

SUM Bible College

&

Theological Seminary

Student Handbook

MISSION: EMPOWERING LEADERS FOR THE FIVE-FOLD MINISTRY

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



2019 – 2020

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INSTITUTIONAL GUIDANCE

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

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

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

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

GENERAL INFORMATION

OVERVIEW

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

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

MISSION STATEMENT

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

Empowering Leaders for the Fivefold Ministry

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

HISTORY

Our Founder

Chancellor George Neau, the founder of SUM, overcame difficult, tragic experiences in his youth and responded to the call of redemption as a young adult. Fully engaged in his faith, he began to pioneer a church in a disadvantaged area of Baton Rouge, LA, observing a fact that would transform his future and later provide educational opportunities for thousands of people across the globe. In the 1987 community of Baton Rouge, Chancellor Neau watched urban leaders successfully lead their congregations with vision and transform neighborhoods, but they lacked the necessary theological education.

In order to meet this need, Chancellor Neau pursued a vision centered around a combination of Academic Excellence, Practical Ministry Training, and Personal Mentorship, all at an affordable rate. He launched SUM Bible College in his living room in 1992, and established the initial administrative team. As the student

body grew, he acquired buildings and property, renovating them to provide student housing, classrooms, and office space.

College

SUM Launched in New Orleans – 1993

By the Fall of 1993, a 17,000 sq. ft. facility was purchased and renovated by volunteers. The same year, a team of visionaries came together to make the dream possible: George Neau, President; Anthony Freeman, Student Life; Theodore Hughes, Recruitment; Joan Millar and Richard Miller, Academics; Wade Southerland, Student Ministry; Wood Gunnels, Business Office. This team launched the college's first classes in August of 1993 with four students.

SUM Launched in Oakland – 2000

In process of launching a second campus in Oakland, Chancellor Neau received a call concerning a church property that was being repossessed. SUM successfully purchased the four and one-half acre site with two warehouse buildings totaling 35,000 sq. ft., and an adjoining seven, two-bedroom apartment complex for \$940,000.

The facilities were completed in phases: faculty and married student housing completed with a capacity of seven, two-bedroom apartments (2000); completion of the 15,000 sq. ft. educational facility with a capacity for 300 students (2001); completion of the 10,000 sq. ft. men's and women's dormitory housing for 80 students (2002); completion of administrative building housing the offices, bookstore and chapel (2003). Early in the midst of these projects, the Oakland campus opened for classes with an enrollment of 4 students in the Fall of 2000.

Completion of Six Million Dollar Capital Campaign – 2004

With few California relationships to rely upon, Chancellor Neau entered into a four million-dollar building campaign which grew to a need of over six million dollars to bring the project to completion. As he stated, "I shared the SUM vision with anyone who would hold still long enough to hear the dream - from businessmen, to pastors, to church groups, to various individuals." By the grace of God, two years later SUM had acquired all of the necessary funds to dedicate the Oakland campus debt free.

Hurricane Katrina Devastates New Orleans – 2005

SUM could never have realized the significant role it would play as a provider of Hurricane Relief and Recovery when Hurricane Katrina hit the Gulf States on August 29, 2005. Within days after the hurricane, an amazing grassroots movement began to develop throughout the United States as hundreds of churches mobilized their members to respond to the people of the gulf coast. SUM raised over 5 million dollars in goods and assembled an army of over 2,500 volunteers to address the devastation. SUM's attempt to relaunch the New Orleans campus in 2006 was short-lived as the devastation of the various communities proved to be too much to overcome. All SUM operations were permanently relocated to the Oakland campus.

Cohort Model Launches – 2008

With SUM reeling from the effects of Hurricane Katrina, Chancellor Neau went into a season of prayer and fasting, resulting in an innovative approach to SUM's academic experience, the cohort model: find visionary

leaders and surround them with a cohort of 12 students to mentor for three years while earning their B.A. Degree. Hence, the Global Leadership Initiative was born.

SUM Goes International – 2011

As the cohort model of education proved to be highly successful in America, it was time to test the waters internationally. In 2011, SUM launched its first International Cohort in Chennai, India with 10 students.

SUM Celebrates 20 Years of Ministry – 2012

With great excitement, key leadership from across America came together to celebrate SUM Bible College and Theological Seminary on its 20th Anniversary of preparing men and women for ministry. The celebration commenced by honoring the five original founders of the College, hosted by Pastor and Visionary Leader Shane Warren. Joan Millar, Anthony Freeman, Richard Miller, Wade Southerland, and Chancellor George Neau were all presented Founders Awards in honor of dedicating 15 years of their lives to raising up SUM, now over 300 students strong and spanning the globe. The General Session was capped with the inspirational and timely preaching of Dr. George O. Wood, General Superintendent of the Assemblies of God.

SUM Graduates its first Graduate Students from M.A. Program – 2013

SUM celebrated the graduation of the first M.A. class with 4 students.

SUM Launched the B.A. Spanish Program – 2014

SUM began meeting the need of the Spanish speaking community by offering a B.A. program taught completely in Spanish.

SUM Graduated First International M.A. Students – 2015

The first SUM International M.A. class graduated with 4 students.

SUM Relocated the Main Campus to El Dorado Hills, CA – 2018

The Main Campus of SUM relocated to a beautiful facility in El Dorado Hills in January of 2018, and finalized the property purchase in September of that year.

FOUNDATIONAL PRINCIPLES

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

Goals and Objectives

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

The Four Pillars of SUM

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

1. Academic Excellence

Faculty

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

Classroom Experience

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

2. Practical Ministry

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

Practicum

Students complete two Practicum per trimester. Practicum are designed by the site leadership team to provide real ministry experience for the students. Students complete a daily Prayer Journal and a Reflection Paper on their experience for each Practicum. The leader for each Practicum submits an evaluation for each student per trimester.

Internship

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

Mardi Gras Outreach

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

Summer Mission

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

Special Evangelistic Events

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

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

3. Personal Mentorship

Mentors

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

Spiritual Formation

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

Health and Fitness Program

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

Spiritual Emphasis / Campus Days

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

4. Affordable Education

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

SUM brings theological education to communities across the nation by offering students the finest education at the lowest possible cost. Our goal is to have every student graduate with little to no college debt, allowing them to immediately enter ministry upon graduation. For this reason, SUM is committed to assisting students to fulfill their financial obligations while attending the College. Please feel free to contact our Financial Aid department by calling (916) 306-1628 or emailing financialaid@sum.edu.

DIVERSITY

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

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

Biblical Foundations

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

Truth

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

Love

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

Our Commitment

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

College Community

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

Academics

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

SUM Faculty

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

Co-Curricular

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

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

OFFICE OF DISABILITY SERVICES

It is the policy of SUM Bible College and Theological Seminary to comply with all relevant Federal and State standards with regard to treatment and accommodation of students with disabilities. SUM prohibits discrimination on the basis of a disability. The Institution is fully committed to complying with all requirements of the Americans with Disabilities Acts of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to all students.

The Office of Disability Services functions under Enrollment Management and the Director of Enrollment Management serves as the Director of the Office of Disability Services. Necessary training is provided for all relevant personnel. The SUM Executive Committee serves as the Disability Grievance Panel. The operation of the Office of Disability Services is governed by the Office of Disability Services: Policy and Procedure Handbook

NOTE: [Disability Accommodation Application](#)

CONTACT INFORMATION

Main Campus

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

Institution: SUM Bible College and Theological Seminary

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Suite 290
El Dorado Hills, CA 95762

Telephone: (916) 306-1628

Fax: (510) 568-1024

Admissions: admissions@sum.edu

Registrar: academics@sum.edu

Financial Aid: financialaid@sum.edu

Business Office: buisnessoffice@sum.edu

Website: www.sum.edu

AFFILIATION AND ADMINISTRATIVE STRUCTURE

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

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

STUDENT HANDBOOK

STUDENT LIFE

MISSION STATEMENT

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

LEARNING OUTCOMES

The mission of Student Life is to prepare students for ministry by strengthening their physical, emotional, and spiritual lives. Through Student Life, students will:

- **Servant of All (SOA):** Integrate academic, spiritual, ministry, and life skills in the SOA process.
- **Christian Service:** Develop skills of servant leadership.
- **Physical Education:** Value physical health as a part of their Christian life and service.
- **Mentoring:** Engage with a mentor in developing leadership and ministry skills.
- **Campus Life:** Prove their calling to ministry through opportunities of service in their own local church or ministry.

STUDENT LIFE EXPECTATIONS

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

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

COMMUNITY COVENANT

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

Students should sign the [SUM Community Covenant Affirmation Statement](#) and a copy will be stored in their student record.

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

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



COMMUNITY COVENANT AFFIRMATION

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

Please check appropriate status:

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

Student Name

Student Signature

Date

SERVANT OF ALL (SOA)

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

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

Servant of All (SOA) Evaluation

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

The SOA Process

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

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

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

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

Will-Improve (Level One)

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

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

Warning (Level Two)

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

Additionally:

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

Suspension (Level Three)

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

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

Following Suspension and Re-Entry to SUM

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

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

Cohorts Protocol

Will-Improve and Warning (Levels One and Two)

1. To be handled at the immediate level by the Cohort SOA Accountability Committee, which consists of the Cohort Advisor and any two of the following: Visionary Leader, student's Practicum Leader, student's mentor, or another church pastoral staff member.
2. The evaluation form with the completed Student Success Plan, for a student placed on a disciplinary step(s), is to be sent to the Director of Student Life and Ministry.
3. The Visionary Leader must be notified when a student is determined to be at the Warning stage of the SOA process.

Suspension (Level Three)

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

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

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

NOTE: [SOA Evaluation Form](#)

SPIRITUAL LIFE

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

Spiritual Formation

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

Chapels

Here at SUM Bible College and Theological Seminary we do not take it for granted that we are able to come together for corporate worship and for the hearing of the Word of God. Being in the presence of fellow believers in worship is a source of joy and strength for our community. All students are required to attend chapel four (4) times per week, including the Chancellor's chapel held each Wednesday.

Main Campus:	The main service of the day meets in the chapel from 10:05 a.m. to 11:15 a.m., Tuesday through Friday.
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Cohort Sites:	Students at approved designated extension sites are required to attend chapel services held at the site in person, while students at Cohorts which are not approved extension sites may attend the chapel services in person or online. Chapel schedules are established by each Cohort Advisor and include live chapel hosted at each location, as well as the mandatory Chancellor's chapel, viewed online.
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Spiritual Emphasis

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

Devotions

Morning Devotions

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

Main Campus:	Students gather together for early morning devotionals, which are led by our students and held daily in the chapel, Monday - Thursday, from 7:20am – 7:45am.
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Cohort Sites:	Devotion schedules at Cohort Sites will be determined by each Cohort Advisor.
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Dorm Devotions

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

Main Campus: Dormitory devotions are held on Monday – Thursday each week.

Cohort Sites: Cohort Sites with dormitories will establish a devotional schedule. The dorm RA and Cohort Advisor will determine the time, place, and activities.

Personal / Room Devotions

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

Church Attendance

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

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

Absences

Students are allowed five (5) chapel and five (5) devotional absences each trimester with no more than 25 percent of chapels and / or devotions missed. After five misses, succeeding absences will result in chapel probation, and students will meet with the Campus Pastor or Cohort Advisor. Five (5) succeeding absences, for a total of ten (10) absences, will result in being asked to meet with the SOA Accountability Committee for accountability and consequences. Excessive, continual absences may result in dismissal from the College. As in the classroom, three (3) tardies will equal one (1) absence.

Christian Service

There are numerous passages through the Bible that call us to serving others. Think about the powerful call of Paul to unity in Phil. 2:1-11. He encourages the believers to unite together by having the mind of Christ. Just as Jesus humbly served us through the crucifixion, we are to serve each other.

The purpose of the Christian Service component of our education is to prepare students for citizenship as Christians in the world through service and to teach commitment to ideals of service, benevolence, and cleanliness.

Students engaging in Christian Service at SUM should:

- Understand the biblical mandate for service
- Recognize that service to others is part of God's purpose for us
- Know that it is better to give than to receive
- Have insight into appropriate service and its impact

Each Servant of All (SOA) student is to complete 20 hours of Christian Service per trimester, which is a graduation requirement. BA students must complete a total of nine (9) trimesters of Christian Service in order to graduate.

Main Campus:

Summer Christian Service

Students residing in the Main Campus dorms during summer months are required to complete two (2) hours of Christian Service per week. Students may, however, inquire about a reduced rent with the inclusion of additional Christian Service hours. Rental agreements are to be negotiated prior to the Monday before graduation. It is the responsibility of the student to meet with the Campus Pastor during the second week of summer to receive their summer Christian Service assignment. It will be assumed that students who have not spoken with the Business Office or the Campus Pastor will be paying the full market rate for SUM summer dormitory housing (dorm rent plus an additional \$100 per month).

Summer dormitory chores include cleaning common living rooms and dining areas, laundry room, restrooms (including restocking dispensers), and kitchen. Students may, additionally, be asked to help with light maintenance of the dormitories, as needed (cleaning carpets, moving furniture, etc.)

Physical Fitness

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

Each full-time student is required to complete ten (10) hours of Physical Fitness per trimester or three 20-minute workouts per week, as well as required readings, which is a graduation requirement. BA students must complete a total of nine (9) trimesters of Physical Fitness in order to graduate. Physical Fitness may consist of aerobics, intramural sports, walking, etc. Students will receive a letter grade. If a student fails to complete more than 25% of their Physical Fitness, it will be an automatic failure. If a student receives a failing grade for any trimester, the student is responsible to make arrangements with the Director of

Student Life and Ministry (**Main Campus**) or Cohort Advisor (**Cohort Sites**) to retake 10 hours of Physical Fitness.

Personal Appearance

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

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

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

Dress guidelines for particular settings are as follows:

➤ Chapel

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

➤ Classroom

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

Personal Accountability

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

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

Student Contact Information

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

Social Media Policy

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

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

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

On and Off Campus and Cohort Site Activities

Representative Behavior

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

Student and Employee Drug Policy Statement

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

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

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

Student Conduct Policies, Regulations, and Procedures

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

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

Unacceptable Behaviors

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

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

Dishonesty, Lying	Dishonesty, lying, withholding information, giving false information, cheating, and falsifying chapel attendance or other documents are prohibited. (See Jer. 7:9-10; Matt. 15:19; and Mark 7:21-23).
Misrepresentation	Misrepresenting oneself or an organization to be an agent of the College is expressly prohibited.

Forgery	Forgery, alteration, or misuse of College or Cohort documents, records, or identification, or knowingly furnishing false information to College or Cohort officials.
Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the College or Cohort is prohibited. Unauthorized use of library materials or SUM equipment is dishonest and misrepresents the specified purpose for which it is available.
Civil / Criminal Disobedience	Violation of any civil or criminal law (local, state, or federal) including, but not limited to, spouse or child abuse, child neglect, sexual harassment, or stalking (see Heb. 12:14). The disruption of chapel, classrooms, dormitories, or other College or Cohort events is disobedient and disrespectful; disrespecting College, Cohort, or SUM guests; failure to produce I.D. when requested by appropriate College or Cohort personnel; failure to respond to an official summons sent by College or Cohort personnel or their designates, or verbal or physical threats, violence, or intimidation are grounds for dismissal.
Vandalism	Unauthorized use or alteration of property from its original condition, placement, and / or presentation, including graffiti, paint, and alteration to landscaping are prohibited.
Theft	Attempted or actual theft of and / or damage to property of the College, Cohort, or property of a member of the College community or other personal or public property is prohibited and may result in sanctions or prosecution (see Jer. 7:9-10; Matt. 15:19; Mark 7:21-23; and Eph. 4:28). Possession of another person's property without their permission is prohibited (see Eph. 4:28).
Failure to Evacuate	Failure to evacuate a Main Campus or Cohort building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a Campus or Cohort representative, is prohibited.
Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the Main Campus or Cohort community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc., is prohibited. Students who intentionally leave doors or windows unsecured during their absence will have to meet with the Campus Pastor (Main Campus) or Cohort Advisor (Cohort Sites), and possibly with the SOA Accountability Committee, with the understanding that the student may face expulsion from SUM.

Substance Abuse	The use, distribution, possession or manufacture of any illegal drug, mind altering substance, and / or drug paraphernalia, or non-medical narcotics is strictly prohibited; the unauthorized use, distribution, or possession of prescription drugs without a doctor's prescription is also forbidden. Also, the possession or use of alcohol, attending bars, clubs, or raves, or places where the primary function is serving alcohol, and the possession or use of tobacco is prohibited.
Biblically Unsanctioned Sexual Behavior	Students are not to engage in any activity of a sexual nature that involves adultery, homosexuality, rape, pornography, pre-marital sex, promiscuity, sexual violence, or abuse. Any scripturally prohibited sexual behavior including adultery, fornication, homosexuality or lesbianism, rape, pornography, pre-marital sex, promiscuity, sexual violence, abuse, or the visiting of sexually oriented businesses or attending places where men / women are sexually exploited, is prohibited (see Ex. 20:14; Prov. 6:32; Matt. 5:27-28; Matt. 15:19; Mark 7:21-23; Rom. 13:9; I Tim. 1:8-11; I Cor. 6:13, 6:18; Gal. 5:19-21; Thess. 4:3; and Heb. 13:4, among other scriptures).
Anti-Pro-Life Involvement	Anti-Pro-Life involvement supporting abortion as described in Rom. 13:9; and I Tim. 1:8-11.
Inappropriate Media	Students are to avoid media that is degrading to gender, ethnicity, and sexuality. Media containing excessive violence, sexual content, nudity, profane language, and degrading humor is not permitted for the spiritual and emotional development of SUM students and must conform to SUM community covenant standards.
Profanity	Using profanity or obscenity in speech or written materials (see Matt. 15:19; Eph. 5:3, 5:4; and Col. 3:8-10).
Occult, Witchcraft, Sorcery Involvement	Possessing material on occult practices, witchcraft, or Satanism as described in Gal. 5:19-21 (unless it has been pre-approved by a faculty member for the purpose of research).
Hazing and Pranks	Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing. Similarly, pranks that cause harm to persons or property are also illegal and strictly prohibited. Students who participate in a prank or in a hazing activity will be held responsible for their behavior regardless of motive or intent. Consequences may include a verbal or written warning, or other disciplinary sanction as is deemed appropriate.

Interruptions and Disturbances	In its teaching regarding worldliness, the scripture warns against participation in activity that defiles the body or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, position, or possessions, which lead to their misuse or manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (Luke 21:34,35; Rom. 8:5-8, 12:1,2; 2 Cor. 6:14-18; Eph. 5:11; 1 Tim. 2:8-10; 4:12; Jam. 4:4; 1 John 2:15-17, and Tit. 2:12).
Willful or Malicious Acts	Actions that cause damage or destroy College, Cohort, or personal resources will not be tolerated. Acts that are disruptive in class or chapel or in the everyday business of the College or Cohort are prohibited.

Other Unacceptable Behaviors

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

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

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

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

Guilty by Association

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

Behavioral Accountability

Confidentiality and Respect

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

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

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

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

SOA Accountability Committee Recommendation

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

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

Incident Reports

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

Sanctions

One should expect the College to confront, with firmness and with love, any circumstances or behavior that might hinder personal growth or disrupt community life. SUM believes that when a student chooses to disregard community expectations, it has the obligation to suspend that student's community privileges for a time, including housing and class participation. Intermediate consequences are employed wherever

possible to avoid expulsion from school or eviction from the residence halls. Each incident is reviewed on a case-by-case basis, with consideration to: (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, and (5) the degree to which the individual displays genuine repentance.

When it employs sanctions, the College intends to:

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

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

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

- a. A student may be placed on “**behavioral probation**” for failure to complete the standards stated in the behavioral contract. The student may face the SOA Accountability Committee. Students under “behavioral probation” may not be permitted to participate in any extracurricular activities such as Student Life activities, chapel leadership / music, hold an office in Student Government, or engage in external ministry which puts them in a visible, public role.
9. **Suspension:** Any student who incurs behavioral probation for two (2) trimesters in a row will be suspended. The student is involuntarily separated from the College and Cohort for a specified length of time. The suspension time may vary according to the severity of the violation and at the discretion of the SOA Accountability Committee. Suspended students are required to leave their respective campus for the duration of their suspension and may not attend class, reside in the residence halls, attend chapel, eat in the Student Lounge, etc. Absences from classes and chapels are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

Extraordinary Circumstances

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

Accountability Appeal Process

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

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

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

Student Complaint Resolution Process

This applies to issues with community standards, sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, retaliation, and / or problems with any SUM staff member, Cohort Advisor, faculty member, or Visionary Leader.

STEP 1: Grievance Form	This form is found on sum.edu/forms .	
STEP 2: Initial Inquiry	Student Life Director reviews grievance and does one of following:	<ol style="list-style-type: none"> 1. Forms a committee based on the nature of the grievance; 2. Is able to easily resolve the issue without the formal process; 3. Or student is notified that this grievance falls outside the scope of SUM's standards and policies.
STEP 3: Investigation	This is done by the SUM team / committee or external investigator if necessary. This allows for the party being accused to give a response to the accusation.	
STEP 4: Recommendation	Committee makes recommendation that is reviewed and adjusted by the Executive Team of SUM, if needed.	
STEP 5: Communication	The decision is provided to all parties.	
STEP 6: Appeal	Right to appeal to the Chancellor and the Board of Directors.	

Student Services

Social Development

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

Medical / Health Care

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

Securing and Using College Housing

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

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

Summer Housing

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

Off-Campus Housing

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

Resident Life

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

Resident Assistants

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

Move-In and Room Fee

At the beginning of each trimester, the Resident Assistant and / or Campus Pastor or Cohort Advisor will carefully inspect the condition of each room and its contents. Each student is encouraged to make a list of any damage that has occurred in the room prior to occupation. This list should be submitted to the Campus

Pastor or Cohort Advisor within 24 hours of occupation. All Main Campus students will be required to pay a \$100 room fee.

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

Room Keys Policy

Main Campus:

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

Room Lock Out

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

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

Checking-Out of the Residence Halls

All students must check out with the RA, turn in their keys, and have their rooms inspected for satisfactory condition before leaving Campus. The student should be present during inspection. Rooms must be completely vacated and cleaned out prior to permanent leave. Students who plan to leave for the summer break must clear check out with the RA, turn in their keys, and have their room inspected for satisfactory condition before leaving Campus. If rooms are not left clean and in good repair, the student's account may be fined up to \$50 for cleaning and minor repairs, or possibly more depending on the cost of the repair. Major repairs will be charged to the student and must be completed before the student leaves the Campus. Anything left in the room becomes the property of SUM and will be disposed at the College's discretion. Failure to properly check out of the Residence Hall will most likely result in an additional fine being assessed.

Dormitory Rooms

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

The following will be considered damage:

- Making any kind of holes in walls, ceiling, floors, doors, closets, desks, beds, and woodwork
- Alteration of desks, beds, and closets

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

Violation of these rules may result in fines.

Student Accommodations

Students are not to occupy any room until properly assigned. SUM and the leadership of each Cohort reserve the right to make or change the assignment of rooms during the school year. All students must sleep in the rooms assigned to them. Special putty must be used for the hanging of pictures and other decorations. Students are to avoid creating tack-holes or nail-holes in the walls. By law, overhead fixtures are permanent as installed. Due to potential liability, replacement of fixtures is not permitted in the dormitory rooms. Students are not to change any electrical fixture, or make any electrical alterations. If there is an electrical problem of any type, a **Maintenance Request Form** (Appendix 3) must be filled out and submitted to the Business Office (**Main Campus**) or Cohort Advisor (**Cohort Sites**).

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

Main Campus:	The electrical circuits in residence halls are not designed for the excess load of appliances. Cooking appliances, hot plates, toasters, heating coils, space heaters, televisions, VCRs, DVDs, and air conditioners are therefore prohibited. No food is to be discarded into bathroom sinks; the resultant clogging of drains is regarded as a form of vandalism. Students are asked to refrain from bringing elaborate stereo systems to the dormitory. A regular “boom-box” is sufficient for the size of the room.
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NOTE: Protection of property requires that each room be locked when occupants are gone. Forced entry of a locked room or residence hall is forbidden. The College cannot be held responsible for any lost or stolen items.

General Rules for Dormitory Life

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

1. Bathrooms

- a. No towels or personal articles are to be left in the bathroom.
- b. All cleaning supplies are to be stored neatly in the designated area.
- c. Report any problems to the RA immediately.
- d. Mirrors, bathroom stalls, sinks, showers, and floors are to be cleaned daily according to the posted work schedule. **
- e. Please keep the lights off when the bathroom is not in use. **

2. Hallways

- a. No articles are to be left in the hallways and common areas (no shoes or the like).
- b. Hallways are to be vacuumed daily according to the posted work schedule. **

3. Room Door Information

- a. Each student is required to have the following on the hall side of their door: Their name on a 3" x 5" card and their weekly work schedule (on or off campus).

4. Kitchen **

- a. The stove is to be cleaned immediately after every meal by the person preparing the meal.
- b. Dishes are to be washed immediately after the meal. Students leaving dishes out, whether clean or dirty, can be fined.
- c. Counter tops are to be wiped clean after each use.
- d. Nothing can be left unattended on the stove. The only exception is the use of a crock pot.
- e. The cupboards are to be kept clean and orderly.
- f. The refrigerator is to be kept clean inside and outside. All food placed in the refrigerator must be labeled and placed in a sealed container.
- g. All students are required to honor all kitchen rules.
- h. Books and other personal articles are not to be left lying about.
- i. Washers and dryers are not to be used after curfew without prior permission from the RA.
- j. Cooking is not allowed after curfew.

Chore Schedule

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

Resource Conservation

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

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

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

Cleanliness and Maintenance of Rooms

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

1. Dorm rooms are to be kept clean at all times and cleaned daily.
 - a. Beds are to be made after each use.
 - b. All clothing, books, personal articles, etc. are to be properly stowed.
 - c. Clothing must be neatly stacked away.
 - d. Cleaning involves dusting and vacuuming.
2. Leftover food or drinks are not permitted to be left out.
3. Trash cans in the dorm rooms must be emptied when necessary. This is done in accordance to the daily chore list posted in the common area.
4. Keep all dirty laundry in a closed laundry container – it must not be exposed.
5. NO alterations are to be made to the room. NO suggestive posters or wall hangings; the hanging of pictures is permitted with sticky tack only. The hanging of anything from the ceiling is prohibited

6. At curfew times room lights, radios, CD players, etc. are to be turned off (if your roommate requests it). Small personal reading lamps are recommended if you intend to pass curfew to read or study.
7. After quiet hours (10 p.m.), disturbances of any kind (loud talking, praying, running, etc.) are not allowed.
8. The school will not be held responsible for lost or stolen items. It is required that all dorm rooms be locked if students are not present.
9. Slamming doors is not permitted.

Furniture

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

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

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

College and Cohort Property

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

Main Campus:

The Campus Pastor will assess the damage and notify the student of any fine(s) in writing. The Business Office will then be notified of any fine(s), and add the fine(s) to the student's school bill.

Cohort Sites:

The Cohort Advisor will assess the damage and notify the student of any fine(s) in writing. All fines should be paid directly to the Cohort.

Loss of Personal Property

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

Property Insurance

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

Student Housing Lounge

Main Campus: Furniture is not to be rearranged in student housing lounges without permission from the RA. Students are required to observe the lounge regulations each RA establishes for the lobby. Students are to treat the lounge furnishings with respect, and will be charged for any damage to lobby furnishings. Lounges are “closed” during all chapel services and regular times for Sunday church services (8:30 a.m. – 1:00 p.m.).

Cohort Sites: Each Cohort Site will determine student housing lounge regulations. Please contact the Cohort Advisor of the specific location for more information.

Room Changes

Main Campus: A student may not change dorm rooms without the specific written approval of the RA and the Campus Pastor. A Room Change Form is provided for this transaction.

Cohort Sites: Each Cohort Site will determine room change regulations for its specific location. Please contact the Cohort Advisor of the specific location for more information.

Dormitory Students Leaving Campus

Main Campus: As a safety precaution, students are to sign in and out of the dorms when leaving campus and indicate their destination.

Cohort Sites: Each Cohort Site with dormitories will determine regulations for dormitory students leaving campus. Please contact the Cohort Advisor of the specific location for more information.

Curfew

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

Monday - Thursday: 11:00 pm

Friday & Saturday: 1:00 pm

Sunday: Midnight (12:00 am)

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

Late Permission and Working Students

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

Overnight Visit / Weekend Off-Campus

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

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

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

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

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

Cohort Sites:

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

Student Visits in Residences of Opposite Gender

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

Visitors, Visitation, and Room Guests

Main Campus:

SUM expects that students may occasionally want to enjoy a visit from a family member or a friend. Students may entertain a guest in their room for a weekend with a minimum of one-week prior notice and the approval of the Campus Pastor. The guest(s) may stay a limit of three (3) nights or as approved by the Campus Pastor, for a fee of \$10 per night. The **Visitor Request Form** ([Appendix 4](#)) must be filled out in advance and signed by the Campus Pastor. The approved form and payment should be given to the Business Office. The approved Visitor Request Form and proof of payment will then be given to the Campus Pastor and placed in the student's file. If the guest of an on-campus student stays in the dorms without the approval of the Campus Pastor, the student will lose visitation privileges, and will be charged double for the nights the guest spent in the dorm.

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

Cohort Sites:

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

Quiet Hours

Main Campus:

Quiet hours are from 10:00 pm – 6:00 am. in each of the residence halls. Quiet hours shall be strictly observed to ensure each student's opportunity for privacy, rest, study, and spiritual renewal. SUM is an institution of higher learning and students should respect one another's need for study and appropriate sleep. SUM encourages students to live in mutual respect, and therefore enforces the following guidelines: No hollering, loud talking, music, musical instruments, or radios should be heard by any person other than the user. Noise levels must not be disturbing to anyone in their rooms or by anyone living on campus.

Since it is necessary to have people living on Campus, other than in the dormitories, these guidelines for quiet hours extend to the whole Campus.

Cohort Sites:

Each Cohort Site with dormitories will determine regulations for quiet hours for its individual location. Please contact the Cohort Advisor of the specific location for more information.

Refrigerators

Main Campus:

Students are permitted to have approved refrigerators in their rooms for a small fee. The refrigerator must be 3.5 cubic feet or smaller, and must not be placed on furniture. A nominal fee of \$25 per trimester will be due on registration day, at which point the refrigerator must be registered.

Cohort Sites:

Each Cohort Site with dormitories will determine regulations for refrigerators and appliances at each individual location. Please contact the Cohort Advisor of the specific location for more information.

Food for Resale

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

Prohibited Items

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

Main Campus:

Toasters, electric skillets, heaters, popcorn poppers, George Foreman Tabletop grills, rice cooker, woks, or any other cooking appliances are not permitted in dorm rooms. Coffee makers, microwaves, and space heaters are also prohibited. Violation of this safety policy will result in the impoundment of the appliance.

Cohort Sites:

Each Cohort Site with dormitories will determine regulations for cooking and heating appliances at each individual location. Please contact the Cohort Advisor of the specific location for more information.

Secure Doors and Alarms

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

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

Room Searches

Room searches are seldom performed, but may take place at any time. If a serious offense or need warrants it, the Resident Assistant (RA) may, with a witness, search any or all rooms only with approval from the Campus Pastor (**Main Campus**) or Cohort Advisor (**Cohort Sites**), and as long as the occupant(s) is / are there at the time of the search. If the occupant cannot be notified, the RA shall be accompanied by two witnesses, one of them being an official of the College or Cohort. If any illegal substances or contraband are found, the person in charge will be required to inform the appropriate local law enforcement agency.

Meetings and Devotions

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

Vehicles and Parking Regulations

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

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

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

Fines and Parking Violations

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

Vehicle Maintenance

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

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

Main Campus:

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

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

The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving said vehicle at all times while the vehicle is on campus.

Speeding and parking violations are levied to help secure the safety and function of the campus community. Please note that the campus speed limit is 5 M.P.H. and fines will be given to those who are endangering others with their driving. Fines are \$10.00 for each violation.

Cohort Sites:

Please contact the Cohort Advisor of a particular location for more information on fines and specific vehicle regulations for that location.

Illnesses

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

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

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

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

Emotional Health

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

Students may also utilize **Suicide & Crisis Hotlines** and 24/7 counseling centers (**Appendix 5**).

In Case of Emergency

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

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

Imminent Danger

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

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

Fire Safety Regulation and Evacuation

Guidelines for emergency exit routes are posted throughout the Main Campus and each Cohort Site.

Students will be instructed how to properly evacuate the facility in case of a fire or emergency. Students

must exit the building by proceeding to the nearest exit. SUM will provide periodic fire drills. Failure to abide by the Fire Drill Policy will result in severe disciplinary action.

Fire Regulations are as follows:

- A. Alarm Pull Stations:** Students should be familiar with the location of these stations. It is crucial that these alarms be kept unobstructed, and not used for hanging posters, decorations etc.
- B. Smoke and Heat Detectors:** Please do not hang, toss, or cook anything near the vicinity of a smoke or heat detector. These activities could trigger the fire alarm.
- C. Extinguishers:** Extinguishers are located throughout the buildings. It is wise for students to know where they are located. It is important to only use extinguishers for combating fires.

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

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

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

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

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

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

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

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

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

Hazardous Practices:

- A. **Appliances:** Upon the request of the College, cooking appliances (toaster ovens, microwaves, crockpots, heating coils, etc.) and space heaters are not allowed in Main Campus students' residences. Please do not overload any circuits with extension cords or multiple outlet adapters. SUM asks that students refrain from permanently installing speakers, amplifiers, or other stereo equipment in dorm rooms.
- B. **Candles and Incense:** Because it is a fire hazard, the burning or use of candles, oil lamps, incense, or any other device that produces an open flame in any way in the building(s) is prohibited.

All incidents effecting the safety of students or campus life should be reported on the **Safety Incident Report Form** (Appendix 6) or the **Incident Report Form** (Appendix 7).

Missing Student Notification Procedures

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

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

Missing Student Notification

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

Voter Registration

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

Main Campus:

California students may connect with the Federal Election Commission (FEC) and the California Secretary of State through this link to the [California Secretary of State Website](#). From this site, students can complete their registration online, or print a registration form and mail it directly to their local elections official. Additionally, hard copy forms are available at the Main Campus Library, Registrar's Office, or the Student Life Office for the state of California.

Cohort Sites:

Cohort students may go to: [Voter Registration](#). This does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting. An electronic message may be used if exclusive to voter registration.

STUDENT GOVERNMENT

The Student Government Association (SGA) is the organizational representative of the Student Body. The Association serves as a liaison between the SUM Student Body and Administration, as well as representing the Student Body to groups both inside and outside of the College. Students are encouraged to communicate with SGA any ideas or suggestions for events they would like to see offered at SUM.

Policies are being developed to make participation in the SGA more accessible to our Cohort students. SUM welcomes suggestions from our Cohort students and Cohort Advisors on the means to help bring this about.

Constitution and Bylaws (Revised February 2019)

Article I

Name

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

Article II

Purpose

- A. To improve communication between the Student Body and the Administration concerning Student Life at SUM Bible College and Theological Seminary.
- B. To help communicate issues pertaining to the Student Body through social media and other publications.
- C. To create a wholesome fellowship amongst the Student Body by providing mutual awareness of concerns and resolution, and to encourage expressions thereof for the purpose of bringing unity.
- D. To designate appropriate distribution of finances committed to the Student Government.
- E. To plan and execute events which bring the Student Body together for social and spiritual benefit.

Article III

Membership

- A. Cohort Representation of Members
 - 1. The Council shall consist of one to two representatives from each Cohort.
 - 2. Each Cohort shall elect the representatives which shall be Student Ambassadors.
- B. Executive Official Members (Ex-officio)

The President of SUM Bible College and Theological Seminary, the Chief Academic Officer, and the Director of Student Life and Ministry are ex-officio members of the Council. Ex-officio members may attend any meetings of the Council.

C. Eligibility of Membership

A student is eligible to be a member of the Council if the following criteria are met, unless an exception is made by the Director of Student Life and Ministry:

1. Matriculates as a full-time student of SUM
2. In at least their second year of attending SUM
3. Intends to remain a student of SUM for the remainder of their degree program
4. Has the ability to faithfully represent their constituency (formerly “cohort”)
5. Is willing to serve on SGA according to the prior stated purpose (see Article II)
6. Lives a consistent Christian life
7. Is not currently under SOA disciplinary steps

D. Vacancies

1. Vacant Council positions shall be filled by election during the SUM annual Mardi Gras Outreach.
2. Each year, Council vacancies shall be addressed as they occur for the month of the Mardi Gras Outreach.

E. Responsibility of Members

Each Council member is to attend the SGA meetings and fulfill their role as a contributing member.

F. Term of Members

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

G. Resignation of Members

A Student Ambassador may resign from a position on the SGA at any point during the school year, given the following:

1. The resigning Student Ambassador has met with the Director of Student Life to discuss the reason and validity of the resignation. This meeting is a requirement for resignation.

H. Removal of Members

1. The Director of Student Life may, by unanimous vote, remove a student representative from a position if the student:
 - a. Ceases to be a matriculated student
 - b. Is on academic, chapel, or prayer probation
 - c. Is under SOA disciplinary steps
 - d. Ceases to fulfill the responsibility of a member of the Council
 - e. Ceases to live a consistent Christian life

Article IV

Officers

- A. The Officers of the Council shall be: President, Secretary, Treasurer, and Academic Council Student Representative.
- B. Specific criteria for election of Officers shall be as follows, unless an exception is made by the Director of Student Life:
 1. President
 - a. Shall be a third- or second-year student
 - b. Shall be returning as a third- or fourth-year student
 - c. Shall have served on the Council for two full semesters prior to nomination.
 - d. Shall be able to fulfill the responsibilities of the office of President of the SGA
 - e. Shall be elected by a simple majority
 2. Secretary, Treasurer, and Academic Council Student Representative
Each nominee for office...
 - a. Shall have served on the SGA one full trimester prior to nomination
 - b. Shall be able to fulfill the responsibilities of the respective office on SGA

Responsibilities of Officers and Student Ambassadors

1. **President** – responsibilities shall include the following:
 - a. Preside over meetings
 - b. Act as official representative of the SGA
 - c. Appoint such committees as deemed necessary
 - d. Present issues discussed in the SGA to the Director of Student Life
 - e. Attend SGA meetings
 - f. Report back to SGA on decisions of the SUM Executive Committee on issues presented by the SGA
2. **Secretary** – responsibilities shall include following:
 - a. Take accurate minutes of all SGA meetings
 - b. Send a typed copy of the minutes to each SGA representative and the Director of Student Life
 - c. Type any proposals for presentation
 - d. Maintain record of previous meetings with pertinent materials

3. **Treasurer** – responsibilities shall include the following:
 - a. Maintain a running account of Council finances, including all receipts and expenditures
 - b. Be custodian of the SGA finances
 - c. Give a report of SGA finances at each meeting
 - d. Work with the Business Department of SGA as needed
4. **Academic Council Student Representative** – responsibilities shall include the following:
 - a. Attend all monthly Academic Council meetings with the At Large Faculty
 - b. Attend other meetings for the Academic Council, as requested
 - c. Relay important information to SGA committee and keep record of minutes from Academic Council meetings
5. **Student Ambassadors** – responsibilities shall include the following:
 - a. Plan activities that offer students several opportunities to gather for fellowship and to learn about each other's cultural and social heritages.
 - i. Some activities include Spirit Week, sports activities, Multicultural Night, Thanksgiving and Christmas dinners, and the annual All School Picnic.
 - b. Please see Student Ambassador job description for full details.

Article V

Meetings

- A. Members of the SGA shall meet as determined necessary, but not less than twice a month.
- B. Meetings shall be run according to Robert's Rules of Order.
- C. Meetings may be called by:
 1. The President of the SGA
 2. The Administration of SUM
 3. Two-thirds of the student representatives
- D. Meetings shall follow an agenda:
 1. The agenda shall be set by the SGA President.
 2. The agenda shall include:
 - a. Any uncompleted business from the previous meetings.
 - b. A time for student concerns to be discussed.
 - c. Any business the Student Life Office gives the SGA.
 - d. Any other business the SGA President deems necessary.

Article VI

Issues

- A. Issues and concerns brought to the SGA shall be submitted on the SGA Suggestion Form.
- B. Issues and concerns brought to the SGA shall be addressed by the SGA through the following process:
 - 1. Each issue and concern shall be discussed for validity and appropriateness.
 - 2. If deemed valid and appropriate, it shall be discussed to solicit ideas for resolution.
 - 3. Each issue and suggested resolution shall be put into the meeting minutes.
 - 4. The issues shall then be brought to the Director of Student Life, as the SGA has placed them in priority.
 - 5. The Director of Student Life's decision shall be reported to the SGA. The SGA shall then report back to the students as necessary.
 - 6. All other issues shall be discussed by the Executive Committee, as needed.
 - 7. The Executive Committee's decision shall be reported to the SGA, which shall then report back to the students as necessary and appropriate.
- C. Issues of personal conflict within the SGA should be dealt with in a Biblical manner according to Matt. 18:15-17.

Article VII

Publications

The SGA shall oversee all SGA publications. The SGA shall be responsible to maintain student awareness for opportunity within the production of such publications. This does not require the SGA to produce any publications. If the SGA chooses to publish, responsibilities shall be delegated as agreed upon by the Council.

- A. The SGA President shall serve as first content editor of SGA publications, and shall review and approve all publications prior to printing
- B. The Director of Student Life shall serve as final content editor of SGA publications, and shall review and approve all publications prior to printing.

Article VIII

Ratification

This SGA Constitution shall be ratified and accepted, given:

- A. A unanimous approval of the SGA
- B. An approval of this Constitution by the SUM Executive Committee.

ACADEMIC LIFE

ACCREDITATION

WASC Senior College and University Commission

SUM Bible College and Theological Seminary is accredited with the Senior College Commission of the Western Association of Schools and Colleges (WASC). Questions about SUM's status with WASC may be directed to the Institution or to WASC at:

WASC Senior College and University Commission

985 Atlantic Avenue, Suite 100, Alameda, CA 94501
(510) 748-9001
www.wascsenior.org

Association for Biblical Higher Education

SUM Bible College and Theological Seminary is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate, Baccalaureate, Master's degrees, and doctoral levels.

The Association of Biblical Higher Education (ABHE) is the oldest national, Bible college accreditation agency. ABHE specializes in biblical ministry formation and professional leadership education. It is officially recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education. It is also one of the eight regional associations that make up the International Council for Evangelical Theological Education (ICETE), representing North America.

ABHE provides the best option for maintaining high academic standards while also sharing the Christian faith. Their Accreditation Standard on Institutional Integrity requires institutions to be honest and open with its compliance regarding accrediting, licensing and governing bodies.

In acknowledgement of a satisfactory institutional self-study and evaluation team visit, the Commission on Accreditation reaffirmed until 2021 the accredited status of SUM Bible College and Theological Seminary with all the rights, privileges and the ABHE confers.

Association for Biblical Higher Education (ABHE)

5850 T.G. Lee Blvd, Suite #130, Orlando, FL 32822
(407) 207-0808
www.abhe.org

CA Bureau for Private Postsecondary Education

SUM is a private institution currently registered with the Louisiana Board of Regents, Florida Board of Regents and California Bureau for Postsecondary Education (BPPE). The Bureau for Private Postsecondary Education has granted SUM approval to operate and grant degrees within the State of California. Approval to operate means compliance with minimum standards set forth by the BPPE.

Any questions a student may have regarding this Handbook that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Post-Secondary Education at:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

(916) 431-6959

Fax (916) 263-1897

www.bppe.ca.gov

SUM complies with the Department of Consumer Affairs with all state statutes, rules, and regulations pertaining to private postsecondary institutions.

INSTITUTIONAL POLICIES

Academic Freedom

The phrase “Academic Freedom” indicates the right of teachers and students to pursue truth without restriction of thought or doctrine. Academic freedom suggests the right of all persons to arrive at beliefs that they defend as truth. In practice, however, academic freedom is exercised within the limits of basic institutional commitments. Our institutional commitments can be found in our Mission Statement, Statement of Faith, and Foundational Principles that are published in the SUM [Academic Catalog](#) and at sum.edu. SUM is distinctively Christian and Pentecostal; it is an Institution that finds its reason for being in the historic Christian faith, an heir to the broad body of theological truth encompassed by the entire Christian faith. SUM affirms a vital concern for the salvation of the world through the life, death, and resurrection of Jesus Christ, and through the continuing activity of the Holy Spirit, seeking the truth of Christ in the theological dialogue that surrounds the work of the Holy Spirit in our time.

SUM is an interdenominational Institution, endeavoring to discern in its corporate life and teaching that which unites us all. Thus, the spirit in which SUM seeks truth is, in the words of John Wesley, “Unity in the essentials, diversity in non-essentials, and love in all things.” SUM Bible College and Theological Seminary is philosophically committed to the promotion of human excellence—spiritually, intellectually, physically, and socially—in a Christian environment. This concept is far from new. What is unusual about the concept as implemented at SUM, however, is its balance and integration into the curriculum. The achievement of wholeness and integration is sought; mere juxtaposition of parts is not sufficient. SUM acknowledges the Triune God: the Creator Father, the Lordship of His Son, and the guidance of the Holy Spirit. The charismatic (gifts of the Spirit) dimension is actively and clearly affirmed. Recognizing that Jesus Christ Himself is the Truth, SUM holds that freedom in a search for truth and its exposition is fundamental.

Academic freedom allows faculty members to fairly present major scholarly and theological positions. While academic freedom demands a fair hearing of all positions, some are not necessarily consistent with the Institution’s mission. It is, however, beneficial for students to consider controversial issues in an environment of faith rather than to encounter them in an environment of doubt. Faculty members may present non-Christian ideas, practices, and worldviews with the understanding that they do so to present information, prepare students, and provoke thought and discussion, and without the assumption that the faculty members advocate those ideas, practices, and worldviews. All instructors sign their agreement with

SUM's Statement of Faith when they accept employment. Therefore, ideas, practices, and worldviews that are inconsistent with that Statement should not be affirmed by SUM faculty. Teachers shall have freedom in the classroom and through publications to discuss their subjects of expertise without harassment. Teachers shall be free to express and act upon their conscientious convictions in relation to their area of expertise, but must realize that there is always a tacit representation of the Institution in whatever is said or done.

All faculty members should realize that they are representatives of their chosen faith community and of this Institution, as well as of the learned profession and, therefore, have special obligations. In a Christian College, the exercise of academic liberty involves responsibility to the Church, the philosophy of the Institution, and the academic community at large. Faculty members acknowledge that their profession and Institution may be judged by what they say and write. Therefore, they should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others, all within the framework of a dynamic Christ-centered worldview. Personal integrity would dictate that divergence from the Founding Vision and / or basic philosophy of SUM would lead the individual voluntarily to sever the relationship with the College. Any faculty member who feels that academic freedom is being abridged may appeal through the grievance procedures stated in the "Grievance and Conflict Resolution Procedure."

Institutional Review Board

SUM Bible College and Theological Seminary complies with the U.S. Department of Health and Human Services' regulations governing research involving human subjects at 45 CFR 46, and also with the principles of the 1979 *Belmont Report*, which specifies ethical principles for the protection of human subjects with respect to research.

SUM maintains an Institutional Review Board (IRB) to review and approve human subjects research from all SUM programs. The composition and function of the IRB is governed by the SUM Bible College and Theological Seminary IRB Manual.

The Institutional Review Board (IRB) is authorized to review and approve human subjects research from all SUM programs. The IRB Committee is comprised of faculty, administrators, and staff of SUM. The IRB will apply the policies and guidance in the SUM Bible College and Theological Seminary IRB Manual for all research involving human subjects that is conducted under the auspices of SUM, conducted by or under the direction of any employee or agent of this Institution in connection with their institutional responsibilities, conducted by or under the direction of any employee or agent of this Institution using any property or facility of this Institution, or involves the use of this Institution's non-public information to identify or contact human research subjects or prospective subjects, regardless of sponsorship.

CURRICULA

SUM Bible College and Theological Seminary offers a specialized curriculum that is designed to enable students to meet the challenges of the future. The curriculum designed by SUM contains four major areas of study: Biblical Studies, Theology, General Education, and Applied Theology. The purpose of each department is clearly outlined in the following statements:

Theology Department: To develop Christian leaders who engage in clear and carefully considered Christian theological reflection with an emphasis on the history and development of Pentecostal, Holy Spirit-centered doctrine.

Biblical Studies Department: To produce Christian leaders able to fully engage scripture with sound exegesis that is foundational to their personal life, preaching, teaching, and all fivefold ministries.

Applied Theology Department: To guide students in the application of their theological and biblical learning in diverse ministry contexts including personal spiritual formation.

General Education Department: To produce students who are competent in written communication, oral communication, quantitative reasoning, information literacy, and critical thinking; an integrative approach to theological and ministerial training.

PROGRAMS

SUM offers both undergraduate and graduate courses. The major for all undergraduate programs at SUM is Biblical Studies. The majors for SUM's graduate programs are Divinity, Biblical Studies, and Christian Leadership.

Undergraduate Program

MINORS (4)		CONCENTRATIONS (9)	
1. Ministry of the Evangelist		1. Fivefold Ministry	6. Pastoral Ministry
2. Ministry of the Pastor		2. Church Planting	7. Prophetic Ministry
3. Ministry of the Prophet		3. Church Teaching	8. Worship Studies
4. Ministry of the Teacher		4. Evangelistic Ministry	9. Youth Ministry
		5. Global Missions	

If a student opts for any of the four minors, it will be chosen in the second year of studies. Concentration courses may be taken in the student's third year of studies. If a change in program is desired, the student must submit the [Degree Program Change Form](#). It should be noted that courses taken in the minor or concentration program may not be transferable to the new minor or concentration, thus necessitating the student to take more than the required 139 credits for graduation.

Student Classification

CLASS	CREDIT HOURS
Freshman	0 - 35
Sophomore	36 - 69
Junior	70 - 105
Senior	106 - 139

Graduate Programs

The SUM Graduate Program provides graduate level biblical, theological, or leadership curriculum.

Master of Arts in Biblical Studies (48 Credits)

The Master of Arts in Biblical Studies (MABS) offers three concentrations:

Concentrations

Biblical Languages	Offers a specialization in the Bible, biblical interpretation, and theology, and emphasizes a student's abilities to research using Hebrew and Greek language tools and to produce scholarly, biblical, and theological research projects. It will help those who are pursuing a terminal degree in Biblical Studies.
Biblical Exposition	Provides an understanding of Scripture and systematic theology coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, comprehension of foundational biblical and theological truths, and a commitment to godly Christian character.
Biblical Theology	Provides an understanding of Scriptural theology coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, and a commitment to godly Christian character. Develops a unified theology of the Bible that respects varied perspectives within individual Bible books.

Master of Arts in Christian Leadership (38 Credits)

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

Master of Divinity (76 Credits)

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

ACADEMIC POLICIES

Adding and Dropping Classes

Students should seek the advice of their academic advisor before making a request to drop or add courses. SUM has designed each class schedule to allow students to graduate with a BA degree in three (3) years, the

MA in two (2) years, and the MDiv in three (3) years. Deviating from the class schedule could add additional trimesters to one's course of study.

Students must complete an Add-Drop Form to make changes in their schedule. A student is allowed to add or drop a class until the Course Add / Drop Deadline, which is the end of the first week of classes (see [Academic Calendar](#)).

After the Course Add / Drop Deadline, a student may withdraw from a class prior to the Course Withdrawal Deadline. For courses from which a student has withdrawn, the student transcript will show a W. All classes from which a student withdraws after the Course Add / Drop Deadline count toward their "attempts" as defined by the Department of Education, and may influence financial aid eligibility. Students may not withdraw from a course after the Course Withdrawal Deadline.

NOTE: [Fall Trimester Add / Drop Form](#), [Winter Trimester Add / Drop Form](#), [Spring Trimester Add / Drop Form](#)

Withdrawing from SUM

Initial Enrollment

All students will sign the SUM [Enrollment Agreement](#) upon admission to the College. Each student has a "Right to Cancel" that agreement for seven (7) days after signing or up to the first day of class, whichever is later. The Student's Right to Cancel is included in the Enrollment Agreement. When a student cancels their initial Enrollment Agreement there are no financial or academic consequences for the student.

Voluntary Withdrawal

After initial enrollment and once the period covered by the Student's Right to Cancel is passed, students who find it necessary to withdraw from a class, classes, or from the College may do so under the following guidelines:

1. Students may add or drop courses during the Add / Drop Period without financial or academic consequences.
2. A student may withdraw voluntarily after the Add / Drop Deadline and before the Withdrawal Deadline (both listed in the Academic Calendar). In this case, the student will be financially responsible for the tuition associated with the course they are withdrawing from, but there is no academic consequence in that it will not affect their grade point average (GPA). A Voluntary Withdrawal is considered an attempt by the U.S. Department of Education and will be registered on the student's transcript as an attempt, and will count towards a student's Completion/Attempts Ratio.
3. If a student does not complete the required process for a withdrawal, they will be awarded the grade they have earned at the end of the course.

Involuntary Withdrawal

1. A student may be involuntarily withdrawn from a course under the following circumstances: If a student fails to attend a class for which they are registered and if the student fails to communicate to the faculty member the reason(s) for missing the first two weeks of class, SUM's Registrar will

remove the student's classes from enrollment and all funding will be returned to the appropriate agencies. This forced withdrawal does not remove any financial obligation the student has incurred. A student who leaves the College without officially withdrawing is responsible for all financial commitments to the College.

2. A student may be involuntarily withdrawn from the course if more than 25% of the course has been missed. In that case, the student will receive a *WA* grade on their report card and no credit will be earned. Students receiving a *WA* remain financially responsible for the course.
3. A student may be involuntarily withdrawn from a course for reasons such as not maintaining payment arrangements, student disciplinary matters, academic dishonesty, or other administrative causes. A student who is involuntarily withdrawn receives an *ADW* on their transcript.

Cancellation of a Class

The school reserves the right to cancel any class for which the enrollment or space is not sufficient.

Satisfactory Academic Progress

Federal Regulations specify that a student must be making progress towards an academic degree to receive financial aid. To remain eligible for federal, state, and institutional aid, a student must maintain

"Satisfactory Academic Progress" (SAP) as outlined in the following three measures:

1. Cumulative GPA (Qualitative Measure)

Undergraduate Students = reach a 2.0 minimum (equivalent to a C average) by the midpoint of the program and maintain this level throughout the rest of the degree program.

2. Pace of Completion (Quantitative Measure)

All students must complete at least 67% of credits attempted each trimester. (Pace of Completion = Total credits completed / Total credits attempted)

3. Duration of Progress (Quantitative Measure)

Once a student has attempted 150% of the required number of credits for a degree, the student is no longer eligible to receive financial aid. Federal regulations specify that "a student becomes ineligible when it becomes mathematically impossible for the student to complete a degree program within 150% of its length."

Grades, Cumulative GPA, and Pace of Completion

The only grades that meet SAP completion standards are grades for which credit is awarded; *A*, *B*, *C*, *D*, *P* & *CR* (credit). Grades of *F* (failure), *W* (withdrawal), and *I* (incomplete) are not passing grades, but they are included in the credits attempted. To maintain SAP, students need to meet the minimum **Cumulative GPA** for their program.

Withdrawals, incomplete courses, repeated courses, non-credit remedial courses, and credits transferred from other colleges affect the Pace of Completion. Withdrawals lower the number of successfully completed credits. Incomplete courses calculate like a withdrawal and lower the number of successfully completed credits. Each repeat of a course counts as another attempt. Passing the course counts as one completion.

Credits transferred in from other colleges may help the Pace of Completion, as these credits are counted on a 1:1 ratio for credits completed and credits attempted.

Repeated Courses

The U.S. Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact a student's financial aid eligibility and awards, including Pell Grant, SEOG Grant, and Federal Work-Study.

Repeating and passing a failed or previously passed class will replace the previous grade to recalculate into the new Cumulative GPA. Both attempts will count toward the Pace of Completion and Duration of Progress. Students who pass a class (*A, B, C, D*) and choose to repeat it for a higher grade may receive financial aid only once (a total of two attempts) for that repeated class. Students may receive financial aid for a failed class (*F*) that they repeat until they pass.

Example:

	1 st Attempt	2 nd Attempt	3 rd Attempt	Is Class FA payable for the enrolled trimester?
Course 1	F	D	Enrolled	Yes
Course 2	C	Enrolled	—	Yes
Course 3	D	C	Enrolled	No
Course 4	D	F	Enrolled	No
Course 5	VWD	F	Enrolled	Yes

Explanations of The Above Examples:

1. **Course 1:** Yes, these credits are included in the financial aid enrollment because the student is allowed to repeat any failed or withdrawn course until a passing grade is received. Once a passing grade is received, financial aid can pay for the course again. If a grade of *A, B, C, D*, or *F* is made on the third attempt; the course will not count again in the calculation for financial aid enrollment.
2. **Course 2:** Yes, these credits may be counted even though it was previously passed, because it is the first time the class is being repeated.
3. **Course 3:** No, this course was previously passed and this is the third attempt. Two attempts are the maximum attempts these credits can count toward financial aid enrollment, because the course has been previously passed.
4. **Course 4:** No, the class credits are no longer considered for financial aid eligibility because it has been previously passed, and this is the second time it is being repeated.
5. **Course 5:** Yes, because this course has never been passed so it may still be counted toward financial aid enrollment.

If a student repeats a course that is not eligible for federal aid, a recalculation of aid is completed to exclude the credits for the repeated course. This rule applies whether or not the student received aid for earlier enrollments in the course.

All repeated courses affect financial aid Satisfactory Academic Progress calculations. A repeated course, along with the original attempt, must be counted as attempted credit hours.

Time Limits for Duration of Progress

Federal financial aid for all programs cannot exceed 150% of the total credits in the program, including credits that result from transfer credits and repeated courses. Students will not be eligible to receive aid after attempting the number of credits listed below:

BA Program	208.5 credits
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Pace of Completion

To determine the Pace of Completion, divide the cumulative credits successfully completed by the cumulative credits attempted. If this percentage stays at or above 67%, a student will complete degree requirements in the federally required time frame.

Evaluation of Student Progress

Satisfactory Academic Progress will be reviewed at the end of each trimester; Fall, Winter, and Spring. At each review, a student's qualitative (Cumulative GPA) and quantitative (Pace of Completion and Duration of Progress) progress will be evaluated. At the end of each term, the Academic Office notifies students who do not meet the Satisfactory Academic Progress (SAP) requirements of the College.

1. SAP Met

Student has met or exceeded the minimum SAP requirements.

2. SAP Warning

Student has not met one or more SAP requirements and was not on SAP Probation Status or SAP Suspension Status the previous trimester attended. A student may only be on SAP Warning Status for one trimester in a row.

A student who is on Warning Status will be required to comply with measures such as "Study Hall" or other recommended procedures to help ensure all aspects of successful learning. A student who does not meet the minimum requirements by the end of their Warning trimester will be placed on Financial Aid Probation for the next term.

3. SAP Probation

Student was on SAP Warning Status the previous trimester attended and did not reach the minimum SAP program requirements. The student successfully appealed the SAP Suspension Status.

A student may appeal the Financial Aid Probation. A successful appeal must detail the reasons for the academic deficiency and a detailed plan outlining the student's action plan to return to eligibility. Submitting an appeal does not guarantee approval. A student awaiting a response must pay tuition and fees by the beginning of the trimester as specified in the College Catalog.

4. SAP Suspension

Student has not met the minimum SAP requirements while on SAP Probation Status the previously attempted trimester and is disqualified from receiving financial aid.

5. Suspension Appeal Process

In the event of extenuating circumstances such as medical problems, family emergencies, a death in the family, or other unique circumstances determined applicable by SUM, a student who has failed SAP and been placed on SAP Suspension Status has the right to appeal to the Financial Aid Committee.

An appeal is a request for reinstatement of financial aid eligibility and is initiated by completing the [Financial Aid SAP Appeal Form](#). A copy of the appeal form is also attached to the SAP Suspension Status notice letter.

Appeals should address the circumstances surrounding the student's insufficient progress and describe a plan of action to correct the insufficient progress. Students must specify what has changed in their circumstances that will allow them to make progress in the upcoming trimester. If the insufficient progress was related to "Duration of Progress," students must specify how many credits they intend to complete each trimester to complete their degree.

If the appeal is approved, a probationary period of one more trimester may be granted. In extreme cases when one more trimester will not be sufficient to reach Satisfactory Academic Progress, the Financial Aid Committee, in cooperation with the Campus Pastor or Cohort Advisor, may create an Academic Plan for the student which will specify the academic requirements the student must meet and the deadline for when these requirements must be met. They will include (but may not be limited to) the following minimum requirements:

➤ **Academic Plans and Cumulative GPA**

If a student is granted an Academic Plan regarding Cumulative GPA, the student must achieve the required minimum GPA (2.0 for undergraduate and 2.5 for graduate students) for classes in the following trimester. If the required minimum GPA is not achieved in that trimester, the Academic Plan will be revoked, and the student's financial aid will be suspended again.

➤ **Academic Plans and Pace of Completion**

If an Academic Plan is granted regarding Pace of Completion, the student must pass the lesser of 1) 100% of the attempted credits in the next trimester or 2) a percentage that would bring the student up to the minimum SAP requirements. If the student does not complete the required percentage of the attempted credits in the following trimester, the Academic Plan will be revoked, and the student's financial aid will be suspended again.

➤ **Academic Plans and Duration of Progress**

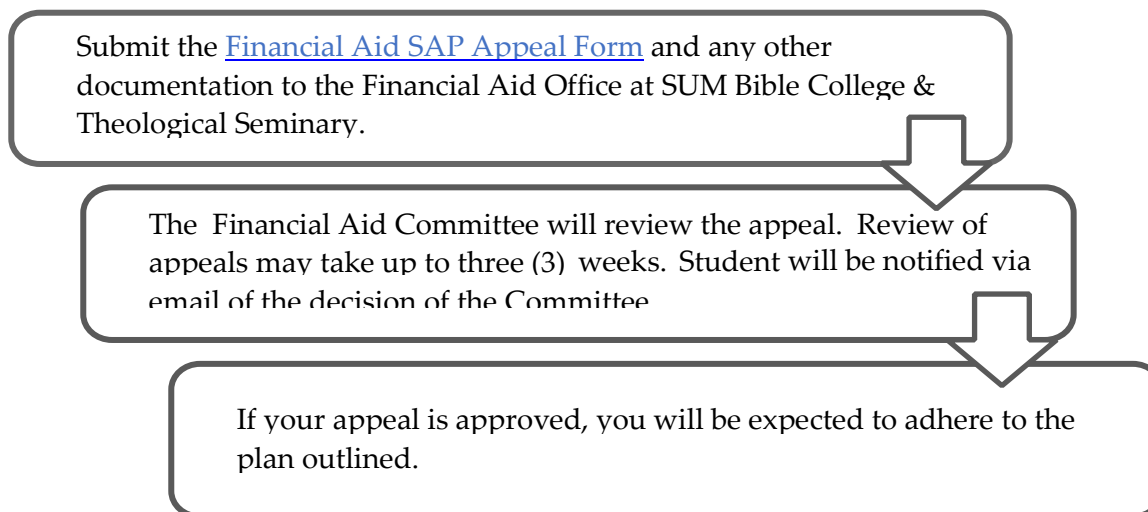
If an Academic Plan is granted regarding Duration of Progress, the student will be expected to complete all credits that are listed in the Academic Plan. If any credits are not completed in the approved time frame, the Academic Plan will be revoked, and the student's financial aid will be suspended again.

After the appeal is reviewed by the Financial Aid Committee, the student will be notified of the decision by email or mail. The review time for appeals may take up to three (3) weeks. At any point, if a student fails to meet the criteria outlined in the plan, it will be considered void, and the student

will not be eligible for financial aid for subsequent terms until a satisfactory point in the plan has been met that would allow the student to continue.

The Financial Aid Committee's decision is final. However, any questions regarding the process should be directed to the Chief Academic Officer (CAO) at (916) 306-1628.

Appeal Procedure



6. Reinstatement

Financial aid eligibility may or may not be reinstated at the discretion of the Financial Aid Committee. If an appeal is granted, the student will be placed on SAP Probation Status and financial aid eligibility will be reinstated for one (1) trimester. Specific criteria for moving off of SAP Probation Status, as well as a student-specific timeline for meeting those criteria, will be outlined in the Official Decision section of the appeal form and delivered to the student's SUM email address. The timeline will generally be the next trimester but can be extended if the Financial Aid Committee deems an Academic Plan is necessary.

Failure to satisfy the requirements of the SAP Probation will result in immediate loss of financial aid eligibility for subsequent trimesters.

A student who fails to meet the requirements of the SAP Probation may submit a subsequent appeal for reinstatement by repeating the appeal process outlined above. Generally, a student will not be granted SAP Probation Status again until satisfactory progress has been achieved without any financial aid. Exceptions will be considered on a case-by-case basis.

NOTE: It is possible for a student to fail SAP (and not be eligible for financial aid) but not be academically dismissed from the school. In this situation, a student has successfully earned the right to completely pay for school out-of-pocket. **Financial Aid SAP Policy and SUM's Servant-of-All (SOA; Academic Probation / Dismissal) policies are different.** Please refer to the most recent copy of [SUM's Academic Catalog](#) for specific details on Servant-of-All / Academic policies.

Contact Us

For additional information regarding financial aid programs, please contact the Financial Aid Office by email at financialaid@sum.edu.

SUM SAP Chart: Undergraduate Degree

SUM SAP Chart			
B.A. Degree			
		Required Levels	
Credits Attempted	Credits Earned	GPA	Completion Ratio %
10	6.7	1.10	67%
20	13.4	1.20	67%
30	20.1	1.30	67%
40	26.8	1.40	67%
50	33.5	1.50	67%
60	40.2	1.60	67%
70	46.9	1.70	67%
80	53.6	1.80	67%
90	60.3	1.90	67%
100	67	2.00	67%
104.25	69.5	2.00	67%
110	73.7	2.00	67%
120	80.4	2.00	67%
130	87.1	2.00	67%
140	93.8	2.00	67%
150	100.5	2.00	67%
160	107.2	2.00	67%
170	113.9	2.00	67%
180	120.6	2.00	67%
290	127.3	2.00	67%
200	134	2.00	67%
208.5	139	2.00	67%
Completion Rate Average is 69.6%			
Completion Rate increases 2% for each additional 10 credits attempted.			

Required remedial coursework will not be counted toward a student's maximum time frame.

SUM SAP Chart: Graduate Degrees

SUM SAP CHART											
M.A.C.L. Degree				M.A.B.S. Degree				M.Div. Degree			
			Required Levels				Required Levels				Required Levels
Credits Attempted	Credits Earned	GPA	Completion Ratio %	Credits Attempted	Credits Earned	GPA	Completion Ratio %	Credits Attempted	Credits Earned	GPA	Completion Ratio %
10	6.7	2.0	67%	10	6.7	2.0	67%	10	6.7	2.0	67%
20	13.4	2.3	67%	20	13.4	2.3	67%	20	13.4	2.3	67%
28.5	19	2.5	67%	30	20.1	2.3	67%	30	20.1	2.3	67%
30	20.1	2.5	67%	36	18	2.5	67%	40	26.8	2.4	67%
40	26.8	2.5	67%	40	26.8	2.5	67%	50	33.5	2.4	67%
50	33.5	2.5	67%	50	33.5	2.5	67%	57	38	2.5	67%
57	38	2.5	67%	60	40.2	2.5	67%	60	40.2	2.5	67%
				70	46.9	2.5	67%	70	46.9	2.5	67%
				72	48	2.5	67%	80	53.6	2.5	67%
								90	60.3	2.5	67%
								100	67	2.5	67%
								110	73.7	2.5	67%
								114	76	2.5	67%

Course Load

The normal class load for SUM's BA student is 15-16.33 credit hours with ten (10) hours constituting a fulltime student; eight (8) hours for a three-quarters time student; and six (6) hours for a half-time student.

A normal class load for SUM's graduate programs ranges between 6-11 classroom credits per each trimester. The load a full-time graduate student will be required to take depends on the academic program the student has opted for (please refer to Degree Profile Chart).

All Master's programs require focus and commitment to a high level of reading, writing, and research. Therefore, it is imperative for students to commit sufficient time towards completing all course requirements, including class attendance, research, and other assignments.

DEGREE	TOTAL CREDITS	CREDITS PER TRIMESTER	WEEKLY HOURS OF STUDY
MACL	38	6	18
MABS	48	6	27
MDiv	76	6	27

Students are encouraged to check their syllabus for time estimates in fulfilling their course requirements.

Grading

SUM utilizes a Learning Management System to allow students to effectively receive and submit assignments. Typically, instructors / professors evaluate and comment on a student's assignment within two (2) weeks of the submission. Final grades are reported to the Academic Office through the Student Information System within one (1) week after the trimester is completed.

All written and oral assignments are evaluated by a letter grade according to the following system:

Grading Scale¹

GRADE	STANDARD	SCORE	POINTS PER TRIMESTER
A+	Excellent	98 -100	4.0
A	Outstanding	92 - 97	4.0
A-	Outstanding	90 - 91	3.7
B+	Very Good	88 - 89	3.3
B	Good	82 - 87	3.0
B-	Fairly Good	80 - 81	2.7
C+	Above Average	78 - 79	2.3
C	Average	72 - 77	2.0
C-	Average	70 - 71	1.7
D+	Below Average	68 - 69	1.3
D	Poor	62 - 67	1.0
D-	Poor	60 - 61	0.7
F	Fail	00 - 59	0.0

¹ Approved July 2010.

The grading system at SUM uses *A*, *B*, *C*, and *D* as passing grades. *AU*, *CR*, *NCR*, or *W* do not carry weight for calculating the GPA (Grade Point Average).

AU	Audit	Does not carry grade points
IC	Incomplete	0.0 grade points per trimester hour
CR	Credit	Does not carry grade points.
NCR	No Credit (Repeat Class)	Does not carry grade points.
W	Withdraw	Does not carry grade points
WA	Withdrawal for absences	0.0 grade points per trimester hour
ADW	Administrative Withdrawal	0.0 grade points per trimester hour

An Incomplete (*IC*) grade must be completed within three (3) months or it becomes an *F*.

Credits transferred from other colleges determine course completion but are not calculated as part of a student's GPA at SUM.

Repeating of Courses

A student may attempt to improve a course grade by repeating the course. Each grade is entered on the transcript and used for the appropriate trimester grade point average (GPA). However, in calculating the

Cumulative GPA, only the highest grade is used, and the hours are counted only once. Courses repeated at other institutions may not be used to raise grades.

Change of Grade

It is the student's responsibility to retain all graded and returned assignments and exams until final grades are received by the Registrar, in the unlikely event that an error in calculating or reporting a grade has been made. In the case of such an assumption by the student, the instructor should be informed immediately. If warranted, the instructor will initiate a change of grade with the Academic Office. The deadline for a grade change request is six (6) weeks after the close of a trimester.

Academic Accountability Group

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

Academic Accountability Group Purpose

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

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

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

Location

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

AAG Facilitator Role

- Monitor academic progress and encourage good academic work.
- Direct students to appropriate resources for assisting with course work-related problems.

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

AAG Student Role

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

Academic Credits

Definition of Academic Credits

Every 15 hours of instruction per term in the classroom constitutes one (1) credit hour. A 3-credit class, therefore, would mean approximately 4.1 hours of classroom instruction per week for an 11-week term. Total course work must include an additional two (2) hours of work for every one (1) hour of classroom time, for a total of 135 hours of actual course time. Practicum, Internship, and other such courses are calculated at a rate of 45 hours per credit.

Transfer Credits

Transferring Credits to SUM

Transfer students from other colleges are required to complete the SUM Application. Transcripts must be mailed directly to SUM from the previous colleges or universities, signed and sealed. Official electronic transcripts also are accepted. After the transcripts are on file, the Registrar's Office will evaluate the transcripts and successfully transferred credits will appear on the student's CRA / Degree Audit.

SUM does not accept credit for experiential learning at a previous institution. If a student wishes to apply for experiential learning credit, they must do so through SUM's policy on Experiential Learning Credit. Transfer students must take the last 36 hours of academic courses and attend SUM for one (1) full academic year.

Transfer of Credits from an Accredited College

In order to transfer prior credits to SUM's degree...

- Comparison will be made from a previous institution's catalog, academic calendar, course descriptions, credits, and accreditation status.
- A minimum grade of C is required for transfer credits.
- Courses that can be transferred must be similar in content to the corresponding course offered at SUM.
- SUM must receive an official transcript from the applicant's former college. Transcripts from these institutions must be sent directly from the former college or high school to the Chief Academic Officer at SUM. Official electronic transcripts also are accepted. Transcripts sent by the applicant themselves can only be used to start the evaluation process of the student's academic achievement and needs. It is the responsibility of the applicant to submit a catalog from each former college that they have attended.

SUM will maintain a written record of the previous education and training of veterans and eligible persons. Records will clearly indicate that credit has been granted, if appropriate, and the VA and the student will be notified accordingly.

Transfer of Credits from an Unaccredited College

SUM sets forth the following policy on validating credits earned at unaccredited institutions:

In dealing with transfer of credit issues, SUM follows the Transfer and Award of Academic Credit statement approved by CHEA, ACE, and AACRAO. This statement provides that "Institutions admitting students from unaccredited institutions should take special steps to validate credits previously earned."

Proper validation will demonstrate that course work taken in the sending institution is comparable to course work offered by the accredited receiving institution. It may be accomplished by some combination of the following means:

- Demonstration of achievement by means of comprehensive examinations.
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution.
- Analysis of historic experience regarding the success of transfers from the sending institution.
- Successful completion of a prescribed amount of study at the receiving institution.
- Institutions shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions. This documentation shall serve as the basis for self-study of institutional practices relative to validation of transfer credits from unaccredited institutions.

SUM has adopted the following guidelines. In order to have courses from an unaccredited college evaluated, the student must complete the following steps:

- An official transcript must be sent directly from the former college to the SUM Admissions Office.

- An official catalog from the sending college indicating the duration of courses must be provided. This must include the total minutes the course met each day, how many days it met each week, and how many weeks it met in each term.
- One way of indicating the value of possible credit transfer would be letters from three (3) colleges that are either nationally or regionally accredited that indicate acceptance of the credits from the unaccredited college in question. In addition, a statement of how the credits are accepted should accompany the letters (for example, the credits are accepted on probation, only half of the credits are accepted, only Bible courses are accepted, etc.).
- Provide documentation to help determine if courses considered for transfer credits were taught by faculty who possess necessary credentials, met for equivalent hours as SUM courses, use academically recognized textbooks, and are equivalent to taking a similar course at SUM.
- A catalog that has a full course description of each course represented on the transcript must be provided.
- The student must provide a syllabus for each course.
- Course grades must be 70% or higher to be considered for transfer credits.

On a case-by-case basis, SUM Bible College and Theological Seminary may enter into an articulation agreement with an unaccredited institution. Such agreements may only be entered taking into consideration SUM's policy on transfer credits.

This transfer policy is subject to annual review.

Practical Field Ministry Transfer Credit Policy

SUM Bible College and Theological Seminary (SUM) will accept one (1) years' worth of SUM Practicum credits or up to six (6) Practical Field Ministry (PFM) transfer credits, provided the following conditions are met:

- Student completes the remaining 13 Practicum credit requirements with SUM in order to obtain a BA degree from SUM.
- Students who are eligible to receive the maximum six (6) PFM transfer credits may complete the remaining 13 Practicum credits through the following:
 - Six (6) credits are earned at the rate of two (2) PFM credits per trimester during the student's first year with SUM, via two (2) PFM credits per trimester (1 credit / Practicum).
 - Four (4) credits are earned during the first two (2) years at SUM by participating in two (2) consecutive Mardi Gras Outreaches (2 credits / Mardi Gras).
 - Three (3) credits are earned at the rate of one (1) PFM credit per trimester through Internship during the student's final year (1 credit / Internship).
- A student will only receive PFM credits for Practicums in which all requirements have been met. In order to receive PFM transfer credit from an unaccredited college, the student must provide the following documentation:
 - Practicum description.

- Participation in 40 hours of PFM per requested transfer credit.
- Course grades must be 80% or higher to be considered for transfer credits.
- All the required documentation must be accompanied with the Practicum Leader's signature and contact information for the student to be eligible for transfer credit consideration.

This PFM Transfer Credit Policy is subject to annual review.

Experience-Based Learning Credit

SUM recognizes the validity of learning through life experience, joining hundreds of other colleges and universities as well as keeping with the practical nature of the Pentecostal-charismatic tradition.

Students seeking Experience-Based Learning Credit will register for the Portfolio Development course in their first fall trimester. Generally, credit is given for Experiential Learning in specific course areas such as biblical preaching, counseling, or other church ministry. Students must apply these credits toward the requirements of their degree plan.

Students receive a Manual of Experience-Based Learning when they enroll in the Portfolio Development course. At the close of the trimester, students submit their portfolios for evaluation to the Portfolio Assessment Committee in consultation with the Chief Academic Officer of SUM Bible College and Theological Seminary. After the Committee evaluates the student's portfolio, they will approve or deny credit for the portfolio based on the courses for which it will suffice. The decision of the Portfolio Assessment Committee is considered final. Sufficient documentation must be submitted and verified for the evaluation.

A student may apply for Practicum credits and other course work, not to exceed 25% of the degree program,³⁴ credits for the BA program. Credits may not substitute for the Mardi Gras Outreach. Experience-Based Learning Credits are not available for the AA degree or any graduate degree.

Experience-Based Learning Credits generally will not transfer to other institutions because they often have their own policy. SUM Bible College and Theological Seminary is not bound by the decisions of other institutions for such credits and will make an independent evaluation.

Advanced Placement Courses

Students with outstanding academic achievement in high school may apply for college credits through Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP), taken during their sophomore, junior, or senior years.

The student must enter SUM for study no later than five (5) years after graduation from high school. Students are encouraged to submit all successful scores to the SUM Registrar for consideration. In the event a student transfers to another institution, credits approved for acceptance within SUM must be evaluated by the particular receiving institution.

General Education credits will be awarded according to the broad field of study, such as: English, Science, History, Math, Art, Language, etc.

Typically accepted scores are:

PROGRAM	SCORES
Advanced Placement (AP)	3, 4, and 5
International Baccalaureate (IB)	5 or higher
College Level Examination Program (CLEP)	50 or higher

Transferring SUM Credits to Other Colleges

The transferability of credits earned at School of Urban Missions (DBA SUM Bible College and Theological Seminary) is at the complete discretion of the receiving institution. Acceptance of the degree or diploma earned in the following educational programs is also at the complete discretion of the receiving institution:

- Bachelor of Arts in Biblical Studies
- Master of Arts in Biblical Studies
- Master of Arts in Christian Leadership
- Master of Divinity

If the credits, degree, or diploma earned at SUM are not accepted at the receiving institution, a student may be required to repeat some or all coursework at that new institution. For this reason, students should make certain that the new institution meets their educational goals. This may include contacting a potential institution to determine if the SUM credits, degree, or diploma will transfer.

Transcript Requests

Permanent student records are administered by the Registrar. Students may submit the [Transcript Request Form](#) to request copies of their transcripts to be sent to other institutions and organizations. There is a \$10.00 fee for each official transcript. Transcripts will not be sent to other institutions until all obligations to the Library, residence halls, Registrar's Office, and Business Office are met.

Cohort Transfers

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

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

Students under SOA disciplinary status may not be considered for transfer to the Main Campus or to other SUM Cohorts unless they are being sent to the Main Campus by their Cohort Advisor for remedial

purposes. The purpose of the transfer form is to ensure that the student is clear of all disciplinary issues at their current Cohort, and is not changing cohorts for the purpose of circumventing the Servant of All (SOA) system.

Graduation Requirements

The SUM curriculum requires the following credits for graduation:

PROGRAM	CLASSROOM CREDITS	EXPERIENTIAL MINISTRY CREDITS	GPA NEEDED FOR GRADUATION
Bachelor of Arts	120	19	2.00
M.A in Christian Leadership	38	NA	2.50
M.A. in Biblical Studies	48	NA	2.50
Master of Divinity	76	NA	2.50

Each BA graduate candidate must fulfill the following:

1. Earn a cumulative GPA of 2.0 or greater.
2. Submit an [Intent to Graduate Form](#).
3. Submit a Spiritual Growth Reflection Paper on Canvas to be reviewed by the Chief Academic Officer.
4. Take the Bible Knowledge Exit Exam.
5. Take the Graduating Student Survey.
6. Successfully complete Christian Service requirements.
7. Complete Financial Aid Exit Counseling (U. S. students only).

Each MA or M.Div. graduate candidate must fulfill the following:

1. Earn a cumulative G.P.A. of 2.5 or greater.
2. Submit an [Intent to Graduate Form](#).
3. Submit a Spiritual Growth Reflection Paper on Canvas to be reviewed by the Chief Academic Officer.
4. Take the Graduating Student Survey.
5. Successfully complete the Leadership Symposium requirement.
6. Successfully complete Capstone Project requirement.

Graduates with Honors

Bachelor's Level Program

Graduating seniors will be honored for outstanding academic achievement as indicated by their Grade Point Average (GPA) as follows:

ACADEMIC HONOR	LATIN TRANSLATION	STOLE COLOR	BACHELOR'S MINIMUM GPA	MASTER'S MINIMUM GPA
Cum Laude	"with honor"	White	3.50 - 3.69	3.50 - 3.69
Magna Cum Laude	"with great honor"	Silver	3.70 - 3.89	3.70 - 3.89
Summa Cum Laude	"with highest honor"	Gold	3.90 – 4.0	3.90 - 4.0

The determination of GPA will be based on grades including the final trimester of the senior year. Students graduating in the Spring will be awarded honor cords based on their most previous trimester's cumulative GPA while their diploma will bear the final results of the final outcome of their GPA.

Students with the highest GPA for the academic year will be designated Valedictorian (highest) and Salutatorian (second highest). Appropriate recognition will be granted these students.

Special Award from ABHE

Every year, SUM's accrediting body, ABHE, allows its member organizations to nominate recipients of the Honor Society Delta Epsilon Chi. This award is taken from Rom. 16:10, symbolizing Tested and Approved in Christ. The purpose of this award is to encourage and recognize graduating seniors and alumni from among the accredited institutions of the Association for Biblical Higher Education who have distinguished themselves by: Intellectual Achievement, Christian Character, and Leadership Ability.

Nominations:

- Restricted to ABHE member institutions who are accredited.
- Nominations must be made by the faculty at the beginning of the final semester before graduation and may include both scholastic and honorary members.
- Not more than 7% of the graduating class of any given year may be nominated.
- Each institution is allowed to nominate at least one qualified graduate for membership in each category.

Scholastic Membership:

- For graduating Seniors.
- Nominees must exhibit Christian character and leadership ability.
- Nominees must have achieved a cumulative GPA of at least 3.3 on a 4-point scale or its equivalent.

Honorary Membership:

- For Alumni.
- Nominees must have exhibited outstanding intellectual achievement, Christian character, and leadership ability.
- Nominees must have graduated at least ten (10) years prior to the nomination.
- Honorary nominees must not exceed the number of scholastic nominees.
- No more than three (3) can be nominated in any given year.

Graduation and Baccalaureate

All candidates for graduation are encouraged to attend all meetings, practices, services, and ceremonies.

Classroom Attendance

Students are expected to attend all class sessions and be punctual for each session. Absences will be adjudicated following the SUM attendance policy: If a student is absent 25% or more of the scheduled class time in a trimester, the student will be automatically withdrawn from the course. Students with issues beyond their control which have affected their attendance (e.g.: National Guard duty, death in the family, documented health issues, etc.) may request that a Directed Research be substituted for the missed classroom time.

NOTE: A Directed Research fee may apply.

Students arriving 15 minutes late per class session will be counted absent. A student may be late for the first half of a class session and be counted present for the second half. A student may be present for the first half of a class session and be counted absent for the second half if the student fails to return from break or leaves before the class is dismissed.

Due to the nature of the digital classroom, online students should preclude any technical difficulties by logging in 5 minutes early.

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

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

Attendance is required in all class sessions.

Accumulated Absences

If a student misses more than 25% of a scheduled class prior to the Last Day to Withdraw deadline, the student will automatically be withdrawn from the course. If the limit of 25% is exceeded after the Last Day to Withdraw deadline, the student will receive the final grade of *F* for the course.

COURSE LOCATION	ABSENCE LIMIT
On-Campus	2.5 Lectures
Online	2.5 Lectures

Leave of Absence Policy

Students must sometimes interrupt their studies for a variety of reasons (illness, car accidents, death in the family, a natural catastrophe, employment hardships, etc.). Students choosing to take a leave of absence should first contact the Campus Pastor or Cohort Advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to SUM Bible College & Theological Seminary (SUM).

A student may leave SUM by either withdrawing from the College (this means leaving SUM with no intention of returning) or by taking a leave of absence (this means leaving SUM temporarily, with the firm and stated intention of returning). Notifying instructors or no longer attending classes does not complete the process.

A [Leave of Absence Form](#) must be filled out by the student. If a student is unable to fill out the LOA Form, an Academic Advisor may submit the form on behalf of the student. Further instructions on how to correctly file the LOA Form can be found at sum.edu/.

When the College grants a leave of absence, an official letter will be given to the student and a copy placed in the student's permanent records. In a timely manner, the student will provide updates on the action plan's progress to the College. If the student fails to honor the agreement, the College will withdraw the student from the academic program and inform the appropriate government agencies of the official withdrawal from the College. The student will be notified of the College's action and will have 30 days to file an appeal which details the student's reasons for reinstating the leave of absence. The College's Executive Committee will rule within ten (10) days its decision to accept or reject reinstatement.

U. S. Students:

The Academic Department is responsible to communicate any approved LOA's to the Financial Aid Office, within two (2) weeks of the student's last day of attendance, in order for proper procedures to be taken in the handling of Title IX aid. The length of time for the leave of absence is determined by the student's action plan and must be agreed upon by the College and the student, but is not to exceed the 180 days in any 12-month period as mandated by the Department of Education, and the student must resume their coursework at the same point in the academic program that they began the LOA. The student may not receive any additional Title IX funds until they have completed the coursework required for the term in which the LOA occurred. If future developments warrant an amendment to the action plan, the student must submit a revision to the action plan which will be approved or rejected by the College.

Title IX recipients who fail to fulfill the LOA action plan and have exhausted the appeals process may be subject to a revised loan repayment schedule, including the expiration of the grace period granted under the terms of the repayment of Title IX loans. SUM will report the student's last day of attendance in accordance with Federal Regulations.

NOTE: Approval cannot be assumed. Applicants will be notified of the decision.

Admission to Class

Admission to class is not final until the student has completed registration and paid tuition and fees. Credit will not be given for any course in which the student was not properly registered. Faculty members must prohibit attendance into a class for which a student has not properly registered.

Dismissal

Students should respect the instructor or any substitute instructor, as well as fellow students. Disruptive or inattentive students will be dismissed from the room and receive an absence for that day.

Auditing

When auditing a class, no grade or credit is given. Students auditing classes do not complete assignments or take exams. A student may not claim credit for the course at a later date without officially enrolling and completing that course. A student may change from audit to credit upon submitting a written request to the Chief Academic Officer for permission to change. The change of status from audit to credit would involve an official admission process. A student cannot change from credit to audit status without first officially withdrawing from the course after having first received permission from that professor to do so. The conversion of a course to the opposite status may not be performed after the beginning of the third week of classes. A financial adjustment for the change will be made.

Guest Attendance

Guests may visit a class with the permission of the Office of the Chief Academic Officer.

Mission Trip Policy

Students are prohibited from participating in mission trips during regularly scheduled trimesters. They are encouraged to use their summer to schedule such trips. Students are expected to abide by the SUM attendance policy. Absences will be adjudicated following the SUM attendance policy. If a student is absent more than 25% of the scheduled class prior to the Last Day to Withdraw, the student will be automatically withdrawn from the course. If the limit of 25% is reached after the Last Day to Withdraw, the student will receive a grade of *F* for the course.

Directed Research

SUM offers our students a high-quality educational experience that complements ministry and family life, achieved through a consistent and comprehensive classroom curriculum. For this reason, it is highly recommended that students register and attend regular classes each trimester the courses are offered. However, on a case-to-case basis, a Directed Research may be permitted and necessary under the following circumstances:

- In a situation where a student has transferred from another college, Directed Research may be available to make up any deficiencies in credits.
- In the rare event when, due to conflict in schedule, a student cannot register for a course when it is offered, and cannot wait until the next time the course is offered, they may request to take the course as a Directed Research.
- In circumstances when a course is not offered as a regular class and the student needs to make up any deficiencies in credits to graduate.

A Directed Research, then, is an independent study where the student completes the assigned reading and projects, and the instructor grades the work. The student earns credits for the course, outside the constraints of time and place. The student has 11 weeks to complete the Directed Research course, and will be charged \$100 per credit, in addition to normal tuition.

A student may request a Directed Research by submitting the [Directed Research Course Add / Drop Form](#), which must be approved before the student can begin the course. If the student fails to complete the course

in the allotted 11 weeks, an extension may be requested by the student. Granting of such extensions is at the discretion of the professor. The student will be required to pay an additional fee to continue the project.

Digital Classroom

All SUM students are receiving a quality, theological education, and should behave in the classroom accordingly. In order to maintain an educational atmosphere, food and drink, except water, are not permitted in the classroom setting. In addition, students should dress appropriately for class, and stay seated and respectfully quiet during the session, aside from guided classroom discussion.

Main Campus:	Water must be in containers normally used for water (i.e., no soft drink cups or coffee cups). Open food containers of any kind visible in the classroom will be confiscated.
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Tech Items

Cell Phones

The use of cell phones for any reason is prohibited in the classroom unless used specifically for class (e.g.: joining online class via phone app). Phones must be turned off before class begins. If a cell phone is heard ringing, the student will be dismissed from the classroom and will receive an absence for the period.

Audio Headsets

Audio headsets are prohibited for use in the classroom except when required for class. If a student is seen wearing a headset not directly related to class, the student will be asked to remove them.

Laptops

Laptops may only be used for official classroom instruction. If a student is seen using their laptop for any other purpose (social media, playing games, etc.), the student will be marked absent for the period.

Course Assignments

All assignments will be accomplished according to the course instructor's requirements as stated in the syllabus. No handwritten work will be accepted unless specifically permitted by the instructor.

Late Assignment Submission

For most assignments, professors will not consider late work for a grade after the published due date and will record a "0" (zero) in the grade book. At their discretion, professors may opt to allow late work on some assignments with an appropriate grade penalty. If a student has an extenuating circumstance that interferes with turning in work on time and would like to request permission to turn in an assignment late, the student must submit an [Assignment Deadline Extension Appeal](#) to the professor.

Examinations

Mid-term and final examinations are administered every trimester. Other exams may be scheduled at the discretion of the professor. In accordance with the Late Assignment Submission policy, make-up exams are not given without a physician's excuse, military service, or other extreme circumstance. If an exam has been missed, students must apply for an extension through the Chief Academic Officer's Office and include

proper documentation. All approved make-up exams must be completed within one (1) week from the date of the missed exam. Any exam not made up within the specified time will receive a grade of “0” (zero).

Assignment Extension Policy

If a student becomes extremely ill, necessitating hospitalization or confinement to bed, or if an emergency arises in which the student is unable to complete an assignment, the student may submit an [Assignment Deadline Extension Appeal Form](#).

The student is to turn all approved late work in to the Office of the Chief Academic Officer. Assignments will not be accepted after the extension date, or the student will receive a grade of “0” (zero). The instructor has the prerogative to deduct points for late work, even though an extension may have been granted.

If a student is unable to complete a course, several assignments and not simply one late assignment, then the student may apply for an Incomplete (IC) by submitting the [Academic Incomplete Request Form](#). This will allow the student to submit the missing assignments up to three (3) months after the finish of the trimester.

Personal Discussion with Professor

If a student needs to discuss anything (i.e., questions about grades, policies, requests for extensions, etc.) an appointment must be made to meet with the professor either in person, by phone call, or digital conference. Matters of personal concern generally should not be discussed in the classroom.

Academic Dishonesty Policy

Any student found to have committed academic dishonesty as defined in the Academic Catalog will be handled in the following manner:

- 1. Initial Instance of plagiarism or cheating:** If a student is found to have committed an instance of plagiarism but has not previously committed another case of plagiarism or a case of cheating, the Academic Committee will have the authority to give the student a warning and to instruct the reporting faculty member that the assignment is to be returned as unacceptable. The student may resubmit the assignment for a grade, but if they choose not to do so it will result in a grade of “0” (zero) for the assignment. Under this policy for an Initial Instance of plagiarism, the student must complete an instructional course with a corresponding quiz in Canvas before the next term, or the warning becomes a First Instance of academic dishonesty.
- 2. First Instance of plagiarism or cheating:** Student receives grade of “0” (zero) for the assignment and cannot resubmit. Student is required to complete additional review of the Academic Dishonesty materials available in Canvas and submit a 3-page paper explaining academic dishonesty in their own words and how they will avoid it in the future.
- 3. Second Instance of plagiarism or cheating:** Student receives a grade of *ADW* (Administrative Withdrawal) in the course and cannot resubmit the assignment.
- 4. Third Instance of plagiarism or cheating:** Student is administratively withdrawn (grade of *ADW*) from all current courses and suspended for one to three trimesters as determined by the Academic Department and approved by the Executive Team.

- 5. Fourth Instance of plagiarism or cheating:** Student is administratively withdrawn (grade of ADW) from all current courses and expelled from SUM.

Examples of plagiarism:

- Use of another's ideas without giving credit;
- Quoting material from published or unpublished works, whether purchased or copied, or oral presentations without giving proper citation;
- Paraphrasing published or unpublished material, written or oral, without proper citation;
- Copying another student's paper with or without that student's permission. SUM uses the TurnItIn.com service to check students' work for potential plagiarism by comparing it against a broad text comparison database. Material, whether published or unpublished, purchased or copied from another writer, must be identified by use of quotation marks or block quotation and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author.

Examples of cheating:

- Allowing another student to copy one's paper;
- Using unauthorized notes or material when taking an examination;
- Copying answers to examination questions;
- Engaging in securing unauthorized copies of examination questions (including aiding another person in doing so);
- Copying and submitting another person's class work and / or homework as one's own.

Copyright Protected Materials

SUM Bible College and Theological Seminary, as a non-profit educational institution, is entitled by law to use materials protected by the U.S. Copyright Act for classroom education. Any use of those materials outside of class may violate the law.

Internet Access and Use

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

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

- Misuse of copyright material.
- Violation of license agreements.
- Displaying or dissemination of sexually explicit material of any kind.

- Access or dissemination of literature that contains hate materials, obscenities, or any illegal activities.
- Chat rooms.

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

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

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

Learning Resources

Main Campus:

Students can check out materials from SUM's physical library of 30,000 print titles. Course textbooks can be borrowed, and laptops are available on a first-come, first-served basis for homework. Kindle Fires are available for e-book research. Photo-copying and printing is also offered to the on-campus students. The library also provides spaces for group study and private study to accommodate for students' different learning styles. Additionally, the Campus Pastor arranges for tutoring and study hall for all students who would like extra attention.

Online:

SUM provides students and faculty with an online eBook library provided by EBSCO. This collection includes EBSCO's eBook Academic Collection and EBSCO's eBook Religion Collection, together around 180,000 volumes.

SUM also provides students and faculty with online journal holdings through ATLA, OMNIfile Full Text Mega, and Philosophy and Religion databases (EBSCO products). The ATLA databases include full text articles from over 490 full text journals and religion, theology, biblical studies, and other related fields from around the world; the OMNIfile Full Text Mega database, which includes full text articles in general studies from over 2,500 publications across the disciplines; and EBSCO's Religion and Philosophy collection, which provides another 300-plus journals across religion, philosophy, and related fields. In addition, SUM students and instructors may access the InterVarsity Press Dictionary collection on the Credo online platform, which contains over 1,000 Bible-related articles, as well as the Oxford Biblical Library database containing many Bible aids, a Bible encyclopedia, various Bible versions, a commentary, and concordances. Students are provided with login information for these online resources. See the [SUM Academic Catalog](#) or [SUM Library website](#) for more information.

Publications

Catalogs, consumer information and promotional literature can be found at www.sum.edu.

EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act (FERPA)

SUM is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (FERPA). This Act guarantees students', parents', and guardians' access to certain educational records and restricts the College in the area of release and disclosure of those records to third parties. The College releases no information to third parties except as noted below or upon receipt of an original signed request by the student. The College accords all the rights under the law to students who are declared independent.

Educational records are kept by the College to facilitate the educational development of students. The law defines education records as: "Educational records are those records which: (1) are directly related to a student, and (2) are maintained by an educational agency or institution." Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

The Act provides that information may be released to personnel within the Institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others. All SUM students are asked to sign a FERPA Agreement with SUM upon enrolling in the College, which indicates whether the student permits the College to give out directory information about a student's attendance and graduation.

For more information concerning FERPA please visit:

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html> or call (202) 260-3887.

Privacy Rights

Students at SUM have the right to examine their school records, such as high school or college transcripts, SAT scores, and their academic record at SUM. The College annually informs students of the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. Student FERPA rights include:

1. The right to know what records are kept, under whose jurisdiction, and for what period of time.
2. The right to inspect and review education records within forty-five (45) days of the day the College receives a request for access. Applicants for admission and those denied admission do not have access rights.
 - a. The student should submit the [Records Request Form](#). The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request an amendment of the education records that the student believes is inaccurate or misleading. When seeking an amendment, the student should write the College official responsible for the record and clearly identify the part of the record that needs to be amended, specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of the right to a

hearing regarding the amendment request. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in one of the following positions: administrative, supervisory, academic, research, support staff (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), a member of the Board of Directors, a student serving on an official committee (such as a disciplinary or grievance committee).

An additional disclosure exception is to assist another school official in performing official tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities.

5. The right to change the student I.D. number. In order to change the Student I.D. number, a student must obtain, complete, and submit in person the appropriate form to the Registrar. Two forms of identification are required and may include: SUM Student I.D. card, driver's license, voter registration card, marriage license, court order, or social security card.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The FERPA office is located at:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office at (916) 306-1628, Main Campus.

Student Records

At its discretion, and as appropriate, SUM Bible College and Theological Seminary may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. Directory information includes the name, address, phone number, e-mail address, date and place of birth, dates of attendance, degrees and awards received, honor roll qualification, major field of study, declared concentration of study, full- time or part-time enrollment status, class standing, spouse name, photograph, weight and height of athletic team members, and any other similar information. Such information may be furnished to legitimate inquirers.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be

received each year in the Registrar's Office prior to September 2. Forms requesting the withholding of directory information can be obtained from the Registrar's Office.

The SUM Bible College and Theological Seminary assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. You may find additional information at www.ed.gov/offices/OM/fpco/ferpa/.

Notification of Grades

Grades can be reviewed online through the online Portal software. Only official transcript copies are final grades. As provided under the Family Educational Rights and Privacy Act (FERPA), students may request an appointment to review their records. Parents or other guardians are furnished copies of dependent student report cards only as provided under FERPA; but may request an appointment to review their dependent child's records. Parents or guardians of non-dependent students may only receive a grade report after the non-dependent student signs a FERPA release form.

Student Record Release Authorization (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to restrict the release of certain records (grades, billing, tuition, fees, financial aid, and other student information) maintained by SUM Bible College and Theological Seminary (SUM). Students must complete the [FERPA Release Form](#) to grant SUM permission to release student records to a specified third party.

Security Policy

Under the Clery Act, students at SUM Bible College and Theological Seminary have the right to examine El Dorado Hill's crime statistics. This information is located in the Student Life Office. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education.

The SUM Bible College and Theological Seminary publishes and distributes an Annual Campus Security Report to current and prospective students and employees. This report is required to provide crime statistics, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

STUDENT MINISTRY OFFICE

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

BIBLICAL FOUNDATION FOR STUDENT MINISTRY

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

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

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

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

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

MISSION STATEMENT

The Student Ministry Department has a two-fold function.

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

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

GOALS AND LEARNING OUTCOMES

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

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

Goals

SUM seeks to:

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

Learning Outcomes

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

Upon completion of the practical ministry program, students will:

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

PRACTICUM

Definition of Practicum

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

Elements of SUM Practicums

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

Elaborated Practicum clarifications include:

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

Practicum Supervision

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

Graduation Requirements

Each student must have a minimum of 19 Practical Field Ministry credits to graduate. These 19 units are earned as follows:

YEAR	NO. OF CREDITS	TYPE
1 & 2	12	Two (2) Practical Field Ministry (1 credit each) courses per term for six (6) terms
1 & 2	4	Two (2) Mardi Gras Outreaches (2 credits each)
3	3	Three (3) Church Internship courses (1 credit each)

Full-time students are required to complete two (2) credit hours of Practical Field Ministry per trimester. A student will only receive credit for those Student Ministry Practica in which all requirements have been met.

Summary of Course Requirements

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

Detailed Description of Course Requirements

1. Practicum Site Agreement (Required)

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

2. Prayer Journal (30%)

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

Prayer Journal entries should include:

- The passage from the Bible the student read and meditated on.
- The prayer(s) the student prayed (topics, at least).
- Promises God spoke to the student.
- Insights gained that might apply to the student's specific Practicum ministry and the like.

Objectives

Prayer Journals are guided by the following objectives:

- To develop a disciplined, regular, and accountable devotional time.
- To build a sensitivity and spiritual awareness of what the Holy Spirit is doing in and through the student.
- To help the student to track patterns of personal spiritual growth and areas of shortcomings.
(Examples: documenting times of explosive faith and trust in God; the Lord's deliverance from seasons of depression; chronicle of struggles and testing in the student's spiritual walk; obstacles and overcoming them in student ministry; etc.)
- To aid the student in disciplining themselves through a consistent time of prayer.

Journal Entries / Inspection Schedule

SUM students may use the preferred journals available for purchase from the SUM bookstore or through an online vendor, or any similar prayer journal. Prayer Journals are handwritten and must be legible. Prayer Journals are to be completed DAILY, seven (7) days per week! Trying to "catch up" days missed by recording multiple days from memory at one sitting is neither honest nor correct. Continuation of the Prayer Journal is encouraged during holidays and breaks, but not mandatory.

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

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

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

In this manner:

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

The second week of entries would read:

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

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

3. Reflection Papers (40%)

Students should submit a 1200 – 1500 word reflection paper to chronicle the experiences, hopes, fears, lessons learned, victories won, and struggles with each Practicum.

As much as possible, students should reflect on the following points:

- How to communicate the teachings of the Bible accurately in practical outreach?
- How might the Gospel be presented convincingly to those without a Christian worldview?
- How the life situation of those to whom the student ministers affects practical outreach?
- What is the biblical precedent for the ministry methods the student is using?
- How does the practical ministry outreach fit the student's own personality and gifting?
- How might effective problem-solving techniques be applied practical outreach?

4. Practicum Leader Evaluation (30%)

During Week 11, Practicum Leaders should fill out and submit the Practicum Leader Evaluation Form (Canvas), giving feedback about the student's attendance, participation, attitude, abilities, etc. It is the responsibility of the student to ensure that their Practicum Leader fills out the Evaluation for the term. The Director of Student Life and Ministry will take this feedback into consideration for the student's Practical Field Ministry course grade.

A student will only receive credit for ministry Practicum in which all requirements have been met.

Practicum Options

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

Main Campus: Students can contact the Campus Pastor for a list of possible Practicums in the Main Campus area.

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

The following is a list of traditional Practicum options:

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

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

Summer Missions Practicum

Students can earn up to two (2) credits by completing a Summer Mission Practicum anywhere in the world, whether in the U.S. or in foreign locations. Students must receive prior-approval by submitting the Summer Missions Practicum Agreement Form, Missions Practicum Description Form, and Missions Practicum Application Form to the Director of Student Life and Ministry (**Main Campus**) or the Cohort Advisor or Cohort Student Ministry Administrator (**Cohort Sites**) before a student can officially enroll in a Summer Mission Practicum. The minimum requirement is two (2) weeks accumulating 40 hours of hands-on

ministry per unit. Up to two (2) units, or four (4) weeks accumulating up to 80 hours of hands-on ministry, can be earned on any one Summer Mission Trip.

NOTE: All Summer Missions Practicum forms can be found in Canvas.

Participation Outreach Activities

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

Daily Prayer Journal

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

Daily Prayer Journals will answer the following questions:

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

Personal Reflection Paper

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

The reflection paper should answer the following questions:

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

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

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

Grading: Summer Missions Practicum

ASSIGNMENT	PERCENTAGE
Outreach Participation	25%
Daily Prayer Journal	25%
Reflection Paper	25%
Evaluation	25%

Practicum Overall Grade

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

Practicum Satisfactory Completion Chart

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

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

Attendance and Punctuality

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

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

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

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

Attendance is required in all Practicum sessions, and can be recorded on the Practicum Attendance Worksheet (Canvas).

Practicum Personal Requirement Guidelines

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

➤ Seeking God's wisdom for preparation:

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

➤ Personal Testimony:

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

➤ Evangelistic Tools:

Students should be able to utilize Gospel tracts, practical illustrations, or other evangelistic tools ("Gospel magic", "wordless book"; Romans Road, etc.). Students are encouraged to find and use a tract or evangelistic tool of their choosing. Students also are encouraged to write their own tracts and to submit them for evaluation to the Director of Student Life and Ministry (Main Campus) or

Cohort Advisor (**Cohort Sites**) for consideration as tools to be used during Practicum, or simply for personal use.

➤ **Reading / Personal Study:**

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

➤ **Practical Considerations:**

As with any “on the job” training experiences, students may feel “pushed” to participate in ministry they may not feel prepared or capable to perform, or “stretched” personally and spiritually by their ministry opportunity. The daily Prayer Journal will be a valuable resource to record personal progress through these growing experiences. There are, however, times when a student will need to communicate frustrations. It is crucial for students to speak to the person directly related to the concern in a non-emotional and rational manner. If speaking the truth in love (Eph. 4, Phil. 2:1-14) does not satisfactorily address the concerns, it is appropriate to address the Director of Student Life and Ministry.

DO:

1. Arrive to Practicum assignments on time.
2. Always exemplify the highest Christian values.
3. Be helpful, honest, courteous, and obedient.
4. Dress according to SUM class / chapel dress codes, including appropriate identification.
5. Pray for opportunities and “spiritual appointments”, and look for opportunities to witness.
6. Look for opportunities to serve.
7. Always record reflection papers in a timely manner (while the Practicum experience is still fresh).
8. Strive for consistency in devotional time, keeping your daily Prayer Journal up to date.

DO NOT:

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

Miscellaneous Issues Concerning Practicum

Servant of All (SOA) Accountability Requirements

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

Transportation

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

Assignment Adjustments

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

Outreaches Defined

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

Student Driven / Initiated Outreaches

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

MARDI GRAS OUTREACH

Course Description

The Mardi Gras Outreach is a SUM evangelistic effort conducted during the last four (4) days of Mardi Gras in New Orleans. SUM students, faculty, and administration share the Gospel of Jesus Christ with people from all walks of life who are searching for truth, acceptance, love, and significance.

Course Goals

- To challenge the student to a deeper walk and witness for Jesus Christ.
- To show the student a clear delineation between the world and the church.
- To help the student “cross the line” in the Christian walk and witness.

Course Requirements

REQUIREMENT	GRADE WEIGHT
1. Pre-Mardi Gras Morning Prayers	25%
2. Outreach / Conference Participation	25%
3. Daily Prayer Journal	25%
4. Personal Reflection Paper	25%

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

Detailed Description of Course Requirements

1. Pre-Mardi Gras Morning Prayers [25%]

Students will participate in morning prayers for two (2) weeks prior to the Mardi Gras Outreach. This is a requirement and attendance will be taken. Monday morning prayers are not required, but recommended. Students are encouraged to fast at least a portion of this time.

Main Campus:

Mardi Gras Prayer Schedule

Tuesday - Friday at 7 AM – 7:45 AM PDT

(Two full weeks prior to Mardi Gras Outreach)

Cohort Sites:

Cohort Advisors will determine the time for the Cohort prayer focus and verify student participation. Cohorts will provide six (6) mandatory hours of prayer for the Mardi Gras Outreach.

2. Outreach / Conference Participation [25%]

Students will participate in the entire Mardi Gras Outreach, including all plenary seminars, appropriate break-out sessions, corporate meals, outreach endeavors, and all other activities. All students will cooperate with, be submissive to, and will receive both instruction and direction from the Mardi Gras Outreach leadership in all areas pertaining to the Mardi Gras experience. The need for a “pseudo-military” approach to Mardi Gras is in the best interest of all students, and will help to maintain the stellar witness that SUM has always exhibited during the New Orleans Mardi Gras event.

3. Daily Prayer Journal [25%]

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

Daily Prayer Journal Expectations:

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

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

4. Personal Reflection Paper [25%]

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

Your reflection paper must include cultural exposure and should answer the following questions:

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

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

The Personal Reflection Paper may be submitted electronically to the Director of Student Life and Ministry (**Main Campus**) or Cohort Advisor (**Cohort Sites**).

Mardi Gras Schedule 2020

YEAR	START TIME / DATE	FINISH TIME / DATE
2020	Check in 4pm, Thurs., Feb. 16th	Free Day, Weds., Feb. 22nd

NOTE: All students that have not completed two Mardi Gras Outreach experiences will be automatically registered for the Mardi Gras Outreach. No student will be allowed to drop Mardi Gras without a valid reason that is submitted to the Director of Student Life and Ministry via the [Mardi Gras Leave of Absence Form](#). Students must complete this form and provide all requested documentation prior to the Add / Drop Deadline for the trimester if they wish to receive a refund. NO refunds will be given after that date for any reason, and the money will not be transferable.

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

INTERNSHIP

Introduction

In fulfillment of the mission of Jesus Christ and SUM Bible College and Theological Seminary, students are required to complete the Church Internship course during their final three (3) undergraduate trimesters. SUM's mission is to continue to provide hands-on ministry opportunities suitable to the call of God on each student throughout their SUM experience. During the Internship, the student will work alongside a leader who will mentor, guide, and assist the student in developing a Senior Year Project demonstrative of the student's call of God and / or course concentration. This leader must be approved by the Campus Pastor (**Main Campus**) or Cohort Advisor (**Cohort Sites**). The Church Internship course is accordingly designed to meet the academic concentrations offered by SUM.

Mission Statement

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

Course Description

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

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

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

If the Internship Leader chosen by the student is not already on a list of Internship Leaders approved by SUM, the student will submit the [Internship Agreement Form](#), which describes the ministry and Internship Leader chosen by the student. This choice will be subject to approval by SUM through the Director of Student Life and Ministry or Cohort Advisor. It may be that SUM will not approve the student's choice based on past or current knowledge of the ministry in question and its compatibility with SUM.

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

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

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

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

Course Requirements

- Church Internship is designed for students in the final year of their studies who are registered for the Bachelor of Arts degree completion at SUM Bible College and Theological Seminary.
- The student must have completed their second (2nd) year of studies.
- The student must have completed all prerequisite Practicum requirements (14 credits) and have the approval of the Campus Pastor (**Main Campus**) or Cohort Advisor (**Cohort Sites**).
- The student will select and work under a reputable leadership (pastor or head of department) approved by the Campus Pastor or Cohort Advisor.
- The student will provide the name of the Internship Leader by submitting an [Internship Agreement Form](#).
- The student will, in consultation with the Internship Leader, propose, outline, describe, and develop a Senior Year Project demonstrative of their call to ministry, or concentration such as Global Mission, Church Planting, Pastoral Ministry, or Youth Ministry.
- The student will meet weekly with the Internship Leader who will offer mentorship in the areas of the student's calling and the development of the Senior Year Project.
- The student will submit a weekly Senior Year Project Development Report (200 words) for grading by the Internship supervisor.
- The student will publicly exhibit the completed Senior Year Project during finals week of the final (third) trimester for viewing and celebration.
- The student will submit a completed Internship Leader Evaluation Form (**Canvas**) (attendance, involvement, and development) of the Senior Year Project to the Internship supervisor or Cohort Advisor for grading.

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

Course Credit

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

Time Requirements

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

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

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

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

Learning Outcomes

Students who undertake the Church Internship course at SUM with a BA in Biblical Studies should be able to:

Cognitive Learning Outcomes

- Distinguish ministry methods that are biblical.
- Write a ministry plan that outlines the student's ministry goals and the strategies for achieving these goals.
- Demonstrate the ability to integrate the acquired knowledge, learning experience, and leadership skills in the student's church or ministry.

Affective Learning Outcomes

- Identify and embrace a method of ministry that fits the student's personality, giftings, and unique strengths and weaknesses.
- Express a passion for the ministry.

Professional Skills Outcomes

- Apply problem solving skills.
- Employ leadership and team building skills.
- Qualify for ministerial credentials from a recognized church body and faith community.
- Apply the mentoring relationship experientially to develop the student's church or ministry.

Grading Requirements

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

Trimester 1

ASSIGNMENT	PERCENTAGE
Internship Leader Agreement Form	5%
Proposed Senior Year Project	15%
Description and Outline of the Senior Year Project	35%
Purpose Statement of the Senior Year Project	15%
Leader's Trimester Evaluation Form (attendance, involvement, and development)	20%
Student's Trimester Evaluation Form (mentoring, coaching, resources, etc.)	10%

Trimester 2

ASSIGNMENT	PERCENTAGE
Weekly Senior Year Project Development Report (200 words)	50%
Leader's Trimester Evaluation Form (attendance, Involvement and development) and the Senior Year Project	30%
Student's Trimester Evaluation Form (mentoring, coaching, resources, etc.)	20%

Trimester 3

ASSIGNMENT	PERCENTAGE
Weekly Senior Year Project Development Report (200 words)	20%
Leader's Trimester Evaluation Form (attendance, Involvement and development)	20%
Student's Trimester Evaluation Form (mentoring, coaching, resources, etc.)	10%
The student will publicly display the completed Senior Year Project for viewing and celebration during finals week of the final (third) trimester	50%

FINAL WORD OF EXHORTATION

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

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Appendix 1



LIST OF ONLINE FORMS

[Academic Incomplete Request Form](#)

[Transcript Request Form](#)

[Assignment Deadline Extension Appeal Form](#)

[Transcript Request Form](#)

[Community Covenant Affirmation Statement](#)

[Winter Trimester Add / Drop Form](#)

[Degree Program Change Form](#)

[Directed Research Course Add / Drop Form](#)

[Disability Accommodation Application](#)

[Enrollment Agreement](#)

[Fall Trimester Add / Drop Form](#)

[FERPA Release Form](#)

[Financial Aid SAP Appeal Form](#)

[Intent to Graduate Form](#)

[Internship Agreement Form](#)

[Leave of Absence Form](#)

[Location Transfer Form](#)

[Mardi Gras Leave of Absence Form](#)

[Practicum Site Agreement Form](#)

[Records Request Form](#)

[SOA Evaluation Form](#)

[Spring Trimester Add / Drop Form](#)

Appendix 2



MAINTENANCE / REPAIR REQUEST FORM

Please complete this form and deliver it to the Business Office:

Name: _____

Date: _____

Describe the problem:

When did the problem begin? _____

Signature: _____

Office Use Only

Reviewed by: _____

Date: _____

Resolution:

Work / Repair completed:

Date:

By:

Appendix 3



VISITOR REQUEST FORM

MAIN CAMPUS

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

Guest Name _____

Student Name _____ Request Date _____

☐ Approved **Director of Student Life / Ministry:** _____

☐ Denied

Business Office

Receipt #: _____ Date: _____

Printed Name: _____ Signature: _____

Guest Agreement

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

Printed Guest Name

Guest Signature

Date

Appendix 4



U.S. SUICIDE CRISIS HOTLINES

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

Appendix 5



SAFETY INCIDENT REPORT FORM

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

Name & Contact Information of Informant

Point-Person on Safety Response

Names of Team Members (If Needed)

College Actions (List)

Appendix 6



INCIDENT REPORT FORM

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

Incident Date / Time	_____	Report Completed By	_____
Incident Location	_____	Position / Title	_____
Reported By	_____	Reported To	_____
Reporter Phone	() -	Reported to Phone	() -

RECORD OF INCIDENT

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

WITNESSES

Witness #1 Name:	_____	Witness #2 Name:	_____
Witness #1 Phone:	() -	Witness #2 Phone:	() -
Witness #1 Comments:	_____	Witness #2 Comments:	_____
_____	_____	_____	_____

ACTION TAKEN

Name of Person Completing Report

Signature

Date

Appendix 7



DEMONSTRATION ADVISORIES

A. Directive to Immediately Terminate Demonstration

Identify Self and Position

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

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

Identify Self and Position

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

Appendix 8



BOMB THREAT REPORT FORM

Date & time call was received:

Person who received the call:

Exact words of threat:

Questions to ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Caller Description:

Name of person calling (if available):

Gender:

☐ Male

☐ Female

Age:

☐ Young

☐ Middle Aged

☐ Old

Tone of voice:

Accent (if any):

Describe any background noise:

Is the voice familiar?

☐ Yes

☐ No

If "yes", who does it sound like?

Additional remarks:
