

# **Student Handbook**

## **Sierra States University**

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## Table of Contents

Sierra States University Mission .....	5
Mission .....	5
Accreditation Status .....	6
Community Life .....	6
Philosophy of Community .....	6
Ethnic Diversity .....	6
Sexual Harassment Policy .....	7
Academic Freedom Policy .....	7
Disciplinary Policy .....	9
Guidelines for Imposing Consequences .....	9
Mandatory or Minimum Consequences .....	9
Disciplinary Process .....	10
Readmission After Withdrawal or Suspension .....	11
Student Code of Conduct .....	12
<b>Prohibited Activity</b> .....	12
<b>Non-compliance</b> .....	12
<b>Abuse of Investigative Process</b> .....	12
<b>Misrepresentation</b> .....	12
<b>Forgery</b> .....	12
<b>Complicity with Another’s Violation</b> .....	12
<b>Prohibited Activity</b> .....	13
<b>Unlawful Acts</b> .....	13
<b>Cheating</b> .....	13
<b>Lying</b> .....	13
<b>Alcoholic Beverages</b> .....	13
<b>Restricted Drugs</b> .....	13
<b>Sexual Assault</b> .....	13
<b>Sexual Harassment</b> .....	13
<b>Pornography</b> .....	13
<b>Profanity and Obscenity</b> .....	13
<b>Fighting, Violence, or Self-Inflicted Harm</b> .....	13
<b>Inappropriate Classroom Behavior</b> .....	13
<b>Inappropriate</b> .....	13
<b>Pranks</b> .....	13
<b>Hazing</b> .....	13
<b>Harassment</b> .....	13
<b>Racist Activity</b> .....	13
<b>Gambling</b> .....	14
<b>Inappropriate Dress</b> .....	14
<b>Prohibited Activity</b> .....	14
<b>Theft</b> .....	14
<b>Unauthorized Use</b> .....	14
<b>Vandalism</b> .....	14
<b>Unsafe Skating</b> .....	14
<b>Unsafe Operation of Motor Vehicles</b> .....	14
<b>Unauthorized Motorized Vehicles</b> .....	14
<b>Improper Bicycle Storage</b> .....	14
<b>Improper Postings and Solicitations</b> .....	14
<b>Prohibited Activity</b> .....	15

<b>Failure to Evacuate</b> .....	15
<b>Breaching Security Systems</b> .....	15
<b>Misuse or Tampering with Emergency Equipment</b> .....	15
<b>Improper Storage or Use of Flammable Agents</b> .....	15
<b>Unauthorized Fires</b> .....	15
<b>Arson</b> .....	15
<b>Possession or Use of Weapons</b> .....	15
<b>Throwing Objects from Structures</b> .....	15
Student Department.....	15
Grievance Policy.....	18
Complaints.....	19
Mediation Policy.....	19
Spiritual Life.....	20
Faculty Advisor .....	21
Student Orientation.....	22
Academic Advising.....	23
Current Student Information.....	23
Telephone.....	23
Student Activities and Programs .....	23
Study Groups.....	23
Tutorial Program.....	23
Pregnancy.....	24
Visitors.....	24
Child Care.....	24
Safety and Security.....	25
Fire Alarms / Emergency Exits.....	25
In the Event of an Earthquake.....	25
Fire Equipment .....	25
Fireworks.....	25
Firearms and Bows .....	25
Airguns .....	26
Unlawful Entry .....	26
Identification of Strangers .....	26
Security Tips.....	26
Parking.....	27
Field Education or Community Service.....	27
Campus Resources and Information .....	27
Library .....	27
Academic Computer Lab.....	29
Internet Use .....	29
Facilities .....	29
Request for Use of Facilities.....	29
Facilities Guidelines .....	29
Equipment.....	30
Miscellaneous Academic Information .....	30
Add/Drop.....	30
Hours of Operation .....	33
Sierra States University Community Commitment .....	34

## **Welcome...**

Whether you are a new student, still making preparations to join us on campus, or a returning student, well on your way toward graduation—welcome! We are glad that you are part of our community and that we get to partner together during this season of your journey.

The faculty and staff of Sierra States University are committed to helping our students become all that God has called them to be. To accomplish this, we endeavor to foster a learning environment in which your character can be nurtured, your life and ministry skills can be developed, and where rich reflection and dialogue are always encouraged. We have also worked hard to cultivate a campus atmosphere that supports this process.

We believe that the policies presented in this handbook will enable us to accomplish our mission while providing a positive environment for each community member. These policies also provide for your safety and the protection of property.

At the end of this student handbook, you will find the Sierra States University Community Commitment. At the beginning of the school year, you will be asked to sign this Commitment, certifying that you have read the Handbook. Please read each section carefully, and feel free to ask questions of our faculty and staff. We are here to help you.

We are excited about your time of study, ministry, and fellowship at Sierra States University. But even more, we look forward to a time in the not-too-distant future where we can release you into your calling! May your time here at Sierra States University help you to become the person He has destined you to be.

Yours for the journey,

Dean of Students

# Sierra States University Mission

This section describes the mission of Sierra States University. Sierra States University has elected to separate this mission into two components: the mission proper, and statement of the general strategy by which we accomplish this mission.

## **Mission**

The mission of Sierra States University is to educate students to be leaders to serve communities and the world through the excellent programs of Christian Higher Education.

## **Institutional Objectives**

To achieve mission, Sierra States University has following institutional objectives:  
At the end of the degree program, students will be able:

1. To demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. To demonstrate awareness and life-long commitment to personal, vocational and academic development
3. To demonstrate attitude of service and leadership in their discipline and community
4. To demonstrate basic knowledge and skills for vocational success and to enhance skills within their current careers.
5. To demonstrate biblical and ethical standards in personal lifestyle and career.

## **Values**

Sierra States University's core values define the character of the institution and are active ingredients in all that the University does. Through our commitment to these values the University can better serve and be more responsive to its students, staff and community:

*Community* – Building a community of scholars and students where we encourage each other to grow academically and spiritually.

*Leadership* –Serving the community with integrity, respect and cultural sensitivity

*Teamwork* – working together to encourage input and dialogue in a collegial manner befitting higher education

*Accountability* – Continuously assessing where we are as a Christian institution and to assume responsibility for all that we do

*Participation* – Fostering and encouraging faculty, staff and students in various university decision-making processes and practicing shared governance

*Excellence* – Seeking high standards for teaching, scholarship, and performance with a commitment to continual development

## **Institutional Learning Outcomes**

Sierra States University has five institutional learning outcomes that had been developed by the multiple stakeholders. These learning outcomes describe the characteristics that we hope and expect our students to exhibit by the time they finish their degree at Sierra States University.

1. *Critical Thinking* – Students will demonstrate critical thinking skills to analyze, synthesize and apply knowledge in familiar and unfamiliar situations to make informed decisions.

2. *Problem-Solving Skills* – Students will demonstrate problem-solving skills such as quantitative knowledge, computer skills and broad knowledge to solve problems and complete their tasks.
3. *Excellent Communication* – Students will demonstrate quality communication in the form of written presentation or oral skills.
4. *Professional knowledge* – Students will demonstrate professional knowledge and skills in their discipline so that they carry out their duties in their career and embody leadership in their major field.
5. *Christian Service* – Students will apply their biblical knowledge and theological perspective to balance their life and apply Christian leadership in civil life and community service.

## **Accreditation Status**

### **TRACS Candidate Status**

Sierra States University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category IV institution by the TRACS Accreditation Commission on Oct 24, 2017. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## **Community Life**

This section describes our relationship to one another as a community of Christian believers.

Sierra States University has chosen to set itself apart for the purpose of preparing Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. Students, by their voluntary membership in this Christian community, assume responsibility toward one another in community and will use personal discretion involving any activities that may be morally or spiritually destructive or reflect poorly on the campus community. (These issues are discussed later in this Handbook.) All students represent Christ and Sierra States University wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the express purpose of moving students towards Christian maturity and service while fostering an environment that is conducive to academic learning and personal growth and development.

## **Philosophy of Community**

Sierra States University is a community of believers dedicated to preparing Christian leaders to transform the world for Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

## **Ethnic Diversity**

The Christian community includes believers from every racial and ethnic background. Revelation 5:9 says, "You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased men for God from every tribe and language and people and nation." Our prayer for Sierra States University is that God would send us men and women from every tribe and tongue and people and nation to train as Christian leaders.

Therefore, we admonish all students to remove from their worldview, their speech, and their actions any bias they may harbor based upon racial or ethnic origins. We encourage students to see the beautiful diversity that God has created in His people and in the church. Racism in any form will not be tolerated and will be met with serious disciplinary action including, but not limited to, mandatory counseling, voluntary withdrawal, suspension, and expulsion. These and other disciplinary actions are described in the section entitled Disciplinary Process, part of the Disciplinary Policy in this Handbook.

## **Sexual Harassment Policy**

Sierra States University's policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action.

Sierra States University recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. Sierra States University defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant. For example:
  - Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, and invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.)
  - Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Academic Dean (if the complaint is against a faculty member), the Dean of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The Sierra States University will immediately respond to any written and signed complaint.

If the Sierra States University determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The Sierra States University strongly encourages students to immediately report all incidents of harassment listed in this policy. The Sierra States University will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy.

## **Academic Freedom Policy**

- Sierra States University is committed to the academic freedom of faculty and students.
- Academic freedom functions within Sierra States University's mission statement and statement of wisdom. Specifically, within the mission statement, the faculty member takes the role of being a Civic leader in order to model Civic leadership to students.
- Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however, Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however, Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.
- Academic freedom for faculty members includes the right to judge and grade the academic performance of students.
- Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism.
- Students have the right to the instruction promised them in official university publications.
- It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.
- In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in university publications except in such usual academic practices as field trips, classes meeting off-campus by prior arrangement, and experimental course procedures approved by the department and for which students have received notice prior to registration.
- Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior.
- Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.
- Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively.
- The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

This statement is consistent with the recommendations of the American Association of College Professors (AAUP) in general (<http://www.aaup.org/AAUP/issued/AF/>) and with the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure (<http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm>). Note that Sierra does not intend, by adopting this policy, to institute a tenure system.



# Disciplinary Policy

The primary goal of the Sierra States University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Sierra States University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the Sierra States University and works with the other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

## Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the Sierra States University.

**Level 1 Violations:** These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

**Level 2 Violations:** These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of semester hours.

**Level 3 Violations:** These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the Sierra States University will refer the incident to law enforcement authorities.

**Note:** Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

## Mandatory or Minimum Consequences

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the Sierra States University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use;
- Sexual misconduct;
- Violent acts;

- Endangering the safety of others;
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of Sierra States University official or representative acting within his or her official capacity.

The Sierra States University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation, and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

## Disciplinary Process

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character, will be required to meet with the Dean of Students, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Dean of Students, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the Sierra States University administration to voluntarily withdraw from Sierra States University. This cooperative decision by the involved student and the Sierra States University administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the Sierra States University will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the Sierra States University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Sierra States University. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.
- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Academic Dean, and/or President. The administrators will consider suspending the student from Sierra States University. Suspension is the involuntary separation of a student from the Sierra States University for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the Sierra States University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Sierra States University. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Academic Dean, suspend a student's access to faculty members and the classrooms.
- **Expulsion:** If, in the opinion of the President of Sierra States University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any Sierra States University program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.

**Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official Sierra States University committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the Sierra States University's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the Sierra States University administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of Sierra States University officials unrelated to the decision. The Dean of Students will serve on the committee as the Sierra States University's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria, or submit recommendations to the respective dean for considered implementation. The dean's subsequent decision then becomes final.

### **Readmission After Withdrawal or Suspension**

A student who voluntarily withdraws or who is suspended from Sierra States University for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- A detailed pastor's reference has been submitted to the Sierra States University from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of Sierra States University and that he or she considers the student ready for readmission to Sierra States University without any qualifications or reservations.
- A second reference has been submitted to the Sierra States University from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at Sierra States University.
- A personal interview by a designated faculty member or administrator of the Sierra States University that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at Sierra States University.

A final decision to readmit a student to Sierra States University will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Academic Dean, and/or President.

# Student Code of Conduct

Upon enrollment at Sierra States University, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards.

Please maintain the following behaviors and those described elsewhere in the Catalog. **Acceptable professional conduct for Sierra States University students include the following general guidelines:**

1. Accept assigned duties and responsibilities.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
4. Demonstrate initiative and productivity.
5. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
6. Demonstrate strong ethical character.
7. Dishonesty is the most serious violation of student conduct.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the School Rules of Conduct, which are based on the California Administrative Code.
10. Food or drink is NOT permitted in the classrooms or other areas unless designated by the school.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people, as you would like to be treated.

Violation of this Code of conduct may lead to dismissal and/or probation from the School. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school. Any student in violation of any of the following shall be subject to redress.

Additionally, the following section contains the details of the student code of conduct. Enrolled students who are married or have dependants visiting campus are responsible and accountable for the conduct of all those in their household.

<b>Administrative Policy</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
1.1	<b>Non-compliance</b>	Failure to comply with any written or verbal request of a campus official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3
1.2	<b>Abuse of Investigative Process</b>	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	<b>Misrepresentation</b>	Misrepresentation of oneself to be an agent of the Sierra States University. Misrepresentation of an organization to be an agent of the Sierra States University.	2 or 3
1.4	<b>Forgery</b>	Forgery, alteration or misuse of Sierra States University documents, records, or identification or knowingly furnishing false information to Sierra States University officials.	2 or 3
1.5	<b>Complicity with Another's Violation</b>	Behaviors, active or passive, that encourage or fail to confront the misconduct of fellow community members.	1, 2 or 3

<b>Social, Moral or Biblical Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
2.1	<b>Unlawful Acts</b>	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Sierra States University must report this information to the Dean of Students.	2 or 3
2.2	<b>Cheating</b>	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	<b>Lying</b>	Willful and deceptive communication to a school official or other community member.	2 or 3
2.4	<b>Alcoholic Beverages</b>	Possession, storage, distribution or consumption of alcoholic beverages at any time, on or off campus.	2
2.5	<b>Restricted Drugs</b>	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.6	<b>Sexual Assault</b>	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.7	<b>Sexual Harassment</b>	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3
2.8	<b>Pornography</b>	Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	2 or 3
2.9	<b>Profanity and Obscenity</b>	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.10	<b>Fighting, Violence, or Self-Inflicted Harm</b>	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.11	<b>Inappropriate Classroom Behavior</b>	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.12	<b>Inappropriate Pranks</b>	Any mischievous act directed toward a community member, or which is done on Sierra States University property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.13	<b>Hazing</b>	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3
2.14	<b>Harassment</b>	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered "stalking," and may be subject to criminal charges by state law.	2 or 3
2.15	<b>Racist Activity</b>	Any derogatory or intimidating speech or other harmful or unwe-	2 or 3

<b>Social, Moral or Biblical Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
		come action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	
2.16	<b>Gambling</b>	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.17	<b>Inappropriate Dress</b>	Students must maintain professional grooming and personal hygiene at all times, as representatives of the Church and Sierra States University.	1 or 2

<b>Property, Facilities, and Grounds Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
3.1	<b>Theft</b>	Theft of campus property, or property in the possession of, or owned by, the Sierra States University or a member of the Sierra States University community.	2 or 3
3.2	<b>Unauthorized Use</b>	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the Sierra States University or a member of the Sierra States University community.	2 or 3
3.3	<b>Vandalism</b>	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking “pranks” anywhere on campus.	2 or 3
3.4	<b>Unsafe Skating</b>	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	<b>Unsafe Operation of Motor Vehicles</b>	Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	<b>Unauthorized Motorized Vehicles</b>	No motorized recreational vehicles are permitted anywhere on campus. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	2
3.7	<b>Improper Bicycle Storage</b>	Bicycles are to be stored only in those facilities designated by the Residence Director.	1
3.8	<b>Improper Postings and Solicitations</b>	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on Sierra States University property without prior approval of the Dean of Students.	1

<b>Safety and Security Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
4.1	<b>Failure to Evacuate</b>	Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.	2
4.2	<b>Breaching Security Systems</b>	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2
4.3	<b>Misuse or Tampering with Emergency Equipment</b>	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.	2
4.4	<b>Improper Storage or Use of Flammable Agents</b>	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	<b>Unauthorized Fires</b>	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	<b>Arson</b>	Malicious and willful burning of buildings or other property.	3
4.7	<b>Possession or Use of Weapons</b>	Possession or use of an explosive, dangerous chemical, or deadly weapon on Sierra States University property or at Sierra States University function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Note that approval may be gained from the Dean of Students for the storage of firearms and bows in apartments, but these may not be used on campus or at Sierra States University function.	2 or 3
4.8	<b>Throwing Objects from Structures</b>	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from balconies, windows, or rooftops.	2

## **Student Deportment**

Because Sierra States University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. Should it become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical well being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from Sierra States University. Should it become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

## International Students

Sierra States University is authorized under federal law to enroll non-immigrant alien students.

International students seeking admission to the University should write to the Registrar seeking current information about the school admission policies. Many of the forms needed to enter the U.S. or change status are available online at

<https://studyinthestates.dhs.gov>

While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigrant law, the student should be familiar with the following requirements.

All international students are required by law to maintain an up-to-date permanent and local address with the Sierra States University Registrar and to update Sierra and the U.S. Department of Homeland Security of any address change within 10 days.

For more information, please contact our administrative office.

### **Denial of Admission**

Sierra States University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

### **Falsification of Official Documents**

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

### **Transfer Credit Evaluation**

Transfer applicants can receive academic credit completed prior to transferring to Sierra States University. Credits earned at other institutions will be evaluated using the following criteria:

1. The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
2. Transcript copies must be forwarded to the Dean of Academics for evaluation.
3. Courses under consideration must have a grade of "C" or higher.
4. Only those courses that are substantially comparable to Sierra States University courses will be considered for evaluation.
5. Maximum transfer credit allowed for Associate of Applied Science is 45 quarter credit units, and 90 quarter units for the Bachelor of Arts in Business Administration degree program. For the MBA, the limit is 8 quarter units, and conversely 12 for the DBA.



Academic credit received from regionally and nationally accredited institutions are usually transferable to Sierra States University, provided they satisfy the requirements for the particular program in which the student is enrolled.

In order to request this transfer, a transfer student should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Sierra States University's Registrar's Office.

Transfer credit must be a grade of C or better (or pass, in pass/fail courses where a pass is equivalent to a C grade or better) and have been completed within the past 10 years.

Under exceptional circumstances and with the approval of the director of faculty meeting, transfer of credit may be possible from unaccredited institutions. The same procedures and requirements as previously noted apply.

Sierra States University is on the quarter system. Student transferring from an institution on the semester system can calculate the value of transferable credits at Sierra States University by counting quarter units as two-thirds of a semester unit.

In order to qualify for the transfer of general education courses, the course sought for transfer must be deemed sufficiently comparable to any such course taught at SSU. A course syllabus from the previous class may be required.

After review by the admissions officer and senior faculty in the program to which entry is desired, the final decision is at the discretion of the Academic Dean. This decision is dependent upon the accreditation status of the previous institution, the level of academic rigor involved in said courses, the grade received by the student, and the level of similarity between that course and those which our programs may offer.

Transfer credits are not computed in a student's qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student's progress in the program.

#### **AP Credit Policy – Sierra States University**

Sierra States University acknowledges the merits of the Advanced Placement Program, sponsored by the University Board and administered by Educational Testing Service, and will grant students credit for AP exams taken during their high-school years (i.e., grades 9 through 12 [or the equivalent]).

To receive credit, a student must earn a minimum score of 4 on an AP exam whose content is deemed comparable to that of a course currently offered by Sierra States. (In some cases, an AP score of 3 may be accepted.)

Sierra States reserves the right to determine:

- (1) whether a given AP exam's content is suitably and sufficiently comparable
- (2) whether a score lower than 4 on a given exam will be acceptable for credit
- (3) how much total AP credit will be counted toward a student's degree requirements

#### **Articulation Agreements**

Sierra States University does not currently have articulation or transfer agreements with other institutions.

#### **Policy on Evaluation of Foreign Transfer Credits**

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.

All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from World Education Services (WES) only. All documents required by World Education Services (WES) must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

Resources for International Transcript Evaluations

[World Education Services, Inc.](http://www.wes.org)

PO Box 01-5060, Miami, FL 33101

Telephone: 306-358-6688

Fax: 305-358-4411

[www.wes.org](http://www.wes.org)

### **Student Transfer Appeal process Policy**

If students do not agree with your Sierra States University's decision on the granting or placement of credit that students earned at a prior institution, they have the right to submit an appeal to *Sierra States University*.

First, one should be prepared to provide reasonable material to support your case, such as the course description or syllabus in question. The registrar will explain the process to you and let you know exactly what materials are needed.

Once all of the required information is received, the expectation is that the registrar will provide you with a written response within 15 business days. If appeal is accepted, the change will be made to your student record.

If the decision is unchanged, or you have not received a response in **15 business days**, you may take your appeal to the Dean of Academics along with requested materials.

The Dean of Academics will respond to your appeal within five business days from receipt of the completed appeal application. If appeal is accepted, the change will take place in your student record.

## **Grievance Policy**

Sierra States University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Sierra States University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President's Office or the office of Dean of Academics shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

### **Definition of Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a

member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Sierra States University petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Steps toward Resolution**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Dean of Academics or Dean of Students. Resolution shall be attempted at the lowest possible level.

### **Procedures for Official Hearings**

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President of Sierra States University will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Dean of Academics, Dean of Students, and one faculty member who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Procedure for Maintaining Records of Written Student Complaints**

Sierra States University has policies and procedures for written student complaint and is committed to the fair and impartial resolution of written student complaint and grievances. Generally, student complaints are referred to the Dean of Students' office to assure concerned students receive accurate and consistent guidance, and are informed of the Sierra States University's grievance process. The Dean of students will be responsible for the maintaining records of written student complaints related to non-academic complaints, student code of conduct, discrimination, harassment, student life, etc. However, the Dean of Academics is responsible for maintaining written student completing regarding academic matters, faculty matters, or its related issues.

## **Complaints**

As per the CEC § 94909 (a)(3)(C), "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

If you feel that your concerns have not been met, you are also welcome to file a complaint with the The Transnational Association of Christian Colleges and Schools (TRACS), by navigating to the following URL and following their procedures for filing a complaint against a member institution:  
[http://www.tracs.org/documents/2.ComplaintPolicyandProcedures\\_001.pdf](http://www.tracs.org/documents/2.ComplaintPolicyandProcedures_001.pdf)

### **Student Complaint Record Keeping Policy**

A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean of Academics (academic complaint) and Dean of Students (Non-Academics and General Complaint) for a period of 7 years from the date of final resolution of the complaint.

## **Mediation Policy**

In I Corinthians 6:1-8, Paul enjoins believers to avoid lawsuits before unbelievers. In the event that a student believes that he or she has a grievance with any member of the Sierra States University community, and he or she is unwilling to "be wronged [or] defrauded" (I Corinthians 6:7) that student may opt to pursue mediation in accordance with the Grievance Policy. This Mediation Policy describes the process a student should follow if he or she and the other party both agree to mediation.

In the event that two or more parties desire to seek resolution through non-judicial mediation, each party will select a person who is willing to assist in the mediation process. (Sierra States University recommends that students consider selecting a pastor or other leader in a local church.) The students will then advise the Dean of Students of their choice. These mediators will jointly select one additional mediator who is also willing to serve in assisting the students. The mediators will review the facts and allegations and will propose a solution to the parties in dispute. The resolution is not binding on the parties in dispute unless the parties have previously agreed that the decision is to be binding. Any costs associated with this mediation are to be shared by the persons desiring mediation. The formula for cost sharing will be determined by the mediators, and is binding upon the persons requesting mediation.

## **Spiritual Life**

Every student at Sierra States University is responsible for pursuing and nurturing his or her relationship with God. Sierra States University attempts to facilitate the spiritual life of students through church meetings, small groups, and other activities. Students should make use of every opportunity to grow closer to God and to each other through these activities.

### **Spiritual Enrichment**

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Sierra States University, we are endeavoring to live out this commandment.

We intend to promote the spiritual life at Sierra States University through academic advising, mentoring, field education, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of Sierra States University.

### **Chapel Services**

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

### **Special Days**

The administration and faculty of Sierra States University seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

### **Ministry Emphasis**

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

### **Church Services**

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to "identify ourselves with the visible Body of Christ." We interpret this call to mean that each member of the Sierra States University community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God's people, who are the true temple of God by His Spirit. New students are encouraged to visit several churches in the local area prior to selecting a "home church."

We believe it is important for students to attend their home church consistently.

## **Small Groups**

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

## **Devotional Life**

All members of the Sierra States University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God's presence.

### **A listing of cultural, educational and religious opportunities.**

#### **OPPORTUNITIES FOR MINISTRY AND SOCIAL OUTREACH/SERVICES OF STUDENTS**

SSU offers student services programs designed to meet the needs and circumstances of predominantly working, commuter, adult students, typically engaged in substantial ministry and family commitments. Students services include:

1. New student orientation
2. Spiritual development through opportunities for worship, service, and fellowship
3. Student support including personal advising and prayer
4. Student government through SSU Student Council meetings
5. Academic advising
6. Career counseling in the form of professional development, ministry and employment opportunities, ministry internships and practicums
7. Registrar services
8. Financial aid including various scholarship opportunities

Spiritual development is a core function of our academic instruction, and as such permeates our coursework and student interactions. Spiritual development is provided through scheduled opportunities for worship and fellowship (conducted four times a year: beginning of the year, Easter, Thanksgiving, and end of the year); online devotionals; ministry development through internships and supervised ministry; annual Thanksgiving Dinner outreach. Students are encouraged to volunteer in available ministry programs at the local or home church.

The Student Services page on the website provides all appropriate documents (including the Student Handbook), new student orientation presentation, ministry and employment opportunities, links to professional development resources, devotions and updates, Student Council updates, and links to student support and advising. These web based services are available to all students regardless of location.

## **Faculty Advisor**

Faculty members at Sierra States University have a desire to walk alongside the students in a pastoral role as they grow through academic and ministry experiences. Faculty members have a variety of ministry and life experiences that can be a valuable resource for the students. Believing that this relationship between faculty members and each student can enhance the student's learning experience and help develop him or her as a sacrificial leader, each student will be assigned to a faculty advisor while enrolled at Sierra States University.

## **Student Services**

### **A general purpose statement for student affairs**

SSU Student affairs is committed to developing and nurturing the whole student. We achieve this goal through a holistic cocurriculum that continually assesses the outcome of each student's learning and character development. We believe these combined formative learning attributes prepare students for a successful and rewarding future, ready to serve and lead, out of a deep sense of who God calls them to be. SSU Student Affairs, in partnership with others, advances the mission of SSU by nurturing holistic learning and development and creating a vibrant educational community.

Sierra States University is proud to have a team of faculty, staff and administration that are committed to help our

students become leaders to serve communities and the world. To accomplish this, Sierra States University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate a campus atmosphere that supports this process.

The full list of student services are stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Sierra States University.

Students have access to the school and/or its instructors from 9:00 a.m. to 6:00 p.m. Monday through Friday. We may offer classes at night. So, please check class schedules. In addition, our counselors, staff and faculty are available to students during the business hours. 9:00 a.m. to 6:00 p.m. Monday through Friday.

The advisors provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to provide counseling on immigration matters.

Students have access to the Internet, computer applications, reference software, educational software, and printers during school hours. Although the school does not provide on-campus housing, the staff can arrange a room, apartment, or home stay for students desiring to live near campus or in the great area of Los Angeles.

## Student Orientation

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its facilities before the start of the program

During orientation, a school administrator will familiarize the student with the School facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Sierra States University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

## Registration

Registration is processed through the Registrar's Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of class are available at the Registrar's Office. Late Registration will be allowed through the first week of class and requires a late registration fee.

Whenever possible, the Registrar's Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

All current students are expected to register for the next quarter on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the quarter.

## Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Sierra States University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a "sounding board" for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

## Academic Advising

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help, or suggest any new ideas to the school.

## Current Student Information

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

## Telephone

Emergency calls will be forwarded to the student as received.

## Student Activities and Programs

Sierra States University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process. In addition, the School sponsors activities and organizations to foster integration of personal and professional development.

## Study Groups

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

## Tutorial Program

Sierra States University may provide tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions on lessons when necessary. All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring services are necessary for students. This service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services.

## Health Services

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the staff or administrator of Sierra States University may provide a listing of services in the community. Sierra States University also strongly encourages students to carry health insurance coverage.

## Counseling

Sierra States University offers non-academic counseling to all currently enrolled students. The dean of students or designated staff may provide this personal counseling so that students can acquire the appropriate abilities and attitudes, which will enable them to cope with the stresses and challenges of student life.

You may contact our dean office or administration's office to schedule an appointment. At Sierra States University, the available counseling issues include but are not limited to student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services may help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential.

## **Assistance of At Risk Students**

At SSU we do our best to determine if a student is at risk, either financially, emotionally, or otherwise. Using various channels, such as faculty advising, student government, peer reviews, and any pertinent input from duly qualified representatives of the school, we determine if a student is at risk and what remedies or avenues to take. As such, the Dean of Academics may assess whether a student is at risk in some manner, and makes referrals to the Chaplain or the Dean of Students, as may be necessary for academic or psychological counseling. The Dean of Students assists the student in job placement opportunities. The Chaplain will assess a student's spiritual, emotional, or psychological well-being, and if initial counseling is insufficient, will make referrals to external services, if necessary.

## **Pregnancy**

Upon confirmation of pregnancy, the student must provide the Chief Executive Officer with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

## **Visitors**

Students are not allowed to bring children into the classrooms/laboratories without approval from the administration. With appropriate notice to the school, families, friends and prospective employers, etc. are cordially invited to visit Sierra States University at any time during office hours. Special arrangements will be made for groups. However, those who disrupt the smooth operation of the school will be asked to leave promptly. Students are not allowed to bring children during time of lectures or discussion.

## **Child Care**

Sierra States University does not provide childcare services.

## **Career Services**

Sierra States University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

## **Chapel**

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Dean of Students.

## **Description of Students clubs and organizations**

SSU encourages the formation of student clubs that will be beneficial to the students academically and emotionally. Friendship and fellowship among Christians can be soothing to the soul, promote a spirit of cooperation and a desire



to continue the work of our Lord. We, therefore, encourage the clubs that abide by our Christian values and ethics. Examples of clubs are: Bible Study Club, Surf Club, Praise Band Club, etc.

The procedures you need to follow to start a student club are as followed:

- First, you need to obtain the approval of the Student Council
- Then, Fill out the Student Organization Application form and submit to Student Affairs Office.
- Then, the approval of the Dean of Students
- Final approval is given by the President

## **Safety and Security**

This section describes Sierra States University policy related to safety and security on campus.

### **Fire Alarms / Emergency Exits**

When a fire alarm sounds on campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a campus building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

#### **If you are in a classroom or office when the fire alarm sounds:**

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. Sierra States University official will check with each professor before signaling “all clear.”
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until Sierra States University official has given an “all clear” indication.

### **In the Event of an Earthquake**

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.” If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

### **Fire Equipment**

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the Sierra States University may impose a fine or administrator disciplinary action in accordance with the Student Conduct Code.

### **Fireworks**

Sierra States University does not permit any member of the Sierra States University community to possess, store or fire fireworks anywhere on campus.

### **Firearms and Bows**

Sierra States University does not permit any member of the Sierra States University community to fire firearms or bows anywhere on campus. If a student desires to store a firearm or bow, that resident must make a written request to the Dean of Students for review and approval. (Request forms are available through the Registrar's Office; new students should request forms prior to moving onto campus.) Firearms or bows must not be brought onto campus prior to receiving formal approval to the request. Sierra States University requires that any firearm stored on campus must be stored unloaded and in a locking gun cabinet or equipped with a locking safety device designed to prevent the discharge of the firearm by unauthorized users. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

## **Airguns**

Sierra States University does not permit any member of the Sierra States University community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Air-guns may be stored on campus without prior approval, as long as they are stored unloaded, and away from the immediate proximity to children.

## **Unlawful Entry**

Sierra States University property is protected by an intrusion alarm system. The Sierra States University considers any forced or otherwise unlawful entry into any Sierra States University building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the Sierra States University may impose a fine or disciplinary action in accordance with the Student Conduct Code.

## **Identification of Strangers**

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger on campus to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

## **Security Tips**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## **Parking**

Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted, and may subject the violator to traffic or criminal penalties. Any vehicle parked on campus that is unlicensed or that is not in a roadworthy condition must be licensed, repaired or removed from campus within 30 days. If the vehicle is not removed, it may be towed at the owner's expense.

## **Field Education or Community Service**

At Sierra States University, we believe that an education is not completed only by the acquisition of knowledge, but that a complete education also requires practical application. Therefore, involvement in field education or community service is a vital part of the education process at Sierra States University. Students at Sierra States University must satisfy specific community service activities in order to fulfill their program requirements for graduation. Students must pass field education as a part of community service requirement to fulfill their degree requirements.

Involvement in community service at Sierra States University includes a variety of opportunities available through Sierra States University outreaches and service in a local community. The goal and passion for each student's role in community service should be his or her service to the community. To instill this passion and to develop strong sacrificial leaders, the Student Community Service Program stresses personal growth in the following areas:

- Development of strong commitment to the community by active service in a local community;
- Development of personal character traits that are necessary for a sacrificial leader in community; and
- Continual development of personal skills, gifts, and abilities in the work of the community.

Each student must participate in an acceptable community service correlated with his or her specific program of study. To document this involvement, the student must complete a monthly field education report form and turn it in to the Dean of Students by the class session of each month.

Community Service is evaluated on a pass/fail basis. The grade for the quarter is based upon the student's reports, a self-evaluation, and an evaluation by a field education supervisor. Students without transfer credit must pass Field Education for a minimum of two quarters for 2 years program or a minimum of three quarters for 4 years program in order to qualify for graduation with a Bachelors degree.

Specifics of the field education are provided in the Field Education Guidelines, distributed separately.

## **Campus Resources and Information**

This section describes various resources available to students.

### **Library**

The Sierra States University library is located on the main floor. Library hours are during weekdays are 9AM to 5PM. Times are posted outside of the Library entrance. The Sierra States University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-fi internet access, and study tables. The library contains in excess of 25,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

#### **Student Library Rules of Conduct**

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

- 1 Accept assigned duties and responsibilities.
- 2 An act of dishonesty is the most serious violation of student conduct.
- 3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 4 Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.

- 5 Demonstrate initiative and productivity.
- 6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
- 7 Demonstrate strong ethical character.
- 8 Fabrication is the falsification or invention of any information in an academic setting.
- 9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
- 10 Maintain professional grooming and personal hygiene at all times.
- 11 Rules of conduct are based on the California Administrative Code.
- 12 Treat people as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the School.

Should the students desire additional access to library collections, the nearest Public Library is located at **630 W. 5th Street Los Angeles, CA 90071**. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. To search for other Los Angeles locations, try this link: <http://www.lapl.org/branches>.

### **Library Services and Provisions for Learning Assistance**

The university library holds a reference collection of physical books for on-campus use. The university also contracts with Library and Information Resources Network for access to a wide variety of online journals and ebooks. Access to these online resources are available to all students, faculty, and staff of the university. Computers are available in the library for easy access to the materials. The library is open from 9AM to 5PM Monday through Friday and from 9AM to 1PM on Saturdays. Questions and concerns about library usage should be directed to the University Librarian.

## **Academic Computer Lab**

Whenever possible, we encourage you to bring your own computer to Sierra States University. If you do not have a computer, or if you are away from your computer when you need to type a paper or conduct research, you are welcome to use the resources of the Academic Computer Lab. The Lab offers full Internet access, and word processing capabilities.

### **Bringing Your Own Computer**

If you are considering bringing a computer to campus, we recommend the following configurations:

#### *Recommended Windows Configuration*

- Dual-core CPU or higher
- 4 GB RAM
- Windows 7
- Microsoft Word 2010 or higher
- CD-RW drive
- 1000-Base-T Network Card
- For laptops, 802.11g wireless network card
- 200GB HDD or higher

#### *Recommended Macintosh Configuration*

- Dual-Core or higher
- 4 GB RAM
- Mac OS X
- Microsoft Word 2011 or MS Office 365
- Built-in Ethernet port
- Built-in Airport Extreme (802.11g) wireless network card
- 125GB HDD
- CD-RW drive

#### **Additional Information**

Additional information regarding student life at Sierra States University is available in the Student Handbook. You will receive a copy of this handbook with your letter of acceptance. The handbook is also available from the Dean of Students. Upon acceptance, you will be asked to sign a statement confirming that you have read the Student Handbook and are willing to comply with the policies it contains.

## **Internet Use**

There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet. When using your personal computer consider installing an application designed to filter Internet access, and leaving your room door open while logged on to the Internet. Those who struggle with issues related to Internet use may consider limiting their use to the Computer Lab, which is a more public environment. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

## **Facilities**

### **Request for Use of Facilities**

The Sierra States University facilities exist for the students' benefit and use. Therefore, the facilities are always to be used in a manner that best serves the students. Any special use of Sierra States University facility must be approved by the President's office at least two weeks in advance. Forms to request the use of facilities are available at the receptionist's office.

### **Facilities Guidelines**

No unauthorized person is to set or tamper with alarms, clocks, or thermostats. Screens are never to be removed from windows. Cooperation in the conservation of water, heat, and electricity is everyone's concern. An Energy Maintenance System (EMS) is in operation to control heating and cooling.

Emergencies related to facilities must be immediately reported to the receptionist. Maintenance request forms for non-emergency repairs are available at the receptionist's office.

After using any facility, please ensure the room is clean and that trash is disposed of following the use of any room.

## Equipment

Sierra States University equipment may be loaned to students only if the equipment is to be used in the performance of an approved university-related activity. Sierra States University equipment will not be loaned or rented to individuals other than students, faculty members, or staff members. No equipment belonging to the Sierra States University may be used without the permission of the President's office.

## Disabilities Policy

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Dean of Academics and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

# Miscellaneous Academic Information

## Add/Drop

Students wishing to add or drop a course after registration must obtain a "Request for Course Change" form from the Registrar, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student's permanent record. For dropped courses, refunds are calculated from the date the *ADD/DROP* form is postmarked, if mailed, or received by the Registrar.

**Failure to officially drop a course will result in full tuition charges for the course.**

## Grading Policies

Individual faculty members determine the grading policy for each course. In the course syllabus, faculty members clearly state the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Faculty members have the sole authority to change grades.

## Grade Point Average (GPA)

Sierra States University uses a 4.0 grading system to grade the quality of course work and determine the grade point average. Faculty members assign letter grades based on the following table:

Score	Grade Letter	Grade Point
98-100	A+	4.0
94-97	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7
Below 60	F	0.0

Incomplete	I	No GPA Impact
Withdrawal	W	No GPA Impact
Passed	P	No GPA Impact
Not Passed	NP	No GPA Impact
Satisfied	S	No GPA Impact
Unsatisfied	U	No GPA Impact

The Registrar translates letter grades to grade points in accordance with this table:

Grade Letter		Grade Point
A / A+	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Fail	0.0
I	Incomplete	No GPA Impact
W	Withdrawal	No GPA Impact
P	Passed	No GPA Impact
NP	Not Passed	No GPA Impact
S	Satisfied	No GPA Impact
U	Unsatisfied	No GPA Impact

Grades are usually available within three weeks of completing a quarter. They are released to the student by the Registrar's Office along with a calculation of the student's quarter GPA and cumulative GPA.

### **Contesting a Grade**

Grades are computed in accordance with the course syllabus and in-class instructions. If the accuracy of a grade is uncertain, the student should approach the professor and respectfully request a detailed explanation of how the grade was computed. If the discussion does not result in a satisfactory resolution, then the student should contact the Academic Dean. Please approach the matter with proper and respectful behavior.

Any disputed grade, including a quarter grade, should be brought to the professor's attention within two weeks of receiving the grade. Professors are given one month from the time quarter grades are issued to make changes in the Registrar's Office if deemed appropriate.

### **Incomplete Grades**

If the student does not complete course exams and projects by the end that course, then he or she will need to submit a plan of completion to complete the course within 2 weeks from the scheduled end date of that course with the Program Officer. The Program officer will need to approve the plan, which will include dates that the student will take or retake exams, and when projects will be turned in. If a student does not complete a course within 2 weeks of the expected completion date for that course, then he or she will fail that course and automatically receive a grade of "F".

### **Repeated Courses**

An undergraduate student will be permitted to repeat a course in which a grade of C-, D+, D, D-, F, NP, U is recorded. Courses in which grades earned were either C or B, may be repeated only with approval from the Office of the Registrar. Only courses taken at Sierra States University will be used to change course grades. In addition, the student must notify the Office of the Registrar, the quarter a course is repeated.

A graduate student will be permitted to repeat a course in which either a C or lower grade was earned. When a graduate student repeats a course with a grade of C or lower the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

In order to graduate, the student will need to repeat a course if it is not completed within the specified time. This includes the situation in which the student is re-admitted after withdrawing from or being dismissed from the program. If a student repeats a course and passes with a grade of 2.5 or better, the initial attempt will not count towards their GPA.

### **Course Failure**

Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered. A student with three or more multiple failure grades "F" shall be counseled by the academic Chief Executive Officer and may be considered for academic dismissal by the school's academic council.

### **Grade Changes**

A grade of "F" (Failure) may be changed by repeating the course and by achieving a higher grade. Upon approval of instructor and the Dean of Academics, student should be able to repeat any desired class. If a higher grade is earned, the lower grade of "F" could be removed from the record. All other grades, unless it is a mechanical error made by the instructor, would be recorded in the student's transcript. Requests for grade changes should be inquired within two weeks of the issuance of grade report.

### **Academic Probation**

Students who do not maintain the minimum required GPA (grade-point-average) would be placed on probation for one Quarter. Instructors will counsel the students for a better studying method, and initiate a different studying strategy that ensures a more successful academic career. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 (3.0 for graduate students) for two consecutive quarters after academic probation, the student will be academically dismissed. A student is considered to be in good academic standing if the student's GPA at the end of any given term is at least a 2.0 on a 4.0 scale, or a C or above.

### **Procedure for Withdrawing from School**

Student is required to fill out a Withdrawal Form, attached to this appendix, as well as an Exit Form, also attached here. These forms are stapled together and placed in the student's file, as a record of their intent/request to withdrawal, as well as a survey of their reasons and any pertinent facts, such as their enrollment at another institution or the start of new employment. Exit interviews are conducted for the purpose of ensuring that the student is aware of their responsibility to pay any and all financial balances that they have incurred at the institution for their education, any plans for re-admittance to the institution, as well as any additional information that needs to be collected.

### **Family Educational Rights and Privacy Act of 1974, as amended**

Sierra States University complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA. The following is a description of those rights:

- The right to inspect and review the student's education records within 45 days of the day Sierra States University receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. Sierra States University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Sierra States University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write Sierra States University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If Sierra States University decides not to amend the record as requested by the student, Sierra States University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.



- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Sierra States University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- Upon request, Sierra States University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sierra States University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605**

In accordance with Section 99.37 of the FERPA regulations, Sierra States University reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

## **Hours of Operation**

### **Campus Administrative Office Hours**

Monday through Friday

**9:00 AM to 5:00 PM**

### **Instruction Days and Hours on Campus:**

Monday through Friday

Day classes

**9:30 AM to 1:30 PM**

Afternoon classes

**1:30 PM to 5:30 PM**

Evening classes (if applicable)

**6:00 PM to 10:00 PM**

# Sierra States University Community Commitment

At the beginning of each academic year, students are required to read the Student Handbook and sign the Sierra States University Community Commitment. This Commitment is binding upon students as long as they are enrolled at Sierra States University, even during times when school is not in session.

Please read the Student Handbook carefully, and feel free to ask clarifying questions of appropriate faculty and staff members. Once you have read the Student Handbook, please sign the Community Commitment below, and hand this signed page to the Registrar. This Commitment will be kept on record in your student file.

Please keep your copy of the current Student Handbook. You will find it a useful resource throughout the year.

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## Community Commitment

I, (please print your name here) \_\_\_\_\_, have read and understand all that is set forth within the current Sierra States University Student Handbook. I commit myself to uphold in spirit and practice all Sierra States University community codes, standards and policies as stated herein. I understand that this Commitment is binding upon me as long as I am enrolled as a student at Sierra States University, even during times when school is not in session.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date