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STUDENT HANDBOOK

1992-1993

*George Fox
College*

STUDENT HANDBOOK



1992-1993

George Fox College
Newberg, Oregon

WELCOME



From the office of
DEB LACEY

Vice President for Student Life/Dean of Students

Our purpose in providing this Student Handbook is to acquaint you with the College so, when you arrive on campus this year, you will have a more detailed profile of community life at George Fox College.

The Student Life staff is anticipating great things for the coming year—every good thing the Lord has in store for each member of this community. We hope you will find this handbook helpful for your needs.

*"For I know the plans that I have for you,"
declares the Lord, "plans to prosper you
and not to harm you, plans to give you
hope and a future."* *Jeremiah 29:11*

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Philosophy

George Fox College is a learning environment where people can build a life plan. Education occurs whenever and wherever experiences contribute to human development. The integration of faith, Scripture, and learning is a primary objective of the College.

George Fox College is firmly committed to biblical principles. Spiritual growth is encouraged through several opportunities for on-campus Christian fellowship, such as discipleship groups, individual Bible study groups that develop on floors or between friends, and occasional guest speakers in classes. "Green Room," a voluntary praise and worship chapel, is held each Friday in the greenroom of Bauman Auditorium.

GFC Mission Statement

The purpose or mission of George Fox College has been clearly defined in its mission statement: *The mission of the College from its beginning has been to demonstrate the meaning of Jesus Christ by offering a caring educational community in which each individual may achieve the highest intellectual and personal growth, and by participating responsibly in our world's concerns.*

Residence Life

Philosophy: Residence life at GFC is an integral educational part of the college experience. The

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residence communities provide unique and meaningful experiences in human relations, along with various opportunities to discover one's potential, self-worth, and philosophy of life. The various physical environments of the residence halls, suites, apartments, and houses provide challenging opportunities for individual growth and development while maintaining a common bond of college residency.

Housing Requirements: All unmarried full-time (12 hours or more per semester) students, except those living with their parents or guardians, are required to live in college-owned housing. Students who are 23 years of age on or after September 1 of the academic year will not be allowed to live in college-owned housing.

Petitions to live off campus will be evaluated on an individual basis by the Director of Residence Life and Housing. Financial need is not a consideration in granting off-campus residency. Those students granted off-campus exemptions are prohibited from living in the same housing unit with a member of the opposite sex. This is consistent with on-campus housing policy.

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Resident Directors and Resident Assistants (R.D.'s and R.A.'s): Each living area is staffed by a Resident Director who has extensive training to prepare him or her to be an effective educator qualified to give assistance with academic, social, spiritual, and personal needs. Each subcommunity (floor, wing, apartment complex, etc.) within the living area has a Resident Assistant who is a student carefully selected and trained to contribute to each student's successful living/learning experience. The ratio of R.A.'s to residents is 1 to 25.

Residence Halls

EDWARDS HALL is a three-story, two-wing residence hall that houses 52 women in one wing and 54 men in the other. Laundry rooms are located on the first floor

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of each wing. The two wings are joined by a lobby with the Resident Director's apartment directly attached. Edwards is located east of the Student Union Building.

PENNINGTON HALL is a two-story, two-wing residence hall that houses 50 men and 52 women. The wings are joined by a lobby with the Resident Director's apartment directly attached. Laundry rooms are located on each floor. Pennington is located just south of the Student Union Building.

HOBSON HALL is a three-story residence hall that houses 84 women. It has a full basement, which houses the kitchen and laundry room, and is part of the Hobson/Macy/Sutton complex located on the east side of the campus.

MACY HALL is a three-story residence hall that houses 78 women and is part of the Hobson/Macy/Sutton complex. It is fully carpeted and has a kitchen and laundry room on each floor.

SUTTON HALL is a three-story residence hall that houses 60 men. Sutton is fully carpeted and has both 2-man and 4-man rooms. There is a kitchen and laundry room located on each floor. It is the central building of the Hobson/Macy/Sutton complex. Sutton has a large lobby, with the Resident Director's apartment directly attached, and a full basement.

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Suites

BEEBE HALL is a three-story living area housing 40 upper-division students. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room, and bath. Each suite is designed to house four students. There is a kitchen, laundry room, study room, and lounge on each floor. Beebe is located adjacent to Carey Hall and Willcuts Hall in a scenic setting in the Hess Creek canyon.

CAREY HALL is a two-story living area that houses 32 upper-division students. Its facilities are the same as Beebe and Willcuts.

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WILLCUTS HALL is a three-story living area housing 40 upper-division students. Its facilities are the same as Beebe and Carey.

Apartments and Houses

There are four apartment complexes and nine houses maintained by the College for student residents. These living areas house mainly returning upper-division students. The apartments are fully furnished and laundry facilities are available in each living area.

Housekeeping for Apartments and Houses: Water damage is a recurring problem. Condensation of water in the bathrooms should be given extra attention to avoid this problem. Please open windows, dry off the floors, and leave the fan on after showering. We appreciate your assistance in this concern of mutual interest.

Cold Weather Contingency Plan: Freezing weather usually occurs from mid-December through mid-February. In this time period, when you leave for a weekend or vacation, please: (1) pull curtains almost closed, (2) open doors under sinks and into the bathroom, (3) close and latch laundry room doors at Weesner and Lewis apartments, and (4) keep each apartment thermostat set at approximately 55 degrees.

Food Service

All students living in campus housing, with the exception of seniors living in apartments or houses, are required to eat in Heacock Commons. Marriott Food Service provides cafeteria-style meals. There are always a variety of entrees available, as well as vegetables, salad choices, desserts, and beverages. The Commons is open and provides food service from 7:15 a.m. to 7:15 p.m. daily. Anyone seeking exemption from the meal plan must obtain a petition from the Student Life Office.

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Room Decorations/Furnishings

Each student living on campus is supplied with the necessary residence furnishings (bed, desk, bookshelf, dresser, closet, and lamps, as well as all kitchen and living room furnishings in the apartments and houses). Ironing boards are located in each laundry facility, and vacuum cleaners may be checked out for use by apartment residents.

NOTE: The beds in all of the residence halls and suites are extra long (39 x 80 inches). Extra-long fitted sheets are required and can be purchased from Sears or Montgomery Ward. Regular flat sheets will fit.

Students may wish to bring their own irons, microwave ovens, study lamps, TVs, VCRs, stereos, etc. Students must provide their own linens and cleaning supplies. The Bookstore rents small refrigerators to students living in residence halls and suites. *Regarding pets:* Fish and turtles *only* are allowed.

Residence hall and suite furniture is not to be moved outside the room due to a shortage of storage space. Under no circumstances is furniture to be disassembled without authorization from the Director of Residence Life and Housing. Nothing is to be glued, nailed, or in any way attached to ceilings. Bikes are to be locked up at the bike racks (for fire safety reasons, bikes are not allowed in the halls).

Students are encouraged to decorate their residences according to their own personal tastes. All decorations must be mutually agreed upon by any and all roommates who share the room. Also, certain expectations are listed below:

1. Because George Fox College is required to uphold the United States Drug-Free Schools and Communities Act, and because GFC chooses to be a drug- and alcohol-free institution, it would be contradictory to allow the advertisement of alcoholic beverages or illicit drugs. Therefore, posters, stickers, clothing, or

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any other paraphernalia promoting such products are prohibited.

2. Pornographic material is also prohibited. This includes any item whose content is exploitive of either sex. Any questions regarding what is or is not permissible should be directed to the R.D.'s or R.A.'s.

3. Department of Transportation highway and street signs are protected by law. Having possession of or displaying these signs is considered a felony and is, therefore, not permissible.

Laundry

There are coin-operated washers and dryers in each living area. The cost for washing is 50 cents per load, and 50 cents for drying. Save your quarters!

Autos and Bikes

Road-worthy vehicles are permitted as long as Oregon and GFC traffic regulations are observed. Within two weeks of being on campus, students are required to register at the Physical Plant Office, for free, any vehicle they have. A registration number decal will be provided. It must be displayed on the vehicle according to instructions. The registrant is responsible for his/her vehicle at all times. The College has no area for off-road/all-terrain vehicles, and they are not permitted on campus. Due to a shortage of parking spaces, resident students are asked not to drive to classes or meals. A yellow curb in Oregon is a no-parking-at-any-time zone.

Bicycling is popular. Edwards, Macy, Sutton, and Pennington halls have covered bicycle racks. Repair shops are close to campus. Bikes are to be stored in the dorm rooms or bike racks. They are not to be stored in any other area. The city of Newberg has an ordinance that requires all bicycle owners to register their bikes at the police department. There is no charge. No bikes or motorcycles are permitted to be ridden on the canyon walk. No motorized vehicles are

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permitted on sidewalks or within buildings, except for authorized Physical Plant vehicles. **Also, skateboarding is prohibited on campus.**

There are certain vehicle-operating regulations you are expected to follow. This includes obeying posted signs and parking regulations. Campus tickets may be given if violations of these regulations occur. Copies of the campus parking policy are available in the Physical Plant Office.

Keys

There is a charge of \$10 per key for each unreturned/lost key. If you withdraw from school during the year or when leaving campus at the end of the year, please return your room key and outside door key to your Resident Assistant. Your post office key is to be returned to the SUB post office, and any master keys issued by the Physical Plant should be returned there.

Right of Entrance

Your right to privacy will be respected. College personnel may enter a student's room/apartment without notice only in emergencies where imminent danger to life, safety, health, or property is reasonably feared, or when there is suspicion or probable cause to believe that college regulations have been or are being violated. When the College seeks access to students' rooms/apartments to make repairs or improvements or for other necessary reasons, the occupants of the room or unit involved shall be notified of such action not less than 24 hours in advance unless consent (such as a work request) has been given.

The right to privacy by others also is a concern. In keeping with our responsibility toward one another, be mindful of your residence neighbors and keep the volume of radios, stereos, etc., at a considerate level. If they can be heard in another apartment, they are too loud.

Lockup

All residence halls are locked at 11 p.m. and unlocked the next morning at 8 a.m. Each living area is staffed by a Resident Assistant on duty from 8 p.m. to 8 a.m. Residents are furnished with a key that gives them access to their residence hall for entry after 11 p.m.

Student Right To Know and Securities Act

Brochures detailing the Student Right to Know and Securities Act are available in the Student Life Office.

Visitation

RESIDENCE HALLS *Open-house visitation hours are 7 p.m. to 10 p.m. Sunday through Thursday.* No person is allowed in the bedroom of a student of the opposite sex except during open-house visitation hours. The door to the student's room is to be completely open if visitors of the opposite sex are present.

SUITES *Open-house visitation hours are 3 p.m. to 11 p.m. Sunday through Thursday, and noon to 2 a.m. Friday and Saturday.* Visitors of the opposite sex are to confine their visits to the front room of the suite after 10 p.m. All room doors are to be left completely open if visitors of the opposite sex are present.

12 **HOUSES** *Open-house visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday.* Visitors of the opposite sex are to confine their visits to the living/dining room areas after 10 p.m. Room doors are to be left completely open if visitors of the opposite sex are present.

APARTMENTS *Open-house visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday.* Visitors of the opposite sex are to confine their visits to the living/dining room areas after 10 p.m. any night. Room doors are to be left completely open if visitors of the opposite sex are present.

Storage

Articles stored must be boxed and clearly labeled with a college label indicating the name and permanent address of the owner. Articles will be kept no more than one semester following a student's absence. Articles may be stored over the summer months when space is available. Preference for summer storage is given to those students living out of state. Articles left in storage more than one semester may be given away. Carpets and bicycles may not be stored. The College is not responsible for lost, stolen, or damaged items.

Room Changes

Room changes for fall semester may begin on Monday, Sept. 14, and will conclude on Friday, Oct. 30. Room changes for spring semester may begin Monday, Feb. 1, and will conclude on Friday, March 5. Special note: No room change petitions will be considered as long as any students are living in temporary housing.

If you wish to change rooms or units, you must pick up a Room Change Form from your Resident Director and follow the procedure as detailed on the form. Students are not to move until they have received approval from the Director of Residence Life and Housing. Students wanting to change rooms will be expected to find another room to which to move. Failure to follow room change procedures before moving will result in a \$50 fine.

Guests of Students

Guests of students are the responsibility of the student hosting the visit. All visitors are expected to leave by 11 p.m. unless special permission is granted by the Resident Director. Visits by prospective students should be arranged through the Admissions Office. No person of the opposite sex is to stay overnight in a student's room or apartment.

Solicitation

There is to be no soliciting on campus without prior approval from the Student Life Office. No door-to-door solicitation is allowed. For further information, inquire at the Student Life Office with the Vice President for Student Life/Dean of Students, or the Director of Residence Life and Housing.

Student ID Cards

Issued to all new students at registration, these cards are to be kept from year to year. Lost or stolen cards can be replaced by paying a \$5 fee at the Student Life Office. Students will also be charged a \$25 fee by the Food Services Office for processing the card. The card is used for food service, admittance to athletic events, library book check-out, etc.

Chapel Program

General Information: Chapel is designed to be a unique program of worship and fellowship of the faith-affirming college in keeping with biblical teaching. It is not designed to replace the ministry of the local church and should not be considered a substitute for church attendance or involvement. Chapel is considered to be an integral part of the total faith-learning education.

Chapel is designed to meet the following purposes:

1. *Worship:* Chapel allows the campus community to come together to focus on honoring God through worship, praise, and fellowship.
2. *Devotional:* Regular Chapel services, as well as special weeks of Christian emphasis, allow the community to consider the various aspects of faith and the application of God's Word to life.
3. *Educational:* In this manner, issues of common concern are raised for thoughtful consideration and sharing.

Attendance Requirements: Chapel is held Monday and Wednesday for the first 14 weeks of the 15-week semester. A minimum of 24 attendances is required per semester for students carrying a full class load (12 hours or more).

Absences due to activities such as field trips, athletic team participation, band and choir tours, etc. are not considered excused. Students who participate in these activities are responsible to attend 24 chapels regardless.

Extended illnesses will be evaluated on an individual basis at the end of the semester. Extended illness excuses are issued only by the school nurse for illnesses of three or more consecutive days.

Attendance Credit: Attendance slips are provided to students at each Chapel. Attendance slips will not be given to students entering the Chapel after 11:05 a.m., nor will credit be given to any student leaving prior to the conclusion of Chapel. Each student must write his/her name, student ID number, and signature on their own chapel slip. Any attempt to defraud the Chapel attendance slip or any aspect of the crediting system will result in serious consequences.

Exemptions: A student may receive an exemption for the attendance requirement for one semester due to student teaching, an off-campus field placement, or the last semester of the senior year. The senior exemption will be void if the previous semester's attendance has not been satisfactorily fulfilled. All such exemptions must be cleared through the Student Life Office by Friday, Sept. 11, 1992, for fall semester, and Friday, Jan. 22, 1993, for the spring semester.

There is an adult-learner status for students who are older than the traditional college student. This category may include people with job conflicts and/or families; some commuters; etc. If you feel you qualify

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for this category, please file your Chapel Exemption petition with the Student Life Office by Friday, Sept. 11, 1992, for fall semester, and Friday, Jan. 22, 1993, for the spring semester.

Chapel Probation: Failure to meet the attendance requirement by the end of the 14th week of a given semester will result in the student's placement on chapel probation for the following semester. The probational semester requires the student to attend the required 24 chapels. If this requirement is not met for a second time, registration will be withheld until the student has met with the Vice President for Student Life/Dean of Students. Students deficient for a third semester lose the privilege of their senior exemption. Further deficiency in Chapel attendance will result in a full suspension. Chapel attendance deficiencies need not be consecutive in order to warrant probational and disciplinary measures.

A student may receive a short-term suspension, to be determined by the Vice President for Student Life/Dean of Students, if the student is on probation for two consecutive semesters.

Career Services

16 The Career Services Office assists students and alumni in making and implementing career decisions. *Career classes* include "Career Exploration," designed for freshmen/sophomores, and "Job Search," designed for juniors/seniors. An option for use in career decision making is the "Sigi-Plus" *computer career-guidance system*. Other testing and individual counseling is also available.

In addition, occupational, graduate school, and company information is available in the Career Library, Wood-Mar 101. Job openings are posted daily and published in a weekly job bulletin. Summer jobs and internships also are posted and published.

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Other employment-related resources available through the Career Services Office include assistance in resumé writing, interviewing, and developing job search strategy. A placement highlight is the annual Oregon Liberal Arts Placement Consortium Job Fair, with recruitment interviews for graduates and career information for undergraduates.

Finally, the *Career Resource Network*, a catalog of professional alumni consultants, is available to both students and alumni at the Career Services Office. This pool of career "experts" offers a variety of assistance in job exploration. *Alumni Career Dinners* are scheduled during the spring semester, giving additional opportunity for students to connect with and learn about the work place from a GFC graduate.

Placement files continue to be maintained through the Registrar's Office.

Wellness Resource Center and Insurance

A part-time registered nurse is on duty providing assessment, first aid, and referral Monday through Thursday when classes are in session. The Wellness Resource Center (WRC) is located just off Pennington Hall lobby, ext. 332. No appointment is necessary. Hours are posted. When the nurse is *not* on duty, students should contact the Resident Director. However, the nurse is available *on call* for emergencies. In close contact with Newberg's physicians, the nurse assists the student in making arrangements with any doctor the student wishes to see. No shots are given at the WRC.

A minimal amount of health and accident insurance is required of all students. A limited insurance plan is made available as a service to students. Students will be enrolled automatically in this program unless a waiver card, indicating other coverage, is presented to Student Accounts either prior to or at the time of registration. Insurance forms may be obtained at the

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Wellness Resource Center when medical care is necessary.

In accordance with the attendance policy stated in the 1992-93 *GFC Catalog*, NO CLASS EXCUSES for extended illness are issued unless the student is examined by the nurse during an episode of illness that *prevents class attendance for three or more days in a row*. Extended illness excuses will not be given days or weeks *after* a prolonged illness has occurred. It is the student's responsibility to notify instructors prior to missing classes because of illness, especially if exams are scheduled.

Personal property insurance can be arranged privately, but is not required. THE COLLEGE DOES NOT TAKE RESPONSIBILITY FOR PERSONAL PROPERTY.

AIDS Policy: The College has a policy detailing the response to individuals infected with the Acquired Immune Deficiency Syndrome (AIDS). Copies of this policy are available in the Student Life Office.

Center for Personal Counseling and Development

Philosophy: The Center exists to serve the George Fox student community within the context of a Christian educational environment. College students, because they deal with stress and face numerous developmental issues, often require the services of a counseling professional. A cornerstone of the Christian educational experience is a wholistic view of student needs that seeks to address intellectual, interpersonal, emotional, vocational, physical, and spiritual dimensions.

Purpose: The Center's primary goal is to assist in the personal growth and development of students while recognizing that gains in any dimension of a student's life significantly impact all other areas. Comprehensive growth and development can occur

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only when consideration is given to all aspects of student needs. A major responsibility of the counseling staff is to provide one-to-one counseling, with the focus on the use of short-term techniques for development or problem solving.

Location: Facilities are located in the lower level of Pennington Hall. Entrance is located off Pennington parking area on the south side of the building.

Staffing: The Counseling Center staff consists of a director, one or more upper-graduate counseling practicum students, and a small pool of receptionists who provide part-time assistance on a voluntary basis. Interns are supervised by the director.

Services: In addition to individual counseling, services also include group counseling, outreach, seminars, crisis intervention, and referral counseling.

The Center maintains *confidential* records of all clients.

Fees: Counseling is offered as a service to GFC students. A minimal fee will be charged to cover the cost of testing materials when used.

Appointments: Counseling sessions are by appointment only. For information, stop in or call ext. 309.

COMMUNITY LIFE



Expectations and Responsibilities

Community: George Fox College is a community dedicated to academic progress, personal development, and spiritual growth. Together we seek to integrate faith and learning while our hearts and lives reflect the process of maturing in Christ.

Membership in this community carries with it a unique, demanding, and privileged responsibility. George Fox considers biblical Christianity essential to the liberal arts, sciences, fine arts, cocurricular activities, one's personal life, and society in general. The mission of George Fox College is to offer a meaningful involvement in liberal arts education in an evangelical Christian context. The student, by virtue of enrollment, therefore agrees to accept the responsibilities of membership in the college community and to respect the regulations and leadership of the College.

The Lordship of Christ: The College believes the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. These include the Lordship of Christ over all life and thought.

This involves wholehearted obedience to the moral law of God as taught in the Old and New Testaments and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual, spiritual, and interpersonal

growth; and the care of our bodies as temples of the Holy Spirit.

Responsibilities for Relationships

Living in a daily fellowship with other Christians is a privilege and an expression of God's grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge we are living in a fellowship where we are dependent on and accountable to one another.

Within our community, the greatest expression of fellowship and the highest principle for relationships is love—the responsibility to love God with all our hearts, souls, and minds and to love our neighbors as ourselves. This means that unselfish love should be the motive in all life's decisions, actions, and relationships.

Specific expressions of this type of love that are desirable in this community include:

Edification: We expect each member of the community to strive consciously to maintain relationships that support, encourage, and help others.

Bearing with One Another: Because of our humanity, difficulties in relationships can occur. In such cases we are to respond with compassion, kindness, humility, gentleness and patience, bearing with one another and forgiving whatever grievances we may have against one another.

Burden-bearing: We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing another's burdens include comfort, encouragement, consolation, and intercession.

Speaking the Truth in Love: A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare

of the one being confronted is paramount, and if the confronter is acting in love, the process can produce growth.

Reconciliation, Restoration, and Restitution:

Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution.

Implementing the above expressions of love in relationships requires continual effort and sensitivity to others. Relationships of this quality enrich our lives, honor God, and assist in meeting the goals of the College.

Responsibilities for Behavior and Attitudes

Biblical Expectations: Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control*. This *fruit of the Spirit* is to be sought, encouraged, and demonstrated in our relationships. (See Galatians 5:22-26.)

In contrast to encouraging these positive attributes of the heart, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior.

The college community is obliged to repudiate these attitudes and seek God's forgiveness and help so each individual may grow in grace and righteousness.

Certain behaviors known to be morally wrong by biblical teaching are not acceptable for members of the George Fox College community. They include theft, lying, all forms of dishonesty, gossip, slander,

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backbiting, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sex), drunkenness, immodesty of dress, and occult practices.

In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the George Fox College community are expected to uphold the laws of the local community, the state of Oregon, and the nation. An exception would be those rare occasions in which obedience to the civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the civil penalty for his or her behavior. Behavior resulting in civil arrest on or off campus is subject to review within the College's disciplinary procedures.

College Expectations: The College also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. The College has chosen, therefore, to adopt certain prudential rules that will contribute to the environment and are appropriate to its aims and goals. These standards are not set forth as absolutes or as an index of Christian spirituality, but rather as expectations of this community. Since trust in and responsibility to one another are of great importance, violations of these standards are regarded as a serious breach of integrity within the community.

1. The community recognizes the danger to one's physical and psychological well-being with the use of certain products. Therefore, members of the community are prohibited from using tobacco in any form, alcoholic beverages, and illicit or non-prescribed drugs and substances (including marijuana or narcotics). Under no circumstances are the above to be used, possessed, or distributed on or away from campus. Community members also are expected not to abuse the use of legal substances.

Discipline is handled individually on a case-by-case basis. The Dean of Students and the Director of Residence Life and Housing reserve the right to suspend a student at any point in the discipline process. Severity of the violation, as well as the number of times an offense has occurred, will be considered in the discipline process.

2. George Fox College accepts the biblical standards that prohibit all sexual immorality. Recognizing there are many social and emotional forces that challenge this standard, we believe the power of God and the wisdom of His spirit combine to provide the means to live victoriously with respect to sexual purity.

If any student fails to observe the biblical standard in this area, that student will be held accountable for his or her behavior and will be subject to disciplinary consequences as detailed on page 33.

Examples of unacceptable behavior are:

- Commission of, or attempt to commit, a sexual act that, if proven in court, would be a criminal act.
- An unmarried student involved in a sexually active heterosexual, incestuous, or homosexual relationship.
- A married student involved in a sexually active adulterous, incestuous, or homosexual relationship.
- An unmarried or married student who chooses abortion for other than medical reasons.
- An unmarried male or female student involved in a pregnancy.

Each case will be evaluated individually by the Dean of Students. The Dean has been given the authority to use discretion in making exceptions resulting from extenuating circumstances. In such cases, alternative actions may be taken in administering the necessary discipline.

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3. Gambling is viewed as an unwise use of God-given resources and as a practice marked by greed and is, therefore, not acceptable in any form.

4. Social dances are not permitted on the campus nor sponsored elsewhere by the College, campus organizations, or students. Acceptable forms of expression in the academic programs may include choreography in drama, musical productions, ethnic activities or athletic events, and square dancing in the student activities program.

5. Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. This includes hazing or other initiations or actions hazardous, dehumanizing, or humiliating to community members. Also included would be use of telephones for the purpose of issuing obscene or threatening messages. Vandalism of property is also unacceptable.

Harassment as defined by Oregon Law and Statute says:

“A person commits the crime of harrassment if they intentionally harass or annoy another person by:

- subjecting another person to offensive physical contact,
- publicly insulting another person with abusive words or gestures in a manner intended and likely to provoke a violent response.

6. The College urges its members to be selective in choices of entertainment and recreation. The viewing of movies with an “R” rating is prohibited on campus except when assigned by a professor. If a professor requires viewing an “R-rated” movie, the movie may be viewed in the Learning and Resource Center (Library) or off campus. The viewing of movies with the “NC-17” or “X” ratings is prohibited on or off campus.

Violation of this policy may include consequences up to and including suspension.

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7. The pornography industry exploits people. Further, use of the industry’s products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.

8. Theft of or damage to property of a member of the college community or college premises is not permissible. Cases of theft will be reported to the police.

9. Unauthorized possession or use of firearms (including air rifles, air pistols, and paint guns), ammunition, or explosives in or upon college-owned or college-supervised property is prohibited.

10. Consideration for others and standards of good taste are important to George Fox College; therefore, all activities should be guided by this principle.

11. Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources. Any attempt to disrupt or obstruct the College’s normal activities, including teaching, research, administration and cocurricular activities, is not acceptable and subject to review by the Vice President for Academic Affairs.

12. Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to special needs existing in our society and on our campus. Therefore, discrimination against others on the basis of race, religion, national origin, sex, age, or handicap is not acceptable.

13. Compliance with day-to-day policies and procedures of the community is expected for members, including those related to entry and use of college facilities. These routine items also are found in the college *Catalog*.

Students are responsible for implementing the behavioral expectations listed above when the College is in session, when they are part of the college

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program, or when they are living in college-owned or approved housing.

Students will be held accountable for these expectations whether they are on campus or off campus. It is based on the College's expectation that a student is a representative of the College both on and off campus.

The policies of the College are not intended to infringe upon the government of home; therefore, resident students who are home for vacation or the weekend are assumed to be a part of the family unit and under the direction of their parents. Students who commute are expected to abide by these policies except when college regulations conflict with the governance of the home.

Conclusion: The intent of this statement is to identify expectations that assist George Fox College in functioning as a Christian community and in achieving its goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our experience together. The behavioral portion of the statement is consistent with the established standards of the college constituencies and Board of Trustees. These standards are important to our community and must be maintained to assure a proper climate for learning. Nevertheless, those standards must be kept in perspective with the biblical responsibilities for relationships and behavior. The biblical and college expectations for behavior and attitudes are to be upheld by GFC students. If these stated expectations are not upheld, students are subject to disciplinary action administered by the Vice President for Student Life/Dean of Students, the Director of Residence Life and Housing, and staff.

Fines

A fine may be levied when a person within the community violates given expectations and/or interrupts

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the community. The fine is contingent upon the nature of the infraction, as well as the number of times a particular individual has been involved in nonacceptable activity. Community service may be an option, depending upon the situation.

If a damage charge is given, a fine may not necessarily be imposed. However, disciplinary action may be taken. The damage charge will be assessed by the Physical Plant and/or the Residence Life staff.

When students check out of their housing, the student R.A. at that time will make note of any damages and inform the Resident Director. The charge will be determined within approximately two weeks after the closing of school.

The following list is not meant to be exhaustive, but rather a representation of reasonable response to inappropriate behavior.

Leaving trash/wastebaskets in halls and/or stairwells	\$25
<i>(Students must take their own trash to the trash barrels. They should not leave it in the hall.)</i>	
Breaking or entering locked campus building after hours	50
Having pets other than fish and turtles	25
Making or carrying an unauthorized key	100 minimum per key
Walking on a roof without permission	25
Leaving a screen off a window at checkout ...	5
Unauthorized entry onto a residence hall floor	15
Unauthorized relocation of furniture anywhere .	25
Participating in water fights within college facilities	10
Causing or allowing an open flame to be in or around a college residence (including fireworks of any kind, and incense)	50
Propping open outside doors	25
Failure to follow checkout procedure	40

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Discharging fire extinguishers/
fire hoses 50 per person involved
Setting off a false fire alarm \$100
(Plus compensation for any damages and
any other disciplinary measures deemed
appropriate. This is a criminal offense sub-
ject to civil penalties of up to \$1,000 and one
year imprisonment.)

Any interference with the normal operation of a fire alarm system and/or inappropriate and unauthorized use of fire-fighting equipment is considered by the College to be extremely serious misconduct. Furthermore, students are not permitted to discharge any type of fireworks or explosives in and around buildings, tamper with a building's electrical system, burn incense or have open flames in rooms or residence halls, refuse or obstruct participation in regularly scheduled fire drills, or use *open coil* appliances. Placing any motorized vehicle in a building or on a porch violates the fire safety code and may result in a \$50 fine.

The Discipline Process at GFC

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The College believes the discipline process is redemptive, restoring, and in keeping with scriptural teaching. Discipline is an integral and necessary part of the Body of Christ. As a College embracing the person of Christ as Lord and Savior, we are to accept the teaching of Matthew 18:15-17:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.

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or sister is to be restored through confrontation and reproof. The passage assumes this is to be done through a relationship.

The Resident Assistants, Resident Directors, Director of Residence Life and Housing, and Vice President for Student Life/Dean of Students enter into this process with a desire to be a part of the individual's restoration. They all work together in the discipline process to provide redemption for the student.

However, all members of the campus share the responsibility for keeping this a Christ-centered environment. *Students are encouraged and expected to confront their peers when they witness guidelines and expectations being violated.* As difficult as it may be, confrontation is strongly encouraged to fulfill community responsibility with the intent to help brothers or sisters be personally restored. The Student Life Staff will offer help and support to students who want to confront but feel unsure of how to do so.

Important components of the process are as follows: The Vice President for Student Life/Dean of Students and the Director of Residence Life and Housing have the right and community responsibility to suspend or dismiss a student at any given time depending upon the nature of the infraction. The Matthew passage suggests that an individual may need to leave the community for personal restoration and reconciliation with Jesus Christ. This is not intended to be done punitively, but in love and respect for the student involved and for the community at large.

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Discipline may range from a warning to suspension. With both the short- and long-term suspensions, the student will lose his or her financial commitments for the period. The suspension will be communicated to the student's faculty by Student Life. The message will be hand delivered to the student's professors. The

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student's faculty advisor will be invited to participate in the discipline process.

Even if a person is not actively participating in a violation but is associated with students who are, he or she will receive discipline appropriate for the situation. For example, if a student is discovered with a group who is drinking or using drugs, presence with the group makes the student eligible for discipline whether or not he or she was participating in the offense. In this situation, the best choice, and the College's expectation, would be to walk away.

The following is not intended as an exhaustive list of consequences, but as an informative and honest disclosure of the steps in the discipline process:

USE OF DRUGS/ALCOHOL

First Offense—To include some or all of the following:

- A. Personal/behavioral contract
- B. Community service
- C. Drug/alcohol assessment (fees will be incurred by student)
- D. Cost for any repair, replacement, or cleanup resulting from the offense will be incurred by the student
- E. Contact with any extracurricular supervisors

Second Offense—To include some or all of the following:

- A. through E. as shown above
- F. Short-term suspension (time and number of days to be determined by the Student Life Staff)

Third Offense—To include some or all of the following:

- A. through F. as shown above
- G. Suspension from school for a semester as deemed by the Dean of Students. The right is reserved for the Dean to determine which semester the student will be suspended.

George Fox College strongly supports the state of Oregon laws and statutes that prohibit distribution of alcohol or drugs to minors. Students who are

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alcohol or drugs to minors. Students who are involved in any way with providing these substances to minors will face serious consequences. The College will include law enforcement officers in the process whenever it is prudent to do so.

SEXUAL IMMORALITY

(See College Expectations, page 25, for definition.)

Consequences will include some or all of the following:

- A. Personal/behavioral contract
- B. Personal accountability with Student Life staff member
- C. Community service
- D. Short-term suspension
- E. Counseling (costs will be incurred by the student)
- F. Possible contact with extracurricular supervisors
- G. Suspension from school for a semester as deemed necessary by the Dean of Students. The right is reserved for the Dean to determine which semester the student will be suspended.

DISHONESTY OR LYING

Lying about the offense in question will serve to increase the degree of consequence incurred by the student. Honesty will be honored within the context of discipline.

Board of Student Appeals: Reconciliation and due process for action taken by administration, faculty, and staff may be sought by any student. Copies of the student appeal policy are available in the Student Life Office.

The Book of Colossians Provides an Appropriate Summary of the Goals of Our Community: *Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues, put on love,*

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which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body, you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another.... And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God....

Colossians 3:12-17 (NIV)

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Attendance

The responsibility rests with the student to maintain good standards involving satisfactory scholarship. Regular class attendance is expected of each student in all courses. Class work missed because of absence may be made up only in the case of prolonged or confining illness, death of relatives, or similar emergencies. Such excuses are obtained from the Student Life Office or the Wellness Resource Center. Permission for absences from class for participation in cocurricular college activities must be granted by the Vice President of Academic Affairs. Other absence arrangements are between the student and the instructor.

The college calendar provides the contractual instructional dates for teachers and students. Students are expected to attend classes through the last day of each semester, unless illness or an emergency situation exists.

Classification of Students

Classification is based upon the student's academic standing in terms of hours and grade point average at the beginning of the semester. New students will be classified as regular or provisional students when entrance requirements have been met and official transcripts have been received and evaluated.

Full-time Students: Full-time students are enrolled for a minimum of 12 hours in a standard semester. Only full-time students may represent the College in

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an official capacity, hold a major office in an organization, or live in college housing.

Regular Students: Students who have satisfied entrance requirements and are following a program leading to a degree are called regular students. They are classified as follows:

Freshmen: Students who have completed fewer than 31 semester hours

Sophomores: Students who have completed 31 semester hours

Juniors: Students who have completed 62 semester hours

Seniors: Students who have completed 93 semester hours

Special Students: This classification includes degree and nondegree students generally enrolled for less than 12 semester hours. Any special student wishing to enter a degree program must fulfill regular admissions requirements.

Probation and Provisional Students: A student whose cumulative grade point average (GPA) falls below the level established for academic progress will be classified as a probational student. A student placed on probation status may continue to receive financial aid. An applicant who does not meet the total expectations for admission may be admitted as a provisional student. All provisional students are required to participate in the George Fox College Academic Success Program (see p. 20 of the *Catalog*).

Students admitted provisionally may not enroll for more than 14 or 15 hours in the first semester and must include at least one semester of WRI 095, English Skills. At the completion of a term, the Academic Standing Review Committee considers each provisional student's achievement to determine if sufficient progress has been made for continuance.

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Auditors: Subject to instructor approval, any regular or special student may audit courses from which he or she wishes to derive benefit without fulfilling credit requirements. This must be established with the Registrar at time of registration. Class attendance standards are to be met.

Academic Advising

Each student is assigned an advisor for initial registration. An advisor may be changed by request as a student forms natural lines of helpfulness and acquaintance. Other teachers and administrators may serve as resource persons in guidance and counseling.

It is the responsibility of the student to become familiar with policies and procedures outlined in the *Catalog*. For example, many upper-level courses are offered in alternate years, but this should be no problem if there is advance planning and if courses are taken in the proper sequences. Advisors will aid as requested, but students must be responsible for their own programs.

Academic Load

The student's academic load will be determined in conference with the student's advisor. Sixteen hours per semester is a normal college load. Students who carry fewer hours are adding considerably to the cost of their education by extending the time involved to earn their degree. Ordinarily, the first-semester freshman will register for no more than 16 hours. Provisional students will be limited to 14 or 15 hours. No student may enroll for more than 20 hours except by special permission of the faculty advisor and the Registrar.

The following is suggested as a satisfactory relationship between the student's academic load and his or her on- or off-campus work:

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<i>Work</i>	<i>Academic Load</i>
Not more than 18 hours	15-17 semester hours
Not more than 24 hours	12-14 semester hours
Not more than 30 hours	10-12 semester hours

FRESHMEN: All freshmen are expected to register for WRI 110, *The Effective Writer*, in the first year. In addition, all freshmen are expected to register for Literature of the Bible, physical education, and a general education sequence in the first year. See the *Catalog*, pages 24-25 for information on certain exemptions, waivers, and substitutions for these requirements.

A common "rule of thumb" is to anticipate two hours of study per week for each hour of class. Classes that meet more frequently per week than the credit given will demand less outside study.

Adding Classes

1. After classes begin, late admission to class must have the approval of the Registrar and consent of the instructor. Late forms are available in the Registrar's Office.

2. The last day to add courses or to exercise a pass/no-pass option is listed on the calendar in the *Catalog*.

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Dropping Classes

1. A student wishing to drop or withdraw from a class or from the College must secure the proper form from the Registrar's Office. Without this, an "F" is recorded for all courses involved. There is a fee of \$10 for a course withdrawal, though not for complete withdrawal from the College.

2. Withdrawal from a course must be completed within the first nine weeks of the semester. Beyond this date, a petition to the Vice President for Academic Affairs is required, and cause (emergency conditions) must be established.

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The Grading System

Semester grades are determined by the instructor's evaluation of the student's daily participation in class, performance on periodic tests, work on research papers and class projects, and achievement on final examinations. Grade points are assigned for each hour of credit earned according to the following system:

<i>Letter Grade</i>	<i>Meaning</i>	<i>Points Per Semester Hour</i>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Passing but inferior	1.0
F	Failing	0
I	Incomplete	0
W	Official withdrawal	0
P	Pass (average or above)	0
NP	Not passing	0
L	Long-term	0

The grade "I" is allowed if a student incurs illness or unpreventable and unforeseeable intervention in ability to meet course requirements on time. Request for an "I" grade is initiated with and approved by the Registrar. A contract showing the work to be completed and the completion date is prepared in consultation with the instructor and is filed with the Registrar. An "I" not completed in one year becomes permanent, and the course must be repeated if credit is desired.

An "L" grade designates satisfactory progress in a course where objectives continue for more than one semester. The "L" will be replaced by either a "P" grade or a point-receiving grade. This is not an incomplete or "I" grade.

A student may repeat a course in which the grade of "D," "F," "W," or "I" is received, but the first grade

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remains on the record. The cumulative GPA is computed on the last grade achieved.

The Dean's List

Those who achieve and maintain a 3.5 GPA or above on 12 or more hours of graded work completed by the end of the semester are eligible for the Dean's List.

Pass/No-pass Policy

A student with a cumulative GPA of 2.0 or better and who has completed 62 semester hours may elect one course per semester from an elective or general education course on a pass/no-pass basis. An application form must be filed with the Registrar no later than the published deadline for adding a course.

The teacher submits a regular grade to the Registrar, who converts the regular grade of "C" or above into "pass." A grade below "C" becomes a "no-pass" and the course must be repeated on a satisfactory level to receive credit.

Courses offered only on a pass/no-pass basis are field experience (e.g., 275/475), WRI 095 English Skills, THE 165/365 GFC Players, and Student Teaching.

Field experience and Honors Colloquium (GED 271, 272, 371, 372) may be "pass" or "no-pass" at department option, or in absence of department policy, at the student's option. All other courses in the College receive grades.

Academic Progress and Eligibility

A student on regular, probation, or provisional status is considered to be making reasonable academic progress. The student's semester grades with a semester GPA and a new cumulative GPA are posted on the grade report given to the student within two weeks following the close of each semester. The GPA is based on George Fox College credits only.

To be eligible for student government positions, a student must maintain a GPA of 2.25 or better. To be

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eligible for intercollegiate athletics, the standards of the National Association of Intercollegiate Athletics must be met.

Whenever the GPA for a given semester is below 2.0, a student receives a warning and is encouraged to contact the academic advisor, who will assist in the development of improved study plans and encourage better use of reading and library skills.

A student is on probation when his/her cumulative grade point average falls below the following standards: 1-15 hours, 1.7; 16-31 hours, 1.8; 32-47 hours, 1.9; 48-63 hours, 2.0. The student is given one semester of probation to achieve the above standard. Beginning freshmen not admitted provisionally are allowed two or three semesters of academic experience before suspension is administered.

A student not achieving reasonable progress, as determined by the Academic Standing Review Committee, may be given academic suspension. After one or more semesters have elapsed, the student may apply for readmission, and if admitted, reenters provisionally. The Academic Standing Review Committee may recommend academic dismissal. Such students may not apply for readmission.

The College may suspend or dismiss any student who fails to earn a GPA of at least 1.0 during a semester, regardless of classification or number of hours completed. The College may suspend or dismiss any students who no longer benefit themselves or the college community.

Final Examinations

Students are required to take final examinations as specified in course syllabi. The final examination schedule covers the last four days of each semester. The schedule is printed in the class schedule each year. The entire last week of each semester will be kept free of institutionally sanctioned extracurricular

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activities, with the exception of prescheduled intercollegiate athletic events.

Academic Honesty

It is assumed that students at George Fox College will endeavor to be honest and of high integrity in all matters pertaining to their college life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering, and disruption of classes.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise." It is assumed that whatever is submitted by a student is the work of that student and is new work for that course. Fabrication is "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, an "F" on an individual paper or exam, loss of campus position or employment, an "F" for the course, disciplinary probation, or suspension.

College-Level Examination Program (CLEP)

The Educational Testing Service of the College Board provides nationally recognized standardized testing through which college credit may be earned or course proficiency verified. This is the College-Level Examination Program (CLEP).

The CLEP General Examinations are designed to verify competency in general education. Tests may be taken in five areas for a maximum of 32 semester hours of credit. These examinations are to be taken

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prior to the completion of the first semester of enrollment at George Fox College. It is recommended the English Composition examination with essay be taken in June prior to college enrollment.

CLEP Subject Examinations provide verification of competency in selected academic fields such as foreign language, mathematics, etc. These may be taken at any time. It is assumed that competency has been gained in nonclassroom settings. See the Registrar for details and test applications. The tests are administered by the Registrar.

Federal Privacy Act

The Federal Family Educational Rights and Privacy Act of 1974 allows students to inspect their educational records and provides guidelines on the release of personally identifiable information (grades, transcripts, career planning information) to third parties. Records of school officials that are in the sole possession of the maker thereof, and that are not accessible to any other person except a substitute, are not considered to be educational records and are exempt. Parents' confidential financial statements are not open to students.

Further information on the Family Educational Rights and Privacy Act of 1974 may be found in the *Catalog*.

Discrimination

George Fox College does not discriminate on the basis of age, sex, handicap, race, color, or national origin in its educational programs or activities, including employment, and is required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964 not to discriminate in such manner. Further information is available in the *Catalog*.

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To Request Transcripts

The Family Rights and Privacy Act of 1974 requires you to submit a WRITTEN and SIGNED request to the Registrar's Office before a transcript can be released. To request a transcript, you must complete a Transcript Request Form or send a letter to the Registrar's Office indicating your full name, your current address, your approximate dates of attendance at GFC, the number of copies you are requesting, and the complete address of where the transcript is to be sent. You *must* sign the request and enclose the required fee. The transcript fee is \$3 per transcript. Nongraduates receive one copy free, and graduates receive four copies free. In addition, your Student Accounts bill must be paid before a transcript can be released.

To Withdraw from School

A student who cannot complete the current semester may completely withdraw from school during the first 10 weeks. The refund for tuition, room, and board will be based on the number of weeks completed, with no refund after the sixth week. To be eligible for a refund, students must pick up withdrawal forms from the Registrar's Office, obtain the required signatures, complete the form, and return it to the Registrar's Office.

Students withdrawing from school at the end of a semester must pick up the appropriate form from the Registrar's Office and complete the checking-out process by obtaining the required signatures and returning the form to the Registrar's Office. The completed form must be submitted to the Registrar's Office to be eligible for a refund of the \$100 Registration/Damage Deposit.

Faculty Committees

Faculty Development
Intercultural Concerns

ACADEMIC AFFAIRS ◀

Life-long Learning
Planning and Coordination for Computers
Student Life/Chapel
Teaching Skills and Evaluation
Athletics
Calendar/Performing Arts
English as a Second Language
Intensified Studies
Library/Instructional Media
Scholarships
Graduate Studies
Aesthetics
Teacher Education

Academic Organization

	<i>Extension</i>	<i>Location</i>
Dirk Barram, Vice President for Academic Affairs	ext. 205	W
Sally Andrews, Assistant to the Dean	ext. 305	W

School of Humanities

Rebecca Ankeny, Dean	ext. 377	W
Department of Communication Arts		
Craig Johnson, Chairperson	ext. 270	HH
Department of English as a Second Language		
Martha Iancu, Chairperson	ext. 381	IC
Department of Fine Arts		
John Bowman, Chairperson	ext. 261	RC
Department of History and Political Science		
Mark Weinert, Chairperson	ext. 294	HH

Location Key

W—Wood-Mar Hall
BE—Bus. & Econ. Dept. Offices
HH—Humanities House
IC—International Student Center
RC—Ross Center

M—Minthorn Hall
C—Calder Center
H—Hoover Hall
G—Gym

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	<i>Extension</i>	<i>Location</i>
Department of Religious Studies Ron Stansell, Chairperson	ext. 268	RC
Department of Writing/Literature Ed Higgins, Chairperson	ext. 271	M
School of Natural and Behavioral Sciences		
Jim Foster, Dean	ext. 297	W
Department of Biology and Chemistry Paul Chamberlain, Chairperson	ext. 276	C
Department of Health and Human Performance Marge Weesner, Chairperson	ext. 251	G
Department of Mathematics, Computer, and Engineering Hank Helsabeck, Chairperson	ext. 275	C
Department of Psychology Mark McMinn, Chairperson	ext. 300	H
Department of Sociology/ Social Work Mike Allen, Chairperson	ext. 298	H
School of Professional Studies		
Glenn Moran, Dean	ext. 244	W
Department of Business and Economics Gene Dykema, Chairperson	ext. 338	BE
Department of Continuing Studies Andrea Cook, Chairperson	ext. 391	M
Department of Home Economics Flora Allen, Chairperson	ext. 281	C
Department of Teacher Education Les Martin, Chairperson	ext. 367	M

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CAMPUS ACTIVITIES AND ORGANIZATIONS

Student organizations provide opportunity for the development of leadership qualities and interpersonal relationships. These are designed to supplement classroom work with practical experience and to provide wholesome and profitable recreation. Many activities are available, including campus government, athletics, music, drama, publications, social and religious organizations, and various special interest groups. Students are encouraged to participate in areas of their interest.

Activities

Athletics: George Fox College has excelled in athletics during recent years. Intercollegiate men's sports include soccer, cross country, basketball, baseball, and track. Intercollegiate women's sports include cross country, volleyball, basketball, track, softball, and soccer. The College also has a strong intramural program.

Men's and women's varsity athletic competition functions under the National Association of Intercollegiate Athletics.

Music: Music activities are available to students with varied musical talents. Public performances are presented through the Festival Chorus, the Concert Choir, Dayspring, the Chapel Singers, Concert Band, Chehalem Symphony Orchestra, Music Theater, Jazz Ensemble, Handbell Ringers, and Brass Ensemble.

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► CAMPUS ACTIVITIES

The GFC student chapter of the Music Educators' National Conference provides a bond between students in music education and members of the professional organization. Students receive the *Oregon Music Educator*. Members may attend meetings of the professional educators' organization. The club also sponsors speakers who address new developments in the music education field.

Theater: The Department of Fine Arts presents two major dramatic productions each year, plus informal course-related performances in Chapel/Assembly, Wood-Mar Auditorium, or dining room settings. Augmenting the on-campus theater program are the *GFC Players*, the College's drama touring group, which presents improvisational theater throughout the Northwest at churches, prisons, camps, retreats, schools, and marketplaces.

ASCGFC

There is a great variety of opportunities available to you through student government (Associated Student Community of George Fox College). The activities include intramural sports, outreach to fellow students, outreach to the Newberg community, help in planning and participating in activities, as well as working on student publications.

Early in fall semester there is an application process in which the standing committees select members for the year. This is your opportunity to have an active role in the student community and life at GFC.

Committees

Central Committee: These elected members are responsible for coordinating and supervising the function and scope of student government activities. Members include the President, Vice President, Secretary, Treasurer, Activities Director, Christian Service Director, and Student Chaplain under the advisement of the Director of Student Leadership.

CAMPUS ACTIVITIES ◀

Activities Committee: The Activities Committee is made up of four Activities Coordinators and chaired by the Activities Director. Each Activities Coordinator chairs a committee made up of five students who are responsible for planning and promoting all ASCGFC student activities.

Christian Service Committee: The Christian Service Committee is made up of five Ministries Coordinators, each having an area of emphasis (Community Service, Youth, Elderly, Urban, Service Trips). Ministry Coordinators select five students each to form their committees.

Chaplain's Committee: The Student Chaplain selects individuals to assist with "Green Room," Chapel advising, weekly prayer, and other on-campus ministries.

Student Union Committee: This committee is chaired by the ASCGFC Student Union Coordinator and is responsible for supervising the Student Union Building and its uses, including building maintenance and game room facilities.

Campus Publications/Radio: Each campus publication has an active staff. These staffs include those for the *L'Ami* yearbook, *The Crescent* newspaper, *Wineskin* literary publication, Fox Jam Studios (campus album project), KFOX radio, and darkroom staff.

Class Representative Committee: Each class has two elected representatives that plan specific activities assigned to their particular class. There are four students per class committee.

Communications

To keep up-to-date on current happenings, changes or additions in policy, etc., students are expected to apprise themselves of the information contained in the *Bulletin*, published by the ASCGFC twice a week.

► CAMPUS ACTIVITIES

'Tell It to the Top'

"Tell It to the Top" is a program sponsored by the Student Life Office to help promote and strengthen communication within the community. It gives students a way to voice a suggestion, express a compliment, or share a concern with any faculty member, staff person, or administrator, from the President of the College on down. Forms are available in the Student Life Office and in student government offices.

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CAMPUS SERVICES ◀

Bookstore

The George Fox College Bookstore, although open to the Newberg community, functions primarily for students, faculty, and staff. Not only may texts be purchased, but also GFC-imprinted sportswear, school supplies, cards, gifts, and snacks. Used books are bought back at the end of the spring semester, providing they are still in print, and offered at prices in keeping with national used-book pricing practices.

Banks

Five local banks in Newberg provide services: The Commercial Bank, U.S. National Bank of Oregon, The First Interstate Bank, Bank of America, and Key Bank. In addition, there is a branch of the First Federal Savings and Loan Association of McMinnville.

College Work-study (CWS) Program

CWS is a work program partially funded by the federal government. Students have the opportunity to work the hours they are awarded (assuming their performance is adequate). An award of work-study is an authorization to earn *up to* the amount listed on the "Award Notice." Typically, about \$1,600 can be earned working 10 hours per week all of the school year. Earnings from work-study are taxable. You must report work-study earnings if you file a tax return. The work-study program is handled through the Financial Aid Office.

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► CAMPUS SERVICES

Mail Service

The College provides two student post offices: One is located in the Student Union Building, and the other is in Beebe Hall. Assignment to a post office is based on college housing. Box numbers in the 4000 series are in the Beebe Post Office, while numbers in the 5000 series are in the SUB Post Office. Services provided at both post offices include campus and incoming mail distribution and outgoing mail service. The SUB Post Office also offers the following services: sale of stamps and envelopes, and the delivery of small packages through U.S. Postal Service or United Parcel Service (UPS). Larger package and international mail service is provided at the Wood-Mar Mailroom. The correct address form for the student is as follows:

Beebe Post Office

Student name

George Fox College

418 N. Meridian St. # _____ (4001-4400)

Newberg, OR 97132-2699

or *SUB Post Office*

Student Name

George Fox College

420 N. Meridian St. # _____ (5601-5899)

Newberg, OR 97132-2699

The student post offices are operated by work-study students and supervised by a college employee. The post offices are open each day from 8 a.m. to 4:30 p.m. Incoming U.S. mail is distributed before noon. Outgoing mail received at the student post offices by 3 p.m. will be sent the same day.

Keys for the SUB Post Office are issued during registration. Postal clerks are not permitted to open post office boxes from inside the post office. If a key is misplaced or lost, there is a \$5 replacement charge and a \$5 accounting fee if charged to your student account.

CAMPUS SERVICES ◀

Combinations will be issued for the Beebe Post Office also during registration. Some boxes will be shared by two people.

An address-change form must be completed by every student at the end of the school year or upon withdrawal from school. This allows the postal employees to forward any first-class mail.

Lost and Found

The "Lost and Found" for the College is located in the SUB Post Office in the Student Union Building. Check there if you lose something on campus.

Student Accounts Office

The Student Accounts Office is located on the main floor of Wood-Mar Hall. This office sets up payment plans for students, handles billings, and receives payments. The Student Accounts Office also cashes checks for students (up to \$25).

When school is in session, the office is open every day from 9 a.m. to 4 p.m.

THINGS TO KNOW



Important Phone Numbers

George Fox College (Main Switchboard)	503/538-8383
Admissions Office	Ext. 234
ASCGFC Offices	Ext. 325
Athletic Office	Ext. 249
Bookstore	Ext. 329
Box Office	Ext. 844
Cage	Ext. 258
Campus Pastor	Ext. 273
Career Planning Office	Ext. 209
Career Placement Office	Ext. 230
Center for Personal Counseling and Development	Ext. 309
Campus Pastor	Ext. 273
Communications Office	Ext. 367
Computer Lab (Calder)	Ext. 378
Computer Lab (LRC)	Ext. 496
Computer Store—CDARC	Ext. 499
Development Office	Ext. 222
Education Office	Ext. 367
English Language Institute	Ext. 381
Event Information	Ext. 383
Financial Aid	Ext. 240
Food Services (Marriott)	Ext. 328
Graduate and Continuing Studies	Ext. 390
Health Services	Ext. 332
International Student Facilitator	Ext. 255
Library	Ext. 303

► THINGS TO KNOW

Mailroom (Beebe Hall)	Ext. 497
Mailroom (Student Union Building)	Ext. 319
Mailroom (Wood-Mar)	Ext. 317
Maintenance/Physical Plant	Ext. 311
Music Office	Ext. 260
Natural Science Office	Ext. 274
Peace Studies	Ext. 369
Registrar's Office	Ext. 230
Religion Office	Ext. 287
Residence Life/Housing	Ext. 229
Social Science Office	Ext. 293
Student Accounts	Ext. 215
Student Life Office	Ext. 225
SUBway	Ext. 339

Administration

President—Ed Stevens	Ext. 202
Vice President for Academic Affairs— Dirk Barram	Ext. 205
Vice President for Student Life/Dean of Students—Deb Lacey	Ext. 227
Vice President for Financial Affairs— Don Millage	Ext. 211
Vice President for Development— Sam Farmer	Ext. 219

Newberg

Hospital	538-1372
Police Department	538-8321

Student Life Staff

General

Deb Lacey—Vice President for Student Life/Dean of Students	Ext. 227
Becky Drapela—Executive Secretary	Ext. 225
Shelley Tapia—Secretary/Receptionist ..	Ext. 225

Christian Life

Gregg Lamm—Campus Pastor	Ext. 273
Denise Beed— Student Ministries Coordinator	537-0405

THINGS TO KNOW ◀

Career Services

Bonnie Jerke—Director of Career Services	Ext. 209
Leslie Dotson—Career Services Assistant	Ext. 226

Residence Life

Shaun McNay— Director of Residence Life and Housing	Ext. 229
Susan Barnett—R.D. for Edwards Hall; Carlton Way, Weesner, Hancock Street, and Sheridan Street houses; and Sheridan Street Duplex	Ext. 837
Denise Beed—R.D. for all apartments (except Lewis); and Kershner, Schaad, Sherman Street, and Cole houses	537-0405
Donna Buhrow—R.D. for Pennington, Carey, Beebe, and Willcuts halls	Ext. 841
Jeff VandenHoek—R.D. for Hobson/ Macy/Sutton, and Lewis Apartments .	Ext. 839

Center for Personal Counseling and Development

David Arnold—Director	Ext. 309
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Student Health

Carolyn Staples—Director of Wellness Resource Center/Nurse	Ext. 332
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Student Leadership

Jim Fleming— Director of Student Leadership	Ext. 218
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Intramurals

Manfred Tschan—Director	Ext. 255
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Phone Procedures

Campus Phones: Each residence hall room and suite has a single-line telephone and phone number available to residents, from which local and long-distance calls may be made. Long-distance charges will be the responsibility of the student. Pay phones

► THINGS TO KNOW

from which collect calls and long-distance calls may be made are located throughout the campus.

Fire Emergency

If a fire alarm sounds, identify smoke and/or flames and dial 9-9-1-1. Then dial "0" (switchboard) and give your name and location of alarm and/or fire.

Note: If switchboard is unattended, a phone number to call will be listed on the tape recording. If there is a fire, evacuate the building in an orderly manner.

Campus Security

During office hours, 8 a.m. to 4:30 p.m. Monday through Friday, phone ext. 384. At other times, dial "0" for the college switchboard and request "security," or call a number reported on the tape recording if the switchboard is unattended. In either of the above instances, please provide your name, nature of the problem, and location of problem. After hours, dial ext. 842, or if off campus, dial 537-3842.

Emergency Medical Assistance

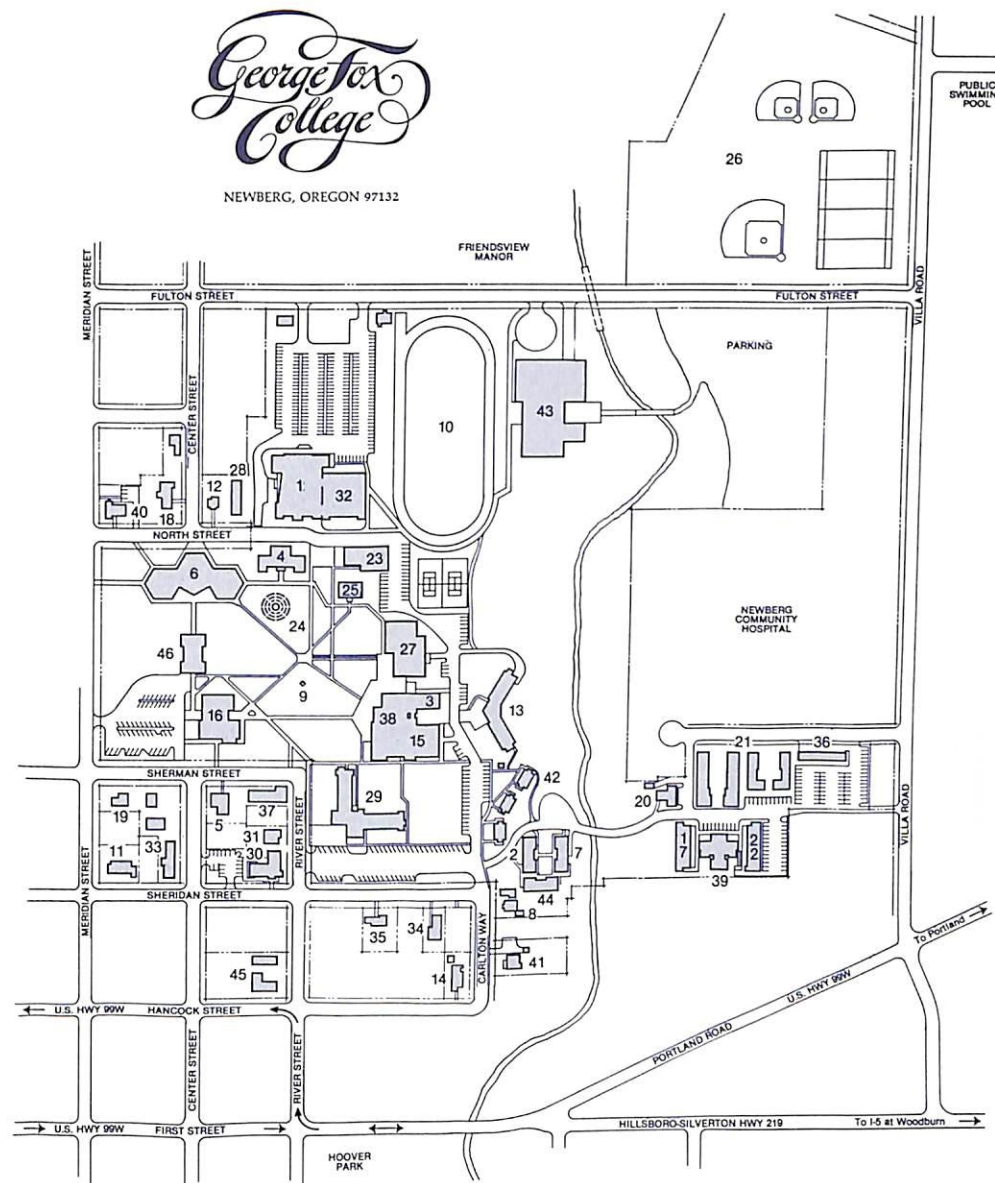
From noon to 4 p.m., students should call Carolyn Staples, Wellness Resource Center, ext. 332.

Before noon, after 4 p.m. or on weekends, students should call the Student Life staff in the following order:

1. Resident Director for your residence area
2. Resident Director for one of the other residence areas
3. Director of Residence Life and Housing—Shaun McNay, ext. 229 or 537-3840
4. Director of Personal Counseling and Development—David Arnold, ext. 309



NEWBERG, OREGON 97132



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|---|--|------------------------------------|------------------------------------|
| 1 William and Mary Bauman Chapel/Auditorium | 16 Herbert Hoover Academic Building | 29 Pennington Residence Hall | 44 Jack L. Willcuts Residence Hall |
| 2 Richard H. Beebe Residence Hall | 17 Hobson Residence Hall | 30 President's/Development Offices | 45 Winters Apartments |
| 3 Bookstore | 18 Humanities House | 31 River Street House | 46 Wood-Mar Hall |
| 4 Brougher Hall | 19 International Student Center | 32 Milo C. Ross Center | |
| 5 Business and Economics Department Offices | 20 Kershner House | 33 Schaad House | |
| 6 Calder Center | 21 Lewis Apartments | 34 Sheridan Street Duplex | |
| 7 Gervas Carey Residence Hall | 22 Charlotte Macy Residence Hall | 35 Sheridan Street House | |
| 8 Carlton Way House | 23 Maintenance Building | 36 Sherman Arms Apartments | |
| 9 Centennial Tower | 24 Virginia Millage Memorial Rose Garden | 37 Sherman Street House | |
| 10 Colcord Memorial Field | 25 Minthorn Hall | 38 Student Union Building | |
| 11 Cole House | 26 Curtis and Margaret Morse Athletic Fields | 39 Mary Sutton Residence Hall | |
| 12 Computer Store | 27 M. J. Murdock Learning Resource Center | 40 Video Communication Center | |
| 13 Edwards Residence Hall | 28 Newlin Apartments | 41 Weesner House | |
| 14 Hancock Street House | | 42 Weesner Village | |
| 15 Heacock Commons | | 43 Coleman Wheeler Sports Center | |

Directions from Interstate 5:
From the south, take the Woodburn-Newberg exit north of Salem. Follow the signs to St. Paul-Newberg.
From the north, take the Tigard-Newberg exit shortly after leaving Portland city limits. Stay on 99W until reaching Newberg.