SUM Bible College

&

Theological Seminary

Student Handbook

MISSION: EMPOWERING LEADERS FOR THE FIVE-FOLD MINISTRY

Sum Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their communities.

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INSTITUTIONAL GUIDANCE

All SUM Bible College and Theological Seminary handbooks are governed by the Articles of Incorporation and By-Laws of the College.

Subsequent foundational guidance is provided by the mission statement, institutional goals and objectives, which may be found on **www.sum.edu** and the **Academic Catalog**.

In the event that there are discrepancies with this Handbook and other documents, the following order of authority shall be observed:

1. Matters pertaining to Employees are governed by the Employee Handbook.
2. The Academic Catalog and Student Handbook shall be the final authority on matters pertaining to student policy and procedures.
3. Departmental Handbooks shall be in subjugation to aforementioned documents, such as the Academic Department, Hub and Cohort Policy Manual, Business Office, and Enrollment Department Handbook.
4. Handbooks such as the Registrar, Library, Financial Aid, Admissions, Student Life, and Student Ministry, shall all be governed by departmental handbooks as well as the Academic Catalog and Student Handbook. These handbooks shall be outlined as follows:
    a. Institutional Information
    b. Policies (changed only be Executive Committee approval)
    c. Procedures (changed with consultation of Executive department providing oversight)
    d. Appendix (Including salient job descriptions)

GENERAL INFORMATION

OVERVIEW

The heritage of SUM is rooted in the Pentecostal-Charismatic faith traditions. At the turn of the twentieth century the Azusa Street revival in Los Angeles, California, launched this movement. From its inception, the movement generated a multi-cultural, multi-racial, and gender-inclusive community of Spirit-empowered Christian believers who were committed to evangelism, peace-making and reconciliation. From this revival came a renewed Christian faith which carried the good news of the Gospel around the world.

This movement of reaching all people with the Gospel has created a strong commitment to cultural diversity, racial reconciliation, and gender equality and is reflected in the values of SUM. These values have motivated Christians to love God with their whole heart, mind, soul and strength and to love their neighbor in real and tangible ways. SUM is committed to Christ and the Kingdom of God and to pursue the expansion of the historic Christian faith by understanding the Bible as the Word of God and by knowing Christ, who is Truth.

MISSION STATEMENT

SUM Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their communities.

Empowering Leaders for the Fivefold Ministry

The mission of SUM Bible College and Theological Seminary (SUM) is guided by the following core values, institutional goals and objectives which form the basis of the educational program.

FOUNDATIONAL PRINCIPLES

Bible	The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.
Evangelistic Urgency	The Bible teaches that humanity is lost, in danger of eternal damnation, and is in desperate need a savior. The Bible further teaches that Jesus Christ, the Son of God, died to save mankind from their sins, a salvation which can only be obtained through faith in the Lord Jesus Christ and His finished work upon the cross and in the resurrection.
Kingdom Living	When God redeems people, He calls individual believers to glorify Him through love, holiness and a life of ministry within the context of a local church. Through this we advance the Kingdom globally to reflect God's love for men and women of all ethnicities until "a great multitude which no one could number, of all nations, tribes, peoples, and tongues" worship before the throne of God (*Rev. 7:9*).
Pentecostal	Our Lord Jesus Christ has entrusted the mission of bringing the Kingdom to men and women through the power of the Holy Spirit. We believe God supplies supernatural power to accomplish his work today, including signs, wonders, healings, and deliverance from works of darkness and demonic powers.
Fivefold Ministry	The means by which God advances His Kingdom is by calling men and women for the Fivefold Ministry, who in turn equip the Church for ministry. "And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, or the equipping of the saints for the work of service, to the building up of the body of Christ." (*Eph. 4:11-12*)

Goals and Objectives

PRINCIPLE	INSTITUTIONAL GOALS	OBJECTIVES
Bible	Foster and promote a collegiate climate in which the Bible is central to every area of life	SUM students respect the scriptures, both Old and New Testament, as the inspired word of God and as such endeavor to make it central to every area of life and faith.
Evangelistic Urgency	Create an atmosphere that nurtures a sense of urgency to share the Gospel with the lost.	SUM students urgently evangelize those who are lost and in desperate need of salvation from Jesus. Every SUM student consistently engages in evangelistic ministry, developing a lifelong habit.
Kingdom Living	Create an environment that encourages and facilitates Kingdom lifestyle.	SUM students glorify God through love, holiness, and a life of ministry within the context of a local church.
Pentecostal	Appreciate our Evangelical-Pentecostal charismatic church heritage relational to the communities we serve.	SUM students fulfill their calling in the mission of God through the power of the Holy Spirit. They seek to trust God who supernaturally supplies power to accomplish his work today including a variety of signs, wonders, healings, and deliverance from works of darkness and demonic powers.
Fivefold Ministry	Value the gifting and calling of individual believers and provide programs that nurture towards effectiveness in walking in the unique call of being an apostle, a prophet, an evangelist, a pastor, and a teacher.	SUM students fulfill the mission of God by following their calling in the fivefold ministry to equip the church and build up the body of Christ as apostles, prophets, evangelists, pastors, and teachers.

The Four Pillars of SUM

In light of these Foundational Principles, SUM, as an educational ministry, exists for one purpose: To prepare men and women for the fivefold ministry so that the work of God's kingdom will move forward. SUM believes that any training program to prepare men and women for the fivefold ministry must have the following elements:

1. Academic Excellence

Faculty

SUM selects instructors for their educational expertise, sound biblical theology, concern for students, and years of proven ministry experience. Internet technology removes the barriers of time and space; the finest faculty can be selected from the local church or from across the nation.

Classroom Experience

SUM faculty, under the guidance of the Holy Spirit, make the SUM classroom an exciting learning environment as they impart their knowledge and practical experience. When faculty and students from diverse ethnic and church backgrounds interact during SUM classes, a unique dynamic of learning occurs.

2. Practical Ministry

SUM believes that no school can adequately prepare men and women for front-line ministry without first exposing them to the stresses and pressures of real-life situations. Each week students feel the pain of lost humanity and learn to deal with a multitude of issues from a biblical perspective. Each student has the privilege of co-laboring with SUM faculty, local pastors, and ministries, which are directly impacting our communities with the Gospel. Each Cohort location offers evangelistic opportunities unique to their Visionary Leader's distinctives.

Practicum

Students complete one to two Practicum per trimester based upon enrollment status, program, and degree progression. Practicum are designed by the site leadership team to provide real ministry experience for the students. In practicum students have the opportunity to integrate their classroom learning with supervised ministry experience. Students complete a daily Prayer Journal and assignments designed to encourage students to reflect upon their experiences in each Practicum and integrate their academic coursework with those experiences. The leader for each Practicum submits an evaluation for each student per trimester.

Internship

Third-year students (Seniors) complete a capstone project highlighting their ministry experiences.

Mardi Gras Outreach

All first and second-year students are required to participate in SUM's annual Mardi Gras outreach in New Orleans. The Mardi Gras Outreach serves as SUM's annual gathering. International students participate in a similar Mardi Gras style outreach in their region.

Summer Mission

Summer mission trips can be taken for Practicum credit upon approval.

Special Evangelistic Events

Each year, SUM students across the nation host and/or participate in several evangelistic outreaches. Students gain practical experience as they plan, organize, and strategize for each evangelistic event.

These events attract thousands and give SUM students an excellent opportunity to share the Gospel.

3. Personal Mentorship

Mentors

Each student at SUM is assigned a personal mentor. The relationship between the mentor and student is built upon mutual trust and respect. A mentor's role is to encourage and to hold students accountable in the areas of academics, spiritual development, physical fitness and diet, relationships, financial integrity, and personal development. A strong mentor is vital in helping a student develop the disciplines for life-long ministry.

Spiritual Formation

Each day at SUM is designed to promote the spiritual and social development of our students. The school day begins with a time of community worship and prayer. At mid-day, spiritual growth is further enhanced during Chapel service. Students enter into a dynamic time of contemporary praise and worship, preaching, personal ministry, and prayer. Guest lecturers are selected for their commitment to His Word, yielding to the Holy Spirit, and their years of proven ministry experience. Each student is encouraged to have a consistent devotional life including fasting, prayer, and Bible study.

Health and Fitness Program

Only two out of every twenty ministers live to retire from ministry. A primary cause is their lack of oversight in the area of personal health—diet and exercise. Wellness is a combination of physical, emotional, and spiritual well-being. SUM students learn to honor God in body, mind, and Spirit through the Health and Fitness Program. Each full-time student in the BA degree program is to complete 10 hours of Physical Fitness per trimester, or three 20-minute workouts per week.

Spiritual Emphasis / Campus Days

During Spiritual Emphasis, shortened classes allow for extended chapel times. Participants are challenged to greater intimacy with Christ through fasting, prayer, worship, and the proclamation of the Gospel. Spiritual Emphasis is also SUM's traditional preview Campus Days. During this time prospective students experience the life of a SUM student through classroom visits, evangelistic opportunities, dorm stay, and chapel.

4. Affordable Education

SUM's tuition and costs rank among the lowest among accredited private Bible colleges in America. Working part-time students can graduate debt-free with a B.A. degree after three years. This goal enables the student to enter ministry without the burden of educational debt.

SUM brings theological education to communities across the nation by offering students the finest education at the lowest possible cost. Our goal is to have every student graduate with little to no college debt, allowing them to immediately enter ministry upon graduation. For this reason, SUM is

committed to assisting students to fulfill their financial obligations while attending the College. Please feel free to contact our Financial Aid department by calling (916) 306-1628 or emailing financialaid@sum.edu.

DIVERSITY

SUM Bible College & Theological Seminary (SUM) approaches diversity from a biblical perspective, upholding the belief that all people, without exception, are created in the image of God, possessing inherent worth and demonstrating His boundless creativity and love. Guided by the institutional mission and Statement of Faith, and committed to the diverse voices of our academic and spiritual community, we at SUM strive to be a communal witness of God's ministry of reconciliation as we live, learn, and labor together in love, pursuing inclusion, justice, and reconciliation.

We believe that all people bear the image of God (*Gen. 1:27; 9:6*; *James 3:9*). We also believe that all humankind is marred by sin, but that Christ came to establish a ministry of reconciliation, culminating in His death and resurrection (*I John 2:2*; *John 3:16*). SUM seeks to foster reconciliation with God and each other in the global setting as we practice His command to love our neighbors as ourselves (Matt. 19:19; *Mark 12:31*, *Luke 10:27*). In every facet of the institution, we embrace individuals of different distinctives, including but not limited to culture, race, ethnicity, gender, socio-economic status, religion, and ability. In following Christ's example, we seek to preserve the dignity and worth of every individual, and to fulfill the biblical charge to reach all peoples. Therefore, we must submit to Christ and love one another as we appreciate individual uniqueness while pursuing the unity for which Jesus prayed and called us to (*John 17:21*).

Biblical Foundations

- **Matthew 28:19-20 – The Great Commission:** Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.
- **Matthew 22:37-40 – The Two Greatest Commandments:** Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself."

Truth

We believe that diversity can only be properly understood in light of God's revelation to humankind through the Bible (*John 14:6*; *2 Tim. 3:16-17*). The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible authoritative rule of faith and conduct (*2 Tim. 3:16*).

Love

We affirm an approach to diversity anchored in love - God's love for all people (*John 3:16*) and His command to love Him and one another (*Matt. 22:37-40*). This love begins with God's creation of humankind in His image, bearing aspects of His character and possessing inherent dignity and worth (*Gen. 1:27*). His love is offered to all human beings who, by their very nature, are inclined to violate God's desires (*Rom. 3:23*). God's love transcends human differences, confronting the effects of sin within individuals, families, groups, cultures, and nations ((*1 Kings 8:46-50*; *Rom. 6:23*; *I John 1:8-2:2*). This love does not ignore, deny, or incite prejudice, exploitation, or injustice (*John 4:9-10*), but calls all to repentance, hope, and reconciliation with God and each other (*Matt. 4:17*; *Acts 17:30*, *26:20*; *Eph. 2:14-18*; *Rom. 5:10-11*; *2 Cor. 5:18-21*).

Our Commitment

Considering the perspective stated above, we are committed to the following:

College Community

- the success of our staff, faculty, and students achieved through equitable opportunities and access
- promoting an understanding of the complexity of human identity that ultimately leads to a deeper sense of unity
- charitable intercultural engagement that includes Christlike interaction with individuals from across the globe
- developing tangible experiences of diversity in our student life, academic curriculum, spiritual life, and greater campus community
- demonstrating eschatological hope by recruiting students, and hiring faculty, staff, and administration from people of all distinctives, inclusive of diverse cultural, ethnic, gender, socioeconomic backgrounds, and the differently abled

Academics

- engaging in civil dialogue between individual or group perspectives
- valuing and celebrating difference by participating in mutual learning in safe environments
- recruiting, supporting, and retaining faculty who integrate intercultural perspectives and other diversity issues into their curriculum and research

SUM Faculty

SUM has a diverse student body both nationally and internationally, and it is the goal of SUM that our faculty will be similarly diverse. It is the policy of SUM to be an equal opportunity employer with regard to all hiring for the college. It is also the policy of SUM to provide highly qualified faculty in terms of scholarship, training, as well as teaching ability. SUM will seek out qualified and diverse faculty that are in full agreement with the Mission and Foundational Principles of the institution as published in the SUM catalog.

Co-Curricular

- restoring human dignity to the marginalized through the promotion of equitable systems while denouncing individual/systemic practices that dehumanize
- building sustainable structures for equity and inclusion monitored by assessable metrics
- developing, educating and training global leaders to practice justice and reconciliation in the Church, the workplace, and the world

For information about the diversity of the college and seminary student body, go to **http://nces.ed.gov/ipeds/datacenter**, and look up our Institution, under Final Release Data.

CONTACT INFORMATION

Main Campus

The SUM corporate headquarters is located at the El Dorado Hills, California campus. The administrative offices are located in the Main Office. Service is available Monday through Friday from 8:00 a.m. to 5:00 p.m. PDT, except for scheduled College holidays and in-service days.

Institution:	SUM Bible College and Theological Seminary
Address:	1101 Investment Blvd. Suite 115 El Dorado Hills, CA 95762
Telephone:	(916) 306-1628
Fax:	(510) 568-1024
Academics:	academics@sum.edu
Admissions:	admissions@sum.edu
Registrar:	registrar@sum.edu
Financial Aid:	financialaid@sum.edu
Business Office:	buisnessoffice@sum.edu
Website:	www.sum.edu

AFFILIATION AND ADMINISTRATIVE STRUCTURE

The SUM Bible College and Theological Seminary is a registered 501(c)(3) nonprofit organization affiliated with the Assemblies of God Home Missions Intercultural Ministry. The Board of Directors serve a three-year term, without compensation, representing a broad societal cross-section that features apostles, prophets, evangelists, pastors, and teachers.

The Executive Committee oversees all day-to-day operations of SUM Bible College and Theological Seminary and consists of the Chancellor / President, Vice-President of Cohort Development (VPCD), Chief Academic Officer (CAO), and Vice-President of Finance.

STUDENT HANDBOOK

STUDENT LIFE

MISSION STATEMENT

The Student Life Office endeavors to cultivate a holistic living and learning community. Our primary goal is the advancement of academic and spiritual formation for the student body. This involves developing a comprehensive plan to help meet the spiritual needs of a diverse student body, provide guidance and counseling services to the students, and promote and supervise the educational experience in the student's non-curricular life. The Student Life Office promotes a spiritually healthy environment through chapels, discipleship groups, developing and maintaining the mentorship program, working with student government, career counseling, as well as planning events that affect the student body's spiritual, physical and emotional health.

LEARNING OUTCOMES

The mission of Student Life is to prepare students for ministry by strengthening their physical, emotional, and spiritual lives. As a result of the Student Life program, students will:

- Apply problem solving, decision making and leadership skills in relation to personal challenges with the direction of a personal mentor.
- Grow in personal maturity, Christian character, effective life skills, academic discipline, sensitivity to the Holy Spirit and holistic spiritual formation.
- Develop interpersonal skills contributing to overall emotional, relational, and vocational health.
- Establish habits associated with the spiritual disciplines including prayer, fasting, meditation, worship, church attendance, service, academic study, Bible reading and journaling.
- Reflect on biblical and theological concepts in the context of personal spiritual formation and ministry practice.

STUDENT LIFE EXPECTATIONS

As a Christian Institution, SUM requires all of its members to exemplify the Christian values and principles of the Scriptures. Those in violation of school policies, while enrolled in classes and during all breaks, on and off campus, will be subject to discipline and possible expulsion for unacceptable behavior.

The primary purpose of SUM is to prepare individuals for lives of service and leadership in the church and the world. SUM is a Christian College; therefore, standards have been established regarding student behavior and lifestyle that contributes to an environment that honors Christ. The following policies related to personal accountability, expectations for on and off campus behavior, and guidelines for student appearance are based on biblical principles.

COMMUNITY COVENANT

Students will have an opportunity to review this manual during their student orientation. The contents in this manual are intended as a guide and should not be considered an all-inclusive rule-book. This Handbook is designed to serve as a community covenant for students and faculty to live in love for God and neighbor as we continually grow into the Christian leaders God has called us to be.

Students should sign the **SUM Community Covenant Affirmation Statement** and a copy will be stored in their student record.

STUDENTS ARE TO SIGN AND RETURN THE SUM COMMUNITY COVENANT AFFIRMATION STATEMENT WITHIN 3 DAYS OF STUDENT ORIENTATION.

The Enrollment Administrator and the Director of Student Life and Ministry will confirm that a signed SUM Community Covenant Affirmation Statement form is signed by that student and has been placed in the student's folder. New students will sign the Community Covenant Affirmation Statement as a part of the admissions process.

COMMUNITY COVENANT AFFIRMATION

I have read, understand, and respect the above Statements including the Mission Statement, Institutional Goals, Institutional Objectives, Philosophy, and Statement of Faith. I have also read the Student Handbook and understand that they are a guide for my behavior both on and off campus while I am a member of SUM Bible College and Theological Seminary. I recognize that failure to abide by these lifestyle commitments may lead to disciplinary action.

Please check appropriate status:

- ☐ TRUSTEE
- ☐ FACULTY
- ☐ ADMINISTRATION
- ☐ COLLEGE STUDENT
- ☐ SEMINARY STUDENT

Student Name	Student Signature	Date

SERVANT OF ALL (SOA)

Underlying the SUM curriculum and Biblical Studies program is the "Servant of All" (SOA) Philosophy. The SOA Philosophy comes from the words of Jesus: "…and whosoever would be first among you, shall be servant of all" [*Mark 10:44—ASV*]. This biblical injunction of Jesus Christ to be a servant of all forms the backbone of SUM Bible College and Theological Seminary's educational philosophy.

The SOA Philosophy embraces spiritual, intellectual, financial, social, and physical development, and emphasizes the leading of the Holy Spirit in growing student discipline, passion, and character. In compliance with the SOA Philosophy, students are expected to adhere to strict work schedules, prayer times, Bible studies, fasting, physical fitness, and mentoring meetings while earning their degree.

Servant of All (SOA) Evaluation

SUM is a ministerial training college; as such, in addition to academics, ministerial and life-skills are evaluated as stepping-stones toward graduation. There are four areas of student evaluation each trimester: Academics, Finances, Student-Ministry, and Student Life. This process is not arbitrary, and special care is exercised to ensure that the evaluation process is not unnecessarily subjective.

The SOA Process

The evaluation process involves a self-evaluation by each student in each of the above areas, a review of the student self-evaluation by the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**, and a review of any recommended action by the Director of Student Life and Ministry and the Executive Committee.

Main Campus:	The **SOA Accountability Committee** for the Main Campus consists of the Campus Director and any two of the following: student's Practicum Leader, student's mentor, a member of the Academic Department, or another SUM staff member.
Cohort Sites:	The **SOA Accountability Committee** for all U.S. and International Cohort Sites includes the Cohort Advisor and any two of the following: Visionary Leader, student's Practicum Leader, student's mentor, or another church pastoral staff member.

Disciplinary Steps

The SOA evaluation process consists of four levels of discipline, known as Disciplinary Steps:

1. Will-Improve
2. Warning
3. Suspension
4. Expulsion

Will-Improve (Level One)

At the **Will-Improve (**Level One**)** stage, the student makes a commitment to improve in whatever area they are below par. The Will-Improve status is in force for one (1) trimester. A student at this stage should be handled at the immediate level by the SOA Accountability Committee.

The evaluation form for a student placed on a Student Success Plan will be sent to the Director of Student Life and Ministry. Students at the Will-Improve stage must create a Student Success Plan with their Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**, and agree to follow it for the areas needing improvement. At the end of the trimester, either the student will have made the necessary improvements, in which case they are taken out of the disciplinary process, or if they fail to achieve their Student Success Plan goals, they will be moved to the *Warning* (Level Two) stage.

Warning (Level Two)

Warning (Level Two**)** stage means that if the behavior (whether Academic, Financial, Student Life, or Student Ministry) remains below requirements, the student has one (1) more trimester to improve in that particular area. The student in Warning stage must update their Student Success Plan before the beginning of the new trimester.

Additionally:

1. Students placed on Warning who improve their GPA in the subsequent trimester may still be suspended if their GPA remains below the SAP requirement for their number of attempted credits. Students who fall below the SAP GPA requirement for their number of attempted credits are placed on academic probation, which means that they may take a maximum of three (3) classes and two (2) Practicums (or a maximum of 10 credits), and must attend mandatory study hall. Academic probation is administered by the Academic Department.
2. When the student has not met the minimum requirements according to the Practicum Satisfactory Completion Charts (PSC), the student will not be allowed to take academic classes until the Practicum, Internship and Mardi Gras requirements are met satisfactorily. Additional explanation of academic requirements is located in the **SUM Academic Catalog** and in the Academic section of this Student Handbook.
3. Students on Warning will review their Student Success Plan with their SOA Accountability Committee and make changes accordingly.

Suspension (Level Three)

Suspension (Level Three) stage is accompanied by specific directives issued by the Executive Committee, which must be met for re-admission. These specific, measurable, and verifiable criteria must be successfully met and verified. The Cohort Advisor or Campus Director writes up the suspension and then sends it to the Director of Student Life and Ministry to be acted upon by the Executive Committee. If the student does not meet the requirements to get off suspension, then they will face expulsion. A decision to expel a student must be made by the Executive Committee. If verification that the requirements of the Suspension stage Student Success Plan have been met is submitted to the Executive Committee, along with appropriate certification, the student can be considered for re-entry to SUM.

Students may be on a different Disciplinary Step for each of the four evaluation areas. They will only be suspended, however, when they have been placed under Disciplinary Steps for three (3) consecutive trimesters in the same area. If a student clears their suspension, all other Disciplinary Steps are removed and the student may return to SUM with a clean slate once their suspension is served. However, a student who fails to improve after being suspended may face expulsion after due process.

Following Suspension and Re-Entry to SUM

The student has one (1) trimester to prove that they have gained mastery over the area(s) that occasioned their suspension. If after one trimester back at SUM they continue to fail in one or more of the areas that caused the suspension, they will be expelled from the College.

The SUM administration would prefer that nobody ever arrive at the Suspension stage; however, the few students who have gone through all three levels and have returned to SUM have returned with a new commitment to excellence, discipline, pursuit of the Lord and of their education in such a way that they are both a blessing to their classmates and to the school at large.

Cohorts Protocol

Will-Improve and Warning (Levels One and Two)

1. To be handled at the immediate level by the Cohort SOA Accountability Committee, which consists of the Cohort Advisor and any two of the following: Visionary Leader, student's Practicum Leader, student's mentor, or another church pastoral staff member.

2. The evaluation form with the completed Student Success Plan, for a student placed on a disciplinary step(s), is to be sent to the Director of Student Life and Ministry.

3. The Visionary Leader must be notified when a student is determined to be at the Warning stage of the SOA process.

Suspension (Level Three)

1. The Cohort Advisor writes up the suspension and then sends it to the Director of Student Life and Ministry to be reviewed by the Executive Committee.

2. The Director of Student Life and Ministry will inform the Cohort Advisor and the student of the disciplinary action.

The SOA process is consistent with SUM's commitment to prepare students for world-wide service. As with most Christians, we have been grieved at the failure of many ministries. The SOA evaluation process is implemented in hopes of helping our students avoid the pitfalls that so many well-meaning ministers have fallen into.

Nothing can ensure success in life, but just like the Marines and Special Forces who train their recruits in hopes of helping them survive and thrive in their chosen areas of expertise, we, too, have added the SOA component to help our Ministers-In-Training to be as fully equipped with what we have found to be some essential elements of a successful life and a successful ministry.

NOTE: SOA Evaluation Form

ACADEMIC ACCOUNTABILITY GROUP

Students are responsible to plan for and accomplish the requirements necessary for graduation. If a student is struggling academically, they should speak with the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)** to discuss any help that may be available, including peer-to-peer accountability and tutoring, local student help or life-skills classes, or other resources which may be available. Students on SOA disciplinary status or who request academic help will be assigned to an Academic Accountability Group.

Academic Accountability Group Purpose

The purpose of the Academic Accountability Group (AAG) is to assist students with creating and achieving personal academic goals and objectives as a way to improve their grades and overall GPA. In the AAG, students are expected to use their time in an effective manner to work on action plans as a means to organize one's time to complete class assignments throughout the week. Action plans will be checked by the Group Facilitator. Roll will be taken, and overall attendance will be discussed in the student's next SOA Evaluation. AAG is not a study hall. AAG is a forum to facilitate the student's academic success.

Students participating in the AAG are individuals that are enrolling with less than a 2.0 GPA, are on Academic Warning / Probation, and / or are currently on Academic Alert. Please review SUM's **Academic Catalog** for more detailed information regarding Academic Probation, Academic Suspension, and Academic Dismissal. To foster academic success, students in the AAG Program are required to attend the Group during the scheduled time.

Students will not be required to attend the AAG when the Group Facilitator sees that students have respectively achieved their academic goals, improved study habits and organizational skills, can manage their time and maximize study time, and / or have reasonably raised their Grade Point Averages. The Chief Academic Officer will verify the instructor's request prior to a student's release from the AAG.

Location

Academic Accountability Group locations will be assigned by the Campus Director or the Cohort Advisor. All classroom policies remain in effect during AAG.

AAG Facilitator Role

- Monitor academic progress and encourage good academic work.
- Direct students to appropriate resources for assisting with course work-related problems.
- Guide students to enhance study and organizational skills (i.e. attention during class, note taking, time-management skills, etc.).
- Assist students in understanding and completing class assignments prior to assignment's due date.
- Help students understand SUM's expectations for them as scholars and leaders in the community.
- Review students' work in progress and completed work at the end of each class, and proctor tests for students, as needed.
- Select tutors for students. It will be mandatory for students to be tutored if the instructor sees the need for this.

AAG Student Role

- Clarify personal values, abilities, interests, and goals.
- Accept full ownership for all decisions; the Group Facilitator will assist by presenting options.
- Attend the AAG on time and be prepared: bring appropriate resources or materials (i.e. pen, paper, class assignment, syllabi, daily planner, laptop, timetable of classes, textbooks, outside resources, Student Handbook, etc.).
- Complete "goal sheet" and follow through on actions identified during each week.
- Communicate to Group Facilitator when assistance is needed.
    - Become knowledgeable of and adhere to institutional policies, procedures, and requirements.

COHORT TRANSFERS

Although attendance at Cohort Sites (unless they are Approved Extension Sites) is voluntary, SUM relies on its Cohort Sites to provide the Student Ministry and Student Life systems necessary to graduate. Students wishing to transfer from one Cohort Site to another must:

- Complete their trimester at the Cohort Site where they began that trimester.
- Complete the SUM **Location Transfer Form** signed by: current Cohort Advisor (who confirms that the Visionary Leader is in agreement with the transfer), the receiving Cohort Advisor, the Director of Student Life and Ministry, and the Vice-President of U.S. Cohort Development.
- The form must be filed with the Main Campus Student Life Office no later than 45 days prior to the trimester in which the transfer will take place.

Students under SOA disciplinary status may not be considered for transfer to the Main Campus or to other SUM Cohorts unless they are being sent to the Main Campus by their Cohort Advisor for remedial purposes. The purpose of the transfer form is to ensure that the student is clear of all disciplinary issues at their current Cohort and is not changing cohorts for the purpose of circumventing the Servant of All (SOA) system.

SPIRITUAL LIFE

SUM students are expected to develop the character and attitudes of Jesus Christ and to display the fruit of the Spirit in all areas of life.

Spiritual Formation

SUM students' spiritual development is evident by required daily devotions, chapel services, and personal journaling. In addition, students are involved in a variety of ministry outreaches. The College also emphasizes regular times of fasting and prayer, and SUM students engage in practical ministry and personal mentorship every trimester of their undergraduate degree.

Mentorship

As part of the Servant of All Program, SUM ensures that each student is paired with a mentor that models positive values and spiritual principles. The relationship between the mentor and student is built upon mutual trust and respect. A mentor's role is to encourage and to hold students accountable in the areas of academics, spiritual and personal development, physical fitness and diet, interpersonal relationships, and financial integrity. A strong mentor is vital in helping a student develop the disciplines for life-long ministry. They offer spiritual care and mentoring during office hours, over coffee or mealtimes, and even in their homes.

Mentorship Objectives:

As a result of the Mentorship Program students will:

- Apply problem solving, decision making and leadership skills in relation to personal challenges with the direction of a personal mentor.
- Grow in personal maturity, Christian character, effective life skills, academic discipline, sensitivity to the Holy Spirit and holistic spiritual formation.
- Develop interpersonal skills contributing to overall emotional, relational, and vocational health.
- Establish habits associated with the spiritual disciplines including prayer, fasting, meditation, worship, church attendance, service, academic study, Bible reading and journaling.
- Reflect on biblical and theological concepts in the context of personal spiritual formation and ministry practice.

Mentorship is also intended to bring glory to God through the relationship between the mentor and the student. In the process of learning, the student will grow:

- in a vision of God's work through them.
- in Christ-like qualities of servanthood and humility.
- in personal and spiritual maturity.
- in setting personal and ministry goals, and start taking steps to achieve them.
- in making good choices that will enhance righteous living.
- in facing challenges and working their way through them.

Each component of the student's personal spiritual formation including chapels and church attendance, mentorship, phsycial fitness, spiritual formation focus, and SOA progrss will be tracked in the Student Mentorship course in Canvas. A student must pass nine (9) trimesters of Student Mentorship to graduate.

NOTE: Mentorship Agreement Form, Mentorship Manual

Chapels

Here at SUM Bible College and Theological Seminary we do not take it for granted that we are able to come together for corporate worship and for the hearing of the Word of God. Being in the presence of fellow believers in worship is a source of joy and strength for our community. All students are required to attend

chapel three (3) times per week, including the Chancellor's chapel held each Wednesday. Chapels may be attended live on site, joined live online or watched via recording.

Main Campus:	The main service of the day meets in the chapel from 11:00am to 12:00pm., Monday through Wednesday. Chapels are provided live and are recorded for use by online students and those at Cohort locations.
Cohort Sites:	Students attending cohort locations attend their Visionary Leader Chapel, watch or attend Chancellor's Chapel, and watch or attend a third chapel, weekly.
Online Students:	Online students watch recorded or live Chancellor's Chapel, and two additional chapels, weekly.

NOTE: SUM Chapel Policy

Spiritual Emphasis

Spiritual Emphasis / Campus Visit Days are held each trimester at the Main Campus. Class schedules are adapted and students are required to attend. All members of SUM dedicate twenty-one days of fasting in order to facilitate spiritual intimacy and community.

Devotions

Morning Devotions

We consider it a joy to have early morning devotions together as a community. All students are encouraged to participate in devotionals, according to their class schedule.

Main Campus:	The chapel is open for early morning devotionals, Monday - Thursday, from 7:45am – 8am.
Cohort Sites:	Devotion schedules at Cohort Sites will be determined by each Cohort Advisor.

Dorm Devotions

SUM dormitory residents also have the privilege of gathering together each week to fellowship and strengthen our community.

Main Campus:	Dormitory devotions are held each week. The Resident Director and Resident Assistant schedule the student led devotions.
Cohort Sites:	Cohort Sites with dormitories will establish a devotional schedule. The dorm RA and Cohort Advisor will determine the time, place, and activities.

Personal / Room Devotions

Students are encouraged to establish personal prayer and Bible reading time. Students assigned to the same room also are encouraged to spend time together in Bible reading and prayer.

Church Attendance

SUM requires students to maintain an active church life and to attend Sunday church services. If work or other obligations limit a student's ability to participate in Sunday church services, the student should consult the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**. Failure to attend church will result in work duty and / or meeting with the members of the SOA Accountability Committee, Cohort Advisor, or Visionary Leader. The following actions will be taken:

1. Three (3) unexcused absences per trimester will result in two (2) hours of Christian Service.
2. Four (4) unexcused absences per trimester will result in two (2) hours of Christian Service and a four-page paper on the biblical principles for attending church services.
3. Five (5) or more absences per trimester will result in a hearing before the SOA Accountability Committee and potential suspension.
4. Policy is verified in Canvas.

Absences

Students are allowed four (4) chapel and four (4) devotional absences each trimester with no more than 25 percent of chapels and / or devotions missed. After four misses, succeeding absences will result in chapel probation, and students will meet with the Campus Director or Cohort Advisor. Four (4) succeeding absences, for a total of eight (8) absences, will result in being asked to meet with the SOA Accountability Committee for accountability and consequences. Excessive, continual absences may result in dismissal from the College. As in the classroom, three (3) tardies will equal one (1) absence.

Christian Service

SUM students are encouraged to serve their churches and communities through their practical ministry requirements. Additional Christian Service opportunities may be available to students at various locations.

Main Campus:	Students choosing to live in student housing will have two (2) hours of Christian Service required to offset the cost of their subsidized rent. Students choosing not to schedule a Christian Service requirement will be charged an additional $100 monthly for their student housing.
Cohort Sites:	Cohorts may require Christian Service hours to reduce or eliminate site fees and /or student housing costs. It will be the responsibility of the Cohort to assign and monitor Christian Service hours.
Online Students:	No Christian Service requirement exists beyond the required practical ministry hours.

NOTE: Christian Service Policy

Physical Fitness

SUM is committed to training ministers to be healthy in all areas of life. Physical education is important and required at SUM because our bodies are a temple of the Holy Spirit (*1 Cor. 6:19-20*). SUM desires to develop healthy habits for ministers.

Each full-time student is required to complete three (3) 20-minute workouts per week each trimester, which is a graduation requirement. Physical Fitness will be tracked in the Student Mentorship Course in Canvas. Physical Fitness may consist of aerobics, intramural sports, walking, etc.

Personal Appearance

As a private Bible College, SUM has adopted standards of personal appearance with which each student is expected to comply. These are not standards for which the College will maintain a specific scriptural basis in every case, but are more accurately seen as reflecting the purpose and mission of the institution and the Kingdom of God.

The expectation at SUM is for our students to dress modestly, neatly, and appropriately for the occasion. This expectation should govern the choice of clothing that is worn in every situation, whether for classroom, Campus, Cohort Site, church, off-campus or off-site activities, recreation, Practicum, or Internship. Appropriate student dress and grooming are important factors in the safe, orderly operation of the College and Cohort Sites, and provide a positive role model for those to whom we minister. We realize that submitting to these guidelines may involve temporarily setting aside personal preferences for the sake of the larger community of students.

In the environment of the greater SUM community, we define modesty as the quality of behaving and dressing in ways that do not attract sexual attention. Standards of modesty discourage non-essential exposure of intimate body parts or undergarments. The Bible establishes a number of principles that bear upon appearance decisions including: moderation so as not to offend others (*I Cor. 8*), emphasizing the care and beauty of the inner person rather than outer adornment (*1 Tim. 2:9*; *1 Pet. 3:3-5*), and respecting others (*Rom. 12:10*).

Dress guidelines for particular settings are as follows:

- **Chapel**

  Chapel is a very special time at SUM. Students are expected to dress in a manner reflecting the unique nature of chapel services. The wearing of hats by men and women in chapel is prohibited.

- **Classroom**

  Student dress in the classroom should reflect an attitude appropriate to the scholarly pursuit of knowledge on a Christian campus. Hats are not appropriate for classroom attire. Every SUM student is expected to display the maturity necessary to comply with a style of dress consistent with the purpose and mission of the Institution. Attire which is unacceptable at any time on the Main Campus, at a Cohort Site, or at a SUM event includes midriff tops, strapless tops, and clothing with messages or advertisements which are inconsistent with a Christian worldview.

Personal Accountability

Accountability is a key essential element for producing leaders in Christian ministry. Students are expected to uphold the standards of SUM. Any student whose activities are inconsistent with the Christian lifestyle should expect to be held accountable for their behavior. Christian-based accountability promotes responsibility and ensures that the SUM community remains the Christ-like institution that God has called it to be.

Behavioral accountability is the responsibility of the SOA Accountability Committee, chaired by the Campus Director **(Main Campus)**, or the Cohort Advisor or Cohort Student Life Administrator **(Cohort Sites)**. The Committee will render decisions concerning student activity after prayerfully and thoughtfully considering each action presented to them. Students may appeal disciplinary decisions they believe were not consistent with College disciplinary policy to the Executive Team, then to the President of the College or, afterwards, to the Board of Directors.

Student Contact Information

All students are required to submit a Student Contact Card **(found in Canvas)** with the following information to the Campus Director or Cohort Advisor at the beginning of each trimester: dorm room number (or address of residency), home phone number (non-residents), cell phone number, name and phone number of parents or guardians, email address, social media information, and the name and phone number of any other emergency contacts. It is the responsibility of the student to update any changes as they occur.

Social Media Policy

Students must be respectful and responsible in all interactions and in everything posted on social media networks. Students should think twice before posting, be sure to use positive language and always treat others with respect. SUM encourages students to keep in mind that, directly or indirectly, many audiences above and beyond a close circle of friends will see what is posted.

Information posted on social media sites cannot only affect an individual's current student or student leadership status at SUM, but it could also potentially affect future ministry aspirations. Anything posted on social media networks is subject to review by the staff at SUM's Main Campus and the student's Cohort Site. If a student is posting things that are in any way contrary to the fruit of the Spirit, love for God, love for neighbor, or in any way sheds a bad light on the College or partnering ministries of SUM, the student can expect disciplinary action.

Everything a student does through social media networks will have positive or negative consequences, now or in the future. Students should be aware that potential, current, and future employers often access information on social networks. Users should protect themselves by maintaining a self-image that they can be proud of years from now. SUM recommends that users do not post when they are angry, frustrated, upset, or when their judgment is impaired in any way, and that students would focus on what is excellent, admirable, true, holy, just, pure, lovely, and worthy of praise, and that postings reflect this focus. (Phil. 4:8)

On and Off Campus and Cohort Site Activities

Representative Behavior

SUM trains apostles, prophets, evangelists, pastors, and teachers; therefore, it is assumed that our students will live by and uphold the highest standards of Christian faith and practice. Students should not participate in any activity that would cause SUM or the Christian community to be seen in a bad light, both on and off the Main Campus and Cohort Site.

Student and Employee Drug Policy Statement

SUM, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment.

In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SUM has adopted the following policy statement as conditions of enrollment and / or employment:

1. As a condition of enrollment / employment, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited at any time.
2. SUM will comply with all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. All students found in violation of this policy will be referred to the Vice-President of U.S. Cohort Development (VPCD) **(Main Campus)** or Cohort Advisor **(Cohort Sites)**.
4. Students are required to notify the VPCD or Cohort Advisor of any known criminal drug statute conviction or a violation occurring at the College Main Campus or any Cohort Site immediately after knowledge of such conviction or violation.
5. The penalty for violation of any of the above statements may be termination from enrollment / employment with referral given to the appropriate authorities for thorough prosecution. Employees are to notify the SUM Business Office of any infraction pertaining to this policy.

Student Conduct Policies, Regulations, and Procedures

Each student makes a serious and spiritual commitment to obey all rules and regulations of SUM, to take care of College and Cohort property, and to assume all obligations as a student with discipline, obedience, and character. Standards of conduct apply at all times during the entirety of the student's enrollment, including breaks between trimesters and summer breaks.

All students will be given the Student Handbook during class registration and will sign an agreement form on orientation day indicating that they have read, understand, and will agree to live by these standards of conduct and SUM policies.

Unacceptable Behaviors

Unacceptable behaviors are those actions that may bring reproach to the student, the College, Cohort Site, the greater SUM community, or the Kingdom of God. Engaging in specific prohibited behaviors may result in progressive disciplinary action. Students with behavioral issues or who engage in questionable behaviors may be asked to appear before the SOA Accountability Committee for disciplinary action that may subject the student to immediate suspension or dismissal.

The following is a representative list of prohibited behaviors which include, but are not limited to:

Dishonesty, Lying	Dishonesty, lying, withholding information, giving false information, cheating, and falsifying chapel attendance or other documents are prohibited. (See *Jer. 7:9-10*; *Matt. 15:19*; and *Mark 7:21-23*).
Misrepresentation	Misrepresenting oneself or an organization to be an agent of the College is expressly prohibited.
Forgery	Forgery, alteration, or misuse of College or Cohort documents, records, or identification, or knowingly furnishing false information to College or Cohort officials.
Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the College or Cohort is prohibited. Unauthorized use of library materials or SUM equipment is dishonest and misrepresents the specified purpose for which it is available.
Civil / Criminal Disobedience	Violation of any civil or criminal law (local, state, or federal) including, but not limited to, spouse or child abuse, child neglect, sexual harassment, or stalking (see *Heb. 12:14*). The disruption of chapel, classrooms, dormitories, or other College or Cohort events is disobedient and disrespectful; disrespecting College, Cohort, or SUM guests; failure to produce I.D. when requested by appropriate College or Cohort personnel; failure to respond to an official summons sent by College or Cohort personnel or their designates, or verbal or physical threats, violence, or intimidation are grounds for dismissal.
Vandalism	Unauthorized use or alteration of property from its original condition, placement, and / or presentation, including graffiti, paint, and alteration to landscaping are prohibited.
Theft	Attempted or actual theft of and / or damage to property of the College, Cohort, or property of a member of the College community or other personal or public property is prohibited and may result in sanctions or prosecution (see *Jer. 7:9-10*; *Matt. 15:19*; *Mark 7:21-23*; and *Eph. 4:28*). Possession of another person's property without their permission is prohibited (see *Eph. 4:28*).
Racially Discriminating Speech	Verbal or written communication that discriminates against a person or group of people on the basis of race, color, age, gender, and/or national or ethnic origin.
Failure to Evacuate	Failure to evacuate a Main Campus or Cohort building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a Campus or Cohort representative, is prohibited.

Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the Main Campus or Cohort community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc., is prohibited. Students who intentionally leave doors or windows unsecured during their absence will have to meet with the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**, and possibly with the SOA Accountability Committee, with the understanding that the student may face expulsion from SUM.
Substance Abuse	The use, distribution, possession or manufacture of any illegal drug, mind altering substance, and / or drug paraphernalia, or non-medical narcotics is strictly prohibited; the unauthorized use, distribution, or possession of prescription drugs without a doctor's prescription is also forbidden. Also, the possession or use of alcohol, attending bars, clubs, or raves, or places where the primary function is serving alcohol, and the possession or use of tobacco is prohibited.
Biblically Unsanctioned Sexual Behavior	Students are not to engage in any activity of a sexual nature that involves adultery, homosexuality, rape, pornography, pre-marital sex, promiscuity, sexual violence, or abuse. Any scripturally prohibited sexual behavior including adultery, fornication, homosexuality or lesbianism, rape, pornography, pre-marital sex, promiscuity, sexual violence, abuse, or the visiting of sexually oriented businesses or attending places where men / women are sexually exploited, is prohibited (see *Ex. 20:14*; *Prov. 6:32*; *Matt. 5:27-28*; *Matt. 15:19*; *Mark 7:21-23*; *Rom. 13:9*; *I Tim. 1:8-11*; *I Cor. 6:13*, *6:18*; *Gal. 5:19-21*; *Thess. 4:3*; and *Heb. 13:4*, among other scriptures).
Anti-Pro-Life Involvement	Anti-Pro-Life involvement supporting abortion as described in *Rom. 13:9*; and *I Tim. 1:8-11*.
Inappropriate Media	Students are to avoid media that is degrading to gender, ethnicity, and sexuality. Media containing excessive violence, sexual content, nudity, profane language, and degrading humor is not permitted for the spiritual and emotional development of SUM students and must conform to SUM community covenant standards.
Profanity	Using profanity or obscenity in speech or written materials (see *Matt. 15:19*; *Eph. 5:3*, *5:4*; and *Col. 3:8-10*).
Occult, Witchcraft, Sorcery Involvement	Possessing material on occult practices, witchcraft, or Satanism as described in *Gal. 5:19-21* (unless it has been pre-approved by a faculty member for the purpose of research).

Hazing and Pranks	Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing. Similarly, pranks that cause harm to persons or property are also illegal and strictly prohibited. Students who participate in a prank or in a hazing activity will be held responsible for their behavior regardless of motive or intent. Consequences may include a verbal or written warning, or other disciplinary sanction as is deemed appropriate.
Interruptions and Disturbances	In its teaching regarding worldliness, the scripture warns against participation in activity that defiles the body or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, position, or possessions, which lead to their misuse or manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (*Luke 21:34,35*; *Rom. 8:5-8*, *12:1,2*; *2 Cor. 6:14-18*; *Eph. 5:11*; *1 Tim. 2:8-10*; *4:12*; *Jam. 4:4*; *1 John 2:15-17*, and *Tit. 2:12*).
Willful or Malicious Acts	Actions that cause damage or destroy College, Cohort, or personal resources will not be tolerated. Acts that are disruptive in class or chapel or in the everyday business of the College or Cohort are prohibited.

Other Unacceptable Behaviors

Christian leaders make choices every day. Students should carefully watch their life and actions to see that they are aligned with holiness and Christ's standards, and not standards of the world. Careful choices should be made in music and entertainment.

Examples of other unacceptable or forbidden behaviors include, but are not limited to, the following:

- Arguing with the professor in a class; failure to comply with the directives of College or Cohort officials; creation of safety hazards; giving false fire or burglary reports;
- Domestic Violence: Domestic violence, in any form (verbal or physical), will not be tolerated. Fits of rage, loud arguments, breaking, throwing, or damaging personal, College, or Cohort property are prohibited. Local law enforcement authorities will be notified immediately if such violence occurs.
    - If you become a victim of domestic violence, please contact your Residence Assistant, Campus Director **(Main Campus)**, Cohort Advisor **(Cohort Sites)**, or any College official, or the Hotline for Domestic Violence: (888) 711-6270.
- Criminal Activity: Members of the SUM community are required to conform to all local, state, and federal laws. Students who are arrested for any reason (misdemeanor or felony at the city, state, or federal level) are required to notify the Campus Director or Cohort Advisor immediately. SUM will follow all requirements in reporting, cooperating, and enforcing all governmental laws. In addition

to this, the College, at its option, may pursue further disciplinary actions against any student that is found guilty of, or who is suspected of, illegal behavior regardless of the outcome of the criminal or civil proceedings.

A student who has been dismissed from the College will not be permitted to return to the College until the offending issue has been successfully dealt with and approved by the SOA Accountability Committee.

Guilty by Association

"Guilty by association" is defined as: behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring are choosing to accept the consequences of the violations.

Behavioral Accountability

Confidentiality and Respect

All behavioral issues are treated with respect and are held in strict confidence. The outcome of the process is for the student to understand the consequences of their behavior, to encourage the student to live up to College standards, and to restore the student to the College community whenever possible. Students are encouraged not to ask questions concerning the outcome of any case concerning other students as the release of information could be a violation of privacy. Confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the discipline process and the subsequent outcome.

Decisions are based on the knowledge of the facts concerning the particular situation. Students should refrain from drawing their own conclusions, since few students are aware of all the facts. It is unbiblical to gossip regarding the person, circumstances, or decision.

If a student realizes a personal violation of a College standard has occurred and is genuinely repentant, the student should take the initiative to voluntarily confess the matter to the proper personnel.

The purpose is to allow a student who has not met College standards to voluntarily discuss their violation in order to expedite the restoration process. The student may confess the violation to an administrator, a faculty member, staff member, Campus Director **(Main Campus)**, Cohort Advisor **(Cohort Sites)**, or to the Director of Student Life and Ministry. The respective SUM faculty or staff member who hears the confession is responsible to report the confession to the Director of Student Life and Ministry and may support the student throughout the accountability process.

SOA Accountability Committee Recommendation

Any time a student is found to be living contrary to the regulations set forth in this Handbook, Cohort Advisors and the Campus Director will complete the following:

1. Meet with the student along with the SOA Accountability Committee.
2. Meet with any other witnesses to the event, if necessary.
3. Complete the **SOA Accountability Committee Recommendation Form**.
4. Wait for the Director of Student Life and Ministries' decision.

Incident Reports

All minor rule infractions not requiring suspension (such as tardiness, conflicts, dorm or other issues) will be recorded by the Campus Director or Cohort Advisor via the **SOA Incident Report**. This form is for the College and Cohort records, and to be used in the unfortunate case of an unrepentant student.

Sanctions

One should expect the College to confront, with firmness and with love, any circumstances or behavior that might hinder personal growth or disrupt community life. SUM believes that when a student chooses to disregard community expectations, it has the obligation to suspend that student's community privileges for a time, including housing and class participation. Intermediate consequences are employed wherever possible to avoid expulsion from school or eviction from the residence halls. Each incident is reviewed on a case-by-case basis, with consideration to: (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, and (5) the degree to which the individual displays genuine repentance.

When it employs sanctions, the College intends to:

- Be fair and consistent
- Promote change in the individual
- Provide restitution (in case of theft and loss)
- Restore the individual to the College community

The following is a list of possible sanctions that may be levied against a SUM student. More than one of the sanctions may be imposed for any violations. Other sanctions may be used when deemed appropriate.

1. **Warning:** A statement of the standards of conduct is verbally made to the student with an official warning concerning future behavior.
2. **Loss of privileges:** Denial of specified privileges for a designated period of time.
3. **Fines:** Fines vary according to the violation and will involve any costs involving damage to the College, Cohort, or private property. The SUM Business Office will be informed of all fines and will add the charges to the student's account. Any fine should be resolved immediately and is to be paid to the Business Office during regular business hours. Fines may be appealed to the Vice-President of U.S. Cohort Development (VPCD).
4. **Mentoring/Accountability:** The student is required to meet for a specific period of time with a faculty, staff, or Cohort mentor for accountability purposes.
5. **Behavioral contract:** A student is placed on behavioral contract for minor and / or repeated behavioral infractions. When placing a student on behavioral contract, the College intends to communicate that the student's behavior is serious and that subsequent behavioral violations, as well as failure to complete the standards stated in the behavioral contract, will result in more serious action up to and including immediate dismissal from the College. A student may be placed on "behavioral contract" for a major infraction or accumulating three (3) minor infractions.
6. **Mandatory counseling:** As deemed necessary by the SOA Accountability Committee.

7. **Scholarships:** Canceled.
8. **Behavioral probation:** The student is expected to show development in responsible actions toward the College and members of the SUM community for a specified period of time. A student is placed on behavioral probation for major and / or repeated behavioral infractions. When placing a student on behavioral probation, the College intends to communicate that the student's behavior is jeopardizing their enrollment and that subsequent behavioral violations, as well as failure to complete the standards stated in the behavioral contract, will likely result in immediate dismissal from the College.
    a. A student may be placed on "**behavioral probation**" for failure to complete the standards stated in the behavioral contract. The student may face the SOA Accountability Committee. Students under "behavioral probation" may not be permitted to participate in any extracurricular activities such as Student Life activities, chapel leadership / music, hold an office in Student Government, or engage in external ministry which puts them in a visible, public role.
9. **Suspension:** Any student who incurs behavioral probation for two (2) trimesters in a row will be suspended. The student is involuntarily separated from the College and Cohort for a specified length of time. The suspension time may vary according to the severity of the violation and at the discretion of the SOA Accountability Committee. Suspended students are required to leave their respective campus for the duration of their suspension and may not attend class, reside in the residence halls, attend chapel, eat in the Student Lounge, etc. Absences from classes and chapels are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

Extraordinary Circumstances

Normal SOA due process may be set aside at the discretion of the Executive Committee in a case where a student (or students) does not cooperate with the aims and ideals of the College or in some way jeopardizes the general welfare, security, and orderly running of the Institution. In such cases, the student will be expelled from the College or will be denied readmission.

Accountability Appeal Process

Generally, disciplinary decisions involving students' progress through the organizational structure are handled at the most appropriate level. If any student believes the case needs to be reviewed by a higher authority, an appeal, in writing, will follow the chain of command as follows:

1. Residence Assistant (RA)
2. Campus Director or Cohort Advisor
3. Director of Student Life and Ministry
4. SOA Accountability Committee
5. Executive Committee
6. SUM Chancellor / President

7. Board of Directors
8. ABHE and WASC

SUM seeks to provide fair and equitable treatment of all students, maintaining a safe and just learning environment.

Student Complaint Resolution Process

This applies to issues with community standards, sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, retaliation, and / or problems with any SUM staff member, Cohort Advisor, faculty member, or Visionary Leader.		
STEP 1: Grievance Form	This form is found on **sum.edu/forms**.	
STEP 2: Initial Inquiry	Student Life Director reviews grievance and does one of following:	1. Forms a committee based on the nature of the grievance; 2. Is able to easily resolve the issue without the formal process; 3. Or student is notified that this grievance falls outside the scope of SUM's standards and policies.
STEP 3: Investigation	This is done by the SUM team / committee or external investigator if necessary. This allows for the party being accused to give a response to the accusation.	
STEP 4: Recommendation	Committee makes recommendation that is reviewed and adjusted by the Executive Team of SUM, if needed.	
STEP 5: Communication	The decision is provided to all parties.	
STEP 6: Appeal	Right to appeal to the Chancellor and the Board of Directors.	

Student Services

Social Development

Social development is a teaching-learning process that prepares young adults to enjoy a cooperative yet independent adulthood. Through chapels, dorm life, and Student Government Association (SGA) social activities, SUM provides students with an environment to learn and apply the necessary social skills.

Medical / Health Care

SUM does not provide health or medical insurance for students. All students must fill out a Student Health / Emergency Contact Card yearly. SUM does not endorse any particular health care provider or other health services and is not responsible for health care choices that students make during their time at SUM.

Securing and Using College Housing

SUM fosters a community life on its Main Campus and Cohort Sites that will properly reflect the Christian attitude. Cooperation, respect for the rights of others, respect for property, respect for authority, cleanliness, and good personal habits are factors that are important in dormitory life.

While SUM outlines many of the general rules for community living, individual Cohort Sites will determine many of the location-specific rules and regulations for dormitory life. For more information respective to a specific Cohort Site, please contact the Cohort Advisor at that location.

Summer Housing

Main Campus: SUM allows summer housing at the Main Campus. The summer contract is available through the Resident Director. All normal Main Campus rules and requirements apply. Summer dormitory chores may include cleaning the common living room and dining areas, laundry room, restrooms (including restocking dispensers), and kitchen. Additional requests may be made of summer students (maintenance, moving furniture, etc.)

Off-Campus Housing

Students that reside off of the Main Campus or Cohort Sites are required, when on Campus or at a Cohort Site, to abide by all SUM rules and regulations. Married students are not permitted to live in the single-resident dorms and must be living with their spouses.

Resident Life

Living on campus is a wonderful opportunity for a student to get to know and learn from other students that are from other communities, cultures, and nations. This experience typically serves as one of the most enriching experiences of a student's life. In order for this to happen, students must adapt to living, studying, and eating with the same people every day.

NOTE: Student Housing Handbook

Resident Assistants

The Resident Director (RD) and Assistants (RA) strive to provide a healthy living environment in the residence halls and campus apartments. The RA, usually a second-year student, is the resident leader. RA's

help students adjust to College and Cohort life, promote a lifestyle that honors God, and help students foster a vibrant Christ-centered life. Likewise, the Campus Director **(Main Campus)** and Cohort Advisor **(Cohort Sites)** are available to help with the emotional and social transition to college life and keep the dormitory living environment as positive as possible. The RD and RA's are representatives of the Campus Director and Cohort Advisor. These classmates will provide peer support and ensure that the environment is clean and pleasing to all residents. The RA's also will have ongoing concerns for the health and well-being of students and will be responsible to make sure that all unoccupied rooms on their floor are locked at all times.

Move-In and Room Fee

At the beginning of each trimester, the Resident Director, Resident Assistant and / or Campus Director or Cohort Advisor will carefully inspect the condition of each room and its contents. Each student is encouraged to make a list of any damage that has occurred in the room prior to occupation. This list should be submitted to the Campus Director or Cohort Advisor within 24 hours of occupation. All Main Campus students will be required to pay a $300 security fee.

The student's room will be inspected by the RD or RA prior to the student's temporary leave for winter and summer vacation and / or permanently leaving the room. The student should be present during this room inspection. The room should be left clean and neat prior to a temporary or permanent leave (See "Checking Out of the Residence Halls" for more details).

Room Keys Policy

Main Campus: Keys are issued from the Main Campus Business Office. If a student is changed from one room to another, the key of the previous room must be returned and a key for the new room checked out. Before leaving Campus, all keys must be turned in to the RD, RA's or Business Office, or the departing student will be billed $10.00 for the key. If a key is lost, it is to be reported to the RA. The student will have to pay $10.00 to replace the key.

Room Lock Out

When locked out of the dormitory room, the student is encouraged to find a roommate to assist with reentry. If unsuccessful, the student will proceed as follows:

1. Go to the Resident Assistant for entrance.
2. Go to the Resident Director for entrance.
3. Go to the Campus Director: a service charge may be imposed.

Checking-Out of the Residence Halls

All students must check out with the RD or RA, turn in their keys, and have their rooms inspected for satisfactory condition before leaving Campus. The student should be present during inspection. Rooms must be completely vacated and cleaned out prior to permanent leave. Students who plan to leave for the summer break must clear check out with the RD or RA, turn in their keys, and have their room inspected for satisfactory condition before leaving Campus. If rooms are not left clean and in good repair, the

student's account may be fined up to $50 for cleaning and minor repairs, or possibly more depending on the cost of the repair. Major repairs will be charged to the student and must be completed before the student leaves the Campus. Anything left in the room becomes the property of SUM and will be disposed at the College's discretion. Failure to properly check out of the Residence Hall will most likely result in an additional fine being assessed.

Dormitory Rooms

All damage in dorm rooms will be assessed and fined immediately when reported. For Main Campus students, the amount will be deducted from the room deposit. If the damage is greater than the deposit, payment will be required within ten (10) days of when the damage was reported.

The following will be considered damage:

- Making any kind of holes in walls, ceiling, floors, doors, closets, desks, beds, and woodwork
- Alteration of desks, beds, and closets
- Broken windows and screens
- "Jimmying" (altering or picking) the locks
- Water damage caused by hotpots, refrigerators, or spills
- Stickers on walls, ceilings, floors, desks, closets, beds, doors, windows, and woodwork
- Breaking into the room or kicking in the door
- Any acts of vandalism that result in any kind of damages

Violation of these rules may result in fines.

Student Accommodations

Students are not to occupy any room until properly assigned. SUM and the leadership of each Cohort reserve the right to make or change the assignment of rooms during the school year. All students must sleep in the rooms assigned to them. Special putty must be used for the hanging of pictures and other decorations. Students are to avoid creating tack-holes or nail-holes in the walls. By law, overhead fixtures are permanent as installed. Due to potential liability, replacement of fixtures is not permitted in the dormitory rooms. Students are not to change any electrical fixture or make any electrical alterations. If there is an electrical problem of any type, a **Maintenance Request Form** must be filled out and submitted to the Business Office **(Main Campus)** or Cohort Advisor **(Cohort Sites)**.

Students are not to elevate their beds because of the possibility of injury, should the elevation collapse. Hallways and doors are to have NO posters, flammable decorations, festive lights, etc. These are strictly prohibited by the Fire Department code. Suggestive posters, signs, and clothing decorations are also prohibited. Rooms must be kept orderly, clean, and aired out. Beds must be made before leaving the room for the day. Clothes and books must be neatly stored. There will be routine inspection of all rooms. Dirty or unkempt rooms will result in an extra chore, or a restriction of privilege determined by the Campus Director, Cohort Advisor, and / or the SOA Accountability Committee. The College reserves the right for authorized personnel to enter rooms at any time for the purpose of repairs, inspection, and other official business.

Main Campus: The electrical circuits in the apartments are not designed for the excess load of appliances. heating coils, space heaters, additional refrigerators and air conditioners are therefore prohibited. No food is to be discarded into bathroom sinks; the resultant clogging of drains is regarded as a form of vandalism. Students are asked to refrain from bringing elaborate stereo systems to the dormitory. A small wireless speaker is sufficient for the size of the room.

NOTE: Protection of property requires that each room be locked when occupants are gone. Forced entry of a locked room or residence hall is forbidden. The College cannot be held responsible for any lost or stolen items.

General Rules for Dormitory Life

The following rules have been determined as minimal for general maintenance and cleanliness of dormitories. Items marked** are for the Main Campus students, unless otherwise noted by a Cohort Advisor.

1. Bathrooms
    a. No towels or personal articles are to be left in the bathroom.
    b. All cleaning supplies are to be stored neatly in the designated area.
    c. Report any problems to the RA immediately.
    d. Mirrors, bathroom stalls, sinks, showers, and floors are to be cleaned daily according to the posted work schedule. **
    e. Please keep the lights off when the bathroom is not in use. **
2. Hallways
    a. No articles are to be left in the hallways and common areas (no shoes or the like).
    b. Hallways are to be vacuumed daily according to the posted work schedule. **
3. Room Door Information
    a. Each student is required to have the following on the hall side of their door: Their name on a 3" x 5" card and their weekly work schedule (on or off campus).
4. Kitchen **
    a. The stove is to be cleaned immediately after every meal by the person preparing the meal.
    b. Dishes are to be washed immediately after the meal. Students leaving dishes out, whether clean or dirty, can be fined.
    c. Counter tops are to be wiped clean after each use.
    d. Nothing can be left unattended on the stove. The only exception is the use of a crock pot.
    e. The cupboards are to be kept clean and orderly.
    f. The refrigerator is to be kept clean inside and outside. All food placed in the refrigerator must be labeled and placed in a sealed container.

g. All students are required to honor all kitchen rules.

h. Books and other personal articles are not to be left lying about.

i. Washers and dryers are not to be used after curfew without prior permission from the RA.

j. Cooking is not allowed after curfew.

Chore Schedule

All dorm students are required to do a chore. The RA will provide a weekly list of chores and persons responsible for performing the chore. The schedule will allow each dorm resident to be rotated throughout the schedule. Failure to complete a chore, doing a chore incompletely, doing a chore after curfew, or failing to sign off on a chore, will result in a fine after two citations. If a dorm resident is unable to fulfill responsibilities, it is that resident's duty to make arrangements for someone else to complete their assigned duties.

Resource Conservation

Each student is requested to cooperate by minimizing the cost of water and electricity. Faucets must be turned off and windows and doors closed when the heat or air conditioning is on. Lights must be turned off when leaving a room.

Main Campus: Light bulbs are not to exceed suitable wattage (no 100-watt bulbs in desk lamps). The College does not supply light bulbs for students' personal lamps. Please do NOT remove light bulbs from closets or bathrooms for personal use. A student caught removing light bulbs for personal use can be charged with theft. No student may possess any master or sub-master key without authorization.

Painting of Rooms

Rooms may not be repainted. Stencils and boarders are not permitted; woodwork is not to be painted. Before a student moves out, the dorm room will be inspected by a Resident Assistant, Campus Director **(Main Campus)**, or Cohort Advisor **(Cohort Sites)**. If the room is in as good of condition as when that student moved in, the student will be given clearance to leave. If the room is damaged or not properly cleaned, the student will be required to clean the room and / or pay for all damages. Violation of these rules may result in fines to cover the cost of damages.

Cleanliness and Maintenance of Rooms

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room. Unannounced room checks will be made periodically to ensure that rooms are well maintained. Students who fail to keep their dorm rooms clean or who are unwilling to do their cleaning chores will be fined. The student may face disciplinary actions and may forfeit the privilege of staying in the dorm (See "Sanctions" for more details). The following is a list of expected behaviors and levels of cleanliness expected of dorm residence:

1. Dorm rooms are to be kept clean at all times and cleaned daily.

    a. Beds are to be made after each use.

    b. All clothing, books, personal articles, etc. are to be properly stowed.

c. Clothing must be neatly stacked away.

d. Cleaning involves dusting and vacuuming.

2. Leftover food or drinks are not permitted to be left out.
3. Trash cans in the dorm rooms must be emptied when necessary. This is done in accordance to the daily chore list posted in the common area.
4. Keep all dirty laundry in a closed laundry container – it must not be exposed.
5. NO alterations are to be made to the room. NO suggestive posters or wall hangings; the hanging of pictures is permitted with sticky tack only. The hanging of anything from the ceiling is prohibited
6. At curfew times room lights, radios, CD players, etc. are to be turned off (if your roommate requests it). Small personal reading lamps are recommended if you intend to pass curfew to read or study.
7. After quiet hours (10 p.m.), disturbances of any kind (loud talking, praying, running, etc.) are not allowed.
8. The school will not be held responsible for lost or stolen items. It is required that all dorm rooms be locked if students are not present.
9. Slamming doors is not permitted.

Furniture

Students are expected to take care of College and Cohort furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture.

Furniture must not be moved from one room to another, or one dormitory to another, or taken apart without permission from the Campus Director or Cohort Advisor.

Dorm residents are permitted to personalize their rooms. However, residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

College and Cohort Property

Students will be charged for the repair of any damage done to College or Cohort property. The Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)** will assess the fine and will notify the student in writing.

Main Campus:	The Campus Director will assess the damage and notify the student of any fine(s) in writing. The Business Office will then be notified of any fine(s) and add the fine(s) to the student's school bill.
Cohort Sites:	The Cohort Advisor will assess the damage and notify the student of any fine(s) in writing. All fines should be paid directly to the Cohort.

Loss of Personal Property

For one's own protection, students are encouraged to lock rooms when not occupied. The College and partnering Cohorts are not responsible for the loss of students' personal belongings at any time. SUM and the partnering Cohorts assume no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, and inclement weather or otherwise.

Property Insurance

Personal property is not covered by SUM or Cohort insurance. Students are encouraged to obtain a Renters Insurance Policy or a Student Property Insurance Policy. A student may also obtain a Personal Items Rider under a parent's / guardian's homeowner's or renter's insurance policy.

Student Housing Lounge

Main Campus:	Furniture is not to be rearranged in student housing lounges without permission from the RA. Students are required to observe the lounge regulations each RA establishes for the lobby. Students are to treat the lounge furnishings with respect and will be charged for any damage to lobby furnishings. Lounges are "closed" during all chapel services and regular times for Sunday church services (8:30 a.m. – 1:00 p.m.).
Cohort Sites:	Each Cohort Site will determine student housing lounge regulations. Please contact the Cohort Advisor of the specific location for more information.

Room Changes

Main Campus:	A student may not change dorm rooms without the specific written approval of the RD and the Campus Director. A Room Change Form is provided for this transaction.
Cohort Sites:	Each Cohort Site will determine room change regulations for its specific location. Please contact the Cohort Advisor of the specific location for more information.

Dormitory Students Leaving Campus

Main Campus:	As a safety precaution, students are to sign in and out of the dorms when leaving campus and indicate their destination.
Cohort Sites:	Each Cohort Site with dormitories will determine regulations for dormitory students leaving campus. Please contact the Cohort Advisor of the specific location for more information.

Curfew

Main Campus:

Curfew applies to all students living on campus at all times. Any exception must be approved by the Campus Director. SUM follows the following curfew schedule:

Monday - Thursday: 11:00 pm

Friday & Saturday: 1:00 pm

Sunday: Midnight (12:00 am)

Since the security of SUM is a matter of utmost importance, residence hall entrances are locked promptly at curfew. Students are expected to be in their rooms by curfew. RAs perform routine room checks at curfew. No one will be given entry to the dorms after curfew who is not a resident of the dorm. Resident students are forbidden to give lock codes or gate keys to any person. Violation of such may result in expulsion from the dorm. Summer / Holiday curfews will follow the Friday / Saturday curfew: 1:00 am. Students who fail to comply with curfew procedures are subject to disciplinary measures.

Late Permission and Working Students

If a resident needs to be out of the student housing after curfew, written permission needs to be received in advance from the Campus Director, if the Director is not available, then the RD may give permission. If a student needs to be out of the residence hall after curfew due to employment, that student must file with the Campus Director and the RD a "Work Card" indicating the place of employment and the hours scheduled for work.

Overnight Visit / Weekend Off-Campus

All dormitory students must sign out in order to stay off campus during a school term, including breaks and holidays. This can be done by filling out an "Overnight Sign-Out Card", provided by and submitted to the Resident Assistant. Failure to comply with this procedure is counted as an infraction. If the RA is not on campus for the weekend, it is the student's responsibility to submit the form to the Resident Director.

> **NOTE:** As a courtesy, every student should inform the RA anytime they will be off campus overnight.

Overnight visits to off-campus married housing should be approved by the Business Office. If the overnight visit is approved by the Business Office, the student should fill out an Overnight Sign Out Form and submit to the Resident Assistant.

Before a student can take another student of the opposite sex home, both of the students' parent(s) or guardian(s) must contact the Campus Director at least 24 hours in advance and issue an invitation for them to visit their home. The parent(s) or guardian(s) must be present during the requested visit. Any

exception to these guidelines must be made by the Campus Director.

Women may not walk off campus after nightfall without male accompaniment. Men are not to deny any request of their sister in Christ for accompaniment. Women are to be considerate and make preparations whenever possible.

Cohort Sites: Each Cohort Site with student housing will establish a curfew schedule. Please contact the Cohort Advisor of the specific location for more information.

Student Visits in Residences of Opposite Gender

Students are not permitted to be in the dorms or apartments of students of the opposite sex or loiter in the doorways of students of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at SUM. This applies to all students, whether they reside on or off of the Main Campus or a Cohort Site.

Visitors, Visitation, and Room Guests

Main Campus: SUM expects that students may occasionally want to enjoy a visit from a family member or a friend. Students may entertain a guest in their room for a weekend with a minimum of one-week prior notice and the approval of the Campus Director. The guest(s) may stay a limit of three (3) nights or as approved by the Campus Director, for a fee of $25 per night. The **Visitor Request Form** must be filled out in advance and signed by the Campus Director. The approved form and payment should be given to the Business Office. The approved Visitor Request Form and proof of payment will then be given to the Campus Director and placed in the student's file. If the guest of an on-campus student stays in the dorms without the approval of the Campus Director, the student will lose visitation privileges, and will be charged double for the nights the guest spent in the dorm.

Guests who are not part of the specific dorm community are expected to leave the student housing at curfew unless the RA has received and approved a written request for them to stay in the residence hall.

Cohort Sites: Each Cohort Site with dormitories will determine regulations for dormitory visitors and guests for each individual location. These regulations may vary slightly from the Main Campus rules but will generally align with the rules outlined in the section above. Please contact the Cohort Advisor of the specific location for more information.

Quiet Hours

Main Campus: Quiet hours are from 10:00 pm – 8:00 am. in each of the residence halls. Quiet hours shall be strictly observed to ensure each student's opportunity for privacy, rest, study, and spiritual renewal. SUM is an institution of higher learning and students should respect one another's need for study and appropriate sleep. SUM encourages students to live in mutual respect, and therefore enforces the following

	guidelines: No hollering, loud talking, music, musical instruments, or radios should be heard by any person other than the user. Noise levels must not be disturbing to anyone in their rooms or by anyone living on campus.
Cohort Sites:	Each Cohort Site with dormitories will determine regulations for quiet hours for its individual location. Please contact the Cohort Advisor of the specific location for more information.

Refrigerators

Main Campus:	Students are not permitted to have refrigerators in their rooms. Each apartment is provided with a full-sized refrigerator.
Cohort Sites:	Each Cohort Site with dormitories will determine regulations for refrigerators and appliances at each individual location. Please contact the Cohort Advisor of the specific location for more information.

Food for Resale

No SUM facility is to be used to produce food product for resale.

Prohibited Items

All firearms, weapons of any kind (including but not limited to paint guns, slingshots, and archery equipment), and fireworks are strictly prohibited from the College campus. Violating this policy will result in severe disciplinary action.

Main Campus:	Microwaves and any other cooking appliances are not permitted in bedrooms. Further, any item that is a safety hazard in any way should not be housed, even temporarily, in the apartments. Violation of this safety policy will result in the impoundment of the appliance.
Cohort Sites:	Each Cohort Site with dormitories will determine regulations for cooking and heating appliances at each individual location. Please contact the Cohort Advisor of the specific location for more information.

Secure Doors and Alarms

Unauthorized use of windows, exits, and secured doors in non-emergency situations is not permitted. Setting off or tampering with security alarms is strictly forbidden. Those violating this guideline will be required to appear before the SOA Accountability Committee.

Talking, whistling, gesturing, or yelling out of windows is prohibited at all times, in all buildings. Students are not permitted to remove windows, screens, or doors. Nothing should be thrown from the windows. All windows are to be securely locked when no one is in the room.

Room Searches

Room searches are seldom performed but may take place at any time. If a serious offense or need warrants it, the Resident Assistant (RA) may, with a witness, search any or all rooms only with approval from the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**, and as long as the occupant(s) is / are there at the time of the search. If the occupant cannot be notified, the RA shall be accompanied by two witnesses,

one of them being an official of the College or Cohort. If any illegal substances or contraband are found, the person in charge will be required to inform the appropriate local law enforcement agency.

Meetings and Devotions

All students residing on the Main Campus or on-site at a Cohort are required to attend all announced meetings and devotions. The RD must approve any exception.

Vehicles and Parking Regulations

Bicycles: It is suggested that students register their bikes with the local Police Department. Fire regulations prohibit bicycles being stored in the dormitory hallways. Students who bring a bicycle on Campus or to a Cohort Site are fully responsible when using the bicycle rack or other means of storing the bicycle.

All students' vehicles are required to be insured. SUM and our partnering Cohorts assume NO responsibility for the care and / or protection of any vehicle or its contents at any time it is operated or parked on the Main Campus or at any Cohort location.

SUM and its partnering Cohort Sites reserve the right to impound or immobilize, at the owner's expense, any motor vehicle or trailer parked on the Main Campus or Cohort properties that has not properly been registered or is in violation of any regulation.

Fines and Parking Violations

Do not park in fire lanes, handicap spaces (without proper licensing), lawns, sidewalks, assigned places, or those places marked "No Parking".

Vehicle Maintenance

Students who bring a vehicle on the Main Campus or any Cohort property are fully responsible for the maintenance of their vehicle. Minor repairs—defined as a small repair to get the vehicle moving (i.e., change flat tire, charge or change a battery, add water or oil) are allowed on Main Campus or Cohort property. If a vehicle cannot be moved, the owner / user can attempt to correct the problem where it occurs. If further minor repairs are needed, the vehicle must be towed to a vehicle repair shop. Students are responsible for the removal of disabled vehicles from the property.

No changing of oil is allowed on College or Cohort property.

Main Campus:

All vehicles that are operated on the Main Campus of SUM are required to carry insurance applicable to the state of California. All students must register their vehicle with the College. Proof of valid insurance is to be presented to the Business Office in order to park the vehicle on campus grounds. Parking permits should be purchased at the Business Office for $25 each trimester.

All motor vehicles or trailers parked on campus after the first week of each trimester that are without properly displayed valid parking permits will be cited and fined. Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle will be parked on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need exists. After that, a regular permit must be obtained. There is no charge for a temporary permit.

	The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving said vehicle at all times while the vehicle is on campus. Speeding and parking violations are levied to help secure the safety and function of the campus community. Please note that the campus speed limit is 5 M.P.H. and fines will be given to those who are endangering others with their driving. Fines are $10.00 for each violation.
Cohort Sites:	Please contact the Cohort Advisor of a particular location for more information on fines and specific vehicle regulations for that location.

Illnesses

Any illness will be reported immediately to the RA, Campus Director **(Main Campus)**, or Cohort Advisor **(Cohort Sites)**. In the case of a serious illness, the RD will advise any available College or Cohort staff member, who will visit the student. All problems should be reported to the Campus Director or Cohort Advisor.

In all cases of serious sickness, it is important for the student, either personally, with the help of a roommate, or the aid of the Resident Assistant, to notify the Campus Director, Cohort Advisor, or other appropriate SUM administrator. The purpose of these notifications is to ensure that all of the student's needs are met.

If any student goes home due to prolonged illness, SUM requests notification of the status of the sickness. When returning to the Main Campus or Cohort Site, a doctor's note should accompany the student, stating that the student may return to normal activities and / or special needs that the student may have.

NOTE: When comprehensive or long-term testing or treatment is needed, the administration may require the student to return home.

Emotional Health

If a student is found to be in need of emotional care, the College or Cohort Advisor may recommend a professional counselor who will guide the student as to necessary treatment or care.

Students may also utilize **Suicide & Crisis Hotlines** and 24/7 counseling centers).

In Case of Emergency

In the case of an emergency, the Campus Director or Cohort Advisor, Resident Director and the Resident Assistant must be notified. Students should exercise judgment concerning emergency treatment at a hospital. The RD, RA and Campus Director or Cohort Advisor can help with this judgment. However, students should contact 911 if:

1. There is severe bleeding
2. An altered state of consciousness
3. A protruding object (i.e. bone, glass, etc.)
4. There is difficulty in breathing
5. There is chest pain with numbness to arm

6. There is extreme, unusual, increasing pain

Imminent Danger

In cases of imminent danger, students will report directly to the police by dialing 911, then immediately contact the Campus Director or Cohort Advisor.

For non-emergency reporting of criminal activity, students are to contact the Campus Director, Cohort Advisor, the RA, or an administrator of the College.

COVID Accommodations

While it is impossible to eliminate all points of possible exposure to COVID, it is possible to limit both exposure and transmission of the virus by following proper protocol and using personal protection equipment. SUM will continue to monitor the latest information on COVID-19 and follow protocol shared by the Center for Disease Control (CDC), the World Health Organization (WHO), the State of California and the El Dorado County Department of Health.

As a result of current protocols in place, SUM is following directives regarding personal protection equipment, social distancing, density reductions and enhanced cleaning protocols in its buildings including offices, classrooms and student housing. CDC recommended signage and staff and student training is also provided according to the guidelines in the CDC document COVID 19 Guidelines for Shared and Congregant Housing. Move In and travel guidelines, cleaning protocol and **COVID Incident Reports** are provided in the Appendix.

COVID Exposure Protocol

Students exhibiting symptoms of COVID and those coming into contact with individuals known to have COVID are required to:

1. Immediately report illness or potential COVID exposure to the Resident Director;
2. Get tested;
3. Immediately inform the RA/ RD if conditions worsen or medical treatment is necessary;
4. Self-quarantine according to the directions of the RA and RD;
5. Remain in quarantine until a negative test result is received.

The Resident Director will:

1. File a **COVID Incident Report**;
2. Inform the VP of Cohort Development;
3. Provide instructions for self-quarantining to the student;
4. Monitor student health to determine if additional medical assistance is necessary.

If a student living in student housing tests positive for COVID, all of the students in the apartment will:

1. Get tested;
2. Self-quarantine until negative results are received.
3. Follow the directives of the Department of Health.

If more than one student in an apartment tests positive for COVID, all of the students in the apartment will:

1. Get tested;
2. Quarantine and practice social distancing until all students in the apartment receive negative test results.

Fire Safety Regulation and Evacuation

Guidelines for emergency exit routes are posted throughout the Main Campus and each Cohort Site. Students will be instructed how to properly evacuate the facility in case of a fire or emergency. Students must exit the building by proceeding to the nearest exit. SUM will provide periodic fire drills. Failure to abide by the Fire Drill Policy will result in severe disciplinary action.

Fire Regulations are as follows:

A. Alarm Pull Stations: Students should be familiar with the location of these stations. It is crucial that these alarms be kept unobstructed, and not used for hanging posters, decorations etc.

B. Smoke and Heat Detectors: Please do not hang, toss, or cook anything near the vicinity of a smoke or heat detector. These activities could trigger the fire alarm.

C. Extinguishers: Extinguishers are located throughout the buildings. It is wise for students to know where they are located. It is important to only use extinguishers for combating fires.

> **NOTE:** Because of the possibility of electrocution or shock, electrical fires must be smothered. Be sure to unplug the appliance.

D. Sprinkler Systems: Some of the buildings are equipped with emergency sprinkler systems. Because this system is very sensitive, caution should be taken by not hanging or tossing anything near these nozzles.

> **NOTE:** Accidental release of this water will automatically signal the Fire Department. In the case of accidental release, please notify The Security and Maintenance Directors. Please do not try to shut off the system, the Fire Department will do this.

E. Exits: Each building has emergency fire exits. We request that these exits and hallways be kept clear from debris. Fines may be distributed from the Fire Department if this code is not followed. Please make sure that all fire doors are kept closed.

F. **Emergency Procedures:** In case of fire

1. Notify the Fire Department immediately by setting off the nearest alarm, even if you think the fire can be handled.

   NOTE: At the sounding of a fire alarm, all occupants of that building must evacuate in an orderly fashion, even in cases of accidental triggering of the alarm. Students who have not evacuated the building may be required to pay any fines that are levied to the school because of this infraction.

2. Please notify the RA who in turn will notify Security about the alarm. RA's on each floor will have the responsibility of double-checking each room. Above all, remain calm. The fire alarm is only a warning system. It is there to help you and to help protect lives.

G. **Use of Fire:** The creation or use of campfires or any other type of fire(s) is prohibited.

Hazardous Practices:

A. **Appliances:** Please do not overload any circuits with extension cords or multiple outlet adapters. SUM asks that students refrain from permanently installing speakers, amplifiers, or other stereo equipment in dorm rooms.

B. **Candles and Incense:** Because it is a fire hazard, the burning or use of candles, oil lamps, incense, or any other device that produces an open flame in any way in the building(s) is prohibited.

All incidents effecting the safety of students or campus life should be reported on the **Safety Incident Report Form** or the **Incident Report Form**.

Missing Student Notification Procedures

When a member of the faculty, staff, or student body realizes that a student is missing, they should follow the following procedure:

1. Contact the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)** and report that the student might be missing. In the absence of the Campus Director or Cohort Advisor, any Main Campus or Cohort administrator may be contacted.
2. The Campus Director or Cohort Advisor will then: a) Initiate an investigation to determine the validity of the missing person report. b) Contact the Resident Assistant for dormitory students to make a determination as to the status of the missing student.
3. If the student is determined to be missing:
   a. Notify the individual identified by the missing student as their emergency contact within 24 hours of making the determination. (May notify sooner if deemed necessary.)
   b. If the missing student is under the age of 18 years, notify the parents(s) / guardian(s) as contained in the student's records immediately after making the determination.
   c. Notify the local Police Department immediately after making the determination.

d. Notify the Vice-President of U.S. Cohort Development (VPCD), who will initiate whatever action is deemed appropriate under the circumstances that are in the best interest of the missing student.

Missing Student Notification

If it has been determined that a student has been missing for 24 hours and is under the age of 18 and is not emancipated, the school will notify both of the student's custodial parent(s) / guardian(s) and the student's emergency contact person that the student is missing immediately after a determination is made concerning the validity of the report.

Voter Registration

The Higher Education Act Amendments of 1998 requires colleges and universities to make voter registration forms available to students.

Main Campus:	California students may connect with the Federal Election Commission (FEC) and the California Secretary of State through this link to the **California Secretary of State Website**. From this site, students can complete their registration online, or print a registration form and mail it directly to their local elections official. Additionally, hard copy forms are available at the Main Campus Library, Registrar's Office, or the Student Life Office for the state of California.
Cohort Sites:	Cohort students may go to: **Voter Registration**. This does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting. An electronic message may be used if exclusive to voter registration.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the organizational representative of the Student Body. The Association serves as a liaison between the SUM Student Body and Administration, as well as representing the Student Body to groups both inside and outside of the College. Students are encouraged to communicate with SGA any ideas or suggestions for events they would like to see offered at SUM. The intention of SUM is to make SGA accessible to all students in all locations. SUM welcomes the means to help bring this about.

Constitution and Bylaws (Revised July 2020)

Article I

Name

Student Government Association (SGA) of SUM Bible College and Theological Seminary

Article II

Purpose

A. To provide communication between the Student Body and the Administration concerning Student Life of SUM Bible College and Theological Seminary Campus.

B. To help communicate to the Student Body through social media, print, texting, and other forms of media and / or communication.

C. To create community among the diverse Student Body by encouraging an atmosphere of mutual respect within various venues established for the purpose of providing unity and inclusion.

D. To facilitate a forum that addresses student concerns and conflicts and provides resolutions that bring unity within the SUM community.

E. To designate appropriate distribution of finances committed to the Student Government Association.

F. To plan and execute events which bring the Student Body together for social and spiritual benefit.

Article III

Membership

A. Cohort Representation of Members (Ambassadors): The Council shall consist of representatives from each department below.

1. Each Cohort shall elect one – two Ambassadors. This is based on need and enrollment.
    a. Cohort's should seek to represent the diversity of their Cohort in their choice of Ambassadors.
2. International Regional Reps will appoint Ambassadors by region, the number for each region will be based on need and enrollment.

3. Undergraduate and Graduate Program Representatives will be chosen by the Academic Department. The number of Ambassadors will be based on need and enrollment.
4. Online and Anytime-Anywhere Ambassadors will be chosen by online advisors. The number of Ambassadors will be based on need and enrollment.
5. Spanish Program Ambassadors will be chosen by the program director. The number of Ambassadors will be based on need and enrollment.

B. Executive Official Members (Ex-officio): The Executive Team and the Director of Student Life and Ministry are members. Ex Officials may attend any meetings of the Council.

C. Eligibility of Membership: A person is eligible to be a member of the Council if they meet the following criteria, unless an exception is made by the Director of Student Life for a certain individual.
1. Is a full-time student of SUM
2. Is attending SUM in at least their second trimester
3. Is intending to complete their degree program at SUM
4. Is able to faithfully represent their constituency
5. Is willing to serve on SGA according to the prior stated purpose **(see Article II)**
6. Is living a consistent Christian life
7. Is not currently under SOA disciplinary steps

D. Vacancies
1. Vacant positions shall be filled by election during the SUM annual Mardi Gras Outreach.
2. SGA Officer vacancies occurring before the next elections will be filled by a current Ambassador nominated by the Student Government membership and approved by the Executive Team and the Director of Student Life and Ministry.

E. Responsibility of Members: Each Council member is to attend the meetings of the SGA and fulfill their role as a contributing member.

F. Term of Members: As a Student Ambassador progresses through the years at SUM, the Ambassador shall continue to be a representative of their respective class.

G. Resignation of Members: A Student Ambassador may resign from a position on the SGA at any point during the school year, given the following:
1. The student has a meeting with the Director of Student Life to discuss the reason and validity of the resignation.

H. Removal of Members
1. The Director of Student Life in consultation with the Executive Team may remove a student representative from a position if the student:

a. Ceases to be a student

b. Is on academic probation or is under SOA disciplinary steps

c. Ceases to fulfill the responsibility of a member of the Council

Article IV

Officers

A. The Officers of the Council shall be a President, Vice President (Official Academic Council Representative), Secretary, and a Treasurer.

B. Specific criteria for election of Officers shall be as follows, unless an exception is made by the Director of Student Life for a certain individual.

1. Elected Officers

a. Are at least a second-year student

b. Meet all of the eligibility requirements of an Ambassador

c. Is elected by the greatest number of votes during the Mardi Gras Elections

Responsibilities of Officers

1. **President** – responsibilities shall include the following:

a. Preside over SGA / Ambassador meetings

b. Act as official representative of the SGA to the Executive Team.

i. Attend a once per trimester meeting with the Executive Team.

ii. Request other meetings as needed.

iii. Provide a monthly report to the Executive Committee.

iv. Meet with the VP of Cohort Development and / or Director of Student Life and Ministry as often as needed.

c. Appoint such committees as deemed necessary.

d. Act as a designated representative at all SUM events including but not limited to: Graduation, Campus Days, major recruiting events, virtual events, denominational events, Mardi Gras, etc.

e. Present issues discussed in the SGA to the Director of Student Life.

f. Plan and execute a monthly student community event promoting the mission and vision of SUM Bible College and emphasizing the call of God. Fivefold ministry guests will be invited as recommended by the Executive Team and Director of Student Life and Ministry.

g. Report back to SGA on the decisions of Executive Team on the issues presented.

2. **Vice President (Academic Council Representative) –** responsibilities shall include the following:
    a. Meet with the Chief Academic Officer at least once per month during the monthly Academic Council meeting with the at large faculty.
    b. Vice President may be called to attend other meetings for the Academic Council.
    c. Relay important information to SGA Committee and keep record of minutes from meetings.
    d. Assist the SGA President and assume the role of the SGA President if the President is unable to either temporarily or permanently (until new President is elected).
3. **Secretary** – responsibilities shall include following:
    a. Record and maintain meeting minutes.
    b. Send a type copy of the minutes to each Representative and the Director of Student Life and Ministry.
    c. Type any proposals for presentation.
    d. Maintain record of previous meetings with pertaining material.
    e. This person is connected with communication, enrollment, media, recruitment and events of SUM.
        i. Meets once a month with those department heads and the VP of Cohort Development during a scheduled Cohort Advisor Meeting.
        ii. Helps with planning of SUM wide events as requested by the various departments.
4. **Treasurer** – responsibilities shall include the following:
    a. Maintain a running account of council finances, including all receipts and expenditures.
    b. Be custodian of the SGA finances.
    c. Give a report of SG finances at each meeting.
    d. Work with the business department of SGA as needed.
    e. This person is connected to the Chief Financial Officer.
        i. They will meet as needed and requested.
        ii. They will make a petition for finances for student government events, scholarship programs etc.
5. **Ambassadors** – responsibilities shall include the following:
    a. To act as a representative for each constituency.
    b. To assist with recruiting.

i. Helping to increase awareness for potential students.
    - Through social media.
    - Through in-house church services and events.
    - Through recruiting opportunities at churches near the cohort if applicable.
    - Assist by brainstorming ideas for potential recruiting venues.

ii. Assist with recruiting events including but not limited to Campus Days/ Spiritual Emphasis.

c. Attend the monthly Student Ambassador meeting.

d. Complete assignments given by VP of Cohort Development, Student Life and Ministries Director or SGA Officers.

e. Discuss opportunities to improve the SUM student life and ministry department and student engagement and community.

f. Potentially serve on SUM Student Government.

g. Please see the Student Ambassador job description for full details.

Article V

Meetings

A. Members of the SGA shall meet as determined necessary, but not less than once per month. This meeting is not the same as the Ambassador meeting.

B. Meetings shall be run according to Robert's Rules of Order.

C. Meetings may be called by:

1. The President of the SGA
2. The Executive Team of SUM
3. Two-thirds of the student representatives

D. Meetings shall follow an agenda:

1. The agenda shall be set by the SGA President.
2. The agenda shall include:
    a. Any uncompleted business from the previous meetings.
    b. A time for student concerns to be discussed.
    c. Any business the Student Life Office gives the SGA.
    d. Any other business the SGA President deems necessary.

e. All Ambassadors are allowed to raise new business concerns to the SGA President. Those items should be included in the agenda.

Article VI

Issues

A. Issues and concerns brought to the SGA shall by submitted on the SGA Suggestion Form.

B. Issues and concerns brought to the SGA shall be addressed by the SGA through the following process:

1. Each shall be discussed for validity and appropriateness.
2. If deemed valid and appropriate, it shall be discussed to solicit ideas for resolution.
3. Each issue and suggested resolution shall be put in the minutes.
4. The issues shall then be brought to the Director of Student Life, as the SGA had placed them in priority.
5. If the Director of Student Life is able to respond, their decision shall be reported to the SGA. The SGA shall then report back to the students as they feel necessary.
6. All other issues shall be discussed by the Executive Team as needed.
7. The Executive Team's decision shall be reported to SGA, which shall then report back to the student as they feel necessary and appropriate.

C. Issues of personal conflict within the SGA should be dealt with in a Biblical manner according to *Matt. 18:15-17*.

ACADEMIC LIFE

DEGREE PROGRAMS

The Student Handbook provides a brief listing of degree programs offered at SUM. Full details regarding all SUM Bible College & Theological Seminary's undergraduate and graduate degrees can be found in the **Academic Catalog**.

Undergraduate Programs

Bachelor of Arts in Biblical Studies

The Bachelor of Arts in Biblical Studies (BABS) degree is a three-year degree offered for the purpose of equipping students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students attain a fundamental grounding in Biblical Studies. **This degree program is not accepting new students at this time, but only serving continuing students.**

BACHELOR OF ARTS IN BIBLICAL STUDIES (BABS)			
Degree Goal	To equip students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students attain a fundamental grounding in Biblical Studies.		
Minors (4)	**Concentrations (9)**		
1. Ministry of the Evangelist	1. Fivefold Ministry	6. Pastoral Ministry	
2. Ministry of the Pastor	2. Church Planting	7. Prophetic Ministry	
3. Ministry of the Prophet	3. Church Teaching	8. Worship Studies	
4. Ministry of the Teacher	4. Evangelistic Ministry	9. Youth Ministry	
	5. Global Missions		

Bachelor of Arts in Theology and Ministry

The Bachelor of Arts in Theology and Ministry (BATM) degree is a three-year degree offered for the purpose of equipping students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students a fundamental grounding in biblical and theological studies.

BACHELOR OF ARTS IN THEOLOGY & MINISTRY (BATM)	
Degree Goal	To equip students for effective ministry through academic instruction combined with hands-on ministry and personal mentorship that help students attain a fundamental grounding in biblical and theological studies.

Bachelor of Arts in Worship and Music

The BAWM (pending WSCUC approval) is a three-year degree that prepares future ministry leaders in musical proficiency through skill and disciplinary development in the tradition of musical conservatories together with a biblical-theological education that cultivates servant leaders with practical ministry experience in a setting that provides personal mentorship. The BAWM cultivates worship leaders with

theological understanding, spiritual maturity, and personal integrity who serve the Church in its calling to worship, and who calls humanity into the right relationship with the Triune God. Graduates are prepared for musical performance and church leadership roles as well as graduate education in musical schools or in seminaries.

BACHELOR OF ARTS IN WORSHIP & MUSIC (BAWM)	
Degree Goal	To equip students for effective worship ministry through academic instruction combined with hands-on ministry and personal mentorship that help students attain a fundamental grounding in worship and music

Graduate Programs

Master of Arts in Christian Leadership (MACL)

The Master of Arts in Christian Leadership is a graduate theological education program designed for 1) men and women called to leadership roles or positions in a local church setting, para-church organizations, or the marketplace, and 2) those who are currently in leadership roles who are seeking to enhance their leadership skills both practically and theologically. The program provides students with a solid understanding of biblical leadership principles and strategies, while preparing them to serve in leadership positions.

MASTER OF ARTS IN CHRISTIAN LEADERSHIP (MACL)	
Degree Goal	To provide students with a solid understanding of Biblical leadership principles and strategies, while preparing them to serve in leadership positions.

Master of Arts in Biblical Studies (MABS)

The degree equips students for the biblical research aspects of ministry related to teaching, preaching, Bible education, and research. Students research biblical concepts and theological principles with a view toward equipping the saints and building the local church. The MA in Biblical Studies is an appropriate degree for anyone called to serve in any of the five-fold

BACHELOR OF ARTS IN BIBLICAL STUDIES (BABS)	
Degree Goal	To equip students for the biblical research aspects of ministry related to teaching, preaching, Bible education, and research. Students research biblical concepts and theological principles with a view toward equipping the saints and building the local church. The MA in Biblical Studies is an appropriate degree for anyone called to serve in any of the five-fold ministries.
Concentrations	
1. Biblical Languages	Offers a specialization in the Bible, biblical interpretation, and theology, and emphasizes a student's abilities to research using Hebrew and Greek language tools and to produce scholarly, biblical, and theological research projects. It will help those who are pursuing a terminal degree in Biblical Studies.

2. Biblical Exegesis	Provides an understanding of Scripture and systematic theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, comprehension of foundational biblical and theological truths, and a commitment to godly Christian character.
3. Biblical Theology	Provides an understanding of Scriptural theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, and a commitment to godly Christian character. Develops a unified theology of the Bible that respects varied perspectives within individual Bible books.

MASTER OF DIVINITY (M.Div.)

The master of divinity specializes in biblical interpretation and Christian theological heritage with a view towards building the kingdom of God, impacting culture and society. M.Div. Students should be able to defend and articulate the Christian ethical and theological system, produce scholarly biblical and theological research, and integrate these principles in all aspects of ministry leadership, development, administration, and theological research.

MASTER OF DIVINITY (M.DIV)	
Degree Goal	To offer specialized instruction in biblical interpretation and Christian theological heritage with a view towards building the Kingdom of God, impacting culture and society.

CURRICULA

Please see the **2020-2021 Academic Catalog** for detailed information regarding SUM's dynamic curricula.

Internet Access and Use

The Main Campus and all Cohort Sites provide internet access for academic research and brief email use only. Unless authorized by an instructor, students are not to access the internet during class sessions. Doing so during class time, without authorization, will result in the student receiving an "absent" mark for the class period.

Under no circumstance are students allowed to use the internet for inappropriate use, including, but not limited to, the following:

- Misuse of copyright material.
- Violation of license agreements.
- Displaying or dissemination of sexually explicit material of any kind.
- Access or dissemination of literature that contains hate materials, obscenities, or any illegal activities.

- Chat rooms.

Students who violate these rules and / or copyright infringement laws will be responsible for all fines and legal ramifications.

Students are allowed to use the internet for emailing, research, social media, and blogging, etc.

SUM prohibits illegal downloading and distribution of copyrighted materials such as music and other media. Violation of any of the above could result in the student being placed on strict probation, required counseling by a SUM approved counselor, study material pertaining to the violation, and any other stipulation deemed necessary by the SOA Accountability Committee. A second violation will result in the student being expelled from the College.

STUDENT MINISTRY OFFICE

SUM's Student Ministry Program is a leader among Bible colleges for providing practical hands-on ministry opportunities in a wide variety of settings / locations, from inner cities to suburban areas. The Student Handbook is designed to help familiarize the student with the Student Ministry Program of SUM. The Student Ministry Office focuses on three distinct areas: Practicum, Outreach, and Internship.

BIBLICAL FOUNDATION FOR STUDENT MINISTRY

"And Jesus said to them, 'Go into all the world and proclaim the good news to the whole creation. The one who believes and is baptized will be saved; but the one who does not believe will be condemned.'" (*Mark 16:15–16, NRSV*)

SUM's Student Ministry Office is driven to reach the lost (*Luke 19:10*) and to provide pastoral covering for SUM students (*John 10:10-16*; *21:15-17*). SUM responds to Jesus' challenge by providing opportunities for students to practice what they learn in the classroom in real-life ministry. Students yield to the Holy Spirit's guidance and gift, performing signs and wonders in imitation of Jesus and the early church (*John 14:12*; *Rom. 8:29*; *Mark 16:17-20*; *Acts 3:1-7*; *4:7-10*; *1 Cor. 12:4-11*; *Gal. 3:5*; *1 Pet. 4:10-11*.)

College professors and experienced pastors mentor and minister alongside the students. Students will learn foundational ministry skills and exercise their gifts and calling in many types of service within their church and community (*1 Cor. 12:27-31*; *Rom. 12:3-8*).

First- and second-year students participate in activities of evangelism and social concern (i.e., Practicum & outreaches). Students residing on the SUM Main Campus are assigned Practicums by the Campus Director, and students residing at a SUM Cohort are assigned Practicums by their respective Cohort Advisor and Visionary Leader.

Third-year students prayerfully consider the kind of ministry God is calling them to and will serve under an experienced minister for one year in an Internship.

MISSION STATEMENT

The Student Ministry Department has a two-fold function.

1. Integrate experiential learning into SUM's academic programs so that students learn to be effective witnesses of the Gospel a) through a lifestyle that is consistent with the Word of God, and b) through confident but humble proclamation of the Gospel message.
2. Cultivate and graduate students who are ready to lead in their respective areas of calling.

These functions are accomplished by providing students with opportunities for hands-on ministry under the mentorship of College appointed men and women of God.

GOALS AND LEARNING OUTCOMES

SUM believes that no school can adequately prepare men and women for front line ministry without first exposing them to the stresses and pressures of real-life ministry situations under the guidance of experienced leaders. The Student Ministry Program is designed to provide this experience. Each week, students feel the pain of lost humanity and learn to deal with a multitude of ministry issues from a biblical perspective.

A wide variety of ministry opportunities are presented in this Handbook. Students, under the guidance of the Holy Spirit, are able to co-labor with SUM faculty, local pastors, and ministries that are directly impacting the world with the Gospel. This mentoring provides a vital opportunity for students to glean insights and practical experience from those who are on the cutting edge of ministry. Through the Student Ministry curriculum, SUM seeks to fulfill the following goals and learning outcomes:

Goals

SUM seeks to:

1. Increase a student's exposure to the wide variety of ministry opportunities and the importance of working together with God to fulfill His purposes.
2. Develop a student's basic competence in Christian service and ministry that will allow the student to discover personal ministry gifts and increase skills through supervised training, experience, and spiritual development.
3. Expand a student's understanding of the many facets of various ministries.
4. Increase interpersonal skills for functioning as a team member with fellow workers.
5. Refine a student's ability to effectively share personal faith and testimony.
6. Facilitate a student's opportunity to gain experience leading people to Christ.

Learning Outcomes

Student Ministry Mission: The mission of the SUM Student Ministry program is to provide practical ministry opportunities that are integrated with academic programs and will prepare students to fulfill their fivefold ministry calling.

Upon completion of the practical ministry program, students will:

- Evaluate practical ministry methods for application to fivefold ministry contexts.
- Select ministry methods appropriate to a variety of cultural and social settings.
- Prove the effectiveness of various evangelistic methods for their own cultural context.
- Design a ministry project that is relevant to their fivefold ministry calling.
- Carry out a ministry project appropriate to their fivefold ministry calling.

PRACTICUM

Definition of Practicum

A Practicum is a supervised "hands-on" opportunity to minister the Gospel to individuals by various means and methods. Practicum is about the Praxis of Ministry as opposed to the Theory of Ministry. The Practicum experience is a systematic approach to train students to apply in real life what they are learning in the classroom. A Practicum meets four (4) hours weekly, and one (1) credit is earned per trimester, per Practicum.

Elements of SUM Practicum

The purpose of the ministry Practicum is to broaden the student's ministry experience and to challenge students with tasks that are new to them. These new experiences will take a student from their comfort zone and will create opportunities for the student to learn dependency on the Holy Spirit for their ministry. Elaborated Practicum clarifications include:

- A minimum of four (4) hours each week in active ministry. A student may volunteer over and above the required time if so desired.
- The student can be trained in a number of areas, such as conducting Bible studies, preaching, teaching, worship, evangelism, ministry event planning, etc.
- The student should not be used as a janitor, runner, secretary, etc. While some of these tasks may be included in the Practicum, the student should have the opportunity for front-line, hands-on ministry such as preaching, teaching, witnessing, discipleship, leading worship, praying for the sick, visitation, etc.
- The Ministry Leader should personally observe and mentor the student as well as provide training and de-briefing of ministry activities.
- It is expected that the Ministry Leader meets with the student weekly to give feedback regarding student progress in the Practicum. This meeting may be during the four (4) hour Practicum period.
- If the student is absent for more than two (2) Practicum sessions, the student will automatically fail the Practicum.

Practicum Supervision

All Practicum are supervised by the Campus Director **(Main Campus)**, Cohort Advisor **(Cohort Sites)**, or their designated Practicum Leader. Leaders are responsible for teaching, guiding, and evaluating the student's ministry. SUM encourages its students to depend upon the Holy Spirit, to practice sound biblical teaching, and to respect, obey, and cooperate with Practicum Leaders, communicating clearly any successes, struggles, or situations which should be brought to the attention of the Director of Student Life and Ministry, Campus Director, Cohort Advisor, or designated Practicum Leader.

Practicum Graduation Requirements

BABS and BATM

YEAR	NO. OF CREDITS	PRACTICUM
1 & 2	12	Two (2) Practical Field Ministry (1 credit each) courses per term for six (6) terms. ***NOTE:*** *Six (6) of the twelve (12) practicum credits are directly connected to a two (2) credit applied theology class in the BATM program.*
1 & 2	4	Two (2) Mardi Gras Outreaches (2 credits each)
3	3	Three (3) Internship courses (1 credit each)

BAWM

YEAR	NO. OF CREDITS	PRACTICUM
1 & 2	4	One (1) Practical Field Ministry (1 credit each) for four (4) terms that is directly connected to a two (2) credit Applied Theology class in the BAWM program.
1 & 2	4	One (1) Music Practicum (1 credit each) for four (4) terms
1 & 2	4	Two (2) Mardi Gras Outreaches, one being Praise & Worship Team (2 credits each)
3	4	Three (3) Music Internship courses (1 credit each), and the Worship/Music Recital (1 credit)

Summary of Course Requirements

REQUIREMENT	GRADE WEIGHT	DUE
1. Practicum Agreement	Required	Monday at 11:59pm PST (Week 1)
2. Weekly Attendance	15%	Monday at 11:59pm PST (Week 1-10)
3. Prayer Journal	15%	Monday at 11:59pm PST (Week 1-10)
4. Reflection Application Quizzes	40%	Monday at 11:59pm PST (Week 9)
5. Practicum Leader Evaluation	30%	Monday at 11:59pm PST (Week 11)

Detailed Description of Course Requirements

1. Practicum Agreement (Required)

The **Practicum Agreement** is an official agreement between the student, Campus Director **(Main Campus)** or Cohort Leader **(Cohort Sites)**, Practicum Leader, and SUM in which each party agrees to the terms of the ministry Practicum for the trimester. This agreement must be completed, signed, and uploaded to Canvas for the student to receive Practicum credit. An official ministry Practicum is not in force without this signed document.

2. Weekly Attendance (15%)

Students must take a weekly quiz documenting the hours spent in practicum.

3. Prayer Journal (15%)

Students should keep a daily record of their devotional time with the Lord for all seven (7) days of the week. Students are required to submit a daily Prayer Journal on Canvas (submitted once each week).

Prayer Journal entries should include:

1. Bible passages read and personal theological and ethical reflection.
2. Record of prayer request or topics.
3. Record of promises God personally spoke.
4. Reflection on personal development in leadership, spiritual formation, personal testimony and personal gifting.
5. Discussion of insights gained related to leadership development and ministry practice through the practicum placement.

Objectives

Prayer Journals are guided by the following objectives:

- To develop a disciplined, regular, and accountable devotional time.
- To build a sensitivity and spiritual awareness of what the Holy Spirit is doing in and through the student.
- To help the student to track patterns of personal spiritual growth and areas of shortcomings.

  (Examples: documenting times of explosive faith and trust in God; the Lord's deliverance from seasons of depression; chronicle of struggles and testing in the student's spiritual walk; obstacles and overcoming them in student ministry; etc.)
- To aid the student in disciplining themselves through a consistent time of prayer.

Journal Entries / Inspection Schedule

SUM students may use the preferred journals available for purchase from the SUM bookstore or through an online vendor, or any similar prayer journal. Prayer Journals are handwritten and must be legible. Prayer Journals are to be completed DAILY, seven (7) days per week! Trying to "catch up" days missed by

recording multiple days from memory at one sitting is neither honest nor correct. Continuation of the Prayer Journal is encouraged during holidays and breaks, but not mandatory.

> **NOTE:** The verification is not checking for content, just for completion, to see that specific entries have been made on a daily basis.

Main Campus:	Students will bring their prayer journal to the Cohort chapel each Monday. Alphabetical stations will be set up and students will report to their designated area. A staff member or an assignee of the Student Ministry Office will review each journal to record the number of days students completed their assignment. If it becomes apparent that the journal is not being kept properly, then the reviewer may direct the student to speak with the Director of Student Life and Ministry.
Cohort Sites:	Verification of Prayer Journal will be posted in Canvas by the Cohort Advisor.

To expedite the reviewing process, the following instructions must be followed:

- Do not write journal notes on the top line(s) of the journal.
- For each journal day, center the date on the middle of the top line. If multiple pages are used, students only need to write the date on the first page.
- In the outer most top-margin, record the number of the assignment. In this manner:

Week	Day	Assignment Number
1	1	(W1 / D1)
1	2	(W1 / D2)
1	3	(W1 / D3)
1	4	(W1 / D4)

The second week of entries would read:

Week	Day	Assignment Number
2	1	(W2 / D1)
2	2	(W2 / D2)
2	3	(W2 / D3)
2	4	(W2 / D4)

Students are encouraged to follow a written Bible reading plan and, where possible, integrate class reading requirements into the written Bible reading plan. Several resources are available online, such as **www.youversion.com**.

4. Reflection Application or Integrated Assignment (40%)

Students will take multiple quizzes throughout the trimester to monitor the students' progress in practicum and how they are connecting what they learn in the classroom to what they are doing in ministry.

A. Leadership Development Quiz [10%]

PFM/ PTM 5

B. Spiritual Formation Quiz [10%]

C. Theological Understanding/ Ethical Reflection Quiz [10%]

D. Personal Testimony/ Personal Gifting Quiz [10%]

In Practicums that are connected to a two (2) credit Applied Theology class, an Integrated Assignment will be assigned that connects the classroom instruction with ministry experience. The assignments will be submitted and graded in both the Applied Theology and Practicum classes.

5. Practicum Leader Evaluation [30%] [CLO 5; 10]

During Week 9, Cohort Advisors should initiate the Practicum Leader Evaluation. Then Practicum Leaders should give feedback about the student's attendance, participation, attitude, abilities, etc. The student will receive a confirmation of the evaluation score. It is the responsibility of the student to ensure that their Practicum Leader fills out the evaluation for the term. The student must upload the confirmation up to the assignment in Canvas. The Student Life and Ministry Instructor will take this feedback into consideration for the student's Practical Field Ministry course grade. A student will only receive credit for ministry practicum in which ALL requirements have been met.

Practicum Options

One goal of Practicum is to ensure that students learn how to share their faith with the lost, and another priority is for students to receive exposure to a wide variety of ministry expressions in hopes that this broad exposure will help them decide where they might best serve in the future. In light of these facts, an evangelizing Practicum is required during the trimester immediately prior to Mardi Gras. In all, SUM wants each student to have a minimum of four (4) different types of ministry expressions during their first two (2) years at SUM. The mandatory evangelizing Practicum during the trimester immediately prior to Mardi Gras is necessary to equip students for the SUM Mardi Gras Outreach. At least three (3) other forms of Practicum experiences must be accomplished during the first (2) two years of Practicum.

Main Campus:	Students can contact the Campus Director for a list of possible Practicums in the Main Campus area.
Cohort Sites:	Each Cohort Site offers different ministry opportunities. Each Cohort Advisor, in concert with their Visionary Leader, will be best able to design Practicum offerings that advance the Kingdom of God in their city or region. Practicum offerings should grow endemically from the life of the Cohort Host Church. The Cohort Advisor will provide students with a detailed Practicum schedule customized for the respective ministry's needs.

The following is a list of traditional Practicum options:

Chaplaincy	Pastoral	Worship	Teaching
Hospitals	Associate	Musicians	Assistant
Convalescent	Youth	Vocalists	Tutoring
Prison	Children	Exhortation	Bible Study
Media Ministry	**Hospitality**	**Bereavement**	**Benevolence**
Sound	Ushering	Funerals	Homeless
Lighting	Cooking / Serving	Counseling	Orphan
PowerPoint		Disaster Relief	Widow

4 There are diversities of gifts, but the same Spirit. 5 There are differences of ministries, but the same Lord. 6 And there are diversities of activities, but it is the same God who works all in all. 1 Cor. 12:4-6 (NKJV)

Summer Missions Practicum

Students can earn up to two (2) credits by completing a Summer Mission Practicum anywhere in the world, whether in the U.S. or in foreign locations. Students must receive prior approval by submitting the Summer Missions Practicum Agreement Form, Missions Practicum Description Form, and Missions Practicum Application Form to the Director of Student Life and Ministry before a student can officially enroll in a Summer Mission Practicum. The minimum requirement is two (2) weeks accumulating 40 hours of hands-on ministry per unit. Up to two (2) units, or four (4) weeks accumulating up to 80 hours of hands-on ministry, can be earned on any one Summer Mission Trip.

NOTE: All Summer Missions Practicum forms can be found in Canvas and online at **sum.edu/forms**.

Practicum Agreement (required)

The **Practicum Agreement** is an official agreement between the student, Campus Director **(Main Campus)** or Cohort Leader **(Cohort Sites)**, Practicum Leader, and SUM in which each party agrees to the terms of the ministry Practicum for the trimester. This agreement must be completed, signed, and uploaded to Canvas for the student to receive Practicum credit. An official ministry Practicum is not in force without this signed document.

Participation Outreach Activities (15%)

Students will be required to attend and participate in all activities scheduled during the trip, whether witnessing, street evangelism and preaching, leading Bible studies, or doing humanitarian works.

Daily Prayer Journal (15%)

Students will keep a Daily Prayer Journal. The preferred Journal is the text book (journal) for SUM Practicums. Other journals must be bound in a diary, composition book, or notebook. Handwritten Journals must be legible, or no credit will be given.

Daily Prayer Journals will answer the following questions:

a. Scripture verses read today: _____

b. Personal reflection on the scripture: ("What is God showing or teaching the student through this scripture?")
c. How will the student personally apply these verses in life today?
d. The student's prayer focus for the day...
e. Personal reflections of each day's experiences (challenges, fears, or lessons learned).

Personal Reflection Paper (40%)

Students will write a five (5) - page personal reflection paper entitled: "My Mission Trip Experience." This paper should include a Title Page, followed by a page left intentionally blank, and at least five pages (no more than seven) of double-spaced text with one-inch margins and a 12-point font size.

The reflection paper should answer the following questions:

1. What lessons did the Lord taught the student concerning the Summer Missions Practicum?
2. How has this experience affected the student's burden for the lost?
3. How has this experience effected the student's personal witnessing?
4. What scriptures became personally meaningful before, during, or after this outreach? Explain why.
5. Describe the most memorable outreach experience the student had during the trip (a person witnessed to, a chapel experience, or other testimonies).
6. Describe the most memorable experience the student had with the SUM group or the student's ministry partner (fellowship time, camaraderie, etc.).
7. Summarize a personal reflection of the Mission experience.

NOTE: The five-page reflection paper may include excerpts from the daily Prayer Journal but should not be a 'cut and paste' of the materials in the Prayer Journal. Students are encouraged to reflect critically, analyze, and synthesize their personal experience, summarizing the impact the Missions Practicum has had on their personal spiritual development. The Personal Reflection Paper will be submitted electronically via Canvas.

This paper is DUE by 4:00 pm the Friday following the student's return from the Practicum trip. No late work will be accepted. Students must submit a completed **Practicum Leader Evaluation Form** (Canvas), which allows the Practicum Leader to reflect on the student's growth during the trip. This form should be given to the Supervisor before the trip begins. Upon completion of the Missions Practicum, the Practicum Leader Evaluation Form must be submitted electronically or turned in to the Campus Director or Cohort Advisor.

Grading: Summer Missions Practicum

ASSIGNMENT	PERCENTAGE
Practicum Agreement	Required
Outreach Participation	15%
Daily Prayer Journal	15%
Reflection Paper	40%
Practicum Leader Evaluation	30%

Practicum Overall Grade

Full-time students are required to complete two (2) credit hours of Student Ministry Practicum per trimester equaling eight (8) hours per week. Part-time students are required to complete at least four (4) hours per week of Student Ministry which is one credit hour of Practicum (please see table below). Any hours of ministry over and above the required amount will be on the student's own time and cannot be counted for course work requirements. All first- and second-year students enrolled in the winter trimester in which the Mardi Gras Outreach occurs are required to participate in the event. ***A student will only receive credit for ministry Practicum in which all requirements have been met.***

Practicum Satisfactory Completion Chart

CREDIT HRS.	PRACTICUM CREDITS	INTERNSHIP CREDITS	MARDI GRAS CREDITS
8-16	2		
16-24	3		
24-32	4		
32-40	5		*Mardi Gras 1
40-48	6		
48-56	7		
56-66	8		
66-74	9		*Mardi Gras 2
74-82	10		*1
82-90	11		
90-98	12	1	
98-106			
106-114			
114-122		2	
122-130			
130-136			*2
136 +		3	

*MG1 and *MG2 represents the appropriate sequence for when the student should complete the Mardi Gras Practicum Event – *1 and *2 represent the latest time they can be completed.

Attendance and Punctuality

Students are expected to attend all Practicum sessions and be punctual for each session. Absences will be adjudicated following the SUM attendance policy: If a student is absent 25% or more of the scheduled Practicum sessions in a trimester (i.e., misses more than 2 Practicum sessions), the student will automatically fail the course.

A student may be present for the first half of a Practicum session and be counted absent for the second half if the student fails to return from break or leaves before the session is dismissed.

If a student needs to leave the Practicum session for personal reasons (restroom or drink of water), they should not exceed ten (10) minutes of absence. A student who leaves before the supervisor dismisses the session will be counted absent.

Mission trips and ministry activities will not be counted as excused absences and should not be scheduled to interfere with Practicum attendance. Exceptions include ministry responsibilities involving unavoidable circumstances, such as officiating at funerals.

Attendance is required in all Practicum sessions and must be recorded on the weekly Practicum Quiz in Canvas.

Practicum Personal Requirement Guidelines

Because of the nature of ministry, it is essential that students respect and obey the directions of the Practicum Leader. Ministry, by nature, involves meeting and working with people from the community. Areas of personal preparation are important for anybody who wants to be successful in ministry. Recommendations for individual preparation are as follows:

- **Seeking God's wisdom for preparation:**
  Students may not believe themselves to be gifted or enabled to be evangelists, but all Christian leaders must fulfill the Great Commission (*Mark 16:15-18*) and be prepared to train, equip, and lead others (*2 Tim. 2:2*). Realistic self-examination as well as personal and spiritual preparation are necessary for understanding the ministry requirements of each Practicum.

- **Personal Testimony:**
  Students should be prepared to share their testimony (*1 Pet. 3:15*). It is expected that students will understand the scriptural basis for the Good News and be able to share their own testimony based on personal experience with scriptural foundation. Students should be prepared to share their testimony in many different situations, such as the "30-second elevator" testimony, "cold-call" testimony (to strangers) and, more particularly, to develop the ability to identify with a person and relate a personal testimony to what is known about the individual being witnessed to.

- **Evangelistic Tools:**
  Students should be able to utilize Gospel tracts, practical illustrations, or other evangelistic tools ("Gospel magic", "wordless book"; Romans Road, etc.). Students are encouraged to find and use a tract or evangelistic tool of their choosing. Students also are encouraged to write their own tracts and to submit them for evaluation to the Director of Student Life and Ministry **(Main Campus)** or Cohort Advisor **(Cohort Sites)** for consideration as tools to be used during Practicum, or simply for personal use.

- **Reading / Personal Study:**
  Students are encouraged to read practical helps or inspirational writings on the topic of evangelism and spiritual development to understand better the nature of the spiritual warfare they are engaged in (*Eph. 6:10-18*), understand the personal cost which may be demanded of them (*2 Cor. 11:21b-30 & 12:6-9*), and the end result of their spiritual labors (*2 Cor. 3:4-8*).

- **Practical Considerations:**
  As with any "on the job" training experiences, students may feel "pushed" to participate in ministry they may not feel prepared or capable to perform, or "stretched" personally and spiritually by their ministry opportunity. The daily Prayer Journal will be a valuable resource to record personal

progress through these growing experiences. There are, however, times when a student will need to communicate frustrations. It is crucial for students to speak to the person directly related to the concern in a non-emotional and rational manner. If speaking the truth in love (*Eph. 4*, *Phil. 2:1-14*) does not satisfactorily address the concerns, it is appropriate to address the Director of Student Life and Ministry.

DO:

1. Arrive to Practicum assignments on time.
2. Always exemplify the highest Christian values.
3. Be helpful, honest, courteous, and obedient.
4. Dress according to SUM class / chapel dress codes, including appropriate identification.
5. Pray for opportunities and "spiritual appointments" and look for opportunities to witness.
6. Look for opportunities to serve.
7. Strive for consistency in devotional time, keeping your daily Prayer Journal up to date.

DO NOT:

1. Do not behave or interact obnoxiously.
2. Do not be late.
3. Do not hinder contact with an individual by wearing earphones or dark sunglasses (mirrored or obscuring the eyes), and do not use cell phones (except when absolutely needed to communicate with leadership).
4. Do not complain about the Practicum assignment.
5. Do not pair off as a couple while on Practicum assignments, or date while on assignment.
6. Do not act inappropriately.
7. Do not argue with a supervisor or other students. Disagreements or frustrations should be addressed in an appropriate manner.

Miscellaneous Issues Concerning Practicum

Servant of All (SOA) Accountability Requirements

Students under Servant of All (SOA) academic supervision (i.e. those either with Will Improve or Warning ratings) will attend Academic Accountability classes in addition to their two Practicum classes.

Transportation

Students are expected to provide their own transportation to the ministry assignments away from the Main Campus or Cohort Site unless it is expressly provided by the SUM Main Campus or Cohort Site. The College and partnering Cohort will not provide any remuneration for involvement in Practicum assignments.

Assignment Adjustments

Students are expected to remain with and complete the ministry assigned for Practicum throughout the trimester. If a change becomes necessary, the student must contact the Campus Director or Cohort Advisor for approval prior to making any changes.

Outreaches Defined

Outreaches are major events in which students have opportunities to share their faith and demonstrate acts of kindness to the surrounding community. The Main Campus and each Cohort Site will determine outreach events that best suit the needs of the surrounding community.

Student Driven / Initiated Outreaches

From time to time, SUM students have taken the initiative to organize and run various outreaches. Outreaches that are student-initiated must have the permission of the Campus Director or Cohort Advisor, and have buy-in from the majority of the student body at the location of the outreach event. Events in the past that have been student driven are as follows: Bags for Damascus, Citywide Healing Crusade (Bring Your Brokenness to Jesus and Be Healed!), Music Festivals in the Park, The Oakland Awakening—Summer 2011, and Youth Crusades.

MARDI GRAS OUTREACH

Course Description

The "Mardi Gras" Outreach is a SUM evangelistic effort conducted during the last Friday, Saturday, Sunday, Monday, and Tuesday of Mardi Gras in New Orleans for US students. Internationally, this Evangelistic outreach is held during a local multi-day (3 or more) festival at a date determined by the international cohort leadership for international students. SUM students, faculty, and administration share the Gospel of Jesus Christ with people from all walks of life who are searching for truth, acceptance, love, and significance.

Course Goals

- To challenge the student to a deeper walk and witness for Jesus Christ.
- To show the student a clear delineation between the world and the church.
- To help the student "cross the line" in the Christian walk and witness.
- To promote SUM to attract prospective students.

Course Requirements

REQUIREMENT	GRADE WEIGHT
90 Total Hours (45 per credit, 2 credits)	
1. Pre-Mardi Gras Morning Prayers	25%
2. Outreach / Conference Participation	25%
3. Daily Prayer Journal	25%
4. Personal Reflection Paper	25%

The value of the Mardi Gras Outreach lies in continual and committed participation. Therefore, to pass the course, the student must earn **75% or more** in each of the four course requirements. **Earning 74.99% or less** in any of the four course requirements will **result in a 0% (*F*)** for the course.

Detailed Description of Course Requirements

1. Pre-Outreach Prayer, Training, and Planning

Pre-Outreach Prayer (6 hrs. total)

Students will participate in morning prayers for two (2) weeks prior to the Mardi Gras Outreach. This is a requirement and attendance will be taken. Students are encouraged to fast at least a portion of this time.

Main Campus:	**Mardi Gras Prayer Schedule** Monday- Thursday at 7 AM – 7:45 AM PDT Main Campus students must participate in prayer for 45 mins per day, 4 days per week (2 weeks).
Cohort Sites:	Cohort Advisors will determine the time for the Cohort prayer focus and verify student participation. Cohort students must participate in prayer for 6 hours of corporate prayer scheduled by the Cohort Advisor prior to Mardi Gras Outreach.
International Students:	International students must participate in a total of 6 hours of corporate prayer scheduled by the Cohort Advisor prior to the "Mardi Gras-style" Outreach.

Outreach Training (10 hrs. total)

Outreach training involves:

- Student Life and Ministry Mardi Gras training chapels (2 per trimester).
- Mardi Gras training videos (provided by Student Life and Ministry Department).
- On-site Outreach training before or during the event.

Outreach Planning and Preparation (25 hrs. total)

***International Student only.**

Planning and preparation for the Outreach include:

- Planning the Outreach event under the direction of the Cohort Advisor and Visionary Leader.
- Securing donations.
- Planning services and banquet.
- Inviting prospective students to join the Outreach.

2. Outreach / Conference Participation

Students will participate in the entire Mardi Gras Outreach, including all plenary seminars, appropriate break-out sessions, corporate meals, outreach endeavors, and all other activities. All students will cooperate with, be submissive to, and will receive both instruction and direction from the Mardi Gras Outreach leadership in all areas pertaining to the Mardi Gras experience. The need for a "pseudo-military" approach

to Mardi Gras is in the best interest of all students, and will help to maintain the stellar witness that SUM has always exhibited during the New Orleans Mardi Gras event.

Outreach Participation (22 hrs. total)

Outreach hours include:

- Transportation to and from Outreach location.
- Debriefing time.

Students must attend and participate in every planned Outreach session.

Service / Breakouts (10 hrs. total)

Services and breakout sessions include:

- Attending services and breakout sessions.
- Attending the Pre-Mardi Gras Rally.
- Attending the Post-Mardi Gras Celebration Service.
- Participating in the banquet.

Students must attend and participate in every scheduled service, breakout session, and meal.

3. Outreach Prayer Journal

Students will keep a daily Prayer Journal during their Mardi Gras experience. The preferred journal will be included in a packet that students receive upon arrival in New Orleans for the event. [Students should also bring the prayer journal that they normally use in case the pages available in the Mardi Gras prayer journal are not sufficient for what God is speaking during the event.] For credit to be given, the Prayer Journal must be legible. Students should make sure the Journal answers the following questions:

Daily Prayer Journal Expectations

- Scripture verses read today: _____
- Personal reflection on the scripture: ("What is God showing or teaching the student through this scripture?")
- How will the student personally apply these verses in life today?
- The student's prayer focus for today is...
- Personal reflections of each day's experiences (challenges, fears, or lessons learned).

NOTE: Regular Practicum 'Reflection Papers' will be incorporated into the Prayer Journal requirement. These should be short, personal reflections.

4. Personal Reflection Paper

Students will write a personal reflection paper entitled: "My Mardi Gras Outreach Experience." This paper should include a Title Page followed by a Table of Contents, and be between 3-5 pages of 12pt font, Times New Roman text, double-spaced, with one-inch margins.

Your Reflection Paper must include cultural exposure and should answer the following questions:

- What lessons did the Lord teach the student during the Mardi Gras Outreach?
- How has this experience affected the student's burden for the lost?
- How has this experience affected the student's personal witnessing?
- What scriptures became more meaningful to the student before, during, or after this outreach? Please explain.
- Describe the student's most memorable experience at the Mardi Gras Outreach (a person witnessed to, a chapel experience, or another testimony).
- Describe the most memorable experience the student had with the SUM group or Outreach partner (fellowship time, camaraderie, friendship established, lessons learned together, aggravation resolved, a corporate meal, etc.)
- Summarize the student's personal reflection of the experience at Mardi Gras Outreach.

  NOTE: The reflection paper may include excerpts from a student's Daily Prayer Journal, but should not be a "cut and paste" of the materials from the Prayer Journal. Students need to critically reflect upon, analyze, and synthesize their personal experiences, summarizing the impact Mardi Gras has had on their spiritual development.

The Personal Reflection Paper MUST be submitted electronically through the Canvas assignment.

Mardi Gras Outreach 2021

YEAR	START TIME / DATE	FINISH TIME / DATE
2021	Check in 4pm, Thurs., Feb. 11th	Free Day, Weds., Feb. 17th

Participation in the "Mardi Gras-Style" Outreach is mandatory for ALL SUM B.A. students. All students that have not completed two Mardi Gras Outreach experiences will be automatically registered for the Mardi Gras Outreach. No student will be allowed to drop Mardi Gras without a valid reason that is submitted to the Director of Student Life and Ministry via the **Mardi Gras Leave of Absence Form**. Students must complete this form and provide all requested documentation prior to the Add / Drop Deadline for the trimester if they wish to receive a refund. NO refunds will be given after that date for any reason, and the money will not be transferable.

U.S. Students

SUM reserves hotels, buses, and other accommodations immediately following the Add / Drop Deadline. A student can fill out the same form after the Add / Drop date and can potentially be allowed to postpone their Mardi Gras participation to the following year. However, as previously stated, no refunds will be given.

International Students

Event Approval Process

- The Mardi Gras Style Outreach plan will be created by the International Cohort Advisor or Regional Director in coordination with the International Regional Representative.
- The initial draft will be submitted to the International Cohort Director for input and approval.
- The Finalized plan will be submitted to the Mardi-Gras Style Outreach Committee for final approval. This Committee will be comprised of the International Cohort Director, the VP of Cohort Development, the Student Life and Ministry Director, a representative from the academic department and the BNTS Director.

Event Budget

- International students are responsible for the cost of the local Mardi Gras style event in the same way that US students are responsible for the cost of the US Mardi Gras event.
- Tuition and fees will be collected to pay for the event. The cost of tuition will be 2 credit hours according to the local tuition rate. The additional Mardi Gras fee will cover additional expenses sustained by the event, but will not exceed the cost of 2 credits of tuition.
- A "Lead Now" style event may be included in the Mardi Gras style outreach. A reasonable registration fee may be charged to cover the food and housing costs associated with attending this event.
- A budget will be included in the Mardi Gras Style Outreach plan including expected expenditures and receipts based upon student tuition and fees and Lead Now Event registration fees. The proposed budget must balance. SUM will not assume financial responsibility for any International Mardi Gras Style Outreaches.

COVID-19 Accommodations

SUM is carefully monitoring the circumstances surrounding the COVID-19 virus and its potential impact on Mardi Gras. Students can expect: 1) to have information about the viability of the annual Mardi Gras Outreach by the start of the Winter Trimester, 2) accommodations in accordance with national, state, and local governing bodies, and 3) an outreach alternative should travel to or gathering in New Orleans become restricted (U.S. Students).

INTERNSHIP

Introduction

In fulfillment of the mission of Jesus Christ and SUM Bible College and Theological Seminary, students are required to complete the Church Internship course during their final three (3) undergraduate trimesters. SUM's mission is to continue to provide hands-on ministry opportunities suitable to the call of God on each student throughout their SUM experience. During the Internship, the student will work alongside a leader who will mentor, guide, and assist the student in developing a Senior Year Project demonstrative of the

student's call of God and / or course concentration. This leader must be approved by the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**. The Church Internship course is accordingly designed to meet the academic concentrations offered by SUM.

Mission Statement

Church Internship is a practical learning experience program for final-year students involving hands-on ministry opportunities in the marketplace, mission field, and church settings, in fulfillment of the Great Commission and the personal mission of Jesus Christ in the world (*Matt. 28:18-19; Mark 16:15-16*; *Luke 10:13*; *John 4:35-38*; *Isaiah 61:1-3*; and *Luke 4:18-19*).

Course Description

This course provides the student opportunities in church, ministry, and community settings for practical ministry involvement and development suitable to the call of God on the student.

The student will develop an exclusive Senior Year Project expressive of God's call on the life of that student, to be publicly exhibited during finals week of the final (third) trimester.

The student will select an Internship Leader who will assist with the planning, organizing, and development stages of the Senior Year Project. The Internship Leader will be responsible in supervising and evaluating the student's attendance, preparation, and development of the Senior Year Project during each trimester. The student will submit the Senior Year Project in Canvas upon completion.

All students will submit the **Internship Agreement Form**, which outlines the expectations of the Internship Leader and the student and serves as an agreement to fulfill the requirements of the course. This agreement must be approval by SUM through the Director of Student Life and Ministry and the Campus Director (main campus) or Cohort Advisor (cohorts). It may be that SUM will not approve the student's choice based on past or current knowledge of the ministry in question and its compatibility with SUM.

Disapproval does not imply that the ministry is disreputable in any way, but only that it may be difficult to align the goals of the SUM Internship with the ministry in question. Students are encouraged not to ask questions concerning the decision, and to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the decision not to approve the Internship choice.

The student will show evidence of an organized documentation of the planning, organizing, and developmental stages of the Senior Year Project during finals week for grading by the Internship supervisor.

At the end of the academic year, however, the student will publicly display the Senior Year Project for viewing and celebration

(In order to accomplish these goals, the student will, at the end of each trimester, show evidence of the learning experience, involvement, and development of the Senior Year Project for grading by the Internship supervisor).

Course Requirements

- Church Internship is designed for students in the final year of their studies who are registered for the Bachelor of Arts degree completion at SUM Bible College and Theological Seminary.
- The student must have completed their second (2nd) year of studies.
- The student must have completed all prerequisite Practicum requirements (16 credits) and have the approval of the Campus Director **(Main Campus)** or Cohort Advisor **(Cohort Sites)**.
- The student will select and work under a reputable leadership (pastor or head of department) approved by the Campus Director or Cohort Advisor.
- The student will provide the name of the Internship Leader by submitting an **Internship Agreement Form**.
- The student will, in consultation with the Internship Leader, propose, outline, describe, and develop a Senior Year Project demonstrative of a personal call to ministry, or BABS concentration such as Global Mission, Church Planting, Pastoral Ministry, or Youth Ministry.
- The student will meet weekly with the Internship Leader who will offer mentorship in the areas of the student's calling and the development of the Senior Year Project.
- The student will submit a weekly Senior Year Project Development Report (200 words) for grading by the Internship supervisor.
- The student will publicly exhibit the completed Senior Year Project during finals week of the final (third) trimester for viewing and celebration.
- The student will submit a completed Internship Leader Evaluation Form **(Canvas)** (attendance, involvement, and development) of the Senior Year Project to the Internship supervisor or Cohort Advisor for grading.

  NOTE: The Senior Year Project Exhibition is a day scheduled for all Internship students to publicly exhibit their individual projects. During this time, students will invite their Internship Leaders, families, and friends to celebrate their accomplishments.

Course Credit

A student who successfully completes the Internship each trimester will earn one (1) credit. However, the total credits to be earned throughout the Internship year is three (3) credits.

Time Requirements

The Internship Leader and student will collaborate in developing a suitable time each week to facilitate the mentorship and development of the Senior Year Project. The recommended total hours per week for Church Internship is four (4) hours.

A minimum of one (1) hour per week MUST be personally spent with the Internship Leader in mentorship, discussing or developing the Senior Year Project.

A minimum of three (3) hours must be spent on the Senior Year Project under the guidance and supervision of the Internship Leader. However, the student is responsible to complete the Senior Year Project and any other requirements by their scheduled due dates.

The Internship Leader is NOT responsible for the completion of the student's Senior Year Project at any time.

Learning Outcomes

Undergraduate students who undertake the Church Internship course at SUM should be able to:

1. Leadership: Develop, execute and assess a project in their chosen field of ministry. [PLO 5]
2. Diversity: Understand through research and serve through a ministry project a specific demographic of people within their church or community. [PLO 5]
3. Ministry Plan: Create a ministry plan that includes a mission statement, goals, strategies, budget and administration.
4. Ministry Mentorship: Partner with a seasoned ministry mentor to provide direction, insight and counsel throughout the development, execution and assessment of the ministry project.

Grading Requirements

Students will earn the full points allocated to the following items upon their successful completion:

Trimester 1

ASSIGNMENT	PERCENTAGE
Orientation Video	5%
Internship Leader Agreement	15%
Senior Project Proposal	20%
Senior Project Diversity Research	10%
Senior Project Purpose Statement	20%
Senior Project Description and Outline	20%
Internship Leader's Trimester Evaluation of Student	10%

Trimester 2

ASSIGNMENT	PERCENTAGE
Orientation Video	5%
Senior Project Development Quiz	35%
Senior Project	50%
Internship Leader's Trimester Evaluation of Student	10%

Trimester 3

ASSIGNMENT	PERCENTAGE
Orientation Video	5%
Senior Project Development Quiz	25%
Senior Project Assessment Report	40%
Diversity Research	10%
Leader's Trimester Evaluation fo Student	10%
Senior Project Presentation	10%

FINAL WORD OF EXHORTATION

As they progress throughout the Practicums, Outreaches, and Internship experiences, students should ask God to use their efforts powerfully. Life is much better spent in a noble cause than merely dying having attempted nothing great. The greatest reserve of lost potential is found in most graveyards; therefore, students should strive to "leave it all on the field", doing all for the One who died for the salvation of the world. That One is still committed to Luke 19:10, "For the Son of Man has come to seek and to save that which was lost." Let's join Him in that grand quest!

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Appendix 1

LIST OF ONLINE FORMS

Academic Incomplete Request Form

Assignment Deadline Extension Appeal Form

Community Covenant Affirmation Statement

Degree Program Change Form

Directed Research Course Add / Drop Form

Disability Accommodation Application

Enrollment Agreement

Fall Trimester Add / Drop Form

FERPA Release Form

Financial Aid SAP Appeal Form

Grievance Form

Intent to Graduate Form

Internship Agreement Form

Leave of Absence Form

Location Transfer Form

Mardi Gras Leave of Absence Form

Mentorship Agreement Form

Mentorship Manual

Practicum Agreement Form

Records Request Form

SOA Evaluation Form

Spring Trimester Add / Drop Form

Transcript Request Form

Winter Trimester Add / Drop Form

Appendix 2

VISITOR REQUEST FORM

MAIN CAMPUS

I, _____, request permission to entertain a guest in the SUM Bible College and Theological Seminary's dormitory apartments. I understand that while guest is on campus or in the apartments, I am responsible for their actions. Approval must be granted by the Director of Student Life and Ministry one (1) week prior to the requested visit. There is a $10.00 per night fee payable in advance to the Business Office.

Guest Name _____

Student Name _____ Request Date _____

☐ Approved **Campus Director:** _____

☐ Denied

Business Office

Receipt #: _____ Date: _____

Printed Name: _____ Signature: _____

Guest Agreement

I hereby agree to hold the SUM Bible College and Theological Seminary harmless for injury, accident, or loss during my visit to the campus and apartments. I agree to abide by all school rules and regulations.

_____ _____ _____

Printed Guest Name Guest Signature Date

Appendix 3

U.S. SUICIDE CRISIS HOTLINES

United States National Suicide & Crisis Hotlines	**http://suicidehotlines.com/national.html** **1 (800) SUICIDE (784-2433)** **1 (800) 273-TALK (273-8255)**
New Hope Telephone Counseling Center (24/7)	http://newhopeonline.org/
Dr. Robert H. Schuller's Crystal Cathedral	(714) 639-4673
College Students Crisis ULifeline	http://ulifeline.org/main!Home.html
Drug & Alcohol Addiction Helpline (24/7) Free and Confidential	1 (866) 535-9821 http://alcohoJ.addictionblog.org/top-10-nationaldrug-or-alcohol-use-hotlines/
National Directory of Hotlines and Crisis Intervention Centers	1 (800) 999-9999
Drug and Alcohol Rehab/Treatment Referral Service	1 (800) 662-HELP
Alcoholics Anonymous	http://www.aa.org/
Narcotics Anonymous	http://www.na.org/
Al-Anon & Alateen Crisis Line	1 (800) 356-9996
National Cocaine Hotline	1 (800) COCAINE
National Heroin Hotline	1 (800) 9-HEROIN
National Marijuana Hotline	1 (888) MARIJUA
National Suicide Prevention Lifeline	1-800-273-TALK
Drug-Free Workplace Help	1-800-WORKPLACE

Appendix 4

SAFETY INCIDENT REPORT FORM

Incident Description (What, Where, When, How?)

Name & Contact Information of Informant

Point-Person on Safety Response

Names of Team Members (If Needed)

College Actions (List)

Appendix 5

INCIDENT REPORT FORM

SUM staff may use this Incident Report to record an incident that puts student/campus safety at risk.

Incident Date / Time _____ Report Completed By _____

Incident Location _____ Position / Title _____

Reported By _____ Reported To _____

Reporter Phone ( ) - Reported to Phone ( ) -

RECORD OF INCIDENT

How did the incident happen? (Who, What, When, Where, Why, How)

WITNESSES

Witness #1 Name: _____ Witness #2 Name: _____

Witness #1 Phone: ( ) - Witness #2 Phone: ( ) -

Witness #1 Comments: _____ Witness #2 Comments: _____

ACTION TAKEN

_____ _____ _____

Name of Person Completing Report Signature Date

Appendix 6

DEMONSTRATION ADVISORIES

A. Directive to Immediately Terminate Demonstration

Identify Self and Position

"This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have been previously called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. (In no event will the Administration of this College accede to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the President, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to disciplinary actions."

B. Directive to Immediately Terminate Demonstration with the Assistance of Police

Identify Self and Position

"You have been previously directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, the Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest."

Appendix 7

BOMB THREAT REPORT FORM

Date & time call was received: _____

Person who received the call: _____

Exact words of threat: _____

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Caller Description:

Name of person calling (if available): _____

Gender: ☐ Male ☐ Female

Age: ☐ Young ☐ Middle Aged ☐ Old

Tone of voice: _____

Accent (if any): _____

Describe any background noise: _____

Is the voice familiar? ☐ Yes ☐ No

If "yes", who does it sound like? _____

Additional remarks: _____

_____

Appendix 8

COVID-19 INCIDENT REPORT

STUDENT/ STAFF EXPOSURE REPORT

Date: _____

Narrative summary of the incident:

Protocols enacted and currently in place:

(Include cleaning, quarantine, dorms, classroom space and additional people impacted)

-
-
-
-
-

Chain of Command:

(Include who was notified and when.)

Executive Team/ VL Action:

(Include who was notified and the response of that notification. Link additional documentation.)

Appendix 9

STUDENT HOUSING MOVE-IN AGREEMENT

COVID Protocol for students moving into the Dorms in 2020-2021

Name: _____

Move-in Date: _____

Previous State of Residence: _____

Resident Assistant: _____

While it is impossible to eliminate all points of possible exposure to COVID, it is possible to limit both exposure and transmission of the virus by following proper protocol and using personal protection equipment.

Student housing will be available for the 2020-2021 school year. Student expectations including payment of rent, fulfillment of assigned Christian Service hours, and contributions to the overall maintenance of the dorms are outlined in the Apartment Living Manual.

Students moving into the dorms are asked to be careful to limit their exposure by following proper protocol, using personal protection, and avoiding situations that will elevate their risk of exposure.

Further, students planning to move into the dorms are asked to observe a 2-week period of self-isolation prior to moving into student housing and are asked to abide by the following guidelines:

1. Avoid high risk environments such as large gatherings to reduce risk of exposure.
2. Follow sanitation and hygiene guidelines as outlined by the CDC.
3. Use personal protective devices such as masks and gloves when advised.
4. Follow social distancing protocol.
5. The student may move into the dorms if they show no signs of COVID including cough and fever, and have no reason to believe they have been exposed to COVID.

Students exhibiting symptoms of COVID prior to moving into the dorms must follow the following protocol:

1. Get tested for COVID-19 immediately upon onset of symptoms such as fever and cough.
2. Remain in self-quarantine off campus until the results of the test are available.
    a. In the event that the onset of symptoms occurs during a student's travel to El Dorado Hills, a self-quarantine room with a private bathroom will be provided for the student within the men's or women's apartment.
3. If the student receives a positive test result, they must remain in quarantine until the COVID symptoms are resolved, 14 days have passed from the initial test date, and the student receives a negative COVID test.
4. If the student tests negative, they will be permitted to move into the dorms.

I agree to the terms and conditions outlined in this agreement.

_____ _____

Student Signature **Date**

Appendix 10

STUDENT SUMMER TRAVEL AGREEMENT

COVID Protocol for students remaining in the Dorms for the summer

Name: _____

Dates of Travel: _____

Travel Destination: _____

Resident Assistant: _____

While it is impossible to eliminate all points of possible exposure to COVID, it is possible to limit both exposure and transmission of the virus by following proper protocol and using personal protection equipment.

Students are permitted to remain in the dorms during the summer and are expected to continue paying rent, providing Christian Service hours as assigned and contributing to the overall maintenance of the dorms.

Students remaining in the dorms during the summer are permitted to visit family and take vacations, but are asked to be careful to limit their exposure by following proper protocol, using personal protection, and avoiding situations that will elevate their risk of exposure.

Students traveling to visit family or take vacations during the summer months are asked to abide by the following guidelines:

1. Avoid high risk environments such as large gatherings to reduce risk of exposure.
2. Follow sanitation and hygiene guidelines as outlined by the CDC.
3. Use personal protective devices such as masks and gloves when advised.
4. Follow social distancing protocol.
5. The student may return to the dorms if they show no signs of COVID including cough and fever, and have no reason to believe they have been exposed to COVID.

Students exhibiting symptoms of COVID while away from the dorms must follow the following protocol:

1. Get tested for COVID immediately upon onset of symptoms such as fever and cough.
2. Remain in self-quarantine off-campus until the results of the test are available.
3. If the student received a positive test result, remain in quarantine and away from the dorms until the COVID symptoms are resolved, 14 days have passed from the initial test date, and the student receives a negative COVID test.
4. If the student tests negative, they will be permitted to return to the dorms.

I agree to the terms and conditions outlined in this agreement.

_____ _____

Student Signature **Date**