to disclose sensitive details such as date of birth, social security number, address, or phone number. Sharing such information could potentially expose students to identity theft or stalking risks. It's important to remember that the information posted may not only affect the individual but also others associated with them. These networks offer privacy settings that should be utilized to safeguard personal information.

2. **Resolving Conflicts Respectfully:** These social networks should not be used as a platform for confrontations or dispute settlements. Public conversations and comments made on these platforms can be hurtful to others and damage personal reputation. The University encourages students to address conflicts in a manner that reflects Christ-like values and principles.
3. **Professional Considerations:** Students should be aware that the information they share on these social networks can have professional implications, as it may be accessible to potential, current, and future employers. It is crucial to recognize that the content posted on these platforms can shape how one is perceived by prospective employers. While these networks operate independently from Simpson University's network, it should be noted that violations of university policies, such as the use of offensive language, potential violations of alcohol or drug policies, or posting inappropriate photos, on platforms like Instagram, TikTok, Facebook, Twitter, and others, will be investigated and may result in disciplinary actions in accordance with the Student Conduct policies and other applicable University policies.

### ***Policy Enforcement***

The University reserves the right to enforce the forementioned policies. Enforcement of these policies may include, at the University's discretion, the monitoring of stored data and network transmissions (such as email and web-site accesses). By utilizing the network and computing facilities, students implicitly consent to these regulations and monitoring activities. Alleged violations of this Usage Policy will be assessed on a case-by-case basis by Information Technology staff.

Information Technology staff have the authority to examine electronic information when necessary to investigate policy violations, monitor and manage system usage, and perform essential maintenance procedures. Breaching any policy may result in disciplinary action and/or restriction of access to University provided technology resources. The University network is the property of Simpson University, and the University reserves the right to take disciplinary action, restrict access, and pursue legal measures as appropriate. Simpson University retains the right to modify this policy at any time. Students will be held financially responsible for any damage caused to University owned equipment, regardless of whether it was accidental or intentional.

### ***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 when 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 Information Technology for more information.

### ***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 or 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.

Any violations of these guidelines may result in disciplinary action, including but not limited to the loss of technology privileges, academic penalties, and potential legal consequences.

### ***Unauthorized Programs***

Technology users must not intentionally develop or use programs or applications which disrupt other technology resources, users, or which access private or restricted information and/or damage software or hardware components of a system. Technology users must ensure that they do not use programs or utilities which interfere with other technology users, or which modify normally protected or restricted portions of the system or user accounts.

Technology 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 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.
- **Responsible Use of Mobile Applications:** Users must not intentionally develop or use mobile applications that disrupt the normal functioning of technology resources, compromise network security, or violate the privacy of other users.
- **Proper Utilization of Cloud Services:** Users must ensure that the use of cloud services adheres to the University's policies and guidelines, including data storage, sharing, and access controls, to safeguard the integrity and confidentiality of information.

## Usage

Technology users must respect the rights of other technology users. Most University systems provide mechanisms for the protection of private information from examination by others. Private information includes personal or sensitive data of individuals, such as personally identifiable information (PII), financial records, academic records, or any other confidential information protected by applicable laws and regulations. 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 technology 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 (e.g., 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 that 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](#)). 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 at [hr@simpsonu.edu](mailto:hr@simpsonu.edu) for more information.
- **Data Security and Confidentiality:** Technology users must adhere to data security and confidentiality protocols to protect the privacy and integrity of information. This includes handling sensitive data in accordance with applicable laws, regulations, and University policies.
- **Responsible Use of Social Media:** Users must exercise responsible and ethical behavior when using social media platforms, ensuring that their actions do not violate University policies or contribute to a hostile environment. This includes refraining from engaging in online harassment, posting inappropriate content, or using social media to disclose confidential information.

## Posters/Bulletins

All public notices must display approval from the Office of Student Development or from an Area Administrator 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.



## **Residence Life Expectations**

Simpson is committed to the idea that living and learning (social and intellectual life) should not be separated. All residents are encouraged to work toward a self-governing conduct system, when appropriate, 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.

### ***Abandoned Possessions***

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

### ***Access to Facilities***

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

### ***Age Limit***

Traditional undergraduate students, up through the age of 30, may live in the traditional residence halls. The Dean of Students may consider exceptions.

### ***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 and additional portable air conditioners 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, halls, stairwells, or lobbies.

### ***Break Housing (unauthorized theft of service)***

Students who are not approved to stay on campus or over Christmas or Summer break will be charged \$50 per night for each unauthorized day on campus. Residents who require housing during university breaks must submit a break housing application.

During the academic year, there are two breaks when the residence halls are officially closed (Christmas Break, and Summer Break). Students may request break housing by completing a break housing application. All approved applications are contingent upon the student's good standing with Student Development throughout the break.

Students needing break housing MUST:

1. Apply online for break housing ([www.simpsonu.edu/housingapp](http://www.simpsonu.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](mailto:reslife@simpsonu.edu)) to have the reason for break housing verified or to pay for break housing.

Students who for any reason misrepresent their qualification for school break housing are subject to removal, charges, and/or discipline. In order to qualify for either Christmas break or Summer break, students must be registered for the following semester and in good standing with the University, including both student accounts and student conduct.

### ***Candles/Open Flame***

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

### ***Check in Procedures***

All residents are required to check in with the Resident Assistant or Area Coordinator upon arrival to campus. Residents are required to check out a key and to fill out a room condition report within 72 hours of arrival on campus. Failure to do so may 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 room condition form as soon as they move in. 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 room condition form becomes the responsibility of the residents of that room.

### ***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 Area Coordinator before a resident is officially considered checked-out of the residence. Residents are responsible to make a checkout appointment with their RA or AC. At that time, the staff member will complete the room condition form, and the room key should be returned. The charge for a lost room key is \$25.
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 \$50 will be applied, as well as a \$50 charge for each day thereafter.
3. A final inspection or checkout, separate from Residence Life staff, will be conducted by Facilities. The student may be charged by May 31 for damages or cleaning expenses not noted by the RA on the resident’s room condition 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 room condition 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.

4. Summer storage space is limited on campus, and residents should obtain a storage form from the Student Development Office. Anything left behind that has not been stored in accordance with these guidelines will be considered abandoned and becomes the property of the University. There is a small fee for summer storage.
5. For students who are not planning to return to the University, the housing cancellation form should be completed (available on the housing portal), and a separate withdrawal form should be completed, available from the Office of the Registrar. The exit interview must be completed and turned in to complete their checkout.
6. Upon official withdrawal by the Office of the Registrar, residents are given 24 hours to officially check out of their assigned room.

### ***Christmas Trees***

In general, live Christmas trees are not allowed in residence halls or rooms. However, they are permitted in lobbies only if trees are treated with an approved flame retardant, in accordance with state of California fire regulations. 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 and summer vacation. Residence buildings are to be vacated by 5 p.m. on the Saturday after finals 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.

### ***Cohabitation***

Whether students live on campus or off campus, Simpson University expects them to take seriously our commitment to a Christian view on relationships and sexuality. Examples of prohibited cohabitation include but not limited to students in romantic relationships sleeping/napping together or “sleeping over,” students in romantic relationships living together and students of the opposite sex living together.

### ***Cooking***

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***

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. Residents are responsible for the cost of repair due to damage.

### ***Damages to Premises (and personal property)***

Students agree to pay for repair of the premises when caused by their misuse or that of their family or visitors. Simpson University shall not be responsible for damage or loss of one's personal property stored in or about the premises. For this reason, we encourage students to protect their personal property with their own renter's insurance.

### ***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 Christlikeness. 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., Campus Life or Academic Offices).
- 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 Christlikeness.

### ***Demonstrations***

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

- All protests should be peaceful 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, interfere with, or impede access to, regular activities or facilities of the University.
- Demonstrations that interfere with religious services (i.e., Chapel) are prohibited.

On-campus groups wishing to demonstrate on the Simpson University campus must submit their proposal to the Dean of Students or designee at least 3 business days in advance in order to be considered for approval.

The proposal should include the following information:

- Date
- Time
- Location
- The number of people expected to participate.

Students must receive approval at least 24 hours in advance of the demonstration. Sponsoring groups/students are responsible for any financial cost associated with the demonstration (e.g., additional security, technological and media support, any damages incurred during the event, etc.).

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***

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 pre-approved by a full-time employee responsible for that area of activity and Campus Life staff. 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).

### ***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. If a student would like to check the availability of a room, please visit the Auxiliary Services office to check the master schedule.

### ***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. Periodic fire drills are held in the residences to check equipment and test student and staff response.

### ***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 Student Conduct expectations 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 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 or University.

Resident hosts are responsible for informing guests of all [Residence Life Expectations](#), policies, and safety procedures.

### ***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 student's 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 students 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. Room assignments/roommate changes will only be considered after the first six weeks of the semester, after going through the room change process (including but

not limited to: talking with roommate, [completing a Roommate Success Plan](#), and [completing the Room Change Request Form](#)).

### ***Housing Exemptions and Requirements***

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 meet one of the following requirements:

- *Living with a parent (parent confirmation required plus proof of address), legal guardian, or grandparent that are within 35 miles of Simpson.*
- *Is married.*
- *Is a veteran.*
- *Has an off-campus job that requires student to live-in place of employment (and provide proof of employment).*
- *Is 24 years of age or older.*
- *Is a homeowner (can provide proof of ownership).*
- *Is living at Gatehouse.*
- *Has an approved disability-related reason for not being able to participate in the housing requirements.*

Housing exemptions are not granted for purely financial reasons. Disability-related reasons must be approved by the Student Success Center. Students should not sign leases or make housing arrangements for off-campus housing before they have been approved by the University's residence life department for off-campus housing. Married students may not live in the residence halls (exceptions may be considered by the Dean of Students).

Exemption applications must be submitted to Residence Life by the established deadline. For returning students, the housing exemption deadline is July 15 for the fall semester, and December 15 for the spring semester. A late off campus exemption application from a returning student will only be processed after a \$250 charge is paid. Payment of the late charge does not secure an exemption approval. Payment of this charge is to be paid in the Residence Life 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 (i.e., Aug. 15 for Fall and Dec. 15 for Spring) in order to be considered. There is a \$250 charge for exemption applications received from housing applicants after the August 15 or December 15 deadlines.

Exemption forms can be completed online as part of the housing application process or at another time of the academic year by emailing a request to [reslife@simpsonu.edu](mailto:reslife@simpsonu.edu) or calling 530-226-4158.

Failure to have the off-campus housing situation approved by the Residence Life Office or falsification of one's living situation will result in their account being charged the minimum on-campus room and board fees. Falsification of one's living situation information is also grounds for disciplinary action, recalculation of Simpson financial aid, and the student may be required to move back on campus. Additional charges may be assessed for any prior year when a 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 Associate Dean of Student Services for consideration.



### ***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 Segway and electric-powered skateboards. Any questions may be directed to Residence Life or Campus Safety.

### ***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 violated. 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. The conduct process will address any unauthorized use of laundry service.

### ***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. If 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.

### ***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.

|            |              |
|------------|--------------|
| Monday:    | 1 pm – 10 pm |
| Tuesday:   | 1 pm – 10 pm |
| Wednesday: | 1 pm – 10 pm |
| Thursday:  | 1 pm – 10 pm |
| Friday:    | 1 pm – 12 am |
| Saturday:  | 1 pm – 12 am |
| Sunday:    | 1 pm – 12 am |

## ***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 comply 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.....         | 10 pm –10 am |
| Friday and Saturday or non-class nights..... | 12 pm –10 am |

***QUIET HOURS ARE ENFORCED 24 HOURS PER DAY 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 Associate Dean of Student Services on a case-by-case basis for medical accommodation.

## ***Residence Meetings***

Periodic mandatory all-residence meetings are held to communicate important information. Residents who have not received permission from their Area Coordinator to be absent may be charged up to \$25.

## ***Restricted Areas and Lobbies***

Residence lobbies and common areas (including hallways to rooms) are accessible to the opposite sex only during open visitation hours. Outside of these times, 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 always respected 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:* Room checks occur before the end of each term, before housing breaks such as Spring Break and on an additional basis at the discretion of the Associate Dean of Campus Life to assure cleanliness, livability and ensure proper care of University property. Students are expected to vacuum the carpet, 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 fines 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. (Thrift Store or garage sale furniture is not allowed in the residence halls.) Residence Life can reject furniture that does not meet these standards at any time.

*Room Decorations:* Drywall anchors, molly screws, large hooks, nails or other permanent or semi-permanent mounting devices are NOT permitted [Damage fines applicable]. Please use blue/white sticky tack. Command strips are permitted but not recommended due to potential damage upon removal.

*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. In addition, 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.

### ***Room Changes***

Room changes are handled by the Area Coordinators. 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 unaddressed 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 Area Coordinator if necessary. Unauthorized room changes, without the permission of the Area Coordinator, can result in a charge of up to \$50, and the resident may be asked to return to their original assigned room. Room assignments/roommate changes will only be considered after the first six weeks of the semester, after going through the room change process. The room change process includes but is not limited to talking with roommate, completing a Roommate Success Plan, and completing the Room Change Request Form.

### ***Room Damage Fines and Charges***

Fines and charges may be assessed, depending on the damaged item, and added to the student’s finance account. Fines and charges list.

### ***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:

- 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 Associate Dean of Campus 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 Area Coordinator except in the case of a perceived emergency where the health and welfare of a student is threatened. When possible, two staff members should be present during a room search.

### ***Room Searches***

Room searches may be authorized by the Area Coordinator or Associate Dean of Campus Life 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 Conduct guidelines.

### ***Security***

The front doors of all residences are always locked, 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 residents.

### ***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 \$50.

### ***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 fine. The charge will be issued to the resident held responsible.

Additionally, each resident is responsible 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 the hall lobby, hall kitchen, or other campus trash bins is subject to a \$20 fine.

### ***TV Policy***

Flat-screen TVs are in the main lobby of each resident hall. TV volume should be kept at a level to not 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.

### ***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 Student Conduct). Visitation ends each night when quiet hours begin. There are no visitation hours over Christmas Break or Spring Break. Residence Life staff members at any point can adjust visitation dates/hours/discipline 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.

|            |              |
|------------|--------------|
| Monday:    | 1 pm – 10 pm |
| Tuesday:   | 1 pm – 10 pm |
| Wednesday: | 1 pm – 10 pm |
| Thursday:  | 1 pm – 10 pm |
| Friday:    | 1 pm – 12 am |
| Saturday:  | 1 pm – 12 am |
| Sunday:    | 1pm – 12am   |

The information below 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.
- All inappropriate PDA is prohibited (please see section on physical affection in the Student Conduct section).

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.

### **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 upon or used for entry or exit. Removal of any residence hall window screen will be referred to student conduct and may result in a fine for any damage accrued.

Under no circumstances should items be thrown out of windows. This is a violation of the Residence Life Code and will result in a written warning and is subject to a disciplinary response.

### **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). Occasionally, there may be the need for Facilities personnel to be contacted over the weekend. Please speak to the Area Coordinator responsible for that residence. The Area Coordinator will then determine if the damage/repair is an emergency and if Facilities personnel needs to be called.

### **Student Accounts Office**

The Student Accounts Office handles all student account activity, including semester billing and payments. Students are responsible for their account balances and to complete all necessary steps of the financial aid process in a timely manner and acknowledge financial responsibility through class attendance and participation. Students are responsible to check their CPO boxes and Simpson University email account in order to receive important communications from Student Accounts. The Student Accounts Office is located on the second floor of the Owen Center in suite 201.

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 messages. Message and data rates may apply.

### ***Accounts Receivable Guidelines***

The following outline discusses the terms and conditions related to student accounts, specifically payment opportunity, registration diploma holds, and outstanding balances. The purpose of the policy is for Simpson University to conform to best practices and to set clear expectations and communication with our students.

1. Payment deadlines:
  - a. Balance must be paid in full or settled by the following dates per semester, or upon registration if registered after the dates listed below:
    - i. Fall Semester: August 15
    - ii. Spring Semester: December 15
    - iii. Winter Term: December 15
    - iv. Summer Term: April 15
  - b. Students may take payments in the following ways:
    - i. Electronically through the Student Account Center located on the homepage of the Student Portal (i.e., eCheck, Credit Card, or Debit Card)
    - ii. Check or Money Order made out to "Simpson University" (please include Student ID number on the check)
    - iii. U.S. Currency (in-person), up to \$10,000 per calendar year.
    - iv. Wire Transfer – wire transfer instruction must be followed and are available at [simpsonu.edu/cost](http://simpsonu.edu/cost)
  - c. If outstanding balances cannot be paid in full by the above means, the student must exhaust all forms of payment, including but not limited to loans to satisfy the outstanding balance. Students are encouraged to make an appointment with the Office of Financial Aid and Guidance to discuss financial aid options and financial counselling regarding a plan for their outstanding balance.
  - d. If a student does not complete necessary financial aid documentation including but not limited to Master Promissory Notes, thank you notes for endowments, entrance counseling, and verification the outstanding balance will be considered the stated amount due without aid. This process is to protect the student from encountering an unexpected outstanding balance due to the result in reduction of aid as determined by the Department of Education. In the event that aid is granted, overpaid funds will be dispersed to the student.
  - e. If the student has private loans or outside scholarships, the school must receive any private loans and/or outside scholarships by the payment deadline to consider them in the student account balance.
  - f. If a student chooses to go through a professional judgement process, a pending professional judgement does not create an extension of due dates. The student is responsible for their student account balance with or without completion of a professional judgement by the payment deadlines.
2. Delinquent Payment/Failure to Satisfy Balance
  - a. If balance is not satisfied the day after the above dates, the student is subject to the following:
    - i. Forfeiture of access to school services including meal plans, housing, class attendance, Canvas, and other student activities including athletic activities, student leadership, and other co-curricular activities.

- ii. Students who have completed degrees or have separated from the university and still have an outstanding balance will be subject to diploma holds until the balance is paid in full. Students must settle their balance prior to readmission for any future program at Simpson.
- iii. Student account balances created or remaining after the add/drop period will be subject to the institutional policies outlined in the Removal of Institutional Charges policy found at [simpsonu.edu/cost](http://simpsonu.edu/cost).
- iv. A \$150.00 late fee will be assessed to any outstanding balance after the Final Payment Deadline for every month balance is left unsettled.
- v. Delinquent Accounts Receivable Holds will be placed on the student's account, preventing registration.
  - 1. Removing Delinquent Accounts Receivable Holds for students with an outstanding balance is only for extenuating circumstances and requires approval by the Director of Student Accounts.
  - 2. Any holds lifted that are not paid by the agreed upon due date will result in dropping registration for the next semester they've enrolled for and will result in a \$150.00 late fee added to their outstanding balance per month delinquent. Once the outstanding balance is paid, the student may re-enroll in the classes for the upcoming terms.
- b. Student Account balances left unpaid will be sent to a third party for collections.
- c. Exceptions will be based on professional judgment on a case-by-case scenario.
  - i. If an exception is granted beyond a normal payment plan with the Student Accounts Office, the student will be required to follow through with the agreement terms. Failure to make agreed upon payments will result in suspension to athletic activities, Canvas access, class attendance, student leadership, and other co-curricular activities. The refund policy will apply to any student's charges if they are withdrawn or dropped due to failure to comply with the agreement terms or the exception.
  - ii. Exceptions will be at the discretion of Simpson University.
  - iii. Simpson University holds the right to deny any exception for any reason.
- 3. All Accounts Receivable-related final decisions are the sole responsibility of the Chief Financial Officer.

To access the most current student account information, please log onto the student portal and then click [CSS Student Finance](#). Additional financial information is accessible in the Simpson University current catalog.

## **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.

## **Vehicle Operation**

If a student is 18 years or older, and owns their own vehicle, they may drive in California with a valid out-of-state driver's license provided they 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, that student has 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.

# GETTING INVOLVED: PROGRAMS & ACTIVITIES

At Simpson University, we believe in the value of holistic development of our students. One significant avenue for students to experience transformational development is by being involved on campus. Being involved in various extracurricular activities and leadership opportunities can have a profound positive impact on students' overall well-being, cultivating authentic relationships with others, while developing a deeper understanding of self, which is grounded in faith.

Student leadership opportunities are intentionally curated to help students grow through experiential learning opportunities. We believe students can learn to lead best by learning to serve others.

## Leadership Opportunities

There are many opportunities to get training and obtain leadership experience at Simpson. We encourage all students to seek out some leadership role while here.

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.

### *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, mission 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 Conduct Code.

Therefore, when such a student, in the opinion of their Simpson supervisor, appears to have violated Simpson University policies or the Student Conduct expectations 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 Student Conduct Administrator.

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 Conduct 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.

Here is a list of engagement opportunities, including leadership positions, offered to students at Simpson University:

- ASBSU (Associated Student Body of Simpson University)
- Athletics
  - Athletic Clubs
  - Intercollegiate Sports



- Campus Activities
- Diversity/International Groups
- Gateway - LEAD 1100
- Intramurals
- Missionary Kids /Third Culture Kids (MKs/TCKs)
- Music Groups
- The Slate (Student Publications)

### ***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 led by the student body president and vice president. These students comprise the membership of the ASBSU Cabinet. Students including representatives of clubs, classes, and various campus areas are welcome to join senate meetings. It is through the work of the ASBSU Cabinet that the executive team can promote unity, consider student suggestions and ideas, and provide guidance to the delivery of the student experience. Many of the opportunities for student growth at Simpson are activities or ministries that are sponsored and/or coordinated by student government. ASBSU Cabinet meetings are open to all student body members. Items for the agenda can be submitted to any Cabinet member. Agenda items and meeting minutes are available by request. Please email requests to [asbsu@students.simpsonu.edu](mailto:asbsu@students.simpsonu.edu) for more information. The constitution and bylaws regulating this body, along with Cabinet minutes, are available by request from the ASBSU office or the Campus Life Office.

### ***Athletics***

To become more Christ-like, we must learn the lessons taught through competition: “the pursuit of excellence through personal development and teamwork; ethical and responsible behavior; adherence to the spirit of rules as well as to their letter; leadership and strength of character; and sportsmanship - including respect for one's opponents, acceptance of victory with humility, and acknowledgment of defeat with grace. While winning is not an end in itself, we believe that the efforts to be their best will lead [our students toward] success” (House Athletics Rule Book, Harvard University, 2008-2009).

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 the Athletic Department.

### ***Intercollegiate Sports***

Simpson University sponsors 18 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 (9) - Baseball, Basketball, Cross Country, Golf, Football, Soccer, Swimming, Track and Field, Volleyball and Wrestling



- Women (9) - Basketball, Cross Country, Golf, Soccer, Softball, Swimming, Track and Field, Volleyball, and Wrestling.
- Co-Ed Sports (1) Competitive Cheer, Co-Ed Club Sports (1) Bass Fishing.

Information on Simpson Athletics can be found at [www.simpsonredhawks.com](http://www.simpsonredhawks.com).

## **Campus Activities**

Student Activities are organized and sponsored by Campus Activities Board. They are responsible for helping to execute student events/programs.

## **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 Campus Life staff at [sjobson@simpsonu.edu](mailto:sjobson@simpsonu.edu).

## **Gateway - LEAD 1100**

The Gateway Leaders, along with specially trained faculty and staff, facilitate the LEAD 1100 class. This one-two credit, graded class helps students to 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 Gateway, 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.

## **Gateway Student Leaders**

These student leaders facilitate the connecting of new students to the Simpson campus community. During Orientation and Welcome Weekend, they assist in orienting new students to campus culture, campus services, locations, University policies, faculty/staff members and to other students. Throughout the fall semester, Gateway leaders lead small groups of new students. These meetings can help students adjust to all aspects of campus life.

## **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 competition. For more information contact Campus Life.

## **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 MKs. 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.

## **Music Groups**

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.

## **The Slate (Student Publications)**

*The Slate* is the SU school newspaper, and it is delivered online multiple times each semester. Students serve as writers, editors, and production staff; all 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.

Students under advisement of a faculty member produce the annual yearbook, *The Gateway*, and the student newspaper, *The Slate*. Interested students can volunteer their time or sign up for the practicum associated with each publication. For more information, check with the Office of Academic Affairs at 530-226-4733.

## **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. Campus Life staff supervise all clubs and serve as the liaison between Student Clubs and ASBSU. To join a club or start a new one, contact Campus Life.

# CAMPUS SAFETY

The Campus Safety Department oversees all aspects related to safety for persons and property on campus, responds to emergencies, 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 at the campus entrance off Shasta View, in the Guard Station. 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. Students 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 (e.g., contacting Campus Safety if anyone notices someone suspicious on campus).

## Campus Safety Information and Crime Statistics

Simpson University maintains the Annual Safety and Fire Safety Report 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.

## 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 Safe Walks, Campus Telephones, and 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 car and residence room.
- Do not leave valuables in plain sight in car.
- Always make sure keys are in hand well before reaching 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 one feels threatened, blow a whistle, or otherwise make noise to draw attention to oneself and the situation.
- If one feels threatened, get to others; do not remain alone.

## **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.

## **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.

## **ID Cards**

All full-time, traditional undergraduate students are issued a photo student ID card upon arrival. The student ID is a single card that serves as student identification and provides access to many services and locations such as:

- Access to 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
- One's ID Card can also be used as a form of payment by adding funds with a personal credit card through Sage Dining. The ID Card is accepted at the following locations:
  - Emeriti Dining Center
  - The Bean Scene

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.

The replacement fee for a lost ID card is \$15.

Student ID cards are issued by the Information Technology department, located on the second floor of the Owen Center (OC-211).

Student ID cards may not be used by anyone other than the owner of the card.

## **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 residential student missing more than 24 hours. The Campus Safety department, working together with the Student Development department, investigates any report of a missing residential student.

## **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 other than in clearly marked spaces.
- The campus speed limit is 15 mph.

## **Parking Violation Fines**

|                                                                     |       |
|---------------------------------------------------------------------|-------|
| 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, a Second violation is an additional \$50 fine.
- A third violation is an additional \$75 fine, and the student might be referred to the Student Conduct Administrator for additional sanctions.
- A fourth violation is an additional \$100 fine, and the student will be referred to the Student Conduct Administrator for additional sanctions, including by not limited to 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 appeals must be 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.

## **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.

## **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**

To raise awareness of safety issues, as well as encourage students to respond appropriately 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.

## **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.

## **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.

## **Vehicle Assists**

The Campus Safety Department is equipped to help 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 are 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 firecrackers 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 one's 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 announced.

Reporting Fires: Should a student 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.

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.

## **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 an initial contact with the police and, if a student wishes, a representative of Simpson University will accompany them. Simpson University has no control over the investigatory and legal process that may result when one reports 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.

## **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 directly 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. 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, 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 our policy, will assist to file all necessary documents with the Redding Police Department upon receiving a complaint of sexual assault.

# STUDENT CONDUCT

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 entire community. 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 Conduct 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 contact Campus Life staff or call Student Development at (530) 226-4177. Anonymous allegations will not be adjudicated.

## Definitions

- "University" refers to Simpson University.
- "Campus" refers to all University owned property.
- "Student" refers to a person in the traditional undergraduate program, including persons who withdraw, transfer or leave the University.
- "Member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. The Dean of Students shall determine a person's status in a particular situation.
- "Guest" refers to any visitor that is hosted by a member of the University community.
- "Student Conduct Board" means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Conduct expectations and to recommend sanctions that may be imposed when a rules violation has been committed.
- "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 Student Conduct Expectations. The Dean of Students may authorize a Student Conduct Administrator to serve as 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.
- "Policy" is the written regulations of the University as found in, but not limited to, the Student Life Code, Residence Life Code, the University web pages and Information Technology Code, and Undergraduate Catalog.
- The term "complainant" means any person who submits a charge alleging that a student violated Student Conduct expectations. 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 Student Conduct 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 Student Conduct expectations.
- "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.
- "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 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 choose freely 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 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.

## **Oversight**

Simpson University’s Student Conduct expectations, including any other University 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.). All University guidelines, policies, and standards, including Student Conduct, shall also apply to all traditional undergraduate students at university-sponsored activities and to any conduct at other locations 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 Conduct) 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. However, please know that this handbook is subject to change by Simpson University without notice and that its contents are not to be relied on as contractual promises.

## **Redemptive Discipline Processes & Procedures**

### ***Philosophy***

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 expectations are encouraged to “come-in” to see one of the Student Development staff for help and counsel. Such responsible behavior is considered 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 based on 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 Conduct Code\* 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 to receive help, 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. Staff members, including student leaders, from the offices of Student Development, carry out typical disciplinary conversations. 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:

- Act 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/requests such disclosure (e.g., 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 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)

*\*The Amnesty program is applicable to violations of the Student Conduct Code and cannot be requested for violations of other University code and policy (e.g., Campus Safety, Facilities, etc.).*

*\*\*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, as this 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 contact Sarah Jobson at [sjobson@simpsonu.edu](mailto:sjobson@simpsonu.edu).

## **Grievance Procedures**

### ***Grievance Procedures (Non-Academic/Non-Title IX)***

When a student believes that the University has not followed its own non-academic 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 administrator of the area in which the staff or faculty member works. This must be filed within one week of the mediation meeting.
  - a. The administrator 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 might remain unaddressed.

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

### ***Academic Grievance***

Students should refer to the academic catalog (corresponding to the academic year of the actual incident) for academic grievance policy and procedure.

### ***ADA/Disability Services Grievance***

Copies of grievance procedures as they relate to the Americans with Disabilities Act and/or disability or other services offered by the Student Success Center can be found in the Student Success Center and the University Catalog.

*\*\*\*If the complaint or grievance was not resolved using the above grievance process, students 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

See [Title IX Section](#)

### ***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 a Simpson University student has a complaint regarding Simpson University, please refer to the Simpson University catalog and/or appropriate student handbook for information about the campus level complaint process that should be followed. If one is unable to determine the process that should be followed, a student may present their complaint to:



Campus Student Ombudsman: Dean of Students  
Email: Phone: 530-226-4108

This contact will provide students with a written explanation of the campus process for addressing their complaint(s) and answer any questions they may have to assure them a fair process.

Simpson University has provided this disclosure 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 the Campus Student Ombudsman.

If the complaint is about the institution's compliance with academic program quality or accrediting standards and after exhausting all the steps outlined in the Simpson University catalog and/or student handbooks and/or in the written material given by the Campus Student Ombudsman, one 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 one may have to seek civil or criminal legal action to resolve their complaints.

If a distance education student who lives outside the state of California believes that the University's internal procedures have not adequately or without undue burden 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)  
<https://www.walsh.edu/uploads/complaint-process-by-state-2018.pdf>

*\* This disclosure was last revised April 2021.*

### ***Student Conduct Officers***

The Associate Dean of Campus Life is that person designated by the University to be responsible for the administration of the Student Conduct process.

The Student Conduct Administrator, 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 Student Conduct expectations.

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



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

Any member of the University community may file allegation involving any student(s) for misconduct and violations of Student Conduct expectations. Any allegation should be submitted as soon as possible after the event takes place to resolve the matter. If the initial complainant withdraws an allegation or withdraws from school before resolution, another member of the University community may resubmit the same charge.

1. The Student Conduct Administrator assesses all 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 Conduct Code or University policy is referred to the appropriate disciplinary body or official.

The Student Conduct Administrator will conduct an assessment to determine if the charges have merit and/or if they can be disposed of administratively. During this time, 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.

If the allegations are criminal in nature, the University will inform the local enforcement of allegations. This will allow local law enforcement authorities to begin their investigation before the University pursues its own resolution.

All charges shall be presented to the student 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 Conduct expectations within the period proscribed by the Traditional Undergraduate Handbook (5-15 days). Therefore, the determination of violations of Student Conduct 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:

- Student Conduct Board Hearings is a closed process and will be conducted in private.
- 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. Virtual attendance may be allowed at the discretion of the Student Conduct Administrator.
- In Student Conduct Board Hearings, involving more than one student, 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.

- The student is responsible for presenting their own information in any Student Conduct Board Hearing before a Student Conduct Board.
- 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. Witnesses will provide information to and answer questions from the Student Conduct Board.
- A Student Conduct Board at the discretion of the chairperson may accept pertinent records, exhibits, and written statements (including Student Impact Statements) as information for consideration.
- All procedural questions are subject to the final decision of the chair- person 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 student has violated the Student Conduct expectations which the student is charged with violating.

The Student Conduct Board's determination shall be made based on the information whether it is more likely than not that the student violated Student Conduct expectations.

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.

Audio or video recording or transcription of any kind will not be permitted during any conduct process by anyone, except by the University. There shall be a single record, including 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 student fails, with notice, to appear before a Student Conduct Board Hearing for various reasons, including, but not limited to, the student's withdrawal from the University, the information in support of the allegation shall be presented and considered in their absence. However, 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 other students 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 Student Conduct Administrator 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 witnesses during the hearing by taking appropriate and reasonable measures.

### ***Interpretation and Revision***

Any question of interpretation or application of Student Conduct expectations shall be referred to the Dean of Students or her/his designee for final determination. The Student Conduct expectations is reviewed every year under the direction of the Dean of Students.

## ***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. In addition, parents may be contacted when the student is facing dismissal from the University.

## ***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 Dean of Students. 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 a student with 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 students 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 Student Conduct expectations (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 Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator.

Determinations made or sanctions imposed under Student Conduct 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 federal, state, or local authorities with a violation of law charge a student, 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 Student Conduct, the University may advise off-campus authorities of the existence of Student Conduct policies 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 if 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.

## ***Disciplinary Responses/Sanctions***

In each case in which a Student Conduct Board determines that a student has violated Student Conduct expectations, 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 student to accountability, and 5) the degree to which the individual displays genuine repentance.

### ***Imposing of Sanctions***

Any of the following consequences/sanctions may be imposed upon any student found to have violated Student Conduct expectations, 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.
- **Fine 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.
- **Campus Involvement:** Active participation in University activities or events including, but not limited to 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 Conduct expectations, 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 specified activities.
- **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 Area Coordinator or his/her designee.
- **Contact restriction:** A student may be required to 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 physical or emotional 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 Student Conduct Administrator concerning the institutional response to the student’s behavior. Students may be required to pay for any University counseling sessions in excess of the three sessions that are available to students on an annual basis, per the requirement of Counseling Services.
- 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 exhibits 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 Counseling Services 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 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 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 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 Conduct expectations, 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.

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

### **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 Student Conduct Administrator 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 Area Coordinator, Dean of Students, or the Student Conduct Administrator 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 Conduct expectations occurred.
3. To determine whether the Student Conduct Board Hearing/Disciplinary Process 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 Student Conduct expectations were 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 that the student was found to have committed.

## Possible Appeal Outcomes

The Dean of Students may:

- Reject the appeal based on lack of substantial evidence for the appeal (did not meet the merit for the request).
- Reverse or amend the decision and send notice to the appropriate parties.
- 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 Conduct Code have been reproduced by permission from the article "21st Century Model Code" ([www.edstoner.com](http://www.edstoner.com)). Some sections have also been adopted from LRP Publications, Earlham College Policies and Guidelines, the Beloit College Website, and the St. Olaf College Website.*

## Non-discrimination Statement

Subject to the Constitution of the United States and all applicable state and federal laws, Simpson University does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, Simpson does not discriminate in its employment practices.

## ***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.

## ***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 are issued due to behaviors lacking courtesy, pose safety hazards, or constitute a disregard for Residence Life Codes. 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 Student Conduct. When residents wish to appeal a warning, they may do so in writing to the Area Coordinator.

### ***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.

## ***Academic Discipline***

### ***Plagiarism/Cheating***

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 cumulative 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 a consequence for academic dishonesty. In the latter situation, the student is placed on academic warning for a specified period, 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, 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, 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](http://simpsonu.edu/catalog).

## **Community Standards**

### **Policy Inclusions**

This ministry’s code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:

- a. The Ten Commandments (Exodus 20:2-17)
- b. The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)

## ***Personal Conduct***

All persons connected with community (e.g., employees, volunteers, board members, students, parents of students, etc.) shall hereinafter be referred to as ministry community member. All such Simpson community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of Simpson University, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are part of the Simpson community in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination or expulsion from Simpson University. It is expected that all members of the Simpson community will conduct themselves in a manner consistent with biblical standards, values, and character.

## ***Rules of Conduct***

In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Simpson community members are expected to become familiar with and abide by the standards outlined in this handbook. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Simpson community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christlikeness manifested in a lifestyle that serves and gives itself to reconcile others. Simpson community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christlikeness (Ephesians 5:4). Simpson community members shall maintain appropriate attitudes of concern for others.

Problems concerning Simpson community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, everyone at Simpson University shall respect the integrity and confidences of other people at Simpson and those outside of our community attending any of our University's functions. Simpson community members are expected to operate within their respective roles.

In summary, Christian ethics demand that those at Simpson act in love and integrity, in confidentiality, and in alignment with the mission/purpose of Simpson University.

### ***Inappropriate Conduct***

Violation of Simpson rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the Simpson community. There is no requirement that discipline be progressive or that a warning be given prior to disciplinary action, including dismissal from Simpson University. Set forth below are some examples of misconduct which will not be tolerated by Simpson University. This list is not exhaustive, and examples are not listed in order of seriousness.

Any student found to have committed or to have attempted to commit the following misconduct as outlined here in the Community Standards 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:

- Inappropriate Materials: Possession or use of pornographic material (regardless of media type).
- Inappropriate Language: Use of obscene or abusive language.
- Dishonesty: Acts of dishonesty, including but not limited to the following:
  - Furnishing false information to any University official, faculty member, or office.
  - Forgery, alteration or misuse of any University document, record, or instrument of identification.
- Disruption or obstruction: 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.
- Abuse: Physical abuse, verbal abuse, threats, intimidation, harassment, cyber-harassment, stalking, cyberstalking, bullying, cyberbullying, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
- Theft: 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.
- Comply with the University Official: 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.
- Threat: Use of abusive or threatening language toward a supervisor, professor, or other Simpson University employee.
- Fraud: Committing a fraudulent act or breach of trust under any circumstance.

- Sexual Exploitation: Surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- Hazing: 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.
- Abuse of the Student Conduct Code: Abuse of the Student Conduct Code, including but not limited to the following:
  - 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.
  - Failure to respond to notices received via Simpson University student email and/or CPO.
  - Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - Institution of a Student Conduct Code proceeding in bad faith.
  - Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
  - Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during, the Student Conduct Board proceeding.
  - 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.
  - Failure to comply with the sanction(s) imposed under Student Conduct (failure to complete sanctions in the time assigned may result in a charge of \$100).
  - Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System.
- Social Misconduct: 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 against 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.
- Underage Dating: Dating, or otherwise becoming romantically involved with, anyone under legal age.
- Engaging in any activity which a Simpson community member knows, or has reason to know, will adversely affect the mission of the Simpson University.
- Religious Belief and Tenets: Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the University including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one's sex assigned by God at birth.

Health and Safety: Violation of any safety, health, security, or other policies, procedures, or rules of Simpson University.

## **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 Other Drugs**

### ***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, except for 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 time 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.

### ***Philosophy***

Simpson University seeks to foster an alcohol and drug free environment in which to work, live, learn, and grow. As a Christian University, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol and drug free environment. The following information is presented in compliance with the Drug-Free Schools and Communities Act of 1989.

### ***Prevention and Education***

Simpson seeks to prevent alcohol and other drug-related problems by educating students about the personal and social consequences associated with the abuse of drugs. Educational programs are offered on an ongoing basis and are coordinated through Student Government and the Wellness Center. Resident Advisors in the residence halls receive alcohol and drug awareness training in order to serve the needs of the residential community. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. Finally, the University partners with the community and parents/guardians of students to help prevent abuse.

### ***Assistance in Overcoming Alcohol and Other Drug Abuse***

For students who seek help for substance abuse problems, complete confidentiality will be observed to the limit of the law. Insofar as federal and state statutes and professional ethical standards permit, no professional on the Simpson counseling staff will in any way notify the administration of the name of a student who seeks help for a substance abuse problem without prior written permission from that student, and no records will be forwarded to the administration regarding the services or the problem. Confidential counseling and treatment are available to students through the Student Success Center or by referral to appropriate agencies off-campus. Please contact the Student Success Center at 530-226-4667 for more information.

### ***Regulations and Sanctions Regarding Alcohol and Other Drugs***

Students are responsible to conform their behavior to Federal, State, and local law, and to the University's Policy on Alcohol and Other Drugs. When violations of law or policy come to the attention of University officials, students may be referred for criminal prosecution and University sanctions may be imposed. Harm to persons or damage to either private or University property arising from the actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

1. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on University property or at any University-sponsored event or activity, regardless of the student's age.
2. It is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
3. It is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification (on or off campus). Possessing a fake ID may result in University probation on the first offense.



4. Drunkenness, on or off campus, is not consistent with the moral standards of the University and may result, minimally, in University probation on the first offense and suspension on the second offense. Drunkenness is defined as a blood alcohol content of .08% or more and/or as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
5. The refusal by a student to take or fully cooperate with a breathalyzer, field sobriety, or drug test may be considered as admission of being under the influence.
6. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed.
7. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal drug (e.g., prescription drugs, marijuana, and cocaine) or drug-related paraphernalia (including hookahs) is strictly prohibited. Anyone involved in the sale or distribution of drugs on, or off campus may be dismissed immediately.
8. The possession or presence of any amount of a controlled substance is prohibited on or off campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia. The possession or use of medicinal marijuana is prohibited on or off campus. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
9. Possession or use of any herb or drug used for hallucination or intoxication.
10. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University sponsored or approved publications or events.
11. Any student (regardless of age) or student organization found supplying, possessing, or consuming alcohol or other drugs at University sponsored off campus events will be subject to disciplinary action.
12. Any student leader (including, but not limited to, Orientation Leaders, RAs, and Student Service Officers) who promotes or supplies alcohol or other controlled substances may be immediately suspended, expelled, or dismissed from the University. Examples of promoting alcohol/controlled substances include advertising parties either verbally or with flyers and inviting or driving underage students to parties where alcohol is present.
13. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness or drug use, whether intended or not, may result in suspension or dismissal. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
14. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
15. Any student who sexually assaults or attempts to sexually assault another person who is incapacitated due to alcohol or other drugs is subject to immediate permanent dismissal.

### **Health Risks**

The use and abuse of alcohol and other drugs can cause a number of problematic changes in behavior and physiology. Alcohol, especially in high doses or combined with medications or other drugs, can lead to violent behaviors including acquaintance rape, vandalism, fights, incidents of drinking and driving, injury, and other medical emergencies. If someone who is excessively intoxicated, unconscious or in need of emergency assistance is discovered, please dial 530-941-7592 on campus, or 911 off campus. Doing so may save someone's life.

Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Research has shown that using alcohol or other drugs negatively affects academic performance.

The risk of having an automobile accident increases after consuming even relatively small quantities of alcohol. Low doses may significantly impair judgment, coordination, abstract mental functioning, and the ability to complete complex tasks.

Repeated use of alcohol and other drugs can lead to physical and/or emotional dependence. Alcohol or substance dependence occurs when a person continues their use despite recurrent social, interpersonal, and/or legal consequences. There is strong evidence based on medical research that alcohol and other drug abuse contributes significantly to heart disease and cancer as well as permanent damage of vital organs such as the brain and liver. There is clear evidence of serious negative effects on babies due to the use of illicit drugs and alcohol by the mother during pregnancy.

The use of Cannabis (Marijuana, Hashish) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Its effect can last more for more than 4-6 hours after being used. Contrary to popular belief, marijuana is both physically and emotionally addictive. Hallucinogens (LSD, Ecstasy, and PCP) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects can occur, including ongoing loss of concentration and memory. Frequent use can cause permanent loss of some mental functions.

Cocaine and Crack are highly addictive drugs. The immediate effects of cocaine include dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, and even death. These drugs cause a temporary feeling of power, impairing judgment and decision making.

Amphetamines (Crystal, Speed, Crank, and Meth) are highly addictive stimulants, which can cause one to "rush" around and appear stimulated. Amphetamines can cause rapid or irregular heartbeat, loss of coordination, collapse, and even death. Continued stimulant abuse can lead to mood swings, irritability, depression, sleeplessness, and even altered personality and paranoia.

Heroin causes the body to have diminished pain reactions and is highly addictive both physically and emotionally. It can cause disinterest in relationships, personal productivity, and workplace safety. The use of heroin can result in coma and death. Commonly used intravenously, heroin use is associated with a wide range of physical health problems (i.e., AIDS, hepatitis).

Prescription drugs (i.e., antidepressants, pain suppressants, stimulants, and tranquilizers) are safe only if taken as prescribed under the supervision of a licensed physician. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, liver and kidney damage, addiction, and nervous system damage.

## **Parental Notification**

Simpson University has long recognized its special relationship with the parents and families of its students. Even after students leave home for college, parents often play a central role in their character development, so Simpson works in partnership with parents in helping students make the transition to responsible adulthood.

The University also recognizes that students have specific privacy rights. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that controls the confidentiality of, and access to, student

education records. The Higher Education Amendments of 1998 permit educational institutions to notify parents if a student, under the age of 21 at the time of notification, commits a disciplinary violation involving alcohol or a controlled substance. See Simpson's Student Records Policy for additional information about FERPA and educational records. A full copy may be obtained by contacting the Registrar's Office.

The purpose of Simpson's parental notification policy is to promote the holistic development of students and to foster an alcohol and drug free campus community. Among several interventions that may be used to further this purpose, parents or guardians of students under the age of 21 may be notified in the case of a violation of University alcohol or other drug policies. Notification begins with:

1. The first time a student is charged with violating the University policy under one of following circumstances:
  - a. Caused harm to oneself or another while under the influence of alcohol or other drugs or was transported to a medical facility and treated because of alcohol or other drug use.
  - b. Was unruly, disruptive, or destructive while under the influence of alcohol or other drugs.
  - c. Operated a vehicle under the influence of alcohol or other drugs.
  - d. Was arrested or taken into custody by law enforcement officers while under the influence of alcohol or other drugs or is charged with violating a federal, state, or local law related to alcohol or other drug use.
  - e. Because of previous violations (not related to alcohol or other drugs), the current alcohol or other drug violation might result in the student being placed on suspension or a more severe sanction.
  - f. Hosted or in any way assisted or promoted a gathering that included underage drinking or drunkenness.
2. The first time a student is charged with violating the University policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not lawfully prescribed by a health care provider.
3. The second time a student is charged with violating the University policy regarding:
  - a. The consumption, possession, sale, or distribution of alcoholic beverages.
  - b. Being in the presence of alcohol, alcohol containers, controlled substances, or drug related paraphernalia on University property.

Normally, a parent or guardian will be notified in writing by the Associate Dean of Campus for community before the disciplinary hearing. Before notifying the parents or guardians, every effort will be made to inform the student and attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations, consultation with the student or first contact by the student may not be possible or appropriate and in such cases the University is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the associate dean may determine that notifying the parents/guardians may be harmful to the student and in such cases the University is not obligated to make notification.

This policy does not preclude the University's contacting parents or guardians for other policy violations that may endanger the health and wellbeing of a student or other individuals in the community. Also, the University may release information related to student educational records to parents who claim the student as a dependent for tax purposes.

The content of the written alcohol policy is from Pepperdine University and used with permission.

### ***C&MA National Office Alcohol Policy***

National Office employees should address the consumption of alcohol in a way that is above reproach and brings glory to God. Scripture clearly prohibits intoxication or addiction, and in recognition of our Alliance

tradition of abstinence, alcohol consumption is never allowed while on Alliance property, at Alliance events, or while serving in an official Alliance capacity. No alcohol may be purchased with Alliance funds.

The Bible requires moderation in the use of alcohol, not abstinence. Yet the fact that alcohol is addictive to many, coupled with the biblical warnings against its dangers, suggests the need for caution. The abuse of alcohol constitutes our society's greatest substance abuse problem, not to mention the fact that many Christians avoid it as a matter of conscience. Thus, the question of alcohol consumption represents a prime opportunity for Christians to exercise their freedom responsibly, carefully, and in Christlike love.

### ***Review of University Program and Policy***

Biennially, the University will review its alcohol and other drugs prevention program and this policy to determine the program's and policy's effectiveness, to implement changes if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

### ***Good Samaritan Policy***

The University recognizes that there may be alcohol or other drug related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Good Samaritan Policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need. When a student aids an intoxicated or impaired individual by contacting a professional for assistance, neither the intoxicated individual nor the individual reporting the emergency will be subject to disciplinary action.

Because Simpson places a high priority on student health and safety, the Good Samaritan policy was created to encourage students to take immediate action in any crisis or medical emergency. Simpson students are expected to care for others by getting help from appropriate officials even when violations of the Code of Conduct have occurred. In crisis situations involving alcohol, drugs, physical violence, and/or sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and stalking), the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations related to the incident. This means that no University disciplinary sanctions will be issued to either the reporting student(s) or to the student(s) in need of assistance related to the violations that occurred at or near the time of the incident.

This policy applies to students who report sexual misconduct or participate as key witnesses in sexual misconduct investigations, or who seek medical assistance for themselves or another by contacting an appropriate official (e.g., resident advisor, Public Safety officer, or calling 911). The incident will still be documented and educational and/or health interventions may be required as a condition of replacing disciplinary sanctions. This policy does not apply if a University or law enforcement official confronts the student first. This policy may not apply to the hosts of a party if they do not seek immediate medical assistance for the student in need.

In any situation involving imminent danger to the health and safety of any individual(s), or where sexual misconduct has been alleged to have occurred, students are expected to:

1. immediately contact Public Safety or other emergency officials to report the incident.
2. remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and
3. meet with appropriate University officials after the incident and cooperate with any University investigation.

## ***Frequently Asked Questions about the Good Samaritan Policy***

### **Will I get in trouble if I am underage and have been drinking if I call for somebody else?**

No University disciplinary sanctions will be assigned to the reporting student(s) for alcohol or drug violations related to the incident even if the student is under 21 years of age. The incident will still be documented, and educational programs may be required in place of disciplinary sanctions.

### **Can the policy be used for multiple people?**

Yes. The policy can be applied to multiple people in one incident. The policy is intended to encourage students to make the right call for any and all individuals who are in need of assistance.

### **Can the policy be applied to more than just alcohol?**

Yes. The policy can be applied to crisis situations involving drugs, physical violence, and/or sexual misconduct or situations involving any combination of these.

### **Does the policy apply both on and off campus?**

Yes. On campus, students should contact campus safety or another University official (e.g., resident director or resident advisor). Off campus, students should notify an appropriate official (e.g., call 911 or, if at an event, contact a professional event staff member).

### **Will parents be notified?**

Notification will not be made by Simpson officials to the parents of the Good Samaritan or the parents of the student needing assistance unless the condition is life threatening.

The content of the written Good Samaritan policy is from Pepperdine University and used with permission.

## ***Drug Testing***

The Office of Student Development may require a student to consent in writing to non-prescription controlled substance (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. 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:

1. When a drug test is required as part of the investigation process, the University will cover the cost of a negative result.
2. When a drug test is required as part of the investigation process, the student will cover the cost of a positive result.
3. 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 consent and 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 secondhand use/smoke, or similar arguments, are therefore not valid.

## **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 in the judgement of the Dean of Students, 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**

All forms of hazing and initiation are prohibited; 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.

## 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. Dressing in such a way as to willfully reject one's sex assigned at birth is not in alignment with Simpson University standards. 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. Any faculty or staff member 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 considering our responsibility to others, and our community. While we understand that this is a difficult issue, in alignment with the C&MA Sexuality statement, Simpson University believes that the appropriateness of affection differs between same sex couples and opposite sex couples.

## Sexual Stewardship

We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27).

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4).

Simpson University supports the God designed and created human sexuality (Genesis 1:27; Matthew 19:4) and He entrusted it to us for safekeeping. 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://cdn.cmalliance.org/wordpress/cmalliance/Statement-on-Sexuality\\_Jan-2023.pdf](https://cdn.cmalliance.org/wordpress/cmalliance/Statement-on-Sexuality_Jan-2023.pdf)

Simpson University seeks to create an environment that gives students 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 Student Conduct Administrator). Each section that follows applies God's guidelines to a number of practices and behaviors that we believe negatively affect sexual stewardship and, in some cases, may 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.

## **Damage to University Property**

Students will be required to compensate the University for the cost of 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 the 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.

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. A \$15 fee will be charged for student key access ID card replacements.
- ID cards are not to be used by anyone other than the owner. No sharing of unused meals from any student'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:
  - Food to be eaten on the Dining Center patio.
  - Food in the process of being eaten (e.g., fruit and cookies).
  - When previous arrangements have been made with the Food Service Manager
  - Food obtained through the To Go Box Program (when available)
- 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.

## ***Enforcement Procedure***

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

## ***Appeal Process***

- Written appeal must be submitted to the Director of Campus Operations.
- If a violation goes uncontested for 7 days the charge, if applicable, will be billed to the violator's student 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.

## ***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 growth in the individuals involved.

## ***Sexual Battery***

Sexual Battery includes the intentional touching of another person's intimate parts without consent, causing another person to touch the intimate parts of another without consent, or using a person's own intimate parts to intentionally touch another person's body without consent.

## ***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,

- the prostituting of another person,
- the trafficking of another person to perform a commercial sex act or labor or service through force, fraud, or coercion,
- the recording of images, including video or photography, or audio of another person's sexual activity or intimate parts, without that person's consent,
- the distribution of images including video or photography, or audio of another person's sexual activity or intimate parts,

- and the viewing of another person's sexual activity or intimate parts in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.

## ***Sexual Harassment***

The vision of Simpson University includes an environment that treats each employee and student with dignity, decency, and respect. Mutual trust must characterize our ministry. We strive for a supportive, safe, and stimulating atmosphere; therefore, we do not tolerate harassment. Subject to the Constitution of the United States and all applicable state and federal laws, Simpson prohibits unbiblical harassment (including sexual harassment) of any person. We will actively prevent, correct, and discipline behavior that violates this policy (up to and including termination).

Simpson University reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

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.
- Anything that would constitute as sexual violence, sexual battery, or sexual exploitation.
- Retaliation for having reported or threatened to report 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.

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 good faith 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 a student believes they 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.

### ***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/or 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 because 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 Stewardship***

We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27).

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4).

Simpson University supports the God designed and created human sexuality (Genesis 1:27; Matthew 19:4) and He entrusted it to us for safekeeping. 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://cdn.cmalliance.org/wordpress/cmalliance/Statement-on-Sexuality\\_Jan-2023.pdf](https://cdn.cmalliance.org/wordpress/cmalliance/Statement-on-Sexuality_Jan-2023.pdf)

Simpson University seeks to create an environment that gives students 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 Student Conduct Administrator).

Each section that follows applies God's guidelines to a number of practices and behaviors that we believe negatively affect sexual stewardship and, in some cases, may 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 Violence***

Sexual violence is defined as physical sexual acts perpetrated against a person without the person's affirmative consent. This includes rape or sexual battery.

## **Stalking**

Stalking Behaviors: Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on Websites.
  - Sending unwanted/unsolicited email or talk requests.
  - Posting private or public messages on Internet sites, social networking sites, and/or school Bulletin boards.
  - Installing spyware on a victim's computer.
  - Using Global Positioning Systems (GPS) to monitor a victim.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation, including staring or “peeping.”
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others

## **TITLE IX and SB 493**

### **Immediate Steps to Take if You are Subject to Sexual Assault, Other Forms of Violence or Threatening Behavior**

Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call **911**. If you need non-emergency assistance and you are on campus, please call **Campus Safety at 530.941.7592**.

### [Title IX and SB493 Policies](#)

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence).

- Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment.
- Mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>.

## **Campus Contacts:**

### **Title IX Coordinator**

Mark Endraske  
Dean of Students  
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530.226.4108  
Office Location: Owen Center, Student Development

### **Deputy Coordinators**

Alex Thiemann  
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Lindsey Harris  
Director of Human Resources  
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Office Location: Owen Center, Human Resources

### **Training**

The Final Title IX Rule requires the sharing of *“all materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.”*

[Title IX Training Received](#)