

1998

Student Handbook, 1998-1999

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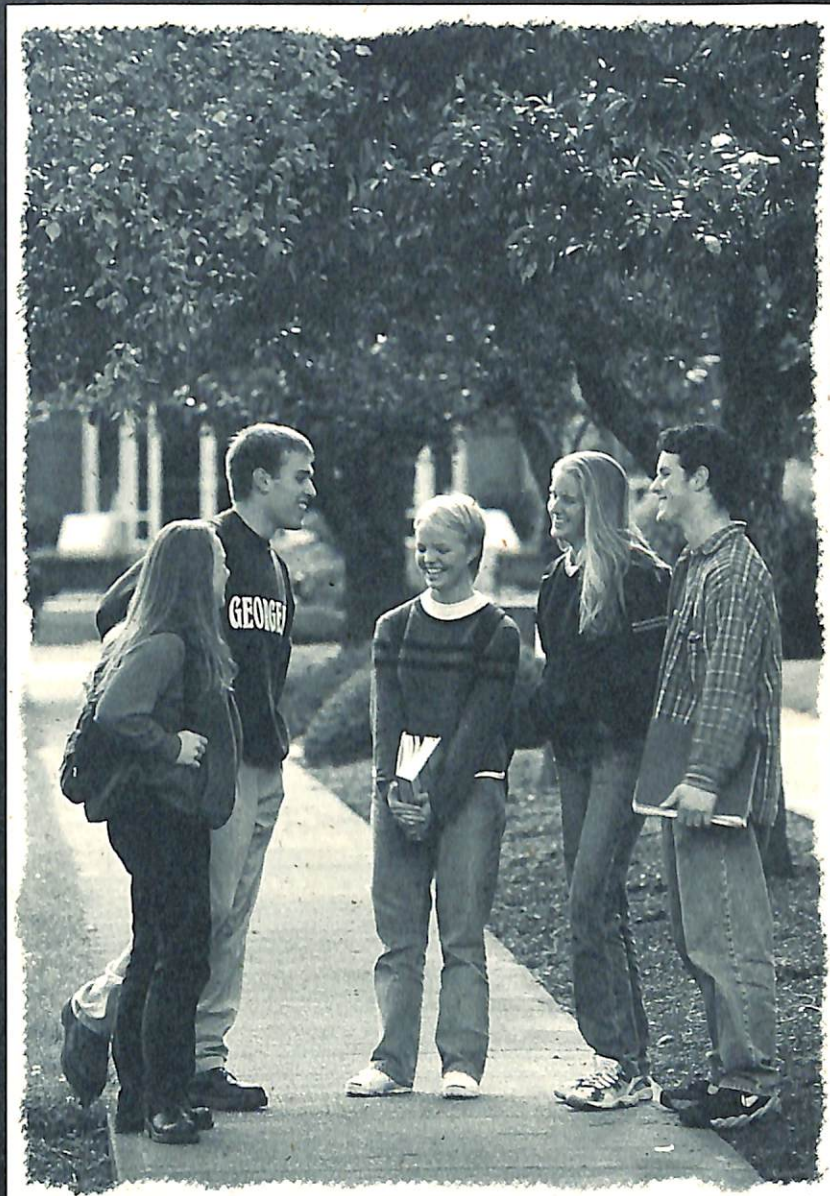
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STEPPING OUT



1998-99

Undergraduate

Student Handbook

1998-99 UNDERGRADUATE STUDENT HANDBOOK



414 N. MERIDIAN ST.
NEWBERG, OREGON 97132-2697

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WHO'S WHO



**EILEEN
HULME**
Vice President for
Student Life



**GREGG
LAMM**
Campus
Pastor



**SHAUN
MCNAY**
Dean of
Students



**BILL
BUHROW**
Director of Counseling
and Health Services



**SHARRA
DURHAM**
Associate Dean of
Students



**CAROLYN
STAPLES**
College Nurse



**BONNIE
JERKE**
Director of Career
Services



**MIKE
SMOLKO**
Student Life Advisor



DON BLACK
Director of
Financial Aid

GEORGE FOX UNIVERSITY

MISSION STATEMENT

The mission of the University, from its beginning, has been to demonstrate the meaning of Jesus Christ (1) by offering a caring educational community in which each individual may achieve the highest intellectual and personal growth and (2) by participating responsibly in our world's concerns.

VALUES STATEMENT

The George Fox University community values . . .

- following Christ, the Center of Truth
- honoring the worth, dignity, and potential of each individual
- developing the whole person — spirit, mind, and body
- living and learning in a Christ-centered community
- pursuing integrity over image
- achieving academic excellence in the liberal arts
- preparing every person to serve Christ in the world
- preserving our Friends (Quaker) heritage

WELCOME

"No man is an island, entire of itself; every man is a piece of the continent,
a part of the main." —John Donne

Living in the community we call George Fox University is both a challenging and rewarding experience. Every individual has a God-given uniqueness and place that should be celebrated. However, our uniqueness is only fully discovered as we engage our membership in the whole, understand our role in the body, and recognize our piece of the continent. You as students have individual rights and community responsibilities. The challenge is finding the balance that is both pleasing to the Lord and respectful of others while not denying your unique place in this community of scholars. The student handbook is a guide to striking that balance.

Please know that my door is always open to you and that I am here to offer a listening ear as you move through your years in this community.

Blessing,



Eileen Hulme
Vice President for Student Life



"The first step is
the hardest."
— Marie de
Vichy-
Chamrond,
Marquise du
Deffand

PREPARING YOU TO STEP INTO A BIGGER WORLD

During your college years, you'll discover a broader range of people and ideas than you've ever encountered before. College is an exciting world all its own, but it's still small in comparison to the world of possibilities that awaits you after graduation.

At George Fox University, we believe education is more than learning theories, reading books, and writing essays—although those are important facets of the learning process. We believe education is a variety of ideas, experiences, and people that prepare you to step out in faith as you step into a bigger world.

Any college can prepare you to answer the questions . . .

What do I want to do when I graduate?

What skills will I have learned to use in the work force?

Where do I want to find a job?

At George Fox, we'll help you answer the tougher questions . . .

Who do I want to be when I graduate?

What values do I want others to see in me?

Where do I want to serve?

While you're making plans to begin your life here at George Fox, we're making plans as well—plans to help you become a person of commitment and wisdom who can answer these questions with confidence.

A person of commitment is someone committed to love — love for God, love for others, and love for yourself. Mark 12:29–31 says, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Love your neighbor as yourself."

A person of wisdom is someone who has more than great knowledge. A person of wisdom is a man or woman who knows how to pursue knowledge and how to use it to benefit others. When you pursue knowledge with humility and generosity, you will become wise — and help others around you do the same.

As you grow in commitment and wisdom, you will also grow in confidence — in yourself and in the Lord. As Philippians 1:6 says, "For I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus."

No matter which major you choose, you'll discover that your professors are pursuing commitment and wisdom right beside you. Not only will you build a foundation in your area of interest, you will be challenged to be humble in spirit as you prepare to serve others with what you have learned.

Remember, you are responsible to know and meet all academic and graduation requirements and other guidelines contained in this handbook.

We also want you to consider the handbook a resource—a place to turn for information, insight, even inspiration. What you hold in your hands represents a guide to the heart of this university, our people and their mission—it should help you reach your fullest potential, equip you with knowledge and truth, and prepare you to step into a bigger world.

ACADEMIC AFFAIRS

If you have any questions regarding academics and your pursuit of commitment and wisdom, get in touch with your academic advisor, the Office of Academic Affairs, or the Registrar's Office. We have willing faculty and staff members ready to aid you in your journey.

PROCEDURES

Attendance

Each student has a responsibility to meet the University's standards in pursuing academic study. Primary responsibilities include regular attendance in all courses and required chapel attendance. Missed class work may be made up only if you were absent due to prolonged or confining illness (generally three or more consecutive days) or in the case of family or personal emergency. Contact the Health and Counseling Center if you need to be excused for illness, and contact the Registrar's Office if you need to be excused due to a personal or family emergency. Permission to be absent from class to participate in cocurricular University activities must be granted by the Aca-

demic Affairs Office. Arrangements for other absences should be handled between you and your instructor.

The University calendar provides instructional dates for teachers and students. You are expected to attend classes through the last day of each semester, unless a prolonged or continuing illness or an emergency situation exists.

CLASSIFICATION OF STUDENTS

Full-Time Status

Full-time undergraduate students are enrolled for a minimum of 12 hours in a standard semester. Generally, only full-time students may represent the University in an official capacity, hold a major office in an organization, or live in University housing.

Regular Status

Students who have satisfied admission requirements and are following successfully a program leading to a degree are considered regular status students. They are classified as follows:

Freshmen	students who have completed fewer than 31 semester hours
Sophomores	students who have completed between 31 and 61 semester hours
Juniors	students who have completed between 62 and 92 semester hours
Seniors	students who have completed at least 93 semester hours

Special Status

Special status students include degree and nondegree students who are generally enrolled for fewer than 12 semester hours. Any special status student who wishes to enter a degree program must fulfill regular admission requirements.

Probation and Provisional Status

A student whose cumulative grade point average (GPA) falls below the level established for academic progress is classified as probational status. A student placed on probational 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 University Academic Success Program (see the "On-Campus Academic Programs" section in the catalog).

Auditing Courses

With the approval of the instructor, any regular or special status student may audit courses for the purpose of learning without fulfilling regular-status academic requirements or receiving academic credit. Audit status must be established with the Registrar's Office at the time of registration. Students auditing a course are expected to meet attendance and other requirements as set by the institution. Some courses are not available for auditing.

Academic Advising

Based on the selected Freshman Seminar, each regular status student is assigned an advisor to help with the initial registration. Your seminar instructor serves as your advisor throughout your freshman year. Transfer students are assigned a faculty advisor based on their academic interests or declared majors. You may

change advisors by request as you form natural lines of helpfulness and acquaintance. Other professors and administrators may serve as resources for guidance and counseling.

You are responsible to become familiar with policies and procedures outlined in the Catalog. For example, many upper-level courses are offered in alternate years, but such scheduling should not be a problem if you plan in advance and take courses in the proper sequence. Advisors assist you when requested to do so, but you are responsible for your own academic program.

Academic Load

Students should determine their academic load in conference with their advisors. Sixteen hours per semester is a normal university load. Students who carry fewer hours may have to extend the time needed to earn their degree beyond eight semesters at their own expense. Ordinarily, the first-semester freshman registers for no more than 16 hours. Provisional students are 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's Office.

The following is suggested as a satisfactory relationship between the your academic load and your on- or off-campus work:

Work	Academic Load
<18 hours	15–17 semester hours
<24 hours	12–14 semester hours
<30 hours	10–12 semester hours

Note: All freshmen are expected to register for WRI 110 Freshman Composition in their first year. In addition, all freshmen are required to register for

Literature of the Bible. See the Catalog for information on certain exemptions, waivers, and substitutions for these requirements.

A common rule is to anticipate two hours of study per week for each hour of class. Classes that meet more frequently per week than the number of credits given generally demand less outside study per class session.

STEPS FOR ACADEMIC SUCCESS

Read your syllabus. On the first day of class, professors typically hand out a syllabus, which outlines what you may expect from the course and what is expected of you. It is vital that you read the syllabus and use it as a reference throughout the semester. Remember that some professors may not go over the syllabus with you or remind you of due dates. Most professors assume that you read the syllabus and will meet the deadlines listed (unless changes are announced in class). The best plan is to read the syllabus when you receive it, review it often, and ask for clarification of any assignments or deadlines you don't understand.

Make exams and major projects your highest priority in scheduling. Don't assume that you can make up a missed exam. Review the syllabus and adjust your schedule to make sure you can take all exams as scheduled. Note your finals schedule in your calendar at the beginning of each semester. If an emergency or a prolonged and confining illness arises, contact the professor as soon as possible and explain your circumstances.

Read assignments before they're due. Many professors don't cover readings in class. Instead, they use them as the basis for discussion or as background for a



lecture related to the reading. If you haven't read the assigned material, you'll have more difficulty following the class discussion. Also, you may be tested on reading material not discussed directly in class. If you have any questions, ask for explanations during class time, or make an appointment to discuss your questions privately.

Get acquainted with some of your fellow students and form a study group. Sometimes it's more productive to study with others, and if you must miss a class, your study group can help you catch up. It is your responsibility, not the professor's, to obtain any notes, information, and handouts you may have missed.

Go to class and stay alert while you're there. One of the most important ways you can reduce your outside study time and show respect to both your professors and fellow classmates is to be there when class is in session. Paying attention in class helps you prepare for exams and understand material more effectively.

Be on time. Latecomers interrupt lectures and create distractions. If you're late and need additional notes or a handout, wait until the end of class to get them. If you're not sure what the class is working on, quietly ask for assistance from a neighboring student.

Honor professors' office hours. Office hours are listed on course syllabi, posted on professors' office doors, or available from administrative assistants in department offices. Many times you can arrange a special appointment right after a class.

Think ahead while working with your advisor. Plan a rough draft of the courses you'll take in two or three semesters. Make sure both of you have a copy of your schedule. When it's time for preregistration, make an advising appointment at least a week before registration and have a draft schedule prepared when you go in for your appointment. When you meet with your advisor, always bring your academic planner with you.

Make an appointment to see the professor as soon as possible if you receive a low or unsatisfactory grade on a paper or exam. Explain that you want to do better and ask the professor to review the paper or exam with you to help you understand your mistakes. Ask the professor if he or she will accept an early draft on the next paper. If the problem is with an exam, ask if you can discuss the results with the professor privately. To help you study more effectively for the next exam, contact other students to see if you can study with them. In addition, look into the learning resources on campus. Review the section "Resources for Academic Success" in this handbook.

Adding Classes
After classes begin, you must have the approval of your advisor and the consent of the instructor to be admitted to a class. Drop/Add forms are available in the Registrar's Office. Deadlines for adding courses or exercising a Pass/No Pass option are listed on the calendar in the Catalog and the course schedule book.

Dropping Classes
If you wish to drop or withdraw from a class or from the University, you must obtain the proper form from the Registrar's Office and have it signed by your advisor and the instructor. Without this signed form, you may receive a grade of "F" for all courses involved. If you drop a course during the drop/add period, you receive a grade of "W" on your transcript. There is no fee for dropping a class during the drop/add period, but there is a \$10 fee after the drop/add period. Students are not allowed to withdraw from a course after the ninth week of the semester.

Grading System
Semester grades are determined by the instructor's weighted evaluation of your 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:

Letter Grade	Meaning	Points per Semester Hour
A	Superior	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0

C-		1.7
D+		1.3
D	Passing but Inferior	1.0
D-		.7
F	Failing	0
I	Incomplete	0
W	Officially Withdrawn	0
P	Passing (C- average or higher)	0
NP	Not Passing	0
L	Long Term	0
X	no grade reported by instructor	0

The grade "I" is allowed if you incur a prolonged and confining illness or unpreventable and unforeseeable circumstances that make it impossible to meet course requirements on time. Request for an "I" grade is initiated with and approved by the Registrar's Office. A contract showing the work to be completed and the completion date is filed with the Registrar. Generally, an "I" not completed in one semester becomes permanent, and the course must be repeated if you wish to receive credit.

An "L" grade designates satisfactory progress in a course whose objectives continue for more than one semester. The "L" is replaced by either a "P" or a letter grade when the course is complete.

An "X" grade indicates the instructor did not report a grade to the Registrar's Office.

You may repeat a course in which you receive a grade of "D," "F," "W," or "I," but the first grade remains on your official transcript. However, the cumulative GPA is computed on the last grade received.

Pass/No Pass Policy
A student with a cumulative GPA of 2.0 or higher who has completed 62 semester hours may elect one course per semester from elective course offerings on a Pass/No Pass basis. An application form must be filed with the Registrar no later than the published deadline. See the Catalog for details.

Academic Progress and Eligibility
The student's semester grades with a semester GPA and an updated cumulative GPA are posted on the grade report given to the student generally within two weeks of the close of each semester. The GPA is based on George Fox University credits only.

To be eligible for elected student government positions, you must maintain a GPA of 2.50 or higher. To be eligible for intercollegiate athletics, you must meet the applicable standards of the National Association of Intercollegiate Athletics (NAIA) and National Collegiate Athletics Association (NCAA) Division III.

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

A student is on probation when his or her cumulative GPA falls below the following standards:

1-15 hours	1.7
16-31 hours	1.8
32-47 hours	1.9
more than 48 hours	2.0

"A journey of a thousand miles must begin with a single step."
— Lao-tzu

The student is given one semester of probation to achieve the standard listed. Beginning freshmen not admitted provisionally are normally allowed two or three semesters of academic experience before being suspended.

A student not achieving reasonable progress as determined by the Academic Standing Review Committee may be given an academic suspension. After one or more semesters of academic suspension have elapsed, the student may apply for readmission, and if admitted, may reenter provisionally. The Academic Standing Review Committee may recommend an extended suspension or academic dismissal if the student fails to meet academic standards.

The University 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 University may suspend or dismiss any students who no longer benefit themselves or the University community.

Final Examinations

Students are required to take final examinations as specified in course syllabi. Final examinations generally are scheduled the last four days of each semester. The schedule is printed in the class schedule book each year. The entire last week of each semester generally is kept free of institutionally sanctioned extracurricular activities, with the exception of prescheduled intercollegiate athletic events.

Students wishing to apply for changes in the time of final examinations must do so by the end of the tenth week of classes. Forms are available in the Registrar's Office. You must provide evidence of

extenuating circumstances necessitating the change of final exam time.

College Level Examination Program (CLEP)

Through the College Level Examination Program (CLEP), the Educational Testing Service of the University Board provides nationally recognized standardized testing through which University credit may be earned or course proficiency verified.

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. See the Registrar's Office for details and test applications. The tests are administered by the Registrar.

Federal Privacy Act

The federal Family Educational Rights and Privacy Acts (FERPA) 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, confidential letters of recommendation, and educational records containing information about more than one student generally are not open to students.

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

At its discretion, George Fox University may provide "directory information" in accordance with the provisions of the Family Educational Rights and Privacy

Act. The University construes the following information to be "directory information": parents' names and addresses, the student's name, campus and home address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, denominational or religious preference, the most recent previous school attended, and for members of athletic teams, height, weight and position played. The University also considers photographs to be Directory Information. As such, release of photographs also is provided.

Students may restrict the release of their directory information to third parties by annually submitting a signed and dated statement to the Registrar's Office. Otherwise all photographs and information listed above will be considered as "directory information" according to federal law. Non-directory information, notably grade records, are released to third parties only on written request of the student.

Discrimination

George Fox University does not discriminate on the bases of age, sex, disability, race, color, or national origin in its educational programs or activities, including employment, as is required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. Further information is available in the Catalog.

Transcript Requests

In most cases, the Family Educational 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 George Fox, the number of copies you are requesting, and the complete address where the transcript is to be sent. You must sign the request and enclose the required fee of \$3 per official transcript. In addition, your student account bill must be current before a transcript can be released.

Withdrawal from the University

Withdrawal forms and information are available in the Registrar's Office. See the Catalog for details.

Student or Family Emergencies

If you are seeking excused absences due to personal or family emergencies, contact the Registrar's Office immediately.

ACADEMIC ORGANIZATION

Name	Title	
Extension	Location	
Jim Foster	Interim Vice President for Academic Affairs	
ext. 2142		WMH
Beth Molzahn	Executive Secretary	
ext. 2141		WMH
Kim Harmon	Administrative Secretary	
ext. 2140		WMH
School of Humanities		
Dean Mark Weinert		
ext. 2143		WMH
<i>Communication Arts</i>		
Craig Johnson	Chairman	
ext. 2610		CEN
<i>Fine Arts</i>		
Mel Schroeder	Chairman	
ext. 2631		ROS

History and Political Science
Kerry Irish
ext. 2672

Chairman
MIN

Religious Studies
Howard Macy
ext. 2655

Chairman
ROS

Writing/Literature
Becky Ankeny
ext. 2601

Chairwoman
MIN

School of Natural and Behavioral Sciences
Hank Helsabeck
ext. 2148

WMH

Biology and Chemistry
Don Powers
ext. 2705

Chairman
EHS

Health and Human Performance
Byron Shenk
ext. 2912

Chairman
WSC

Math, Computer Science, and Engineering
John Johnson
ext. 2721

Chairman
EHS

Psychology
Clark Campbell
ext. 2753

Chairman
HVR

Chris Koch
ext. 2744

Undergraduate Director
HVR

Leo Marmol
ext. 2762

Graduate Director
HVR

Sociology/Social Work
Carl Lloyd
ext. 2757

Chairman
HVR

School of Professional Studies
Dean Glenn Moran
ext. 2145

WMH

Business and Economics
Tom Head
ext. 2811

Chairman
BUS

Continuing Education
Alan Kluge
ext. 2872

Director
MIN

Family and Consumer Sciences
Flora Allen
ext. 2861

Chairwoman
LEM

Teacher Education
Linda Samek
ext. 2835

Chairwoman
LEM

Master of Arts in Teaching
Grace Balwit
ext. 2832

Director
LEM

Master of Education
Scot Headley
ext. 2836

Director
LEM

Western Evangelical Seminary
Dean Tom Johnson
ext. 6151

WES

Associate Dean Judith Schwanz
ext. 6141

WES

Ministry
Larry Shelton
ext. 6153

Chairman
WES

Counseling
Judith Schwanz
ext. 6141WES

Chairwoman

Location Key

BUS Business and Economics
Department Offices
CEN Center Street House
EHS Edwards-Holman Science Center
HVR Hoover Academic Building
LEM Lemmons Center
MIN Minthorn Hall
ROS Ross Center
WES Western Evangelical Seminary
WMH Wood-Mar Hall
WSC Wheeler Sports Center

HONORS

The Dean's List

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

Graduation Honors

Summa cum laude is awarded to students with a cumulative grade point average of 3.90, *magna cum laude* to those with a 3.70 GPA, and *cum laude* to those with a 3.50 GPA. Transfer students must have completed at least 60 hours at George Fox University to be eligible for honors at graduation.

Honors in the commencement program are computed on grades through the fall semester for spring graduation, and through the previous spring semester for fall graduation. Honors on the final record and transcript are based on all grades received at George Fox University. Rank in class is determined on all grades earned at George Fox University and on any accepted in transfer.

APPEALS

For information pertaining to appeal of any academic issue, contact the Office of Academic Affairs.

INTEGRITY

Academic Honesty

It is assumed that you and all other students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to your University 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 property, and disrupting 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 work you submit is your own work and is new work for that course. Fabrication is defined as "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is defined as "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, suspension, or dismissal. The Academic Affairs Office handles academic dishonesty issues working in conjunction with the Student Life Office.

ENROLL- MENT SERVICES

Enrollment Services includes admissions, financial aid, the Registrar's Office, orientation and disability services. The Enrollment Services Office is located in the Hoover Academic Building, Room 102. Andrea Cook, vice president for enrollment services, assists eligible disabled students by coordinating services and assisting with communicating reasonable accommodations to campus personnel.

Enrollment Services Areas and Directors:

Vice President for Enrollment Services:
Andrea Cook, ext. 2221

Undergraduate Admissions:
Dale Seipp, Jr., ext. 2251

Financial Aid:
Don Black, ext. 2232

Registrar:
Jim Fleming, ext. 2216

Students Accounts:
Jenny Getsinger, ext. 2291

Disability Services:
Andrea Cook, ext. 2221

Orientation:
Jennifer Swanborough, ext. 2247

STUDENT ACCOUNTS OFFICE

The Students Accounts Office is responsible for receiving, recording and billing tuition, course fees, room and board, housing deposits, parking, fines and payments on accounts. The Student Accounts Office also receives funds from the Financial Aid Office, applies those credits to the balance owed, and sends bills for the remainder due. Students are assigned to a student accounts specialist according to their last names:

A-I are served by Marsha Ocker and J-Z are served by Susan Hampton. Other office personnel who can assist are Barb Mitchell, student accounts specialist, and Jenny Getsinger, director of student accounts. The Student Accounts Office is located in the Hoover Academic Building, Room 101.

REGISTRAR'S OFFICE

The Registrar's Office, located in the Hoover Academic Building, maintains the official record of your university course work. Personnel in the Registrar's Office will help you with such processes as:

- Registering for classes
- Adding or dropping classes
- Withdrawing from classes
- Taking a class pass/no pass
- Declaring a major
- Changing your advisor

- Monitoring your progress toward graduation/degree audit
- Evaluating your transfer credit
- Verifying your enrollment for scholarship and insurance purposes
- Processing your loan deferment forms
- Sending your transcript
- Inputting and mailing your mid-semester and final grades

If you need assistance in the Registrar's Office, the following people can serve you:

Shannon Bennett, receptionist, ext. 2218

Marie Craven, seniors with last names A-G, distance learning, ext. 2215

Janet Lyda, graduate students, ext. 2213

Leslie Hibbler, veteran's benefits, ext. 2219

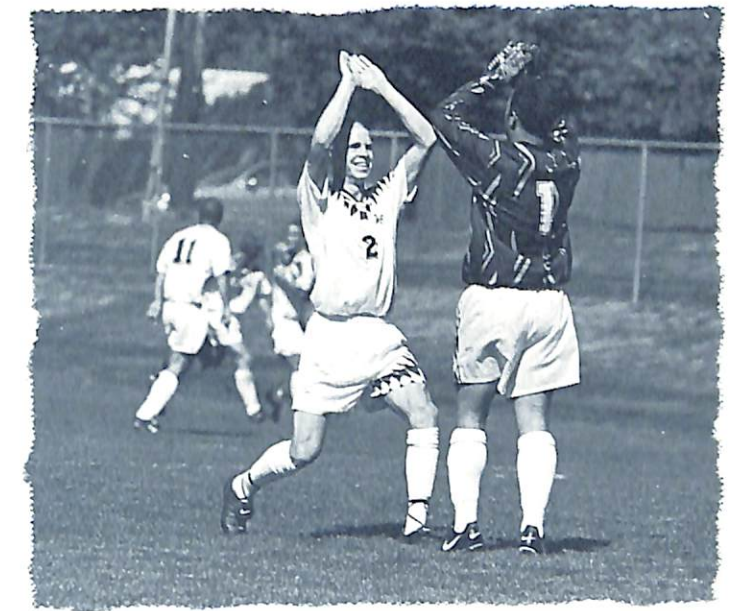
Merilyn Aldy, seniors with last names P-Z, ext. 2214

Jim Fleming, seniors with last names H-O, ext. 2216

FINANCIAL AID OFFICE

The Financial Aid Office is responsible for processing all financial aid, including all scholarships, grants, loans and work-study dollars. The Financial Aid Office helps students complete all necessary applications for financial aid including the Free Application for Federal Student Aid (FAFSA).

Students are assigned to a financial aid counselor according to their last names: A-K are served by Chris Schlarbaum, ext. 2234



L-Z are served by Terri Crawford, ext. 2231

Other office personnel who will assist you are:

Don Black, director of financial aid, ext. 2232

Kevin Multop, associate director of financial aid, ext. 2235

Dana Goertzen, financial aid secretary, ext. 2230

Monika Keller, graduate financial aid counselor, ext. 2233

Carolyn Stansell, financial aid clerk, ext. 2233

The Financial Aid Office is located in the Hoover Academic Building, Room 103.

"A community
is like a ship;
everyone ought
to be prepared
to take the
helm."
—Henrik
Ibsen



STUDENT LIFE

Your journey toward becoming a person of commitment, wisdom, and confidence at George Fox University allows you to step out beyond the confines of the traditional classroom. True learning takes place wherever you are—where you sleep, eat, play, perform, sing, study, and relax.

Those of us in the Office of Student Life are committed to walking with you on your journey, enhancing your education by providing staff and services to help you reach your destination successfully.

This section of the handbook is an introduction to various departments within Student Life. Feel free to contact the appropriate offices for further information.

CAMPUS MINISTRIES

Getting a well-rounded education means growing intellectually, emotionally, and spiritually and creating a strong foundation on which to build your hopes and

dreams. Such growth does not occur by chance, but by intentional input. We all need people to walk along side us, to guide us, and to join us in the effort of building our foundation. And that “coming alongside” is the focus of the Campus Ministries Office.

Our campus pastor and the director of outreach and discipleship are gifted at joining students in their journeys toward understanding God and serving Him. Their work includes equipping students for the service of Christ, discipling new Christians, and walking with students who are interested in investigating who God is on a personal basis. They accomplish these tasks in a variety of ways:

- **Small Group Bible Studies** allow students to explore the Bible and lead fellow students in a small group experience.
- **Retreats** include fall and spring all-campus getaways designed for spiritual growth and refreshment.
- **Newsletters** offer timely encouragement and biblical challenge to the University community through both campus mail and e-mail.
- **Counseling** is available for the times you need someone to talk to about a stressful or troubling situation. The Campus Ministries staff provide good listening and pastoral counsel, although their help is not a substitute for therapeutic counseling. Staff members work in conjunction with the Health and Counseling Services Center to make referrals, if needed.
- **Service trips** over Christmas and spring breaks provide opportunities for students and staff members to

lend a hand to communities on the West Coast and across the country.

- **May Serve** is a month-long serve trip during May Term. Past May Serve teams have visited Russia, Brazil, and Nepal/Tibet. The focus is on service, evangelism, and experiencing what the life of a missionary is all about. It takes months of preparation and team-building before students are ready to embark on this type of service trip. The Campus Ministries staff trains and discipless student leaders for these ventures.

SPIRITUAL FORMATION PROGRAM

One of our priorities is for each student come into a personal relationship with Jesus Christ and grow in that relationship to a mature faith. While we believe strongly in the value of our Spiritual Formation Program, we want you to know that it does not replace the life and ministry of the local church and should not be considered a substitute for church attendance or involvement. Instead, the Spiritual Formation Program is an integral part of the total faith-learning experience you receive at George Fox University.

To help you in your journey toward spiritual maturity and prepare you to step out into a bigger world, George Fox offers a Spiritual Formation Program with three components:

Chapel is a time of praise, worship, and learning. Chapel services are held Monday and Wednesday mornings from 10 to 10:50 the first 14 weeks of the 15-week semester. The *Chapel Times* schedule (available at the beginning of each semester) lists all opportunities to receive Chapel credit. In addition to the regular Monday/Wednesday Chapel services, there are other

daytime and evening opportunities to receive required Chapel credit as well.

Studies offer a time of interaction, questioning, and fellowship with other students. Small group Bible studies are held many different times during the week.

Ministry and service opportunities allow us to live out what we say we believe. Service trips take place during Christmas and spring breaks and reach communities in West Coast areas and beyond.

Attendance Requirements

All students carrying a full class load (12 hours or more) are required to fulfill 21 spiritual formation credits each semester. Those credits can be earned in four ways:

Option 1	
Chapel	15 credits
Small Group	3 credits
Serve Trip	3 credits

Option 2	
Chapel	18 credits
Small Group	3 credits

Option 3	
Chapel	18 credits
Serve Trip	3 credits

Option 4	
Chapel	21 credits

No matter which option you choose, 15 of the 21 required spiritual formation credits must be based on required Chapel attendance each semester. No more than 3 credits can be earned for either small group Bible studies or service trips in any one semester.

Students involved in a small group Bible study during the semester—with consistent weekly attendance and not missing more than one-fourth of the group sessions—may earn three spiritual formation

“Oh!
For a
closer walk
with God.”
— William
Cowper

"Therefore, since we
are surrounded by
such a great cloud
of witnesses, let us
throw off everything
that hinders and the
sin that so easily
entangles, and let
us run with
perseverance the
race marked out for
us. Let us fix our
eyes on Jesus, the
author and perfecter
of our faith, who for
the joy set before
him endured the
cross, scorning its
shame, and sat
down at the
right hand of the
throne of God."
— Hebrews
12:1-2 (NIV)



credits. Small groups are held many different times throughout the week. Students choosing this option must sign up for a small group within the first three weeks of the semester.

Students fully involved in Winter Serve (during Christmas break) or Spring Serve (during spring break) earn three spiritual formation credits. Students choosing this option must sign up before the deadlines for each of these trips.

Attendance Credit

Any attempt to defraud the Chapel attendance requirements or any aspect of the crediting system—Chapel attendance, small group Bible study, or service trips—subjects you to disciplinary consequences.

Chapel

Attendance slips are provided to all students at each Chapel, although slips generally are not given to students entering Chapel after 10:05 a.m., nor is credit generally given to any student leaving prior to the conclusion of Chapel. If you need to leave during Chapel, you should give your attendance slip to the Chapel attendant at the door. If you return promptly, your slip is returned to you. Otherwise it is discarded. You must write your name, your student ID number, and your signature on your Chapel slip.

Small Groups

At the end of each semester, small group leaders turn in the names of those group members whose attendance has earned them three spiritual formation credits.

Serve Trips

At the end of each serve trip, leaders turn in the names of those who attended and participated fully in the mission of the trip.

Absences

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 complete 21 Spiritual Formation credits like all other students.

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

Exemptions

You 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 is void if you have not satisfactorily fulfilled the previous semester's attendance or if you have accumulated more than two semesters of deficient attendance.

All exemptions must be cleared through the Vice President for Student Life by Friday, September 18, 1998, for the fall semester, and Friday, January 22, 1999, for the spring semester.

There is an adult-learner status for student who are older than the traditional university student. This category may include people with job conflicts and/or families, some commuters, etc. Students in this category may qualify for an exemption. Contact the Student Life Office at ext. 2310 for more information.

Partial Chapel Exemptions

Because of field experience, student teaching, off-campus work, etc., students can apply for a partial exemption in which they are allowed to meet requirements by attending 11 rather than 21 Chapel services.

All partial exemptions must be cleared through the Vice President for Student Life by Friday, September 18, 1998, for the fall semester, and Friday, January 22, 1999, for the spring semester.

Field Experience

Students are expected to plan field experience so they can complete their 21 Spiritual Formation credits. The only exception is for class EDU 375 for elementary education majors the spring semester of their junior year and for secondary education majors the fall semester of their senior year. For these exceptions, the professors communicate their specific

expectations for spiritual formation involvement.

Probation

First Time

Warning letter, along with earning 21 Spiritual Formation credits the following semester in addition to the number of Spiritual Formation credits (Chapels included) deficient on the previous semester.

Second Time

Loss of senior exemption along with earning 21 Spiritual Formation credits the following semester in addition to the number of Spiritual Formation credits (Chapels included) deficient on the previous semester. A written contract signed by the student and the Vice President for Student Life stating that a third deficiency may result in a week-long suspension the following semester.

Third Time

One-week suspension during the following semester. The student is still expected to complete the spiritual formation requirement during the semester of the week-long suspension. Failure to complete the requirement during any subsequent semester results in a full-semester suspension.

Fourth Time

Full-semester suspension the following semester. If a student is suspended and returns to George Fox, he or she must meet the Spiritual Formation requirements every semester through the eight traditional semesters (no senior exemption).

If a student does not meet the requirement again, further disciplinary action is taken, up to and including a dismissal. This

"We read fine
things but
never feel
them to the
full until we
have gone the
same steps as
the Author."

— John Keats



decision is made by the Vice President for Student Life as the case is reviewed with the student.

A process is provided in the clearly defined attendance requirements and probationary steps and their publication in this handbook. Therefore, students generally do not have an opportunity to appeal the discipline decision except in the case of a full-semester suspension or dismissal from the University. At that point, a student may appeal to the Board of Student Appeals. Legitimate extenuating circumstances are considered by the Vice President for Student Life.

CAREER SERVICES

The Career Services Office assists students and alumni in making and implementing career decisions. The office is staffed by a director, assistant director, and secretary who assist students with the following services:

CAREER EDUCATION AND COUNSELING

- Career Classes
 - Career Alternatives (designed for freshmen and sophomores)

Employment Strategies (designed for junior and seniors)
GRE prep course

- “Sigi-Plus” computer career guidance system for use in career decision-making
- Testing and individual counseling to confirm career direction
- Career Library providing information on occupations, graduate schools, labor markets, and companies
- Job Hunters Workshops to equip students with the skills to take command of their job search

EMPLOYMENT RESOURCES AND PREPARATION

- JobTrak listing service provides job listings for education and the liberal arts, as well as information on internships and career resources
- Job postings listed daily and published in a weekly job bulletin and including entry level, summer, internship, and student employment opportunities
- “Hire-an-Alum” program for graduates to register to receive consideration by employers for various job openings
- Internship resources that provide guidance and employer contacts
- Resumé writing, interviewing, and developing job search strategies
- Career Resource Network database of professional alumni consultants available to both students and alumni

- Internet Access and Homepage are available by appointment for electronic career information searches in the Career Services Office at <www.georgefox.edu/stulife>.
- Teacher placement files

SPECIAL EVENTS

- Oregon Liberal Arts Placement Consortium Spring Jobs Fair includes recruitment interviews and career information for graduates and undergraduates for full-time entry-level positions, summer jobs, and internships
- Degrees at Work Career Dinners provide additional opportunities for students to network and learn about the workplace from George Fox alumni
- Company Tours provide students with the opportunity to view a variety of work settings and gain information on a number of companies and organizations

HEALTH AND COUNSELING SERVICES

Good health is essential if you are to successfully pursue your goals at George Fox and in your life after college. Good health is more than the absence of disease. It is that state in which you are functioning at your maximum physical, psychological, and social capacity. Health services exist to help you maintain a good state of health through early diagnosis and treatment of illnesses and injuries and preventative medical care including health education.

General health and counseling services are available in the Health and Counseling Center on the corner of River and Hancock streets. The medical staff includes a physician, who is available by appointment, and a registered nurse, who is available throughout the school day for outpatient care. The counseling staff consists of the director, who is a licensed psychologist, and several doctoral- and master's-level counseling and psychology practicum students who are supervised by the director.

HEALTH SERVICES

The following is a list of health services available:

- diagnosis and treatment of illnesses and injuries
- women's health clinic
- immunizations and allergy injections
- vision and blood pressure screening
- student insurance claim assistance
- medical equipment loans
- referrals to local physicians
- health counseling, consultation, and medical advice
- health education resources

COUNSELING SERVICES

Students come to counseling for a number of reasons, but mostly because they are temporarily “stuck” in working out a personal problem. Being stuck usually relates to several common themes: family, friends, spirituality, intimacy, sexuality, sexual abuse, unplanned pregnancy, managing depression, anxiety, anger, decision-making, problem behaviors, and addictions. These are typical struggles for

“Each friend represents a world in us, a world possibly not born until they arrive, and it is only by this meeting that a new world is born.”

— Anaïs Nin

"I expect to pass
through this world but
once; therefore, any
good thing that I can
do or any kindness
that I can show, let
me do it now; let me
not defer or neglect it,
for I shall not pass this
way again."

— ancient proverb

many students. Making use of the counseling services available to you may be one of the best decisions you make, not a sign of weakness or mental illness. Normal people seek help when they need help.

The following is a list of counseling services available:

- **Individual Counseling.** Available to undergraduate students free of charge. Students usually are seen weekly for about one hour. The length of time a student spends in counseling varies, but most are seen on a short-term basis (6–8 sessions or fewer).
- **Group Counseling.** In the past, education and/or support groups have addressed eating disorders and premarital issues (for couples).
- **Personality, Intellectual, and Learning Disability Assessments.** A small fee is charged to cover the cost of testing materials.
- **Crisis Counseling and Intervention.** If you or a friend have a crisis situation, call the counseling center immediately.
- **Consultation and Referral.** If you are concerned about yourself or a friend who may need help, you can discuss this with a counselor. A brief consultation may be just what you need to decide how best to help yourself or a friend.
- **Seminars.** The counseling center staff are available to present or lead brief discussions on a variety of topics for your floor, hall, or living area.

Confidentiality

The Health and Counseling Center staff generally do not communicate with

parents, administration, or faculty about your physical and emotional health without your permission. All records in the center are confidential (for students 15 and older) except in emergency situations or where otherwise required by Oregon law. Emergencies usually fall into two categories: immediate danger to yourself (threat to life or bodily harm) and immediate danger to another. Violations of community standards are not considered emergency situations.

Appointments

Health services are available by appointment or during walk-in times. Counseling sessions are by appointment only. For information or to make an appointment, stop in or call ext. 2340.

Fees

Professional services such as counseling and health care are provided at no cost. Fees may be charged for psychological assessment, laboratory tests, and medical supplies.

Health Insurance

All students are required to have health and accident insurance. Proof of insurance must be presented to Student Accounts either prior to or at the time of registration, or you automatically are enrolled in the health insurance plan designed for students at George Fox (this is different from the student health fee). Claim forms may be obtained from the Health and Counseling Center. It is your responsibility to know the limits of your health insurance plan, and you may need to call your parents to find out about your coverage. You may need to obtain a referral from your primary care provider to see a physician outside of the student

health center or be prepared to pay expenses out of pocket.

Excused Absences

As soon as you know your illness is going to affect your class attendance or performance, contact your professors. In accordance with the attendance policy stated in the Catalog, class excuses are only issued to students (1) who have been examined or contacted by the medical staff during their illness and (2) whose illness has prevented class attendance for three or more consecutive days.

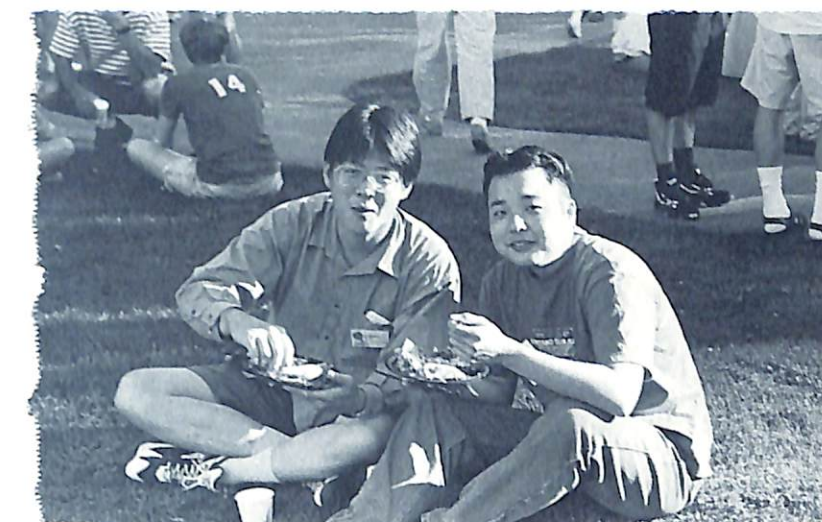
When the Health and Counseling Center is closed . . .

Non-Emergency Medical and Counseling Problems

1. Consult with your RA (resident assistant) or HM (house manager). They have thermometers with disposable covers and basic first-aid items for your use.
2. Consult with your RD (resident director). Each RD has a list of community doctors who frequently see students. You can make your own appointment by calling during office hours (typically 9 a.m. to 5 p.m. weekdays). Always take your insurance card with you to the doctor.

Medical and Counseling Emergencies

Contact your RA or RD immediately. If your own RA or RD is not available, call an RD from another living area. If you are unable to contact any of the RDs, call the Student Emergency Response System at 554-3842 (ext. 3842) or 911.



MULTICULTURAL SERVICES

The Multicultural Services Office provides opportunities for students to become more aware and appreciative of one another in terms of the diversity-in-unity within the student body—diversity of personalities, denominations, ethno-cultural origins, theologies, genders, styles, abilities and disabilities, and academic majors. Multicultural Services also provides support, encouragement, and guidance to minority students.

MULTICULTURAL SOCIETY

The Multicultural Society student club provides a forum for all students to explore and celebrate different cultures. The club sponsors guest speakers on a variety of topics ranging from immigration and affirmative action to their own personal cultural experiences.

Special Events

Once a year, interested students raise money to attend a multicultural student leadership conference. International/Multicultural Week is celebrated February 22 to 26 in Chapel and in special workshops with themes including traditional

African dance, Japanese karaoke, Mexican cooking, and Korean wrestling. Martin Luther King Jr. Day, National Hispanic Heritage Month, and National Black History Month also are celebrated.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services, located in the International Student Center, supports the cultural and learning process of our international students. These services including planning an international student orientation program, establishing Fox Friendship Family relationships for all incoming international students, providing personal and academic counseling, and planning International/Multicultural Week events each year.

In addition to on-campus services, there are many outside and off-campus issues for which our international students receive help. These include visa information regarding Immigration and Naturalization Services regulations, maintenance and change of student status, extension of program, transfer of schools, permission for employment, visits abroad and re-entry, and departure or termination of student status.

RESIDENCE LIFE AND HOUSING

PHILOSOPHY

Residence life at George Fox University is an integral part of your education and your overall University experience. The residence communities provide unique and meaningful experiences in human relations, along with various opportunities to discover your 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 University residency.

UNIVERSITY ON-CAMPUS RESIDENCY POLICY

A student must occupy University-owned housing except in the following circumstances:

- They are 23 years old on or before September 1, 1998.
- They have been enrolled at a college/university for a minimum of six semesters (or the equivalent).
- They live with a parent or legal guardian. This must be verified by the Student Life Office.
- They have been out of high school for three years or more.
- They are graduating seniors.
- They are married.

Housing Exemptions

Students may apply for exemptions from on-campus residency with forms available in the Student Life Office. Only students with extraordinary circumstances are considered for exemption. 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 other than a family member or legal guardian. This is consistent with the on-campus housing policy. The deadline for all completed exemption paperwork is September 11, 1998, for fall semester and January 15,

1999, for spring semester. Generally, paperwork turned in after these dates is not considered until the following semester.

RESIDENCE LIFE STAFF

Professional Staff

Resident Directors (RDs)

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.

Student Staff

Resident Assistants and House Managers (RAs and HMs)

Each community—floor, wing, apartment complex, house, etc.—within the living area has a resident assistant or house manager who is a student carefully selected and trained to contribute to each student's successful living and learning experience. The ratio of student staff to residents averages 1 to 20.

HOUSING FACILITIES

Residence Halls

Edwards Hall is a three-story, two-wing residence hall that houses 52 women in one wing and 52 men in the other. Laundry rooms are located on the first floor 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 50 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 it part of the Hobson-Macy-Sutton complex located on the east side of campus.

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

Sutton Hall is a three-story residence hall that houses 38 men and 22 women. Sutton has both two-person and four-person rooms. There is a kitchen and laundry room located on each floor. It is the central building of the Hobson-Macy-Sutton complex. It has a large lobby, with the resident director's apartment directly attached, and a full basement.

University Hall is a three-story, two-wing residence hall located east of Wheeler Sports Center. The two wings are joined by a lobby. University Hall houses 124 students, with the first floor for men and the second and third floors for women. Each floor has a kitchen, study room, and laundry facilities.

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 bathroom. Each suite is designed to house four students. There is a kitchen laundry room, study room, and lounge on each floor. Beebe Hall is located adjacent to Carey Hall and Willcuts Hall in a scenic setting in the Hess Creek canyon.

"You don't
live in a world
all alone. Your
brothers are
here too."
— Albert
Schweitzer

"Establish my
footsteps in Thy
word,
And do not let any
iniquity have
dominion over
me."

—Psalm 119:133

"Half the world
knows not how
the other half
lives."
— George
Herbert

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

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

Apartments and Houses

There are five apartment complexes and 14 houses maintained by the University for student residents. These living areas house mainly returning upper-division students. All of the apartments and houses are fully furnished, with laundry facilities available in close proximity to each living area.

Residence Life Housing Policies and Procedures

Residence Hall Closures During Holiday Breaks

All residence halls and suites close at 2 p.m. on Saturday, December 19, 1998, and reopen at 1 p.m. on Sunday, January 10, 1999. The residence halls also close for spring break at 2 p.m. on Saturday, March 20, 1999, and reopen at 1 p.m. on Sunday, March 28, 1999.

There is no food service during these school breaks. All apartments and houses remain open and accessible to their residents during these school breaks.

Housing Assignments

The process of signing up for housing for the following year occurs in March and April. The process is administered through the Student Life Office. Each student is mailed a housing packet prior to the housing sign-up process.

Room Decorations and 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 are provided for use by apartment residents.

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.

Note:

- Only small fish and turtles are allowed as pets in university housing.
- The beds in all of the residence halls and suites are extra long (39" x 80"). Extra-long fitted sheets work best and can be purchased from most department stores. Regular flat sheets will fit also.

Residence hall and suite furniture is not to be moved outside the rooms due to a shortage of storage space. Under no circumstances is furniture to be disassembled. Nothing is to be glued, nailed, or in any way attached to ceilings. Bicycles are to be locked up at the bike racks. For fire safety reasons, bikes are not allowed in residence hall rooms.

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

1. George Fox University chooses to be a drug- and alcohol-free institution and is committed to upholding the

Federal Drug-Free Schools and Communities Act. Therefore, the advertisement of alcoholic beverages or illicit drugs on posters, stickers, clothing, or any other paraphernalia promoting such products is prohibited.

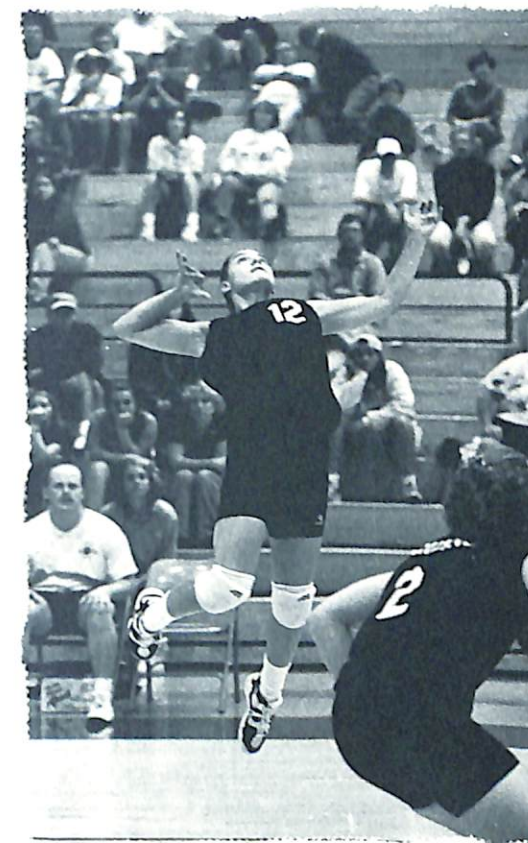
2. Pornographic material is prohibited. This includes any item whose content is exploitive of either sex. In addition, pornographic materials are not to be used, possessed or distributed in any form. This includes pornography on the World Wide Web (WWW). Any questions regarding what is or is not permissible should be directed to the RDs or RAs.
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 permitted.

Laundry

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

Automobiles and Bicycles

Road-worthy vehicles are permitted as long as Oregon and George Fox traffic regulations are observed. Within two weeks of being on campus, students are required to register any vehicle they use on campus with the Director of Security. A registration number decal will be provided and must be displayed on the vehicle according to instructions. The student is responsible for his or her vehicle at all times. The University 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.

All students are expected to follow certain vehicle-operating regulations. This includes obeying posted signed and parking regulations. Campus tickets may be given if violations of these regulations occur. Copies of the campus parking policy are available in the Campus Security Office.

Edwards, Macy, Sutton, Pennington, University, and Carey halls have covered bicycle racks. Repair shops are close to campus. Bikes are to be stored in the residence hall rooms or bike racks. They are not to be stored in any other areas. The city of Newberg 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 permitted on sidewalks or within buildings, except for authorized Plant Services vehicles. Also, skateboarding is prohibited on campus.

Keys

There is a \$10 charge for each unreturned or lost key. When you leave the campus for the year, whether withdrawing during the year or leaving at the end of the year, you must return your room key and outside door key to your resident assistant. Your post office key should be returned to the SUB post office, and any master keys issued by Plant Services should be returned there.

Note that duplicating, carrying, or using unauthorized keys is a violation of University policy and is considered a serious offense.

Right of Entrance

Your right to privacy is respected. University personnel may enter a student's room, apartment, or house 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 University regulations have been or are being violated. When the University seeks access to students' rooms, apartments, or houses to make repairs or improvements or for other necessary reasons, the occupants of the residence involved generally are notified of such action at least 24 hours in advance unless consent has been given. A work request to Plant Services is considered consent to enter.

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

Use of musical instruments such as drums, bongos, electric guitars, etc., is prohibited in all student housing, unless they are being used for an activity approved by the resident director, such as a praise and worship gathering.

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 whenever the doors are locked.

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

George Fox University allows some visitation access to residence housing to members of the opposite sex. Although some residents would ask for more visitation hours, there are also others who do not want their privacy invaded by the opposite sex. The visitation hours, as stated below, attempt to strike a balance between the two. The goal is to allow for healthy interaction in the area that students call home.

The amount of visitation hours increases according to the type of housing. Upper-division housing is given more latitude as it relates to visitation hours.

Residence Halls. Open-house visitation hours are 7 to 10 p.m. Sunday through Thursday, 7 to 11 p.m. Friday, and 2 to 11 p.m. Saturday. No person is allowed on the wing/floor or in the hallways or stairwells 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 at all times when visitors of the opposite sex are present.

Suites. Open-house visitation hours are 3 to 11 p.m. Sunday through Thursday, and noon to midnight 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 at all times when visitors of the opposite sex are present.

Houses and 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. Room doors are to be left completely open at all times when visitors of the opposite sex are present.

Storage

Articles stored must be boxed and clearly labeled with a University label indicating the name and permanent address of the owner. Generally, articles are 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 University is not responsible for lost, stolen, or damaged items.

Room Changes

Room changes for fall semester may begin on Monday, September 14, 1998, and conclude on Friday, October 30. Room changes for spring semester begin Monday, January 25, 1999, and conclude Friday,

February 26. Note: Generally, no room change petitions are considered as long as any students are living in temporary housing.

If you wish to change rooms or living areas, 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 written approval from the associate dean of students. Students wanting to change rooms will be expected to find another room in which to move. Failure to follow room change procedures will result in a \$50 fine.

Guests of Students

Guests of students are the responsibility of the student hosting the visit. All overnight visitors are expected to check in with the resident director. Visitors can stay for up to three consecutive days if approved 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 university student room, apartment, or house.

SOLICITATION

There is to be no soliciting on campus. No door-to-door solicitation is allowed. For further information, inquire at the Student Life Office with the Dean of Students or at the University mailroom. Report suspicious behavior to the Security Office, ext. 3842, or to the Student Life Office, ext. 2310.

STUDENT ID CARDS

One identification card is issued to each student at the time of registration. This one card is to be kept from year to year and should not be hole punched, tampered with, or damaged in any way. Lost, dam-

"My foot has
held fast to
His path;

I have kept
His way and
not turned
aside."

—Job 23:11

"The little world of childhood with its familiar surroundings is a model of the greater world. The more intensively the family has stamped its character upon the child, the more it will tend to feel and see its earlier miniature world again in the bigger world of adult life."

— Carl Jung

aged, or stolen cards can be replaced by paying a \$30 fee. The fee cannot be forwarded onto a student bill. The card is used for food service, admittance to athletic events, library book checkout, minimal building access, and basic identification as a George Fox student.

FOOD SERVICES

All students living in campus housing (with the exception of seniors living in apartments or houses or students who have completed three years at the University) are required to eat in Heacock Commons. George Fox University Food Service provides cafeteria-style meals. There always is a variety of entrees available, as well as vegetables, salads, desserts, and beverages. Food Services is open from 7:15 a.m. to 7:15 p.m. weekdays, from 10 a.m. to 2 p.m. and 4 to 6 p.m. on Saturday, and from 10 a.m. to 2 p.m. and 4 to 7 p.m. on Sunday.

Meal Plan Exemptions

The University Food Service is required to provide medically approved diets, so only extraordinary cases receive exemption. Anyone seeking an exemption from the meal plan must complete all necessary paperwork before the request for exemption is considered. Checklists detailing the exemption process are available in the Student Life Office. The deadline for all exemption paperwork is Friday, September 18, 1998, for fall semester and Friday, January 22, 1999, for spring semester. Generally, paperwork completed after these dates is not considered until the following semester.

STUDENT LEADERSHIP

Associated Student Community (ASC)

Leadership is defined in many ways. At George Fox University, it is best defined in the context of service. Leadership opportunities abound through the organizations of the Associated Student Community (ASC). Each of these leadership opportunities gives students a practical place to serve others while developing their own interests and leadership styles.

It is through the giving away of our talents through servant-leadership that George Fox students are prepared for future leadership outside of their college experience. The following is a list of areas available to students who are interested in becoming servant leaders.

Student organizations provide opportunities for the development of leadership qualities and interpersonal relationships. They are designed to supplement class work with practical experience and to provide recreational and social activities. These organizations include student government, athletics, music, drama, publications, honor societies, social and religious organizations, and various special interest groups. "Get Involved Day" is held at the beginning of each year to students can meet with representatives from the various organizations and sign up for membership.

Government

The Associated Student Community is composed of all full- and part-time undergraduate students. There are more than 70 stipend positions in the student government, which manages and directs an annual budget of more than \$220,000. A servant leader model is nurtured within this student government model. Faculty

and administrators focus on relationships as primary vehicles of communication in advising students. The student government is composed of the following committees and positions:

Central Committee. The Central Committee is composed of eight elected members and one appointed member. The committee is responsible for coordinating and supervising the function and scope of student government inside and outside the George Fox community. The committee budgets and manages expenditure of the activities fees paid by the undergraduate students each year. Members include the president, vice president, secretary, treasurer, activities director, supreme court chief justice, communications director, Christian service director, and student chaplain. Elections are held for these positions (except the student chaplains, who is appointed) in the spring semester, and training and orientation occur at the end of spring semester and again one week before the academic year begins in the fall. The committee is advised by the dean of students, student life advisor, campus pastor, and the director of outreach and discipleship.

Activities Committee. The social activities on campus—including coffee houses, movies, concerts, theme dances, pool parties, and various fun events—are planned and run by the activities committee. The director interviews and appoints a team of coordinators who chair subcommittees composed of volunteers who plan and execute the various activities. The majority of the coordinator positions are appointed during the spring semester. Committee members are on stipend. The activities director and committee are advised by the student life advisor.

Class Representatives. Each class elects two members to represent them to the ASC. Class representatives are supervised by the ASC vice president and are charged with facilitating school spirit by encouraging class spirit among students. Class representatives plan a variety of social activities for their classes, including Homecoming week. These students chair their class committees and serve on a variety of faculty committees. Class representatives receive a stipend and are elected in September.

Communications Department. The ASC Communications Department is responsible for the Crescent (campus newspaper), L'Ami (yearbook), KFOX (campus radio station), Wineskin (literary publication), Bruin Directory (university directory), CAP (campus album project, for which various campus music groups record a CD each year representing the campus music mix for the year), and the Dark Room (a team that captures and develops photographs for the Crescent, L'Ami, and ASC publicity work). The communications director facilitates the application process and the appointments. Most members receive a stipend from ASC, and all are advised by the student life advisor and faculty and staff members.

Christian Services Committee. This committee plans and directs service and contact opportunities to the greater community from as close as Friendsview Manor next door, to Brazil, India, and Mexico. There are five ministries included in Christian Services, each headed by a stipend coordinator. Urban Services provides an inner-city ministry in Portland; Community Services reaches out to the Newberg community; JOY Services is an outreach to the elderly in the area; Youth Services provides a ministry through the Little Bruin Program to the elementary

"You are the
light of the
world. A city set
on a hill cannot
be hidden."

—Matthew 5:14

and intermediate school students in Newberg; and Serve Trips provide opportunities for students to go on mission trips during Christmas and spring breaks.

Students on each committee apply to and are appointed by the current and newly elected Christian services director during the spring for the coming year. The Christian services director and committee are advised by the director of outreach and discipleship.

Student Chaplain's Committee. The student chaplain is appointed in the spring semester by the campus pastor and current student chaplain. The student chaplain appoints the committee, which focuses on various ministry opportunities to the University community by facilitating retreats, alternative chapels, and growth groups. Student members receive a stipend and are advised by the campus pastor.

Supreme Court. The Supreme Court oversees all ASC elections, facilitates interpretation of the ASC constitution, and conducts student forums and other activities to bring student concerns to the Central Committee and to George Fox University administrators. The chief justice appoints the justice positions during the spring semester and early fall. All justices receive a stipend. The Supreme Court is advised by the student life advisor.

Intercollegiate and Extracurricular Opportunities

All clubs and organizations of the ASC are co-sponsored by the student government and are formed by petitioning the Central Committee for recognition.

ELITE—Empowering Leaders of Integrity Through Experience—is a national

conference on leadership held during the spring of each year. The conference targets undergraduate student leaders who desire a Christian model of experiential leadership. The student committee is hired by the president of ASC and is advised by faculty and administrators invested in the leadership program at the University.

Sigma Zeta is a national honor society for declared natural science and math majors who have completed 15 credits in math or science, earning a minimum grade point average of 3.0. Sigma Zeta exposes students to aspects of professional life prior to graduation through involvement in local chapter activities, research, conventions, and research dissertations.

Alpha Chi is a national honor society that promotes academic excellence and exemplary character among college and university students and honors those who achieve that distinction. Seniors and junior in the top 10 percent of their classes based on their grade point averages are eligible to receive invitations to membership. Members of the George Fox University chapter sponsor academic forums on campus and send representatives to Alpha Chi's national convention, which features scholarly presentations by student members.

Psi Chi is a national honor society that promotes academic excellence in the field of psychology. Students with a junior standing in psychology whose grade point averages are 3.0 and higher are invited to be members. The society provides opportunities for members to network with fellow students, present scholarly work to colleagues, and be in touch with achievements of students in other institutions through local and national conventions.

The Sociology/Social Work Club provides activities for students interested in the sociology and social work disciplines.

The Swing Club teaches and promotes swing dancing on campus as a Christ-centered community-building recreational activity. The club is in its charter year and is pending approval by the ASC student government.

The SIMM Club—Students in Missions of Ministry—is dedicated to educating those on campus about various missions as well as providing prayer support and fund raising for various missions and ministries.

The Extreme Outdoor Experience Club—EOEC—provides a forum for those who celebrate the great outdoors.

The Multicultural Club is dedicated to providing a forum for dialogue and community-building on multiculturalism and race reconciliation. It is open to all students on campus.

The International Club provides a forum for international students and local students interested in the international realm.

Athletics

George Fox University excels in athletics. Intercollegiate men's sports include soccer, cross country, basketball, baseball, track, and tennis. Intercollegiate women's sports include cross country, volleyball, basketball, track, softball, soccer, and tennis. The University also has a strong intramural program.

Men's and women's varsity athletic competition functions under the National Collegiate Athletic Association (NCAA) and the National Association of Intercollegiate Athletics (NAIA).



Music

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

The George Fox University 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 Fine Arts Department presents three major dramatic productions each year. There are also informal course-related performances in Chapel/Assembly, Wood-Mar Auditorium, or dining room settings. Augmenting the on-campus theater program are the University Players, the University's drama touring group, which presents improvisational theater throughout the Northwest at churches, prisons, camps, retreats, schools, and marketplaces.

"The world is
surely wide
enough to hold
both thee
and me."
—Laurence
Sterne

Intramurals

The intramurals program is designed to give students an opportunity to enhance their education by providing them with the opportunity to exercise, build friendships, and compete with one another in a spirit of fun. A wide variety of programs are designed for coed and same-sex competitions. Offerings include the following:

- basketball (3 on 3 and 5 on 5)
- volleyball (3 on 3 and 6 on 6)
- flag football
- racquetball
- indoor soccer
- floor hockey
- tennis
- golf
- wallyball

INFORMATION

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 weekly *Bulletin*, published by the University Relations Office.

COMMUNITY LIFE

As a student at George Fox University, you are a member of a community. One of the primary functions of this handbook is to help define what being a community means at this university. While all communities expect their members to uphold certain standards of behavior and contribute to the welfare of the group in

specific ways, we as Christians are called to a higher standard.

Each member of our community plays a role in creating an atmosphere where others can learn, mature, and prepare to meet the challenges that lie beyond the college years. The expectations of the George Fox community, explained in the following pages, reflect our commitment to our Christian philosophy of education, which we pursue within the context of community.

LORDSHIP OF JESUS CHRIST

We believe the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. These include the Lordship of Jesus 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 Jesus 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.

Relationship

Living in daily fellowship with other Christians is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community, and we acknowledge that 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, minds, and strength, and to love our neighbors as ourselves. This

means that unselfish love should be the motive in all of our decisions, actions, and relationships.

While there are many ways to express this type of love, we expect our students to focus on the following:

Building One Another Up

Each member of the community should strive consciously to maintain relationships that support, encourage, and help each other.

Bearing with One Another

Because we are human, we can and will encounter difficulties in relationships. In such cases, we should respond with compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving whatever grievances we may have against one another.

Bearing One Another's Burdens

We are responsible to walk alongside those who are experiencing grief, discouragement, illness, tragedy, or other personal trials. We can do this by offering comfort, encouragement, consolation, and intercession.

Speaking the Truth in Love

We can strengthen ourselves and our community by being honest and loving in all our dealings with each other. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If we act for the benefit of others and do so in a loving manner, such confrontation can help us all mature and grow to be more like our Lord.

Reconciliation, Restoration, and Restitution

For our community to be healthy, we must work to heal broken relationships. When relationships have been damaged, regardless of the reason, we must reach out to one another and forgive one another to restore those relationships and to make restitution.

Practicing these and other expressions of love in our relationships requires continued effort and sensitivity to others. While strong, healthy relationships take work, they reward us by enriching our lives, honoring God, and helping us meet our personal goals and those of our University community.

RESPONSIBILITIES FOR BEHAVIOR AND ATTITUDES

Biblical Expectations

As members of a Christian community, we must remember that our behavior reflects not only on ourselves, but on other members of our community and on our Lord Jesus Christ. Whether we step out into the bigger world around us or interact in our own smaller realm, the things we say and do are a testimony to who we are and who we serve.

Scripture teaches us that we can exhibit certain attributes by allowing the Holy Spirit to guide our behavior. These attributes include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. This fruit of the Spirit (see Galatians 5:22–26) is to be sought, encouraged, and demonstrated in our relationships.

In contrast to encouraging positive attributes of the heart, Scripture condemns attributes such as greed, jealousy, pride, lust, and hatred. Although these character-

istics are sometimes difficult to discern—especially in ourselves—they can hinder relationships with God and with others and lead to unacceptable behavior. Members of our community are obliged to reject these attitudes and seek God’s forgiveness and help, so that each one of us can grow in grace and righteousness.

Certain behaviors known to be morally wrong by biblical teaching are not acceptable for members of the George Fox University community. They include theft, lying, all forms of dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, and premarital sex), drunkenness, immodesty of dress, and occult practices.

In keeping with Scriptural warnings to conduct ourselves under the authority of government, members of the George Fox community are expected to uphold the laws of the local community, the state of Oregon, and the nation. The only exception would be the rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture, in which case each individual would submit voluntarily to the civil penalty for disobeying the law. In every other case, behavior resulting in civil arrest on or off campus is subject to review within the University’s disciplinary procedures.

University Expectations

The University also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in things that are harmful or offensive to others. The University has chosen, therefore, to adopt certain rules we believe contribute

to our sense of community and to its aims and goals. These standards are not set forth as absolutes or an index of Christian spirituality, but rather as expectations of those who choose to be a part of our community. Since we are to trust each other and be responsible to each other, violations of these standards are regarded as a serious breach of integrity. When you sign the application for admission to George Fox University, you and every other student are agreeing to abide by the lifestyle expectations of this community. That admission statement reads: “In accordance with Christian convictions honoring the body as the temple of the Holy Spirit, the George Fox University community accepts a lifestyle that excludes gambling and the use or possession of non-medicinal drugs, alcohol, tobacco, obscene or pornographic articles or literature, and forbids immoral sexual behavior.”

You may not agree with or fully understand some facets of the University’s behavioral expectations, but by enrolling as a student here, you have agreed to live according to the expectations outlined in this handbook. Violations can result in disciplinary action. If you have any questions regarding these statements, contact the Dean of Students in the Student Life Office.

1. Harassment

Generally, demeaning gestures, threats of violence, or physical attacks directed toward another person are not tolerated. This includes hazing or other initiations or actions hazardous, dehumanizing, harassing, or humiliating to community members. Also included would be use of telephones, United States or campus mail, or e-mail for the purpose of issuing

obscene or threatening messages. Vandalism of property is also unacceptable.

A person commits harassment if he or she annoys another person by doing any of the following:

- 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
- making unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g., pay, promotion, time off, grade) in response to sexual contact
- participating in more subtle forms of behavior, such as offensive posters, cartoons, caricatures, comments and jokes of a sexual nature

Anti-Harassment Policy

It is the policy of George Fox University that all employees and students work in an environment where the dignity of each individual is respected. Harassment due to race, color, sex, marital status, religion, creed, age, national origin, citizenship status, worker’s compensation status, physical or mental disability, veteran’s status, or any other status protected under applicable local, state, or federal law is prohibited. Such harassing behavior should be avoided because conduct appearing to be welcome or tolerated by one employee or student may be very offensive to another.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical

conduct of a sexual nature constitute sexual harassment when . . .

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status
- b. submission to or rejection of such conduct by an individual influences employment or academic status decisions affecting the individual
- c. such conduct has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or student life environment

The conduct prohibited may be verbal, visual, or physical in nature. It includes unwelcome sexual advances, requests for sexual favors, physical touching or the granting or withholding of benefits (e.g., pay, promotion, time off, grades) in response to sexual conduct.

If any employee or student believes he or she has been discriminated against or has been subjected to sexual or other forms of harassment, the employee or student is encouraged to immediately notify the following:

- a. If the alleged incident involves a student and a faculty member, contact a school dean, the vice president for academic affairs, the vice president for student life, or the vice president for enrollment services.
- b. If the alleged incident involves a staff member or a student in the work-study program for the University, contact a supervisor or manager, the director of human resources, the

“Great men are they who see that spiritual is stronger than any material force, that thoughts rule the world.”

— Ralph Waldo Emerson

"O brave new
world,

That has such
people in't!"

— William
Shakespeare

assistant vice president for financial
affairs, or the vice president for
financial affairs.

Complaints will be investigated and
corrective action taken as determined
appropriate by the University.

2. Substance Use and Abuse

The community recognizes the danger to
the physical and psychological well-being
of our members from the use of certain
substances. Therefore, undergraduate
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). As prescribed above, these
substances are not to be used, possessed,
or distributed on or away from campus.
Community members also are expected
not to abuse legal substances.

3. Sexual Purity

George Fox University 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 the Holy Spirit
combine to provide the means to live
victoriously with respect to sexual purity.
Examples of unacceptable behavior
include the following:

- commission of or attempt to commit
a sexual act that, if proven in court,
would be a criminal act
- any student involved with the use,
distribution, or participation of
pornography in any form
- an unmarried student involved in a
sexually active heterosexual, incestu-
ous, 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 of pregnancy is evaluated
individually by the Dean of Students, who
has the authority to use his or her discre-
tion in making exceptions resulting from
extenuating circumstances. In such cases,
alternative actions may be taken in
administering discipline.

Note: The University Board of Trustees
has adopted a policy on AIDS. More
information can be found in the Student
Life Office.

4. Gambling

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

5. Computer Use

The University provides each student
with a computer. With this privilege
comes the responsibility to use it with
discretion and wisdom. The University
believes it is unacceptable to use comput-
ers or other mediums of communication
(mail service or phone systems) for the
purpose of harassment; use, possession, or
distribution of pornography; or plagiarism.
Students found to be using computers,
mail or phone services for such purposes
are confronted and held responsible
through the discipline process.

The University's "Campus and Network
Technology Acceptable Use Policy" is

available in the Computer Services Office.
The following guidelines, taken from "The
Principles of Civility in Cyberspace" by
Marjorie W. Hodeges and Gary Pavela and
published in *Syntheses: Law and Policy in
Higher Education*, should govern the use of
computers and the Internet:

- **Promote human dignity.** The Internet
is a human institution, designed to
enhance the growth and development
of human beings. Every person using
the Internet should be treated in ways
that respect and promote human
dignity.
- **Uphold the right to privacy.** Privacy
is a component of human dignity. In
addition to adhering to pertinent laws
and rules, people using the Internet
have an ethical responsibility to
respect the reasonable privacy expect-
ations of others.
- **Foster understanding and empathy.**
Human beings have shortcomings and
make mistakes. People are accountable
for the harm they do, but should be
treated with understanding and
empathy.
- **Know the limitations of the medium.**
Communication on the Internet is not
designed to replicate or replace the full
richness and complexity of human
interaction. Some direct and subtle
attributes of communication are lost
in the electronic medium. Anger,
hostility, or sarcasm should not be
readily assumed or inferred. If such
characteristics are evident, they are
usually best defused by reason, persua-
sion, and compassion.
- **Respect the work of others.** The
lawful work of others should not be
disrupted, altered, damaged, destroyed,
or misappropriated. Nor should the

work of others be used without proper
attribution. Those who share informa-
tion on the Internet should state how
it might be distributed by others. If
there is any doubt, the user should ask.

- **Preserve and protect network
resources.** The Internet is supported
by values and virtues that promote
individual freedom and responsibility,
including self-restraint in the interest
of others. The resources of the Inter-
net must be protected, enhanced, and
shared.
- **Welcome newcomers.** The Internet is
a forum for democracy. New members
should be welcomed and guided by
example.
- **Discuss and define community
standards.** The Internet is a large
community composed of many smaller
communities. Each community on the
Internet has a responsibility to discuss,
define, and disseminate reasonable
standards and protocols for its mem-
bers. Members of Internet communi-
ties have a responsibility to learn,
follow, and help improve pertinent
community standards and protocols.
- **Help mold the future.** The Internet is
uniquely suited to educate, delight,
inform, and persuade. Whether the
Internet grows in an atmosphere of
freedom and responsibility or is stifled
by regulations and standards depends
upon the integrity, honesty, diligence,
and kindness of those who use it.

6. Movies

The University urges its members to be
selective in choices of entertainment and
recreation. The possession and/or viewing
of movies with an "R" rating that are not
on the list of University-approved "R"

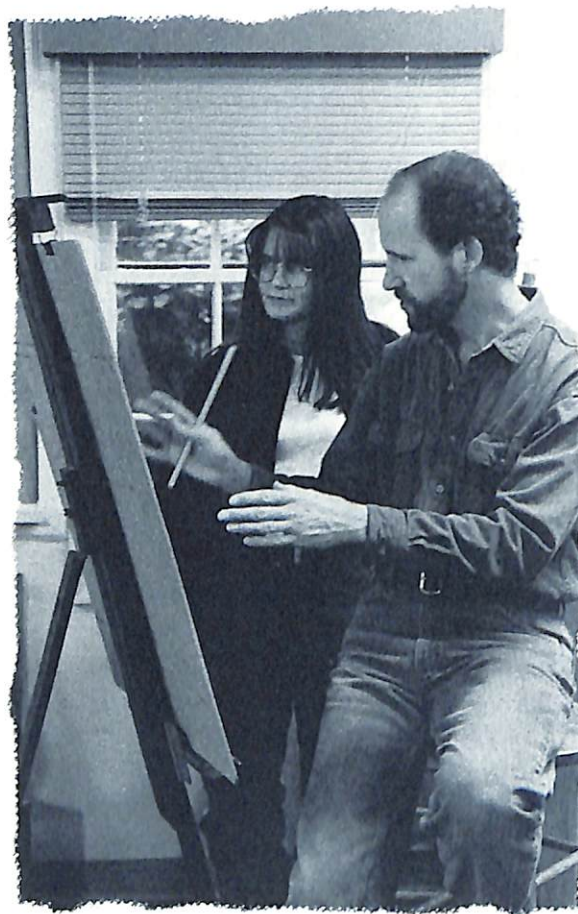
"I am a part of all
that I have met;

Yet all experience
is an arch
wherethrough

Gleams that
untravel'd world."

— Alfred Lord

Tennyson



rated movies 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. For a list of approved "R" rated movies, contact your RA or RD.

The viewing of movies with "NC-17" or "X" ratings is prohibited on and off campus. The University reserves the right to prohibit movies that are not rated if their content is contrary to the University's mission and policies.

7. Pornography

The pornography industry exploits people. Furthermore, use of the industry's products is immoral. Therefore, pornographic materials in any form are not to be used,

possessed, or distributed on or away from campus.

8. Theft

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

9. Firearms

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

10. Dances

The Associated Student Community sponsors several dances during the year according to the guidelines approved by the University administration and Board of Trustees. Along with these events, the University also endorses these other expressions of dance in the academic programs: choreography in drama, musical productions, ethnic activities, aerobics classes, and rally routines.

Other than the above mentioned instances, dancing is not permitted on campus or sponsored at off-campus facilities.

11. Academic Integrity

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 University's normal activities, including teaching, research, administration, and co-curricular activities is not acceptable and subject to review by the Vice President for Academic Affairs.

12. Discrimination

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 disability is not acceptable.

13. Authority

Members are expected to comply with all day-to-day policies and procedures, including, but not restricted to, those related to entry and use of University facilities. These policies and procedures are also found in the University catalog.

14. Protests

George Fox University recognizes the right of students and other members of the University community to express their views or peacefully protest against actions and opinions with which they disagree. The University also stresses a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity and seriousness of the University ceremonies and public exercises, and to respect the rights of all individuals. A copy of the University's dissent policy is available in the Student Life Office.

15. Fire Safety

One of the responsibilities of living in community is to regard the health and safety of other community members. 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 University to be extremely serious misconduct.

Furthermore, students are not permitted to discharge any type of fireworks or explo-

sives in and around buildings, tamper with a building's electrical system, burn incense or have open flames in or near campus buildings (with the exception of residence hall fireplaces), refuse to participate in or obstruct any fire drills, use open-coil appliances, or place any motorized vehicle in a building or on a porch.

All these behaviors violate the fire safety code and are subject to fines, compensation for damages, and/or other disciplinary responses.

The Responsibility of Community

Establishing rules of conduct is one way a community helps its members develop as individuals. While each person is an individual, individuals must share responsibility for the community they are part of.

As part of the George Fox University community, students are held accountable for this code of conduct whether they are on campus or off campus, when the University is in session, when they are part of a University program, or when they are living in University-owned or approved housing.

Since most students are also members of smaller communities—their families—we want to make it clear that the policies of the University are not intended to infringe upon the family. 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 University regulations conflict with the governance of the family.

If these stated expectations are not upheld, students are subject to disciplinary action administered by the Dean of Students, the Associate Dean of Students/Director of Residence Life, and staff members. We

"The mind of a
man plans his
way,
But the Lord
directs his steps."

—Proverbs 16:9

"The easy, gentle,
and sloping path
... is not the
path of true
virtue. It de-
mands a rough
and thorny road."

— Montaigne

believe that by describing the expectations that come with being a member of the University community, students should be able to take a more active, informed role in helping George Fox function as a Christian community and in achieving our goals as an institution of higher learning.

Discipline Process

At George Fox University, we believe 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 University embracing the person of Christ as Lord and Savior, we 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."

This passage states that discipline must be included in our Christ-focused community, that a brother or sister is to be restored through confrontation and reproof that are part of a loving relationship.

Members of the student life staff—including resident assistants, resident directors, the director of residence life and housing, and the dean of students—approach the process of discipline with a desire to help the student be fully restored to the community. One component of the process is the authority of the Dean of Students to suspend or dismiss a student

at any time, depending on the nature of the infraction. The severity of a violation, as well as the frequency of the offense, are considered in the discipline process. As the passage in Matthew suggests, there are times when an individual may need to leave the community for personal restoration and reconciliation. This is not intended to be done punitively, but in love and respect for the student involved and for the good of the community at large.

The book of Colossians provides an excellent 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, 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)

Seeking Help to Change and Grow

It is our hope that each member of the George Fox community is fully aware of his or her own behavior and the effects, positive and negative, that behavior can have upon the rest of the community. If you know your behavior is outside the limits established by the University and want assistance to change your behavior,

you are free to take the initiative discuss your concern with a Student Life staff member without the threat of disciplinary action.

In the case of such personal problems, Student Life staff works with you toward the goal of restoration. Exceptions to this approach may be when behavior is repetitive, self-destructive, hazardous to others, or involves a significant legal issue in which the University is obligated to uphold the law.

If a Student Life staff member knows about the incident or situation from another member of the community, it can no longer be defined only as a personal problem. It may be considered a community issue and therefore may be subject to disciplinary action. Ignoring problem behavior gives tacit approval to the behavior in question and does nothing to restore the individual's relationship within the community.

In this light, if you believe a student is behaving in an unacceptable manner, you are encouraged to go directly to that person and express your concern about the behavior and about the consequences it might have on the community and the individual. Clarify community expectations and ask the student if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem may be resolved. If your confrontation does not solve the problem, or there is a continuing pattern of adverse behavior, encourage the student to seek assistance from a Student Life staff member or go yourself.

This written description of George Fox University's discipline process is intended to call all members of the community—not only a few select leaders—to responsi-

bility for their own behavior. In sharing a more specific understanding of redemptive discipline, University officials recognize that it is impossible to codify how disciplinary issues are handled. Each situation brings with it a unique set of circumstances. Because of this, the disciplinary response may not be identical in every situation, but the desired outcome will always be the same: the reconciliation of the individual to him or herself, to God, and to the community of George Fox University.

Range of Discipline

Discipline may range from a warning to a dismissal. In the case of either short- or long-term suspension, the student loses his or her financial commitments for the term of the suspension.

A short-term suspension is defined as a period of time in a given semester during which the student is not allowed on campus. Generally the period of time is between three and seven days. The student may not attend class, live in campus housing, participate in University-sponsored extracurricular activities, or represent the University in any official capacity during this short-term suspension. Generally, academic work (papers, exams, etc.) is not accepted during the suspension period, and the student is not allowed to make up the academic work missed. A student who would receive a reduced course grade resulting from missed work during a suspension may be given the opportunity of withdrawing from the course without a grade.

When a student is suspended, his or her academic advisor and instructors are informed of the suspension, but not of the circumstances leading to it.

Disciplinary action may include, but are not limited to warning, written agreement of behavior, short-term suspension, long-term suspension (either immediate or deferred termination of student status for one or more semesters), and/or dismissal (permanent termination of student status).

In the case of any suspension or dismissal, the student may not attend class, live in campus housing, participate in University-sponsored extracurricular activities, or represent the University in any official capacity during the length of the disciplinary action.

Even if a person is not actively participating in a violation, but is associated with students who are, he or she may receive discipline appropriate for the situation. For example, if a student is discovered with a group that is using alcohol or drugs, the student may be disciplined for being present with the group even if he or she did not participate in the offense. In such a case, the University believes the student should have left the group.

Dishonesty and Lying

Lying about the offense in question increases the degree of consequence incurred by the student. Honesty is honored within the context of the discipline.

Appeals

Any student may seek reconciliation and due process for action taken by administration, faculty, and staff. Copies of the student appeal policy are available in the Student Life Office.

CAMPUS SERVICES

Bookstore

The George Fox University Bookstore serves students' needs with textbooks, general interest books, reference books, school supplies, backpacks, umbrellas, George Fox University logo sportswear, gifts, greeting cards, candy, gum, and drugstore items. Store hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Banks

Newberg has five local banks: Commercial Bank, U.S. Bank, Wells Fargo, Bank of America, and Key Bank of Oregon. In addition, there is a branch of the First Federal Savings and Loan Association and one of Washington Mutual Federal Savings Bank.

College Work-Study Program (CWS)

CWS is a work program partially funded by the federal government. Students who have been awarded work-study as part of their financial aid package have the opportunity to find work-study positions on campus. Work-study students typically work 10 hours per week during the academic year and earn about \$1,950 before taxes.

Earnings from work-study are taxable and are payable by check once a month to the student. Students must report work-study earnings if they file a tax return. The Human Resources Office handles the employment and payroll functions of the work-study program, and the financial aid office tracks the amount a student has earned in relation to what he or she has been awarded. Information about non-work study positions can be obtained through the Career Services Office.

Instructional Media Center (IMC)

The IMC, ext. 2430, is located in the basement of the Murdock Learning Resource Center (the library). It comprises the computer lab, ext. 2440, a viewing/listening lab, materials production lab, recording studio, and preview room.

This is the place to purchase write-on overhead transparencies and cardboard frames for transparencies. Here you can request dry-mounting, lamination, copy-stand photography, and slide sorting and slide program assembly. You may also use the production room to work on posters and other media production projects. The IMC makes thermal transparencies in a variety of colors and does high-speed audio cassette copying and video dubbing.

Most Chapel services are recorded, and copies are available for check-out or purchase. The viewing/listening lab has individual carrels for listening to vinyl records, CDs, and audio cassettes, and for viewing video tapes, laserdiscs, filmstrips, and slides. The foreign language lab is also in this area.

The recording studio has equipment for audio mixing and basic video editing, and the preview room can be set up for live video recording or for video and satellite viewing.

The IMC is the place to arrange for projectors and other AV equipment for classroom presentations. Be sure to make arrangements well ahead of time (at least 24 hours, preferably more) by calling ext. 2430. Equipment is available on a first-come, first-served basis.

The library's collection of non-print media (records, CDs, cassette tapes, video cassettes) is housed in the IMC, but is catalogued in the on-line catalog with the

print media. Anything that is on reserve, whether print or non-print, can be obtained at the circulation desk on the main floor.

Mail Service

The University provides two student post offices, one in the Student Union Building and the other in Beebe Hall. All students—commuters and residents—are issued a post office box assignment when they enroll. The box assignment and address will remain the same for each consecutive semester the student is enrolled. Some boxes will be shared by two people. 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 distribution of campus and incoming mail as well as outgoing mail service. Outgoing mail received at the student post offices by 3:30 p.m. will be postmarked and mailed that day.

The SUB Post Office also offers the following services: sale of stamps and envelopes, next-day air, second-day air, expedited (priority) and standard (parcel post and book rate) delivery. Packages can be mailed through the U.S. Postal Service or United Parcel Service (UPS). Hours for window service at the SUB Post Office are 8:30 a.m. to 4:15 p.m. Monday through Friday. The correct address for student mail is as follows:

Beebe Post Office

Student Name

George Fox University

418 N. Meridian St., # _____
(box number)

Newberg, OR 97132-2695

"For what will a
man be profited,
if he gains the
whole world,
and forfeits his
soul?"
—Matthew
16:26

SUB Post Office

Student Name _____

George Fox University

420 N. Meridian St., # _____

(box number)

Newberg, OR 97132-2699

Student mailbox keys are issued during registration. If you lose or misplace your key, a \$10 replacement charge and a \$5 accounting fee is charged to your student account.

An address change form must be completed by every student at the end of the school year or at the time of withdrawal from the University. This form allows all first-class mail and periodicals to be forwarded to students' home addresses.

Lost and Found

The University's lost and found is located in the post office in the Student Union Building. If you find articles or keys on campus, turn them into the lost and found as soon as possible.

Phase II

Sponsored by Plant Services, the Phase II program takes place at the end of each school year to recycle usable items left behind by students. Once collected, the items are passed on to summer work-study students who are transferring into an apartment or house. At the end of the summer, the items are given to the needy.

Phone Procedures

Each apartment, house, residence hall room, and suite has a single-line telephone and phone number available to residents for local and long-distance calls. Long-distance charges are the responsibility of the student. Collect calls are not to be accepted on student phones. Pay phones from which collect and long-

distance calls may be made are located throughout campus.

Fire Emergency

If a fire alarm sounds, identify the location of smoke and/or flames and call 9-911. Then call Security at ext. 3842 (554-3842 from off campus) and give your name and the location of the alarm and/or fire. Note: If Security is unattended, a phone number to call will be given on the tape recording. If there is a fire, evacuate the building in an orderly manner.

Campus Security

To contact the security director during office hours, from 8 a.m. to 4 p.m. Monday through Friday, call ext. 3842 (554-3842 from office campus). Use this number also to request security team services during service hours (7 p.m. to 7 a.m. Sunday through Thursday, and 24 hours beginning 4 p.m. Friday to 8 a.m. Sunday). When the switchboard is unattended, call 554-8383, then call the number given on the tape recording and leave a message providing your name and the nature and location of the problem.

In the case of a security emergency (assault, crime in progress, etc.), dial 9-911 on campus or 911 off campus. Contact the security director and school officials as soon as possible once police are notified.

Emergency Medical Assistance

In the case of medical emergency, students should call the Health Center at ext. 2340 between 8 a.m. and 5 p.m. Monday through Friday. At other times, call a member of the Student Life staff, in the following order:

- resident director for your living area
- resident director for another living area

- Student Emergency Response System, 554-3842

Emergency Phone Numbers

In the event of fire, earthquake, or other emergencies pertaining to the University campus, call the following numbers immediately. The individuals listed are responsible for contacting the appropriate University community members. If security cannot be reached, proceed to the next number:

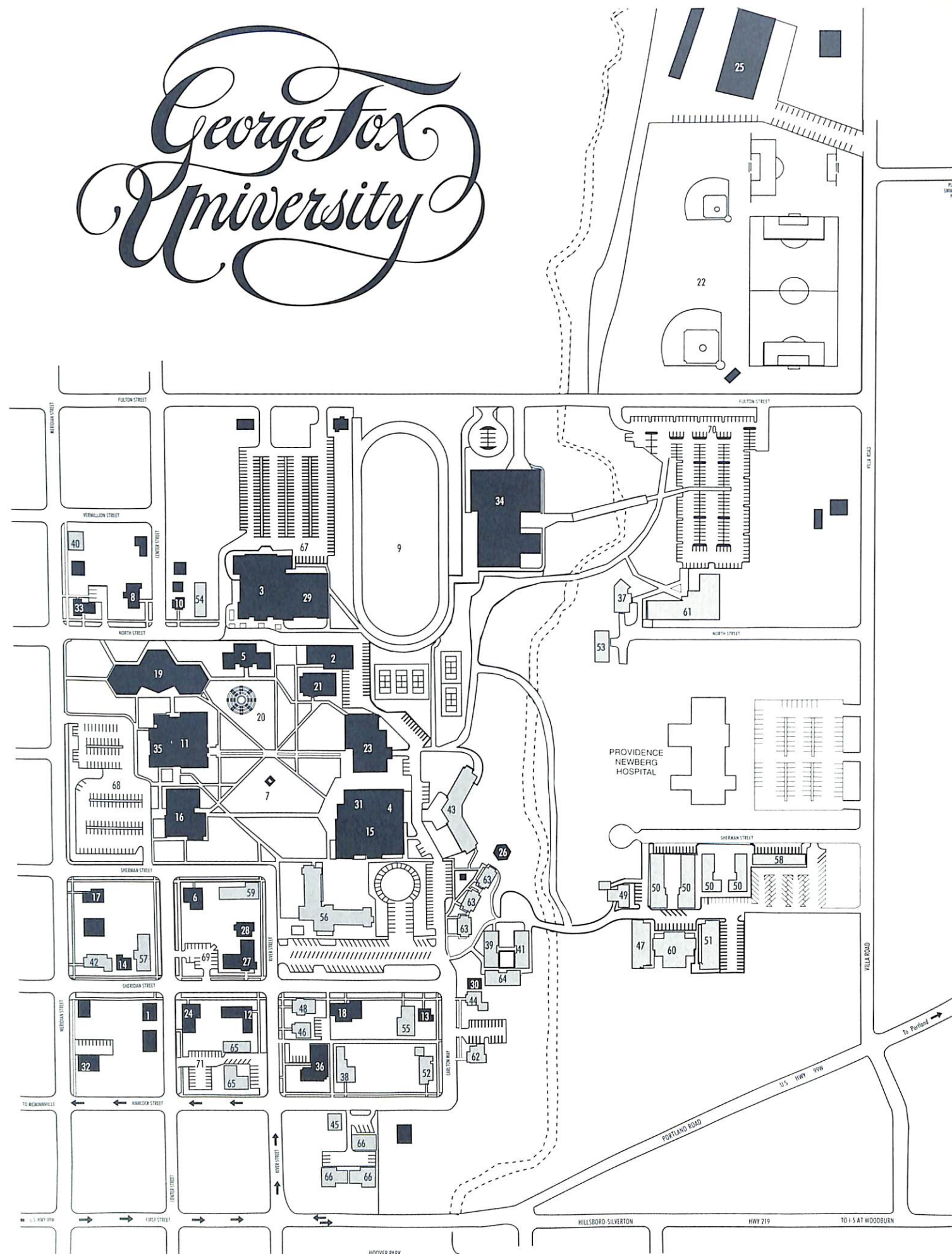
- Carl Ecklund, security director, 554-3842 or ext. 3842

- Dan Schutter, environmental/safety coordinator, 554-2014 or ext. 2014

- Clyde Thomas, director of plant services, ext. 2512 (day) or 538-3010 (evening)

If you smell smoke or know that an ambulance is needed, contact 911 (9-911 from campus phones), then notify campus security.

George Fox University



GEORGE FOX UNIVERSITY CAMPUS

1. Armstrong House
2. Art Annex
3. Bauman Chapel/Auditorium
4. Bookstore
5. Brougher Hall
6. Business and Economics Department Offices
7. Centennial Tower
8. Center Street House
9. Colcord Memorial Field
10. Computer Store
11. Edwards-Holman Science Center
12. Financial Affairs Office
13. Fry House
14. Graduate Student Lounge
15. Heacock Commons
16. Hoover Academic Building
17. International Student Center
18. Kelsey House
19. Lemmons Center
20. Virginia Millage Memorial Rose Garden
21. Minthorn Hall
22. Morse Athletic Fields
23. Murdock Learning Resource Center
24. Pennington House
25. Plant Services Building
26. Prayer Chapel
27. President's/University Relations Offices
28. River Street House
29. Ross Center
30. Security Office
31. Student Union Building
32. University Advancement Office
33. Video Communication Center
34. Wheeler Sports Center
35. Wood-Mar Hall
36. Woodward House

STUDENT HOUSING

(Residence Halls, Mini-dorms, Apartments and Houses)

37. Barclay House
38. Beals House
39. Beebe Residence Hall
40. Campbell House
41. Carey Residence Hall
42. Cole House
43. Edwards Residence Hall
44. Gulley House
45. Hancock Street House
46. Hester House
47. Hobson Residence Hall
48. Hoskins House
49. Kershner House
50. Lewis Apartments
51. Macy Residence Hall
52. McGrew House
53. Munn House
54. Newlin Apartments
55. Parker House
56. Pennington Residence Hall
57. Schaad House
58. Sherman Arms Apartments
59. Sherman Street House
60. Sutton Residence Hall
61. University Residence Hall
62. Weesner House
63. Weesner Village
64. Willcuts Residence Hall
65. Winters Apartments
66. Woolman Apartments

PARKING

Visitor parking is available at the following sites:

67. Bauman Auditorium/Ross Center Parking Lot
68. Hoover/Wood-Mar Parking Lot
69. President's/University Relations Parking Lot
70. Wheeler Center Parking Lot
71. Winters Parking Lot

Special reserved places for admissions guests are available in the Hoover/Wood-Mar Parking Lot, the President's/University Relations Parking Lot, and the Winters Parking Lot.



414 N. MERIDIAN ST.
NEWBERG, OR 97132
(503) 538-8383
<www.georgefox.edu>