**Degree Completion**

**Student** **Handbook**

**2022-2023**

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**Mission Statement**

Cairn University exists to educate students to serve Christ in the church, society, and the world as biblically minded, well-educated, and professionally competent men and women of character.

**Institutional Objectives**

1. As an academic institution committed to intellectual development, the idea that all truth is God’s truth, and the biblical truth that the fear of the Lord is the beginning of all wisdom, the University purposes to impart to its students a knowledge of God, themselves, and the world in which they live.
2. As an academic institution committed to spiritual maturation, the University purposes to develop the character of its students according to the teaching and example of the Lord Jesus Christ, as set forth in Holy Scripture.
3. As an academic institution committed to Christian ministry, the University purposes to prepare students to the highest degree of professional competency and to instill in them a commitment to an intentional and obedient life of service to Christ in the church, society, and the world.

**Purpose of the Degree Completion Program**

The Degree Completion Program is designed to educate students in an accelerated and accessible format so they may finish their college degrees. The program is intentionally centered upon the Lord Jesus Christ and his word.

**Message from the Provost**

Dear Student,

We rejoice that you have chosen to pursue the Degree Completion Program at Cairn University, a unique institution with a very special purpose. This University exists to educate and equip you to serve the church and society by providing a university education that is distinctly biblical. Here you will receive an education that is designed to challenge and inspire you as a servant of the Lord Jesus Christ in your vocational calling.

This handbook has been developed as a resource for you. It provides the information you need to successfully negotiate your way through the program. I encourage you to read through this handbook at least once before you begin your studies. It will acquaint you with important policies and procedures that will guide you while a Cairn student.

Finally, please know that we believe God will, by his grace, use your time here to accomplish His purposes in your life, and that we take very seriously our responsibility to provide you the best degree completion program possible. It is the University’s intention that you be well served by each member of the faculty, staff, and administration.

We thank God for bringing you to Cairn. We trust your experience will meet and exceed every expectation you have for your studies.

Sincerely,



Brian G. Toews, Ph.D.

Provost

Cairn University

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*This handbook is neither a contract nor an offer of a contract.   
All information is subject to change at any time and without notice.*

# Introduction

## Degree Completion Student Services

Cairn is committed to providing quality services to students through continual evaluation of policies, procedures, and programs. That commitment can be seen through the relationship management approach to Degree Completion admissions and student services. Each applicant is assigned to the Director. The Director serves as the primary contact for students as they move through their academic program from applicant, to student, to alumnus. The Director works on issues that pertain to student advising from the point of entry through graduation.

**Contact Information**

Academic Assistant

Degree Completion Program

215.702.4228

Jared R. Bryant

Director

Degree Completion Program

jbryant@cairn.edu 215.702.4352

Admissions Counselor

Degree Completion

admissions@cairn.edu

215.702.4550

Ms. B.J. Brown

Student Accounts Counselor

Business Services

bbrown@cairn.edu

215.702.4522

**Office Hours**

The Admissions staff has offices in and operates from the University Admissions Office, located on the first floor of the Smith Administration Building.   This office retains flexible hours during the semester in order to accommodate the needs of a very diverse population of learners.

|  |  |
| --- | --- |
| Monday through Friday: | 8:30 a.m.–5:00 p.m. |

**University Information**

|  |  |
| --- | --- |
| Mailing address: | Cairn University - Admissions  200 Manor Avenue  Langhorne, PA 19047 |
| Website: | www.cairn.edu |
| Email: | degreecompletion@cairn.edu |
| Phone: | 215.702.4230 |
| Fax: | 215.702.4248 |

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# Student Life

## Community Life Covenant

Cairn is an academic community of Christian students, faculty, and staff. As such, and in keeping with the mission and vision of the University, members of the Cairn community are to exhibit biblical wisdom and Christian maturity regarding their personal conduct and behavior toward others. They should be sensitive regarding the testimony of their personal lives in representing the Lord Jesus Christ, his church, and the University. Members of the University community should live according to 1 Corinthians 10:31: “Whatever you do, do all to the glory of God.”

Christian community involves covenantal responsibility and mutual obligation to one another as members of one body living together before a righteous and holy God. Therefore, members of the University community are to be guided by biblical admonitions to demonstrate Christian love and concern for others, honesty, fairness, justice, kindness, forgiveness, mutual edification, self-control, deference, respect, and social responsibility toward one another and all people.

Because Christian community exists in social and cultural context, members must be careful to demonstrate civility and respect for those with whom they disagree, while exercising wisdom in evaluating the ideas and activities of others. Christians living in harmony share a deep concern for the body of Christ, defer to one another, reason together, and express genuine Christian love, as outlined in Romans chapter fourteen.

**Degree Completion Student Standards of Conduct**

The following standards apply to all University students enrolled in the Degree Completion Program at Cairn. These standards are established on the bases of state and federal laws, biblical teaching, and University policy and tradition.

The administration is responsible to and reserves the right to exercise judgment in interpreting and enforcing these standards and all matters related to them based upon the totality of the circumstances.

1. University students are subject to the responsibility of academic integrity which demands honesty and giving credit to the proper sources.
2. Hazing is classified as a crime by the Commonwealth of Pennsylvania; the University will not allow this type of activity. Hazing is defined as any type of initiation process which includes actions that may potentially cause bodily harm, physical exhaustion, personal embarrassment, loss of dignity, emotional trauma, or mental duress.
3. Harassment or discrimination against others on the basis of race, national origin, age, sex, or disability is not tolerated. Intimidation and violence through words or action are prohibited. This includes but is not limited to threats, verbal attacks, vandalism, stalking, acts of hatred and physical attack.
4. Students are to be highly selective in their choices of entertainment. Biblical standards and discernment should serve as guidelines in making personal decisions. Pornographic materials including electronic media and sexually explicit internet sites and email are not to be viewed, possessed, distributed, or transmitted on or away from campus.
5. Cairn affirms the biblical teachings that a sexual relationship is intended only within a heterosexual marriage of husband and wife. Students are to abstain from any type of sexual activity or immoral relationship outside of the marriage of a man and a woman.
6. Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs, and gambling are prohibited on the Cairn campus. Illegal drugs are those on the list of “controlled substances” published by the Federal Drug Enforcement Administration, which includes, but is not limited to, such drugs as methamphetamine, crack, LSD, cocaine, MDMA (ecstasy), PCP, and heroin. For policy purposes, illegal drugs also include any medications which, while legal, are obtained without physician’s authorization and intended for recreational use or sale. All state and federal laws concerning these are to be strictly observed.

**When Do Standards Apply?**

Degree Completion Student Standards of Conduct apply during the entire time that the student is enrolled in a semester or term of study. Note the following clarifications:

* Standards apply to students on University-sponsored trips and internships in this country or abroad.
* Standards apply to residents and commuters during the time periods noted above.

Behavior during non-enrolled periods of time should reflect the Community Life Covenant that all in the Cairn community are to exhibit biblical wisdom and Christian maturity regarding their personal conduct. Conduct of a student while not enrolled may have impact on the ability of the student to continue enrollment at the University.

**Students Violating the Law**

Cairn reserves the right to pursue disciplinary or enrollment action against an enrolled student who has been arrested, indicted, or charged with a violation of law. Such action is not dependent on the conclusion of legal investigation or trial. A violation of law that occurs when a student is not currently enrolled could jeopardize future enrollment.

### Compliance with University Officials & Policies

Students who violate procedural policies established by, including but not limited to, the Academic Resource Center, Registrar’s Office, University Ministry Center, Office of Safety and Security, Campus Services or Student Life may be issued fines and/or disciplinary sanctions. Such sanction and/or fines should be paid promptly. If a fine is not paid, the student may be unable to register for subsequent semesters and graduates will not receive transcripts or diplomas.

Further, the University cannot operate in an environment where students refuse to cooperate with reasonable requests such as the request to identify one’s self or the request to refrain from inappropriate behavior.  Therefore, all students and their guests are expected to comply with all reasonable directives from University staff.  Specifically, no student shall fail to identify oneself, or show respect to security personnel, residence hall staff, other University officials, or public authorities (e.g., police) acting in performance of their duties or with any disciplinary conditions imposed by an authorized University official or group.  Failure to identify yourself, or comply with University staff official’s reasonable request, is a violation of the Student Code of Conduct and may result in disciplinary action. Further, students who fail to comply with the written and/or verbal directives of the University officials will receive a, or additional, disciplinary sanction(s). Failure to comply includes timely response to communication sent to the student asking for a meeting.

**Students Seeking Help and Repentance**

Students may wish to seek help through counseling, accountability, and repentance related to activities which are in violation of the Degree Completion Student Standards of Conduct. When students voluntarily confess to actions of which the University has no previous knowledge, the following guidelines will apply:

* The student may seek confidential spiritual guidance from a member of Student Life, an Oasis counselor, or a faculty/staff member within the guidelines of state and federal law.
* Students should know in advance that there may be certain situations where the behavior involved poses such a threat to their self, others at the University, or other non-members of the Cairn community that promises of confidentiality cannot be made. Students must trust the discretion and discernment of the University personnel whom they seek out for help.
* Students should realize that the goal of the University is that the students will cease all involvement in the activity that is in violation of the Student Standards of Conduct. Failure to do so within a reasonable time frame, established by the person they sought for help, cancels confidentiality and may result in discipline.
* If Student Life becomes aware of the student’s misconduct through a personal confession, the student’s voluntary act of repentance and acts of restoration will be taken into account when determining discipline.
* Voluntarily seeking help from University personnel does not void a Student Life investigation or University discipline.

**Student Responsibility**

Members of a healthy community who love one another will be willing to confront one another when needed. If you are aware that another student has violated the Degree Completion Student Standards of Conduct you should speak to that person in a spirit of humility and concern. If the alleged violation is true, it is the responsibility of both students to ensure that the matter is resolved with the University. If the student who has committed the violation is unwilling to admit the infraction to University authorities, you are encouraged to discuss the matter with a member of Student Life after first informing the student who committed the violation.

**Commitment to Sexual Purity**

Cairn is committed to relationships that are sexually pure. Keeping relationships pure is the responsibility of all students, faculty, and staff. Conduct between all members of the community should be respectful and conform to biblical standards. To avoid tempting situations, students are asked to limit physical contact. Inappropriate displays of public affection are not tolerated. Students are urged to avoid placing themselves in a scenario where standards are lowered or accountability is nonexistent. Students are not to spend the night directly in the presence of members of the opposite sex on or off campus.

Students that have struggled with past sexual purity, sexual addictions, or dependency on pornography are urged to seek help through the Student Life or Health Services staff. You will be counseled toward accountability and living a life of choices that are in obedience to God and his Scripture.

Students that have struggled with sexual purity and have confessed it to the Lord while seeking guidance from the University will be dealt with in a redemptive manner. A goal of repentance and willingness to live in a pure lifestyle is established for the student. This established goal, however, does not preclude the possibility of disciplinary action.

**Modesty Statement**

As individuals we enjoy the freedom that we have to dress in a style that expresses our personality. While each of us develops a personal style, we also recognize the need to dress in a manner that reflects our appreciation of the Cairn University community. Cairn is a Christian academic community dedicated to developing professional competency in students. As such, we need to develop expectations of dress to which all students can adhere and which are conducive to an academic setting. The development of our expectations on student dress center on two terms: modesty and professionalism.

Modesty reflects a desire by the person to dress in a manner that does not accentuate the body, displays decency, and reflects the standards of a Christian community. Professionalism reflects a person’s willingness to abide by a standard that has been established for a particular community or entity. Note the following:

* Classroom clothing should be neat, clean, and not tattered.
* Clothing should not advertise products or activities contrary to a biblical lifestyle.
* Faculty and staff reserve the right to use discretion regarding the appearance of a student on campus; students could be asked to leave a class or campus area until appropriate dress is obtained.
* Faculty or staff reserves the right to establish additional expectations for participation in events.

Modesty begins not with a list, but with the desires of the heart. Our hope is that choices made by students in their apparel will reflect the true nature of their heart.

**Student Discipline**

Learning within a community brings joy and heartache. In our daily affairs with one another, we will occasionally be disappointed by the actions of community members. When those actions violate the standards of the community or other guidelines, the University must respond in order to maintain order in the community. Discipline is intended to be an opportunity for personal growth. The Office of Student Life is responsible for the administration of discipline.

Anyone who witnesses a violation of University standards should first approach the student(s) involved, if at all possible. If the alleged violation is true, reports from members of the University community should be forwarded to a member of Student Life.

When a situation in which discipline is required develops, you will always be dealt with directly. The person who you deal with will talk with you face-to-face. He or she will explain why the conversation is called for and give you an opportunity to explain your actions. In many cases, that conference may be the end of the process. A student who responds well to correction and encouragement in a minor incident is accepting biblical training.

When a major infraction has been reported, an appropriate Student Life official will meet with the student(s) against whom a complaint has been filed to review the alleged charges. The student(s) will be given a full explanation of the charges. If the charges are determined to be true, disciplinary action will be taken. Disciplinary actions for infractions require the approval of the Dean of Students. Discipline for infractions normally takes one of the following forms:

*Formal Conference and Letter* - Students will be called into the office of a member of the Resident Life or Student Life staff and confronted regarding behavior which must be curtailed. An explanation of the event leading to the conference will be required from the student. An action plan for corrective behavior will be written, and a timeframe will be established. This letter is placed in the student’s file and serves as a covenant between the student and the administration.

*Disciplinary Probation* - Students may be placed on disciplinary probation for non-compliance with University standards set forth in the Student Handbook. The length of the probationary period will be communicated at the time of the decision. In such cases, Student Life will structure an individualized program of counseling for the student.

*Disciplinary Dismissal* - Students may be dismissed from the University for serious and/or repeated violations. A student dismissed for disciplinary reasons may be prohibited from visiting on campus or attending University functions. The student may submit, after one year, a written request to Student Life for advance permission to visit on campus. To gain re-entry to the University, such students must follow regular admission procedures.

*Expulsion/Permanent Dismissal* - In extreme cases, a student may be permanently dismissed from the University. A student who has been expelled may not apply for readmission or return to the campus for any reason. Expulsion/permanent dismissal requires approval of the Provost or President.

Following a disciplinary decision, a student has the right to appeal the disciplinary action. The first action of an appeal is to approach Student Life within 24 hours of the disciplinary decision. Further appeals must be made to the Provost in writing within three calendar days of the disciplinary decision. A copy must also be sent to the Dean of Students. The Dean of Students will submit a written response to the Provost concerning the appeal. The Provost will provide a written determination to the student within five working days.

### False Reports

In the course of a disciplinary, Title IX, or any other investigation, Cairn University takes the validity of information very seriously.  Consequently, any report given by a student during an investigation that contains deliberately false and/or malicious accusations will result disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation.  Similarly, after the conclusion of an investigation, anyone who is later proven to have intentionally given false information by fabricating stories or by purposely misleading an investigation during the course of an investigation or disciplinary hearing may be subject to disciplinary action.

**Disciplinary Appeal Process**

When a disciplinary response is made, a student is informed (verbally and in writing) of the nature of the conduct that constitutes the violation in question and the disciplinary outcome based upon that conduct.  The University practices due process, and therefore, all students have the right to appeal a disciplinary decision to the appropriate University personnel.  All appeals are evaluated on the merit of evidence and due process as noted in the conditions below.  Consequently, an appeal is an evaluation or review of a final disciplinary decision on the grounds of one or more of the conditions found below.  It does not constitute a secondary opinion of the conduct of a student, only an evaluation of the disciplinary decision.

Therefore, the first action of an appeal is to contact Student Life within twenty-four hours of the disciplinary decision (except in the event of a dismissal or expulsion; see note, below).  Appeals are normally made when the student believes:

* The discipline imposed is disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate).
* The student was not accorded his/her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing.
* The decision was not supported by sufficient evidence.
* New evidence has become available that would have significantly altered the results.

The level at which a disciplinary response is initially made will determine the Student Life staff member to whom the appeal is addressed. Appeals will be addressed to the supervisor of the individual making the disciplinary response (e.g., disciplinary responses made by a Resident Director will be appealed to the Director of Residence Life; responses made by the Dean of Students will be appealed to the head of Student Life).  An appeal must be submitted to the supervisory staff member within two (2) days of the disciplinary response. All appeals must be written and include copies of all documentation, information, and written support statements to be considered in the appeal.

The head of Student Life is the final authority for all Student Life disciplinary appeals with the exception of a dismissal or expulsion from the University.  A dismissal or expulsion may be appealed to the University Provost.  However, in order to appeal this form of disciplinary response, a student must submit notification of their appeal by 4:00 p.m. one school day after notice of the decision to the Office of the Provost.  A copy must also be sent to the Dean of Students.  This letter should address the following items:

1. The student's desire to appeal the decision
2. Specific objections to the disciplinary decision
3. Any material relevant to meet the appeal conditions (see the four grounds for an appeal listed above).

The head of Student Life shall provide the Office of the Provost the record of the case maintained by the Office of Student Life, as well as other materials deemed relevant to the appeal. The University Provost shall decide the appeal on the basis of the written materials submitted by the student and the record submitted by the Office of Student Life and shall notify the student involved and the head of Student Life of the decision in writing within five business days after receipt of the record of the case. The decision of the University Provost is final and not subject to further appeal.

In most cases, any disciplinary action will be placed on hold during the appeal process; however, if the University decides that the student is a threat to himself/herself, the community, or to the peaceful existence of the campus, the student may be temporarily removed until the appeal process has been resolved.

**Inappropriate Student Behavior Policy**

There are times when the University must act on behalf of all members of the community, students, staff and faculty, to prevent the further disruption of the campus community. Any student who behaves inappropriately, including one who has mental disabilities or disorders, is subject to disciplinary action by the University in accordance with the procedures set forth in this handbook.

Inappropriate behavior by a student consists of actions or words that: violate the Degree Completion Student Standards of Conduct or handbook expectations, endanger the health and safety of that individual or others, interfere with that student's or others' opportunity to participate in or fully benefit from academic, administrative, co-curricular, or extracurricular activities or make inordinate or inappropriate demands on the time or attention of faculty, staff or other students.

The University’s response to any student who behaves inappropriately will be prompt and in accordance with the disciplinary procedures set forth in this handbook. Students who are mentally disabled or disordered will be subject to the same disciplinary consequences at Cairn as any student who behaves inappropriately. These can include, but are not limited to, disciplinary probation, suspension from classes, suspension, temporary or permanent removal from University housing, and or full dismissal from the University. This full policy is available for review in the Office of Student Life.

**Community Relationships**

Cairn is a community of students, faculty, and staff located in the Borough of Langhorne Manor and Penndel. Cairn's neighbors include local residents; the Woods School, a facility dedicated to the service of disadvantaged and trauma persons; and Langhorne Gardens Rehabilitation and Nursing Center. It is very important that all members of the Cairn community respect the rights and concerns of those who live in the broader community.

**Drug Prevention Policy**

In light of the widespread abuse of drugs and alcohol in contemporary society, the University has instituted a practice of disseminating appropriate information to students and employees to help them both personally and professionally. This information is made available at the time of registration at the beginning of each semester in accordance with federal law, and is also available on the Cairn website.

# Safe Campus Policies and Initiative

Provision of a safe campus at Cairn is the responsibility of the entire educational community. When dealing with an open campus in the midst of a larger community and simply as we deal with one another we must anticipate that dangers and threats exist. Cairn conducts a “[Safe Campus Initiative](http://cairn.edu/safe-campus/)” that has been created by governing policies and by uniting a team of professionals to train students, staff and faculty about policies, prevention, reporting and wellness resources.

### Behavioral Intervention

Cairn University is committed to providing an environment that both supports students and challenges them to realize their full potential. Ensuring the physical and emotional safety for all students, faculty and staff is of utmost importance in promoting an atmosphere that encourages learning and productive employment. Behavior or the threat of behavior, that presents a danger to oneself or others in the campus community will be addressed by the appropriate university personnel.

Cairn University has created a team of professionals from across campus that are committed to a caring, confidential program of identification, intervention and response in order to provide our students with the greatest chance of success and to protect the safety of our community.

The Behavior Intervention Team (BIT) is an advisory group of administrators who may assist one another in the identifying, assessing and monitoring of high risk behaviors exhibited by members of the campus community and individuals from outside the university who could pose a concern or threat to the campus community. This team is responsible for assessing reports of troubling behavior on the part of students, faculty, or staff, and implementing interventions that are in the best interest of the University and the individual. Team members include:

* Dean of Students
* Director of Safety and Security
* Director of Oasis Counseling Center
* Director of Resident Life
* Academic affairs/Registrar (as needed)
* University Nurse

All members of the university community are encouraged to be alert to students that seem in personal psychological/mental health distress or evidence the possibility of violent acts on the part of students, employees, visitors or others. Information regarding violence, the threat of violence or other behavior of concern should be immediately reported to campus officials. Reports will be handled in a confidential manner to the extent possible. For more information about our Behavioral Intervention Team or how to identify when to report incident please refer to [Cairn’s Behavioral Intervention Team webpage](https://cairn.edu/bit/).

Anyone can report a concern by filling out a [BIT online form](https://cairn.formstack.com/forms/bit). However, for an immediate threat or emergency call the office of Safety and Security at 215-702-4350.

### Inappropriate Student Behavior Policy

There are times when the University must act on behalf of all members of the community, students, faculty and staff, to prevent the further disruption of the campus community. Any student who behaves inappropriately, including those who have mental disabilities or disorders, is subject to disciplinary and corrective action by the University in accordance with the procedures set forth in this Handbook.

Inappropriate behavior by a student consists of actions or words that: violate the Student Standards of Conduct or handbook expectations, endanger the health and safety of that individual or others, interfere with that student's or others' opportunity to participate in or fully benefit from academic, administrative, co-curricular or extracurricular activities or make inordinate or inappropriate demands on the time or attention of faculty, staff or other students.

The University response to any student with inappropriate behavior will be prompt and in accordance with the disciplinary procedures set forth in this handbook. Students with verifiable mental disabilities or disorders are given a reasonable amount of time to secure the medical or psychological services necessary to modify their inappropriate behavior. When possible, Cairn will grant students with disabilities or disorders, reasonable accommodations of available University services or programs that could enhance the students’ ability to modify their inappropriate behavior. Students with mental illness or under mental disorder/duress will be subject to the same range of disciplinary consequences at Cairn that any student with inappropriate behavior is subject to. These can include, but are not limited to, disciplinary probation, suspension from classes, suspension, temporary or permanent removal from University housing, and or full dismissal from the University.

This full policy is available for review in the Office of Student Life.  
  
**Sexual Harassment Policy**  
Cairn University is committed to being a campus free of any form of sexual harassment, intimidation, or exploitation. Sexual Harassment is defined as Any unwelcome, gender based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonable interfering with, limiting, or denying a student the ability to participate in or benefit from the University’s educational program, or denying an employee the ability to perform his or her job in a safe environment. The unwelcome behavior may be based on threats or promises from someone in a position of power or authority, the creation of a hostile environment, or retaliation for reporting misconduct. The above definition can include but not be limited to any form of unwanted sexual advance, offering benefits in exchange for sexual favors, making threats or reprisals after a negative response to sexual advances, visual conduct such as leering, making sexual gestures, exposing ones genitals, displaying sexually suggestive objects or pictures, verbal conduct such as comments, epithets, jokes or slurs, verbal advances or propositions, sexually degrading words notes or letters, and any type of touching, assaulting, or impeding movement.

All members of the community should know that the university will not tolerate such behavior and those that engage in any of the above mentioned will be subject to discipline and potential dismissal.

Students who wish to report a concern or complaint related to discrimination, sexual harassment or sexual assault affecting a student by any member of the Cairn community may do so by contacting the Title IX Coordinator and Sr. Vice President of Student Affairs, Scott Cawood (tel. 215-702-4216, [scawood@cairn.edu](mailto:scawood@cairn.edu)) or by using the [online reporting form](http://cairn.formstack.com/forms/title9).

Each year the University reviews the Sexual Harassment Policy. Students who would like to review the official policy may get a copy from the Office of Student Life.   
  
Students who are victims of any form of sexual harassment are afforded rights by the federal and state government. These rights recognize the impact of violence on its victims, and the surrounding community, can be severe and long lasting. Thus, the following statement exists to not only comply with federal and state laws, but also exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

According to the Federal Campus Sexual Assault Victims’ Bill of Rights, commonly known as the, Jeanne Clery Act, victims of sexual harassment are entitled to the following rights:

* Victims shall be notified of their options to notify law enforcement.
* Accuser and accused must have the same opportunity to have others present.
* Both parties shall be informed of the outcome of any disciplinary proceeding.
* Victims shall be notified of counseling services.
* Victims shall be notified of options for changing academic and living situations.

**Notice of Non-Discrimination**

### Cairn University is a conservative evangelical Christian institution within the Protestant tradition that employs faculty and staff, and admits students, who profess personal faith in Jesus Christ as Savior. Employees and students agree to Cairn’s Statement of Faith and Community Life Covenant including Cairn’s Statement on Human Sexuality, and teach, learn, and work together in a community in which Christ and His Word are central. Members of the faculty are required to integrate biblical instruction in their respective professional subject areas. Faculty and staff serve in a ministerial capacity by contributing to the educational and spiritual development of students through instruction, prayer, and discipleship.

### Cairn does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or known disability in the administration of its employment practices, educational policies, admissions practices, scholarship and loan programs, and athletics, or and other school- administered programs.

### Minors on campus policy statement

The educational mission of Cairn University includes programs that involve minors whether run by the University or as part of a program run by external organizations using Cairn facilities. The University has developed a policy that establishes guidelines for the safety and protection of minors in compliance with federal, state, and University expectations. In establishing this policy Cairn University does not seek to limit effective programs for minors, rather the focus is on safety, preparation, and oversight.

Cairn is committed to maintaining an appropriate educational environment for collegiate-level teaching and learning, co-curricular activities, and all of the related work that supports the academic life of the university. In light of this point, Cairn campus is not an appropriate environment for children unless they are enrolled in a program specifically designed for children, participating in a sanctioned university program, and appropriately supervised by adults with the proper training and credentials, also subject to required criminal background check clearances.

Lastly, in light of the statements above, students must adhere to the following expectations:

* No child may be left alone on campus at any time for any reason. Children need to be supervised. Cairn will call the police if any child is found locked in a car or wandering alone around the campus.
* Children may not accompany Cairn students to class; any class missed for the inability to find childcare, or related issues, will result in an absence for the student.
* Unless they are enrolled in a specific program approved by Cairn with appropriate adult supervision, children may not be unsupervised and in the library, classrooms, computer labs or athletic facilities/fields; children may not be present on residence hall floors;
* Resident students may not “babysit” children in their rooms. In addition, resident students may not have guests in their rooms who are legal minors, under the age of 18, including relatives except in the event that the minor is a perspective student, or being hosted through the Admission’s department.

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# Academics

## Communication

E-mail is the primary means of communication between the University and the student. Students should communicate with the University from their University-based e-mail address, and are responsible for all communications from the University sent to their University e-mail address. Students should contact Technology Services if they wish to learn about e-mail forwarding to non-University e-mail addresses.

# Academic Resource Center

The Academic Resource Center (ARC) provides academic support services for all students and academic accommodations for students with disabilities.

**Academic Support Services**

The ARC serves all students who are in need of academic support. Support services are available to all students who desire assistance with time management, organization, study skills, and learning preferences. Limited peer tutoring is available for students upon request. Multiple seminars are provided each semester during the afternoon and evening.

The **Writing Lab** promotes effective academic writing through one-on-one consultation and access to resources regarding the writing process, organization, style, mechanics, formatting, and development of content. The Writing Lab is in the Academic Resource Center and is open for walk-ins or appointments Monday through Friday in the afternoon and Monday through Thursday in the evening. Student may also take advantage of the Online Writing Lab services.

The **Math Lab** provides one-on-one consultation and assistance in math skills. It is located in the Curriculum Room on the upper level of the Library, by appointment.

**Academic Tutoring and ESL/ELL language Support** is provided on an as-needed basis.

Faculty and staff are encouraged to refer students with academic concerns to the ARC. The ARC does not provide diagnostic testing services to students who do not have documentation of a disability or have not been previously tested. Upon request, the ARC can provide a list of diagnostic testing centers local to Cairn.

**Disability Services**

The Academic Resource Center Director has been assigned the responsibility for processing requests for accommodations and determining the appropriate accommodations for students with documented disabilities. The most effective way to provide appropriate accommodations and services to students with disabilities is through a collaborative effort involving faculty, staff, and students. The Academic Resource Center (ARC) serves as a resource for faculty and staff who work with students with disabilities. The ARC Director is available to answer questions, consult on problem situations, and provide information and support for accommodating students.

Section 504 of the Rehabilitation Act of 1973 as well as the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 protect the civil rights of individuals with disabilities and ensure that students with disabilities receive equal access to education.

The Americans with Disabilities Act of 1990 defines an individual with a disability as a person who:

* Has a physical or mental impairment, which substantially limits one or more major life activities,
* Has a record of such an impairment;
* Or is regarded as having such an impairment

Examples of a disability include: visual impairments, mobility impairments, hearing impairments, mental health impairments, health conditions/chronic illness, attention deficit hyperactivity disorder, learning disorders, speech disorders, traumatic brain injury, and temporary conditions such as concussions, injury, pregnancy.

**Students Requesting Accommodations:**

Students with disabilities who wish to receive accommodations must follow policies and procedures established by the ARC. Students are not to request accommodations from faculty, nor be accommodated by a faculty member unless approved by the ARC first. Students without approved accommodation forms should be referred to the ARC for processing requests and determining eligibility. Students with disabilities who request accommodations are required to meet with an ARC staff member (typically the director) in order to determine appropriate accommodations. Students who are eligible for accommodations will sign an approved accommodation form which will be submitted to faculty each semester.

**Student Responsibilities:**

Students with disabilities are expected to be proactive, knowledgeable, and actively involved in their accommodation process. Students should contact the ARC first and not faculty about accommodations. Students who do not initially disclose disability information to the ARC do not forgo their rights to ADA accommodations in the future, however students will not receive retroactive privileges such as an expunged grade. In addition, students requesting accommodations from faculty who are not registered with the ARC are not eligible to receive accommodations. Students must be involved in communication with faculty to discuss the implementation of accommodations. Students must complete approved accommodation forms with the ARC each semester as some accommodations are given on a case by case basis and may not be appropriate in all courses. Accommodations are not automatically renewed each semester.

## Course Enrollment

**Academic Load**

Students in Degree Completion are classified as full-time when enrolled for twelve (12) credit hours or more during an academic semester. Students are classified as part-time when enrolled for less than a full-time load.

**Academic Advising**

An academic advisor is available to assist students in course planning, but it is ultimately the responsibility of the student to ensure that all course and program requirements are satisfactorily met. It is recommended that a student contact his or her academic advisor at least once each semester to check on his or her academic progress.

**Late Registration**

All students are expected to complete registration within the deadlines established by the Registrar’s Office. Late registration for courses may be accepted as long as the student is registered before the course begins.

**Drop/Add Policy**

If a student does not attend a course for the first two class sessions, the student is automatically dropped from the course. Online participation counts as attendance, both for hybrid and online courses. Minimum participation requirements must be met before the eighth day, or the student will automatically be dropped from the course.

When a student attends a course in which she or he is enrolled and the student decides to drop or withdraw from the course, it is the student’s responsibility to drop or withdraw. All drops and/or withdrawals must be done in writing (e-mail or paper). Students may complete the paper forms in the Registrar’s Office, or may e-mail or send a letter to the academic advisor. Student requests in writing for drops and/or withdrawals must be processed by the Registrar’s Office before the deadlines or the student is financially responsible to pay for the entire course.

A student may drop a course at any time before the second week of the course. After the second week of the course, a student may withdraw from a course at any time before the course is two-thirds complete (See Withdrawal Policy for details). Students may not drop their last or only class in a term after having attended the course. In such an instance, students must follow the University Withdrawal procedure.

A student may add a course before the second week of the course. Course adds must be submitted in writing (e-mail or paper) and processed by the Registrar’s Office before the deadlines. Students may complete the paper forms in the Registrar’s Office, or may e-mail or send a letter to their academic advisor.

**Audit/Credit Status**

Students may change classification from audit to credit or credit to audit in a course during the first half of the course with the permission of the professor. A form for this is available in the Registrar’s Office. Permission will be given only if the student is maintaining a passing grade at the time of the request. The Registrar’s Office will notify Student Accounts to make the appropriate adjustment to the student’s account.

**Independent Studies**

Credits earned by independent study are allowed if the student can demonstrate a need for this provision. Students must have a cumulative grade point average of at least 3.00. Independent study guidelines are:

*Timely Registration*: Independent study requests must be submitted to the Registrar’s Office prior to the end of the second week of each semester. Independent studies must be officially registered before studies begin.

*Required Documentation*: Two documents are required at the time of registration:

1. The Independent Study Request form, including authorizing signatures
2. Documentation of independent study objectives and requirements (i.e., syllabus) approved by the dean and cooperating professor

*Fee for Independent Study*: An independent study fee, consisting of $100.00 per credit, is required in addition to the regular tuition amount. Students are expected to pay this fee at the same time as the tuition payment. The Director of the Program may approve a waiver of the fee at his discretion.

**Credit for Prior Learning**

Students who are interested in Credit for Prior Learning should contact the Director of Degree Completion for information.

**Credit for CLEP**

Students who are interested in CLEP should contact the Director of Degree Completion for information.

**Transfer Credit**

Students can transfer a maximum of 68 credits. If a student transfers credit after matriculation, a Planned Transfer Credit form must be submitted to the Director of Degree Completion before the student registers for the course.

**Grades**

**Grading System**

Cairn University follows the 4.0 grade point system and requires a 2.0 cumulative grade point average for graduation.

|  |  |  |
| --- | --- | --- |
| **Grade** | **Interpretation** | **Grade Points per  Semester Credit** |
| A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F | Outstanding  Above Average  Average  Below Average  Failing | 4.00  3.67  3.33  3.00  2.67  2.33  2.00  1.67  1.33  1.00  0.67  0.00 |

|  |  |
| --- | --- |
| **Grade** | **Interpretation** |
| S  U  AU  WA  IA  NR  I  CR  NC  W  WF  WP | Satisfactory (in Non-Credit Courses)  Unsatisfactory (in Non-Credit Courses)  Audit  Audit - Official Withdrawal  Audit - Insufficient Attendance  No Grade Reported  Incomplete  Credit Granted  No Credit  University Withdrawal  Course Withdrawal While Failing  Course Withdrawal While Passing |

**Incomplete Grades**

An Incomplete (I) grade is given in unusual circumstances only. An Incomplete Grade Contract must be completed by the faculty member and signed by the student with an agreed upon deadline date. A maximum of twelve (12) weeks (from the date the course grade was due) may be allowed for completion of course requirements. An I grade is automatically changed to an F if a new grade is not submitted by the deadline date. Removal of an I or NR (No Grade Reported) is the student’s responsibility. No student may graduate with an I or NR in any course.

**Change of Grades**

The University will allow professors to change a permanent grade, for errors only, in a course which they have taught. Letter grades will not be changed after six months beyond the grade-entry deadline for that term.

**Student Progress**

Students can access grades online at any time through the Self-Service system. If a student requires a hard copy of the grade report, he or she must submit a written request to the Registrar’s Office. Due to the Family Educational Rights and Privacy Act (FERPA) restrictions, the University is not permitted to provide grade reports requested by students over the phone.

## Class Attendance

**Attendance Requirement**

Regular class attendance is essential for satisfactory academic performance. Students are responsible for class content and experiences – vital components of course work. Faculty members evaluate each student’s record of attendance, whether online or face-to-face, in determining the student’s final grade. Each student is expected to attend and be a participating member of each class session. In the event an absence is unavoidable, it is the student’s responsibility to acquire what was missed in class. The University requires attendance at a minimum of 70%of class sessions, whether for credit or audit. Students who do not attend 70%of class sessions will receive a failing grade for the course. Professors are free to set attendance requirements higher than the 70%established by the University. Class attendance requirements are stated in the course syllabus. Class attendance is calculated in an online or hybrid course (in addition to in-class attendance in a hybrid course) upon online activity. Students are required to complete the acknowledgement of course requirements for online or hybrid courses.

**Class Cancellation**

An unexpected class cancellation will be announced as soon as possible. The University will attempt to notify students of the class cancellation via email or phone. Should weather warrant cancellation of classes, students may call the Cairn weather hotline at 215.702.4416, or check the “School Closing and Class Information” section of the Cairn Intranet ([**http://intranet.cairn.edu**](http://intranet.cairn.edu)) for cancellation information.

**Class Dismissal**

Students are required to wait 30 minutes after the scheduled start of the class for an instructor who has not arrived, unless otherwise notified of a cancellation or unexpected delay due to illness or emergency.

**Class Visitors**

Students who wish to bring guests, visitors, or family of any age to class must obtain permission from the Degree Completion office before the beginning of class. Minors on campus must be accompanied at all times by the legal parent or guardian.

**Academic Integrity**

At Cairn University, a high value is placed on academic integrity. Faculty members are expected to maintain this integrity personally and insist on it in the academic performance of their students. Academic integrity is violated in a number of ways, but some illustrations include: cheating on examinations and quizzes, fabricating or altering data used in an assignment, facilitating academic dishonesty, multiple submissions of the same work, and disregarding other rules of academic integrity established by a faculty member.

Students who violate standards of academic integrity do not fulfill the character prerequisite for graduation from the University. Dishonest academic practices will therefore be tracked, and Student Life will maintain a central record of occurrences of academic dishonesty. Repeated offenses will result in increasingly severe consequences (see below). Students with three academic integrity violations may be subject to disciplinary dismissal from the University.

If an act of academic dishonesty is determined to have occurred, one or more of the following sanctions below will be imposed by the reporting faculty member, depending on the severity of the offense. The decision of the faculty member will be communicated in writing to the student as well as be reported to the Office of Student Life, which is responsible for maintaining student conduct records. The incident will result in an official disciplinary record for the student(s).

* Warning
* Requiring student to redo assignment, re-take exam, etc.
* An “F” on the assignment or exam
* Reduction of course grade
* Failure for entire course
* Combination of any of the above sanctions.

Multiple, or additional offenses (in the same or other courses) will bring, in addition to the above academic consequences, disciplinary action by Student Life. Further, students with third offenses may be subject to disciplinary dismissal from the University. A violation of the Academic Integrity policy discovered after the conferral of a degree is grounds for Withdrawal of (rescind) the degree. Any dispute arising out of charges of academic dishonesty should be resolved through the process set forth in the “Academic Grievance Procedures” as outlined in this Handbook.

Academic Advising

All students will receive academic advisement to assist in their academic, professional, and personal decision making. Advising is provided by an assigned faculty member.

### Academic Grievance Procedure

If a conflict occurs between a student and faculty member, the two parties should make every effort at resolution. If the conflict cannot be resolved, the student may make a written appeal to the chair of the program in which the faculty member serves. In case of a disagreement related to a specific course the appeal should be made to the chair of the program in which the course is offered no later than 2 weeks following the posting of the final grades for the course. The appeal process may proceed to the dean of the appropriate school and finally to the Provost who will make the final determination in such conflicts. In this process, an appeal to the next level must be submitted within 2 weeks of the written outcome of the previous level of appeal. All appeals must be in writing and include a brief statement of the problem and previous steps to resolve it. All administrative decisions will be sent to the student in writing.

**Consequences:**

* A student who confesses to dishonesty in a course already completed will be given a semester grade of “D” in the course in which it took place.
* A student who confesses to dishonesty in a course still in progress must make up, within two weeks of the date of the confession, the particular quiz(zes), exam(s), assignment(s), or paper(s) in question and will receive a grade not higher than “D” for the made-up requirements. The student also will not receive a grade higher than “C” for the course.
* A student detected committing academic dishonesty will receive a grade of “F” for the part of the course in question and a grade not higher than “D” for the course.
* A student who has unintentionally misused sources (determined through consultation with faculty) will be permitted to resubmit the work with a reduction of one full letter grade for the assignment. A report will be filed and subsequent misuse of sources will be classified as plagiarism and subject to the consequences articulated above.

## Termination Policies

**Withdrawal from Course**

Registration adjustments before the second week of a course are handled via the drop/add process. Following this period, students may withdraw from a course. Course withdrawals must be completed and submitted by two-thirds of the way through the course. Students who withdraw from a course must continue to attend class until they receive official notification that the request has been approved. The course from which a student withdraws will be graded with a “WP” (withdrawal while passing), “WF” (withdrawal while failing), or “WA” (audit -official withdrawal). Any student who stops attending class without submitting required paperwork within the official deadline will receive an “F” (see Drop/Add Policy for details). It is recommended that students meet with the Director.

**Withdrawal from University**

Students are considered “students on record” until they officially withdraw or are notified that by default they have withdrawn themselves. All pertinent school regulations are binding until there has been an official withdrawal or notification by the University of unofficial withdrawal.

The preferred procedure is to complete the University Withdrawal form (including an interview with the Program Director) and submit it to the Business Services Office. However, an oral statement of intent to withdrawal from the University made to the Registrar’s Office will also be considered official.

Upon official withdrawal from the University, the student’s academic record will show a “W” for courses in progress. Failure to complete the necessary withdrawal procedures results in a final grade of “F” for all courses in progress. It is recommended that student meets with the Director of Degree Completion prior to University withdrawal.

For financial regulations affecting withdrawals, see [Withdrawal Refund Policy](#_Withdrawal_Refund_Policy).

**Academic Standing**

**Good Academic Standing**

A student is considered to be in good academic standing when she or he meets the following qualitative criteria:

|  |  |
| --- | --- |
| **Attempted Credits** | **Minimum GPA** |
| 1–36 37–60 60+ | 1.75  1.90 2.00 |

Students who fall below these standards will be placed on Academic Probation.

**Academic Probation**

Students who do not maintain good academic standing will be placed on academic probation for the following semester. Academic probation consists of the following requirements and restrictions:

•Probationary students are expected to meet with their academic advisor to design an individualized program of academic recovery. Such a program would explore study habits, work schedule, and academic preparation.

•Probationary students are not permitted to participate in intercollegiate athletics during any semester they are on probation.

•Probationary students may participate in only one extracurricular activity pending approval in writing by the Office of Student life.

•Probationary students are not permitted to hold office in student organizations. If previously elected, the student will give up the position.

**Academic Dismissal**

Students whose cumulative grade point average is below the academic minimum at the end of a semester will be subject to academic dismissal and will be notified if dismissal action is taken. The minimum requirements are as follows:

|  |  |
| --- | --- |
| **Attempted Credits** | **Minimum GPA** |
| 1-18 19-36 37-48 49-60 61-75 76+ | no minimum  1.50 1.62 1.75 1.82 1.90 |

If extenuating circumstances are present, the student may appeal an academic dismissal decision in writing to the Director of the Program within two weeks of receipt of the dismissal letter.

**Honor Roll**

Undergraduates who carry a minimum of 12 credits and whose semester grade point average is 3.67 or higher, and who are approved by the Office of Student Life, will be placed on the Honor Roll. Students with I or NR grades at the time of processing are not eligible.

## Graduation Requirements

The University confers degrees on students who meet the following conditions:

* Completion of the Degree Completion Program offered by the University with a grade point average of 2.00 or above.
* Completion of a minimum of 52 credits in-residence
* Approved Christian character as evidenced by stability, maturity, and cooperation
* Approval of the faculty and Board of Trustees
* Submission of a completed application for graduation

**Latin Honors**

Students graduating with a GPA meeting the requirements below will be accorded the respective honors:

3.50–3.74 *Cum laude*

3.75–3.89 *Magna cum laude*

3.90 or higher *Summa cum laude*

In order for students to be eligible for Latin honors she or he must complete at least 60 credits hours in-residence.

## Commencement Participation

In order to participate in the December or May commencement exercises, students must complete program requirements with a cumulative grade point average of at least 2.00 by the graduation date and have completed all other graduation requirements. All transfer credit, including Planned Transfer Credit, Credit for Prior Learning, and CLEP credit, must be completed prior to the semester in which a student will graduate. In addition, official transcripts of transfer credit and/or other required paperwork must be received by the Registrar’s Office prior to the graduation application deadline for that semester. Students who are unable to complete all graduation requirements by the specified deadlines must defer graduation to the next scheduled graduation.

Students who have completed the requirements must submit a Degree Completion graduation application by March 1 for May graduation, August 1 for August graduation, and October 15 for December graduation. Applications must be submitted by the deadline to ensure proper processing. Applications are available in the Registrar's Office and on the intranet. The fee of $120.00 will be charged to the student’s account during their final semester prior to the graduation date. Because graduation expenses are shared equally by all graduates, the graduation fee is not reduced for absentia graduates.

Candidates for graduation must meet all financial obligations to the University by the graduation application deadline for that semester in order to participate in commencement. In addition, those with unpaid student account balances and/or outstanding fines will not receive their academic regalia, diploma, certificate, or transcript until full payment is made.

**Academic Grievances**

**Academic Policy Manual**

The University rules, regulations, and procedures relating to academic policies are described in the Academic Policy Manual. Copies may be found in the Provost's and Registrar’s Offices.

**Grievance Procedures**

If a conflict occurs between a student and faculty member, the two parties should make every effort at resolution. If the conflict cannot be resolved, the student may make a written appeal to the chair of the program in which the faculty member serves. In the case of a disagreement related to a specific course, the appeal should be made to the chair of the program in which the course is offered. The appeal process may proceed to the Dean/Chair of the appropriate School, and finally to the Provost who will make the final determination in such conflicts. In this process, an appeal to the next level must be submitted within two weeks of the written outcome of the previous level of appeal. All appeals must be in writing and include a brief statement of the problem and previous steps taken to resolve it. All administrative decisions will be sent to the student in writing.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provide students certain rights with respect to their education records. These rights include:

* **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
* **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
* **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 University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
* The University considers some information to be directory information which may be disclosed to others without student permission. This includes items such as name, address, telephone number, e-mail address, dates of enrollment, classification, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, participation in activities, height/weight of members of athletic teams, and photographic image of the student. However, any student who does not want this information released must fill out a “Request to Withhold Directory Information” form. This form must be filled out each year by October 15 in order for the University to withhold this information.
* **The right to file a complaint with the U.S. Department of Education** (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-5920) **concerning alleged failures by Cairn University to comply with the requirements of FERPA**.

**Student Education Records**

The student's academic records are maintained in the Registrar’s and Admissions Offices. Included are both college transcripts from transferring institutions and Cairn academic records. Application to the University, recommendations, correspondence and other admissions documents are also maintained by the Admissions Office.

**Inspection and Review of Education Records**

Cairn University allows past and present students to inspect and review their education records by appointment. Students wishing to inspect their education records must complete a "Request to Review Records" form available in the Registrar’s Office. The registrar will notify the student within a period of not more than 45 days from the date of receipt of this form as to when the student may come to the office to inspect his or her records. Any correspondence or recommendations for students who have waived their review rights will not be available for student review.

# Financial Information

## Student Accounts

All students are responsible for payment in full of all tuition by the start of the student’s first class each semester. **Please note that Cairn does not use paper billing.** The University accepts payment by cash, check or credit card. Credit card payments can be made online on the University website at ([**cairn.edu/complete**](http://cairn.edu/complete/)), on ([**Self-Service**](https://selfservice.cairn.edu/selfservice/home.aspx)) or by telephone at 215.702.4522 or .4201. Visa or MasterCard are accepted. A 3% convenience fee applies to all credit card transactions not done in person at the Business Services Office.

Tuition payment plans are also available through Tuition Management System (TMS). For more information, contact the Student Accounts Counselor in the Business Services Office at 215.702.4522 and ask for a TMS brochure. The TMS webpage can be accessed via the Cairn website: ([**cairn.edu/businessservices**](http://cairn.edu/resources/business/index.cfm)).

It is the student's responsibility to notify his/her employer if tuition reimbursement is available. If employer reimbursement payment is not received by Cairn on or before the start of class, the student is responsible to make payment for said class in full at the start of that class. Employer reimbursement payments received after the student has paid in full can be refunded to the student. Refund requests must be submitted to the Business Services Office in writing via signed check requests, signed letter, or email.

Students with credit balances on their accounts (after all costs for the current semester are paid) may withdraw those monies by making application through the Student Accounts Counselor. Otherwise, the credit will remain in the student’s account for use against future billings.

Any student account that has to be forwarded for outside collection because of an outstanding balance will be assessed collection costs and fees. Therefore, the student will then be responsible for the full balance of their account including all collection charges and fees.

Diplomas, transcripts, and academic regalia will be withheld until all financial obligations to the University are satisfied. Candidates for graduation must meet all financial commitments to the University by November 15 (for the December ceremony) or by April 15 (for the May ceremony) in order to participate in commencement.

**Students are responsible to know the status of their account at all times**. Information is available from the student’s Self-Service account and the Student Accounts Counselor at 215.702.4522.

## Financial Aid

Students may apply for federal and state grants and loans by completing the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.ed.gov**. For more information and assistance, contact the Financial Aid Office at 215.702.4247, or email ([**financial.aid@cairn.edu**](mailto:financial.aid@cairn.edu)).

**Spouse Discount**

Spouses who register for Degree Completion classes in the same semester are eligible for a tuition discount. The spouse taking the greater number of credits will pay full tuition, while the spouse taking the lesser number of credits will receive a 50% discount. This discount applies only during semesters that both spouses are registered. Students must submit a Spouse Discount form available online at ([**cairn.edu/TuitionDiscount**](http://www.cairn.edu/TuitionDiscount)) before the deadline.

Deadline: Fall Semester: August 1st  Spring Semester: December 1st

**Church Matching Grant Program**

This matching grant program is designed to encourage churches to provide support for their members preparing to serve Christ in the church, society, and the world by matching up to $500/year for full-time students. This scholarship is not designed to match wages, internship monies, or gifts from individuals for specific students.  Further guidelines and application for the Church Matching Scholarship can be found online at ([**cairn.edu/ChurchMatch**](http://cairn.edu/financialaid/types/scholarships.cfm)**ing**),or a hard copy application may be obtained from the Financial Aid Office.

Deadline: Fall Semester: December 1st  Spring Semester: August 1st

## Financial Aid Eligibility Requirements

In order to receive financial aid, a student must meet the following eligibility requirements:

* Enrollment as a regular (matriculating) student in a degree, certificate, or certification program.
* Maintenance of satisfactory academic progress as defined below. Note that satisfactory progress standards for receipt of financial aid may differ from minimum University academic standards for continued enrollment.
* For Federal Title IV aid programs, status as a U.S. citizen or eligible noncitizen, and certification that funds will be used only for educational expenses.
* For Federal Title IV, financial aid certification that the student is not in default on any federal student loan and does not owe repayment on a federal student grant.
* Any other specific requirements of the program providing the aid.

### Satisfactory Academic Progress

Students must meet both quantitative and qualitative standards in order to remain eligible for aid. The University evaluates student academic records annually following the end of spring semester.

Students who lose eligibility for aid because of unsatisfactory academic progress will have eligibility reinstated following the semester in which they again make satisfactory progress.

Students who wish to appeal the loss of aid eligibility may do so by writing a letter of appeal to the Director of Financial Aid. In cases where unusual extenuating circumstances exist, eligibility may be reinstated.

***Quantitative Academic Progress*** Students must pass a minimum of 67% of the cumulative number of credit hours attempted. Course and/or University withdrawals during the drop/add period will not be counted in the calculation of academic progress.

***Qualitative Academic Progress*** Students must achieve a minimum cumulative GPA based on the number of credit hours earned as follows:

|  |  |
| --- | --- |
| Level I (1-23 hours) | 1.50 |
| Level II (24-47 hours) | 1.65 |
| Level III (48-71 hours) | 1.85 |
| Level IV (72 or more hours) | 2.00 |

For a complete listing of grades and their equivalents, see the Grading policy in the Academic Information section of the catalog.  
  
***Maximum Time Frame*** The maximum time frame for which a student may be eligible for Federal Title IV aid is 150% of the normal time for Degree Completion, measured in the number of credit hours attempted. Transfer hours are included in calculation of total hours completed and used in determining an individual’s maximum time frame.

## Withdrawal Refund Policy

**University Refund Policy**

Students who withdraw from the University are entitled to a proportionate tuition refund on their semester bill as follows, provided they notify the University in writing of their intention. A personal interview with the Program Director is also recommended before a withdrawal becomes complete and final.

If a withdrawal then follows, the official date of withdrawal shall be that on which the Office of Degree Completion signs the withdrawal form. Merely ceasing from class attendance or giving an oral statement of intention does not constitute a basis for official withdrawal. No refund is made until withdrawal forms are properly signed and submitted to the Business Services Office. University withdrawal forms are available from the Registrar’s Office and must be completed before a refund will be issued.

Refunds for tuition are made in accordance with the following schedule:

|  |  |  |
| --- | --- | --- |
| **If the Student Withdraws** | **The University Retains** | **Refund to Student** |
| Prior to beginning of classes | 0% | 100% |
| Within 1st 10% of enrollment period | 10% | 90% |
| Within 25% of enrollment period after 1st 10% | 50% | 50% |
| Within 50% of enrollment period after 1st 25% | 75% | 25% |
| After 50% of enrollment period | 100% | 0% |

**Course Withdrawal/Refund Policy**

Refund from course withdrawal applies only when the withdrawal is official. Refunds for tuition are made in accordance with the refund policy schedule. The date of official course withdrawal is the student’s last date of attendance in the course. Notification of course load adjustment is given to the Business Services Office and the Financial Aid Office by the Registrar’s Office, and refunds are applied to the student's account in accordance with the policy stated above. *Students who withdraw from some but not all courses during the course of a semester will not have federal financial aid reduced, but may be subject to other financial aid reduction if tuition is reduced.*

**Reduction of Financial Aid upon University Withdrawal**

When a student withdraws from the University prior to completion of a semester, financial aid will be reduced or returned according to the stipulations of each individual program. Aid from private and other sources will be governed by the conditions of the donors.

**Return of Federal Title IV Funds Upon Withdrawal**

A "Return of Federal Title IV Funds Calculation" will be done for students receiving federal financial aid upon withdrawal from the University during the first 60% of a semester. The federal financial aid programs include: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Subsidized and Unsubsidized Stafford Loans and Direct PLUS Loans. Federal aid funds are considered "earned" based on the percentage of the semester actually completed. In some cases, funds already disbursed to the student need to be returned to the federal program. For more information about this calculation, contact the Financial Aid Office.

The "Return of Federal Title IV Funds Calculation" is applicable only when a student drops or withdraws from all remaining courses in a semester before completing any of the courses. The calculation determines the amount of federal aid the student has “earned” based on the percentage of the term the student was actually enrolled compared to the number of days the student was scheduled to be enrolled.

**Reduction of Financial Aid upon Dropping or Withdrawing from a Course**

Financial aid will be adjusted when a student changes enrollment by dropping or withdrawing from a course or courses during a semester. When a student drops courses within the drop/add period, financial aid eligibility will be calculated based on the new enrollment level. A student that withdraws from a course will have aid reduced according to guidelines of the individual aid program.

**Other Expenses**

Tuition charges do not include books, supplies, room, board, or personal expenses.

**Adjustment of Expenses**

If necessary, Cairn University reserves the right to make adjustments in charges with notification to those affected.

# Student Services and Resources

## Security

As part of Cairn University’s efforts to bring you responsible care, the University has an Office of Safety and Security (OSS) which patrols all grounds and facilities, and supervises the oversight of video monitoring around campus and within Cairn’s facilities. This security office is made up of four full-time employees who direct the services provided. Additionally, students are hired to fill the role of security officers throughout campus. Security officers are prepared to handle most student and campus emergencies or incidental needs. They work in connection with neighboring municipal police and fire officials to provide efficient services and protection.  
  
Officers patrol the grounds of the campus 24 hours a day. Their offices are located on the Fairview Manor property just north of the intersection of East Fairview Avenue and South Pine Street, at 708 S. Pine St, and in the lower level of the Mason Activity Center.

**Security Phones**  
Courtesy phones are located throughout each building for dialing an on-campus line. The number to reach the Office of Safety and Security is posted at each location (Ex. 4350). In the case of an emergency, security call boxes are located at the entrance of Stillman, Memorial and Penndel G residence halls. Additional emergency call boxes are strategically placed in the parking lots on campus (Lots A, G, H, J).

**Fire and Emergency Safety**  
All educational institutions must practice for fires and other emergencies. The OSS takes the lead in helping prepare for your safety. Regular drills and exercises will be scheduled. Drills are required by law and help us be prepared in case of emergency. These drills will be both announced and unannounced. Although these exercises can be at awkward times and in inconvenient weather, they must be held and all community members must participate. A fine could be issued to anyone who willfully fails to evacuate a building or follow other fire drill instructions.

Any tampering or defacement of fire equipment is a serious offense and will result in a fine or penalty of $150.00. Equipment includes automatic door closers, fire extinguishers, pull stations, and fire alarms. Violating state and local fire codes, including pulling fire alarms, propping open fire doors (except in cases of emergency), and/or placing false 911 calls from a phone on campus are subject to fines and disciplinary sanctions. Further, students are not to attempt to dismantle or take batteries out of smoke detectors.

**Student ID Cards**

Each student, faculty, and staff member is issued a photo identification card by the Office of Student Life upon entry into the University. The student's ID card does not have to be visibly displayed at all times throughout the day, but does need to be carried at all times in order to assure access rights to the campus and facilities. Specifically, these cards are required for resident students to gain entrance to their building, as well as for all students to be able to check books out of the Library, scanning attendance at Chapel and some classes, and for the use of the meal plan in the dining commons. As the University's official form of identification, you are required to provide this ID in the event you are requested by any University official. Failure to provide identification to a University official upon request will result in a disciplinary sanction(s) and potentially the immediate removal from campus. In the event a student loses or damages an ID card (to the point of not operating), they may purchase a replacement card within the Student Life office. The replacement cost is as follows: lost ID cards, $20; damaged ID cards, $15; a loss of a temporary ID card, $15.

**Vehicle Regulations and Parking**  
Students are welcome to bring a car onto campus; however, any/all student vehicles must be registered with the University. During your initial orientation and subsequently at the start of every semester, the Business Services Office will facilitate the registration of vehicles. This process is accomplished with the completion of an online registration request form. There are set fees for different types of registration. You will receive a parking permit decal which must be posted on the driver's-side rear window of the vehicle. If you have more than one car that might come on campus, you may obtain an additional decal for $1.00. Parking decal registration can also be done online at <http://cairn.edu/safety/vehicleregistration/>.

As you drive on campus, please be aware of the following:

* OSS is responsible for enforcing the motor vehicle rules and regulations. Any violation of the parking policy, speeding, recklessness, or other prohibited actions will be enforced by citation from security.
* All motor vehicles on campus must be insured with coverage meeting the requirements of the no-fault law.
* All fines should be directed to the Business Services Office.
* Any appeals or questions concerning the University’s motor vehicle policy should be directed to the Office of Safety and Security.
* Parking is limited at the Penndel and Heritage Hall residence halls and is permitted only by the proper color decal granted by campus security.
* The University currently has more than enough on-campus parking spaces. Be reminded you might not be able to park as close to your destination as you desire.

Students are required to know and abide by the University’s Motor Vehicle Policy which is available at www.cairn.edu**.**

## Crisis Preparation

**Critical Incident Response**  
Over the past decade, Cairn has been actively planning and preparing for any type of critical incident that could cause disruption to the campus or danger to the members of the campus community. Crucial in this planning has been the organization of systems and procedures that would be implemented the moment any type of crisis has been declared. University personnel have been trained to follow a critical incident plan that is constantly evaluated and practiced to ensure the plan will work.  
  
In the event of any type of emergency, students should immediately contact 911 and the Office of Safety and Security. This will set in motion the proper internal and external emergency responses. In the event the emergency constitutes a critical incident, the University will immediately implement the Critical Incident Response Team and communication messages will be promptly launched. At the time of a declared critical incident, the students, faculty and staff will need to be prepared to take immediate action, following the orders of those in command, whether they be civil authorities or campus officials.  
  
**Emergency Communication**

Cairn utilizes a comprehensive strategy for emergency communication during any type of campus crisis, severe weather event or infrastructure failure. The goal of this emergency system is threefold:

* To notify as many individuals and locations as possible using conventional communication tools in normal situations.
* To notify as many individuals and locations as possible without normal communication systems being operable.
* Have constant updates of emergency information to specific groups.

With these goals in mind, the University uses a combination of communication options. A notification may be presented as a pop-up screen message on University computers, a notification to classroom phones, an email message to Cairn email accounts, an audible announcement via the campus emergency broadcast system, a text message to cell phones of those who have registered a cell phone number and a written notification on the Cairn website. The majority of the actions above will take place without any preliminary effort of the student; however, students are encouraged to sign up to receive text messages by opening the “Update your emergency information” link on the [Cairn Intranet](https://intranet.cairn.edu/emergency_contact/view).

When an emergency message has been received, the students should quickly obey the message that has been communicated. Further updates will follow by way of conventional means and additional resources. These systems are tested each academic year to ensure their efficiency and effectiveness.

## Policies

**Firearms and Weapons**  
Students may not have on campus, in their private vehicles, or in the residence halls any weapons (or “toys” which resemble weapons), including but not limited to: registered and unregistered guns, live ammunition, fireworks or other explosive devices, pellet guns, BB guns, airsoft guns, paint ball guns, CO2 guns, bow and arrows, crossbows, wrist rockets, water balloon launchers, swords, martial arts devices, whips, spears, dangerous chemicals, and knives with blades over three inches long. This regulation also includes malicious use of any instrument capable of inflicting bodily harm to any person. Cairn reserves the right to confiscate these or other devices which are deemed dangerous to the students. Confiscated items may be returned at the end of the semester or disposed of at the discretion of the University. Students who have a question about a particular item should ask a member of Student Life before bringing it to campus.  
  
**Personal Property**  
The University cannot assume responsibility for loss due to theft of money, valuables, or personal property left in private rooms or public areas. Students are urged to lock their doors whenever they leave their residence hall room or apartment in order to protect their property. Any and all thefts should be promptly reported to the Office of Safety and Security.  
  
Students should not keep any sizable sum of money in their residence hall room or apartment. Several banks are near the campus for convenient banking and an ATM machine is available in the Student Lounge located in the Smith Administration Building. Information regarding local banks may be obtained from the Business Services Office.  
  
University insurance does not cover the property of students for loss by fire, theft, or other natural disasters. Most family homeowner’s/tenant’s insurance covers students’ property away from home up to a specified limit as written into the policy. Students should check with their insurance company to see they are adequately covered for the value of their property while living on campus.

**Federal Campus Security Act (Clery Act)**  
Each year, the Office of Safety and Security releases a document in compliance with the ([**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**](http://cairn.edu/safety/index.cfm)). Published in this document are statements of current campus policies regarding safety and security. The University must publish specific criminal and substance abuse incidents which have occurred in the past three years. The document can be found at: http://cairn.edu/documents/2014/02/annual-campus-security-report.pdf

**Soliciting**

For the protection of students, no soliciting of any nature by outsiders, commercial or otherwise, is permitted on campus property or in the buildings without permission of the Office of Student Life.

## Technology Services

The purpose of the Technology Services department is to support the institutional goals of Cairn University and to provide a University-wide technical strategy that empowers students and employees in the use of technology for instruction, research and service. Technology Services supports the design, development, and implementation of technology solutions, and it is the commitment of each staff member to apply successful methodologies that enhance the experience of each computer user through the responsible, ethical, legal, and secure use of technical resources.

**Student Computing**

Students are granted access to a broad base of technology applications. As a member of the University community, the student exercises the rights, privileges and responsibilities of conduct that conform to the Student Standards of Conduct and the policies set forth by the University. Impropriety may result in the curtailment of technology privileges.  
  
[**Email**](http://auth.eagle.pbu.edu/?SAMLRequest=fVJLT8MwDL4j8R%2Bq3NuugMQUrUUDhJjEo2IdB25e6m6haVLiZIN%2FT9aBgAM7JbK%2FfA%2FHk4v3TkUbtCSNzlmWjFiEWpha6lXOFtVNPGYXxfHRhKBTPZ96t9ZP%2BOaRXBReauJDI2feam6AJHENHRJ3gs%2Bn93f8JBnx3hpnhFEsml3nDGtooBXNGmDZtK9G6Vq1reybdThBYtcKgFcd0M%2Fftk52tmZEHmeaHGgXSqMsi0fncTausjN%2Bdsqz8QuLyi%2BlS6n3CQ7ZWu5BxG%2BrqozLx3k1EGxkjfYhoHO2MmalMBGm28mXQCQ3odyAImTRlAitCwavjCbfoZ2j3UiBi6e7nK2d64mn6Xa7TX5oUkgRdvd%2B6ROsfQqCWDEMlw%2F57K%2BpHnYP3%2Bqs%2BOGfpL%2Boiq9P22WZXZdGSfERTZUy2yuL4EIQZ33IcWNsB%2B5%2FtSzJhoqs42aAcq%2BpRyEbiTWL0mKv%2Bnc7ws58Ag%3D%3D&RelayState=https%3A%2F%2Fwww.google.com%2Fa%2Feagle.pbu.edu%2FServiceLogin%3Fservice%3Dmail%26passive%3Dtrue%26rm%3Dfalse%26continue%3Dhttps%3A%2F%2Fmail.google.com%2Fa%2Feagle.pbu.edu%2F%26bsv%3Dllya694le36z%26ss%3D1%26ltmpl%3Ddefault%26ltmplcache%3D2%26from%3Dlogin) –

Students are provided with a Cairn University email account via Google Apps. The Cairn Gmail account is the primary means for communicating University information about your program, courses, registration, class cancellation or other important announcements. Students should check email daily. The account username and password are used for all University web-based applications. To activate an email account and obtain your username, simply go to <http://selfservice.cairn.edu>

* Click on the Student/Alumni Password Change link on the left side of the screen
* Follow the prompts to assign a password and derive your username

Login with your new username and password at <http://gmail.cairn.edu>

([**Self-Service**](https://selfservice.cairn.edu/SelfService/Home.aspx)) – Students are provided secure, real-time access to academic and financial information via the Self-Service web application. Access to class schedules, grades, online registration, and financial activity are just a few of the many options available at ([**https://selfservice.cairn.edu**](https://selfservice.cairn.edu/SelfService/Home.aspx)).

([**Intranet**](https://intranet.cairn.edu)) – The University Intranet provides community information specifically directed to the student population, including academic announcements, forms, policies, events and more. Visit ([**http://intranet.cairn.edu**](https://intranet.cairn.edu)).

([**Internet**](http://www.google.com/)) – Students may access the Internet via the University’s wireless network. Hotspots are located throughout all buildings on campus. To activate a wireless connection, be sure the wireless adaptor in the computer is activated and connect to the Cairn-Internet wireless network.  
  
([**eLearning**](https://elearning.cairn.edu/login/index.php)) – Online course management is provided by the eLearning web application. Instructors may use eLearning to produce online courses in conjunction with traditional classroom instruction. Students may be required to retrieve course material and/or submit assignments via eLearning at ([**http://elearning.cairn.edu**](https://elearning.cairn.edu/login/index.php)).

([**Library Resources**](http://library.cairn.edu/)) – Students are provided access to the online library catalog, course reserves and research databases at ([**http://library.cairn.edu**](http://library.cairn.edu/)). Certain resources will require additional authentication; enter your name and 14-digit barcode as it appears on your student identification card.  
  
([**University Website**](http://cairn.edu/index.cfm)) – Students are typically familiar with the University website prior to enrollment. In addition to supporting prospective students, the website provides information and resources for current students. The University website can be accessed at ([**http://cairn.edu**](http://cairn.edu/index.cfm)).

**University Computers**

Students may use University computers that are located in the Student Lounge, the central lounge in Heritage Hall, and the Computer Labs in the Masland Library. Please be mindful of others who may be waiting to use this equipment during peak periods.

**Student Print/Copy Allowance**

Students are provided a per-term print/copy allowance to assist with academic requirements. The student’s identification card provides secure access to print/copy jobs, and printing to on-campus equipment may be initiated either in a computer lab or from any location with Internet connectivity. WebPrint tutorials are available on the University’s Intranet.

**Technology Awareness**

The extent of today’s use of technology is unprecedented. It is, therefore, important for each student to understand the benefits and hazards of using networked technology. While the academic application of technology is subjected to numerous safeguards, the social use of technology has the potential for vulnerability. Students are expected to exercise good judgment in all areas of life, and one must be especially careful when sharing personal information on any system (e.g. Internet) that communicates beyond the immediate, personal computer.

* Protect your password; use a unique combination of letters and characters.
* Protect your social security number and birth date. Do not provide this information to web sites or in online communication.
* Protect your computer with reputable anti-virus software.
* Protect your computer by restricting Internet downloads. Do not install any application that contains a Peer-to-Peer (P2P) architecture.
* Downloading and distributing copyrighted material is a legal infringement, unless express permission is granted by the copyright holder.
* Backup your data; use a USB flash drive or free online service to safeguard your data.

**Use of Social Media and University Technology**

Cairn University supports the use of social media by its students as a way to facilitate communication.  However, social media tools, uses, and challenges are evolving rapidly.  Blogs, social networks, and web sites such as Wikipedia, Facebook, Flickr, Twitter, Blogger, and YouTube, etc. are exciting new channels for you to share knowledge, express your creativity, and connect with others who share your interests.  However, students should be aware of the content that they are uploading online.  Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to Cairn. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or injurious or objectionable, as well as behavior inconsistent with Cairn’s Community Life Covenant, is unacceptable and may result in a disciplinary response from the University.  Students are granted access to a broad base of technology applications.  As a member of the University community, the student exercises the rights, privileges and responsibilities of conduct that conform to the Community Life Covenant and the policies set forth by the University.  Impropriety may result in the curtailment of technology privileges and/or disciplinary sanctions.

Further, please be reminded that how we use the particular forms of technology mentioned above is telling of our Christian character within our University. Fundamentally, as is noted within the Community Covenant, the University expects that students understand that technology is a privilege and not a right. As students use technology and the network at Cairn, the University expects they will do so in ways that are not only lawful and ethical but responsible and courteous as well. That requires respect be given to the principles maintained with our Community Covenant. Consequently, inappropriate use of university technology, including, but not limited to: Cairn’s network, email, internet services, etc. may result in disciplinary sanctions.

**Emergency Contact Information**

Students are encouraged to provide emergency contact information to allow University systems to alert subscribed students in the event of an emergency, school closing or class cancellation. Students may subscribe at ([**https://intranet.cairn.edu/emergency\_contact/view**](https://intranet.cairn.edu/emergency_contact/view)**).**

**Student Communication**

The University wants you to feel connected to the community at all times. The University will utilize the following procedures in order to make students aware of vital information:

* Email and the intranet are the primary resources for the University to communicate daily announcements to students.
* Students wishing to make announcements to the University family via email should submit them to the office coordinator in Student Life at ([**studentlife@cairn.edu**](mailto:studentlife@cairn.edu)). All email/notices are subject to editing by Student Life, who also reserves the right to limit the number of notices per event.
* Bulletin boards and plastic sign holders are provided for signs, posters, and advertisements. Advertising for events should not be posted on doors, windows or walls. All notices and posters for designated display areas need to be approved and signed by a Student Life staff member before being placed in the proper area. Misplaced or unauthorized announcements will be removed.

**Technology Services Support**

Technology Services provides support for student computing needs. If a computer-related issue is encountered, students may either send an email to [ts@cairn.edu](http://cairn.edu/contact/index.cfm?recipEmail=ts@pbu.edu&recipName=Technical%20Services&subject=Work%20Order) or call the Technology Services Help Center at (215) 702-4554. Office hours are daily from 8:00 A.M. through 5:00 P.M.; however, Technology Services personnel are on call 24/7 for urgent technical issues. A live chat feature is also available from 8:00 a.m. through 11:00 p.m. (Monday through Saturday) by clicking on the green “Live Help” button on Self-Service and eLearning. Support is provided in the following areas.

* On-campus wireless connectivity.
* Issues related to University technology applications; Email, Self-Service, eLearning, Intranet, Internet, Library Resources and the University Website.

Diagnostics and recommendations related to student-owned computers.

## 

## Facilities

Students are asked to help maintain a quiet atmosphere conducive to instruction in the classroom, business, and office areas. Student cooperation is needed in maintaining the cleanliness and orderliness of University facilities. The simple act of placing trash in the appropriate containers will make a difference. Any damage to public areas in any University building should be reported to the Campus Services Office during business hours or the security guard on duty after business hours. This also includes custodial services-type matters such as food or drink spills.

**Reservation of Facilities**

The number, variety, and overlap of events requiring facility reservations occurring on the University’s campus significantly increases each year. Consequently, in order to maximize the success of coordinating these events and enhance our ability to efficiently and effectively meet staff, faculty, and student needs it is important to properly and promptly reserve your desired facilities.

Consequently, any event or activity must be approved through the Campus Events and Facilities Coordinator by filling out and submitting a “Campus Event Scheduling Form” (obtain this form in the Office of Student Life) one month before the event will be scheduled and rooms may be reserved. Keep in mind that reservations will be made based on the availability of space and the nature of the activity. Room reservations for semester-year activities (e.g. Senate meetings) must be re-requested, or reconfirmed, at the beginning of each semester. Special room configuration or seating arrangements, as well as all technology needs, may be made through Campus Services and Technology Services, respectively, once an event is confirmed. Minor room changes may be made by the reserving party as long as the room or area is restored to its original set-up and cleanliness.

**Accessibility**

***Disabled Students*** The facilities of Cairn University conform to Section 504 of the Rehabilitation Act of 1973 regarding provisions for the disabled in existing buildings. All locations within the Main Education Building, the Biblical Learning Center, and Mason Activity Center are accessible to disabled students by way of service elevators. Designated male and female residences also have appropriate accommodations for the disabled. The Library has Bibles in Braille and listening facilities for the blind. A branch of the Bucks County Library especially designed for the disabled is located within one mile of the University. Every effort to accommodate disabled students is made by all faculty and staff through the coordinator of the Academic Resource Center.

***Building Use and Closure Times*** Many of our buildings are open for you to use from the early morning through late night. Actual hours of closure are posted below and are subject to change. Students must arrange for permission to use a facility after the normal operating hours. Forced entry into a building or facility will be viewed as criminal behavior and may result in criminal prosecution and/or disciplinary sanctions.

Students who need access to an office when a faculty or staff member is not present should make the necessary arrangements with the person involved. Maintenance, housekeeping, and security staff members are not permitted to provide entrance without written authorization.

***Building Hours***

|  |  |  |
| --- | --- | --- |
| Smith Administration Building | Monday through Saturday | 6:00 a.m. - 11:00 p.m. |
| Sunday  *Library and Student Lounge only* | 12:00 p.m. - 11:00 p.m. |
| Biblical Learning Center | Monday through Friday | 6:00 a.m. - 10:00 p.m. |
| Saturday | 7:00 a.m. - 8:00 p.m. |
| Sunday | CLOSED |
| Music Building | Monday through Sunday | 6:45 a.m. - 1:00 a.m. |
| Monday through Saturday\* | *8:00 p.m. - 1:00 a.m.* |
| Sunday\*  *\*building accessible by student or faculty ID only* | 6:00 a.m. - 1:00 a.m. |
| Mason Activity Center | Monday through Sunday | 6:00 a.m. - 1:00 a.m. |

**Campus Facilities**

***Biblical Learning Center*** The BLC is Cairn's primary classroom building. Its nineteen classrooms are equipped with SMART technology for educational purposes. The BLC also houses the Lewis Holmes Recital Hall, a conference room available for reservation, and the Connie A. Eastburn Gallery, which hosts art exhibits on a rotating basis.

***Smith Administration Building*** The majority of Cairn's offices are housed in the Smith Administration Building. Administrative offices, Student Life, Communications and Marketing, and the OASIS Counseling Center are housed in the Administrative Wing, while Admissions, Financial Aid, Business Services, the Registrar, the Schools of Liberal Arts and Sciences, Education, Divinity, and Business and Leadership, and the Departments of Christian Counseling and Social Work comprise the Educational Wing of the building. The two wings are joined by the Stearns Mission Center lobby and Chatlos Chapel.

***Masland Library*** The Masland Library supports the institutional mission and objectives of the University by providing access to information, materials, and services that are integral to the instructional, research, and community service activities of the University. The library provides a varied collection of research materials, circulating books, CDs, DVDs, and online databases. The online databases and the library catalog can be found at ([**library.cairn.edu**](http://library.cairn.edu/)); you will need your student ID to access the online databases from off-campus. Also housed within the library are 2 computer labs and a curriculum lab.  
  
Books and other materials may be checked out according to library procedures and policies, which are posted on the library’s website. Reserve materials are available within the library for a two-hour loan. They may also be checked out one hour before closing time and are due back in the library by 10:00 a.m. the next morning. Overdue reserve materials will result in a charge of $0.25 per hour. Overdue circulating materials will result in a charge of $0.10 per day. The maximum overdue fine is $5.00 per item. Unreturned, damaged, and lost materials will be replaced at a minimum cost of $50.00 plus an additional $15.00 processing fee. Students can renew items online via the library website.  
  
Regular library hours, as well as any changes to library hours, are posted outside the library entrance and are also available on the library website. Up-to-date information on the library’s hours, policies, and services can be found on the library’s website.

***Music Building*** The School of Music (SM) is housed in the Music Building next to the Biblical Learning Center. Offices and classrooms are used by the SM faculty and students. Non-music students are welcome to request time in the practice rooms. Cairn is one of only a handful of evangelical colleges or universities in the United States to be designated an "All Steinway School."  This designation indicates that approximately 90 percent of all pianos are Steinway.

***Lounges and Recreational Areas*** Lounges and recreation rooms are to be regarded as places of relaxation for groups of students. Students are expected to use good taste consistent with biblical principles in using the lounge and recreational facilities. Students should clean up the lounge after each use. Items left in the lounge, Library or lobby will be temporarily placed in the “Lost and Found” closet in Student Life.  
 ***Athletic Fields*** The athletic fields exist primarily for use by the Cairn intercollegiate teams. Other individuals and groups wishing to use the athletic fields must make arrangements through the Athletic Department.  
 ***Campus Pond*** Due to concern for the safety and protection of students and visitors, swimming, wading and skating are prohibited on the pond. Fishing is permitted with the proper local and state licensure. Permission for any other use of the pond must be obtained from the Office of Student Life.  
  
***Student Lounge*** Located on the lower level of the Smith Administration Building is an area designated as a Student Lounge. This area has vending machines, microwaves, refrigerators, and tables for student use. In addition to these commodities, there is a section of the room with sofas and chairs for students to relax. The room also houses computers open to all students for email and internet use. Commuters are able to use lockers which are located outside of the Office of Student Life. You may arrange for a locker by contacting the office coordinator in Student Life. There is a nominal annual fee for lockers.

* **IF SIGNS ARE IMPROPERLY POSTED IN THE STUDENT LOUNGE, THEY MAY BE REMOVED AT ANY TIME, AND THE “POSTER” MAY LOSE POSTING PRIVILEGES.**

***Cairn Fitness Center*** The Fitness Center is designed for fitness and athletic training and recreational use by members of the Cairn community.  It offers a facility that provides a quality fitness area that services Cairn students, alumni, employees, and their spouses and dependents age 16 and above.  Although open specifically to the Cairn community, authorized non-matriculated guests may purchase an ID by paying a small annual fee to the Business Services office.   As a community-oriented facility, the rules of the Fitness Center are designed for the protection of our Fitness Center users, employees and facilities.  Please observe all posted signs and directions given by Fitness Center staff.  The Fitness Center staff are university employees, and all Fitness Center patrons are expected to comply with their requests. For more information regarding specific Fitness Center policies and procedures please contact the University's Athletic Department.

**Fitness Center Rules:**

1. Individuals must check in with a valid Cairn ID.
2. Unauthorized use of the Cairn Fitness Center is strictly prohibited.
3. Allowing access to unauthorized persons is strictly prohibited.
4. No one under the age of 16 is allowed to use the Fitness Center at any time.
5. Proper attire must be worn at all times (no halter tops, sports-bras only, half shirts, plastic or rubberized suits, cut-offs, or street clothes are allowed). Proper attire includes proper footwear (closed toe athletic shoes only; sandals, bare feet, street shoes, flats, boots, etc. are unacceptable) and shirts. Jeans, slacks, and skirts are unacceptable.
6. Physical education classes, as well as athletic teams, will have priority on all machines during scheduled class/practice time(s), which may include private use of the facility.
7. The equipment is to be used properly at all times. Any violation of abuse will result in the revocation of Fitness Center privileges.
8. Weights are to be re-racked after use.
9. Users are required to clean the machines/benches/weights after each use. Cleaning stations are available throughout the Fitness Center for your convenience.
10. Personal towels will not be supplied at any time. If you wish to use a towel while you work out you need to bring one with you.
11. No food or drinks are permitted in the Fitness Center, with the exception of water bottles and fitness drinks with closable lids.
12. At no time will an unauthorized public stereo system be allowed in the Fitness Center. However, you may bring personal listening devices (e.g., iPod) and utilize the charging stations on the aerobic equipment.
13. At no time will Fitness Center users be permitted to operate the televisions. Access to the remote will be restricted to the Fitness Center student worker at all times.
14. Yelling, abusive language, or any other behavior that disturbs other users of the Fitness Center will not be permitted.
15. Please utilize the cubbies along the wall for storing personal items. Whenever possible, users should utilize the locker rooms. Cairn is not responsible for any lost or stolen items.
16. Report any inappropriate activity, problems, or injury immediately to the Fitness Center student worker or contact the office of Student Life.

**Accessing the Fitness Center**To gain access to work out you must:

1. Present a valid Cairn ID to the front counter of the Fitness Center.
   * A valid Cairn ID is issued by the University and is operational. Any non-operational ID cards must be replaced prior to student using the Fitness Center.
   * For alumni, spouses, and dependents, the membership card is required and must be presented.
2. Scan valid Cairn ID card at front desk.
   * The Identification system will acknowledge if a user has filled out a liability form. In the event that a liability form has not been completed, it must be completed in its entirety prior to use of the Fitness Center.
3. Be wearing the proper workout attire.
   * Please refer to the Fitness Center rules and regulations above for further clarification regarding attire.

**The Cairn University Fitness Center staff reserves the right to deny access to Fitness Center users who do not follow the above policies and rules. Repeated violations of the above expectations may result in the loss of Fitness Center privileges and/or disciplinary sanctions.**

## Student Health Services

**Health Center**

The University Health Center exists to advance the health of students by providing primary health care, prevention-focused services, and learning experiences which develop health knowledge and skills. The center is staffed by a registered nurse. Hours are set according to campus needs; Monday through Friday, 8:00 a.m. to 4:30 p.m. The following services are provided:

* Outpatient nursing care and first aid to students with medical concerns.
* Over the counter medications as ordered by a physician.
* Nebulizer treatments as ordered by a physician
* Tb testing
* Flu shots
* Inpatient beds for observation during daytime hours when needed
* Blood pressure screening
* Health promotion and disease prevention information
* Weight management information
* Wellness initiatives

Referrals for health care needs that are beyond the scope of practice for Cairn University’s Health Center, such as referrals to area specialists, radiology facilities, urgent care facilities, or local emergency departments will be made by the Health Center nurse.

In order to assist our Health Center and be in compliance with health regulations, all students are required to complete a health form which documents medical history and immunization records. Students are to report any changes in health information or newly prescribed medications to the nurse for inclusion in his/her health record. Students who have not completed the health form will not be permitted to attend classes or live in the residence halls. Be aware of the following:

* Medical services are rendered for illness or accidents that occur at the University during a semester or alternate session.
* Spouses and children of students along with alumni are not eligible to receive treatment.
* Any student under the age of 18 must have a parent sign a consent and release form allowing the student to receive health services.
* Students who are on prescription medication should inform the Health Center of the medication, the dosage, and the diagnosis.
* Students who must use syringes or any other “sharps” must report this to the Health Center immediately upon arrival. Medical documentation is required. Proper disposal of this equipment must be maintained. A disposal container must be arranged through the nurse. Students must deliver containers back to the nurse upon completion or in order to exchange containers.
* The Health Center does not dispense prescription medications.

There are occasions when a medical condition may prohibit you from attending classes, living in the residence halls, or being on campus. Any outbreak of Chicken Pox, Measles or Mumps will bring about immediate care and isolation issues. There are scenarios when you might be required to leave and other scenarios when you would be quarantined and not permitted to leave or travel.

Students will be evaluated on an individual case by case basis in the event that a medical condition interrupts the semester. When possible, the University will work with you and your professors to allow additional time to get work accomplished. There may be scenarios when the best course of action will be for you to withdraw from the university for the semester until your health is stabilized.

**After-hours Health Related Issues**

Health situations that develop during non-office hours can be addressed through resident life personnel or the Office of Safety and Security. Life-threatening medical emergencies should be handled by dialing 9-1-1, the Office of Safety and Security at 215.702.4350, and the responsible Student Life staff.

**OASIS Counseling Center**

Our counseling center is responsible for providing personal, spiritual and emotional care to students. These services are provided at no cost to the student. Counselors are prepared to help you work with a wide range of issues including anxiety, depression, body image, eating disorders, relationship counseling, pre-marital counseling, family conflict, adjustments to college, and many more areas. Most of the resources of the center are focused on individual counseling needs.

The mission of OASIS is to provide care, support and guidance for the emotional, spiritual, social, and psychological growth and well-being of the students of the University.

* The OASIS Center is a safe place where students can seek assistance in the challenging circumstances of life.
* OASIS Center staff will provide professional guidance that is biblically centered, designed to support the students and morally responsible before God.
* All conversations with OASIS Center Staff are kept in strictest confidence as defined by the American Association of Christian Counseling Code of Ethics and the Commonwealth of Pennsylvania.
* The ultimate goal of the OASIS Center is to assist all Cairn students along the path of growth and sanctification, making each student better prepared to live out God's calling upon their life.
* The OASIS Center will strive to assist the student to the limit of their abilities and expertise. When the needs of the student exceed the limits of the counseling staff, partnerships with both internal University services and qualified external resources will be explored.

You can make an appointment by stopping in at the Center located on the first floor of the Smith Building. For more information call 215.702.4224 or email ([**oasis@cairn.edu**](mailto:oasis@cairn.edu)).

## Food Services

***Food Service Venues*** Pioneer College Caterers offers a variety of dining options to Cairn students. The Furman Dining Commons and The Café is located on the upper level of the Mason Activity Center. The Café is a coffee-house-style gathering place for students, providing mixed coffee drinks, hot and cold beverages, snack selections, and fast food meals. A coffee stand, located in the Biblical Learning Center second floor lounge, offers beverages, snacks, and Seattle’s Best coffee on Monday, Tuesday, and Thursday evenings.

***Hours of Service***

**Fall and Spring Cafeteria Hours**

The cafeteria is open from 7:15 a.m. until 7:00 p.m. Monday through Friday. Full cafeteria offerings are available during traditional breakfast, lunch, and dinner hours. More information can be found at ([**http://www.cairn.edu/life/dining**](http://www.cairn.edu/life/dining)) or on the intranet.

**Summer Cafeteria Hours**

The cafeteria offers lunch throughout the summer. Contact the cafeteria at 215.702.4257 for summer hours or information.

**Highlander Café Hours**

The Highlander Café is open during the spring and fall semesters as follows:

Grille: Monday – Friday 11:00 a.m. – 9:00 p.m.

Café: Monday – Friday 9:00 a.m. – 9:30 p.m.

Additional hours may be scheduled for special events.

***Payment Options*** Cafeteria meals for students are priced as follows: Breakfast - $4.75; Lunch - $5.75; Dinner - $6.50. Highlander Café items are priced a la carte.

Students may pay with cash or with Flex $$. Flex $$ can be purchased from the cashier in the Business Services Office and are spent by presenting your University ID. Purchased Flex $$ will carry over from semester to semester, and from academic year to academic year, until the student graduates or withdraws from the University at which time the balance is non-refundable.

***Food Service Procedures***

**Flex $$**Members of the University community may purchase Flex $$ which can be spent like cash in the cafeteria and the Café. You may purchase $50.00 in Flex $$ for $44.00 or $25.00 in Flex $$ for $22.00 (a 12% discount) from the University Cashier in the Business Services Office.

**Green on the Go**   
The “Green on the Go” containers are available to use for takeout meals in both the Furman Dining Commons and the Highlander Café. These “green” friendly containers are provided to students in the event that they are unable to eat in the cafeteria. The cost of the container is a $5 deposit which will be refunded at the end of the semester when a student returns either a “Green on the Go” card or the complete “Green on the Go” take out container (which includes the container, a fork, knife, and spoon). This container can be purchased at the register in either the Furman Dining Commons or the Highlander Café.

## Other Student Services

**Mail Service**

Degree Completion students will receive most of their graded papers, exams, or other assignments through the University’s class page system. After the semester has concluded and in other special cases, papers may be mailed to the student in a self-addressed stamped envelope provided by the student.

Permission must be obtained from the Office of Student Life before any advertising or promotional material may be distributed in mailboxes.

Changes in home address, email address, or telephone number should be reported to the Office of Degree Completion and the Registrar’s Office.

**Cairn Campus Store**

The Cairn Campus Store serves the needs of the campus community and offers trade books, clothing gifts, snacks and other items.

Textbook services are provided through Tree of Life Books.  Their Textbook Butler Program is a textbook fulfillment system designed to provide convenience and cost savings to students.  **First time students are automatically opted in to participate in the program, and will receive all required textbooks based upon their registration for the semester**.  Tree of Life will do the shopping for the student by locating and providing all the required textbooks.  The student will not have to shop or order each individual textbook; but will have the choice to either rent new or used books, or to purchase new or used books. If you do not wish to participate in the Textbook Butler program, you must opt out when you register for your classes.

**Copy Services**

A copy machine is available in the Masland Library. Students are not to use the machines in office areas without permission from the appropriate supervisor.

**Lockers**

Lockers are available to a limited number of students for a nominal annual fee through the Office of Student Life.

**Lost and Found**

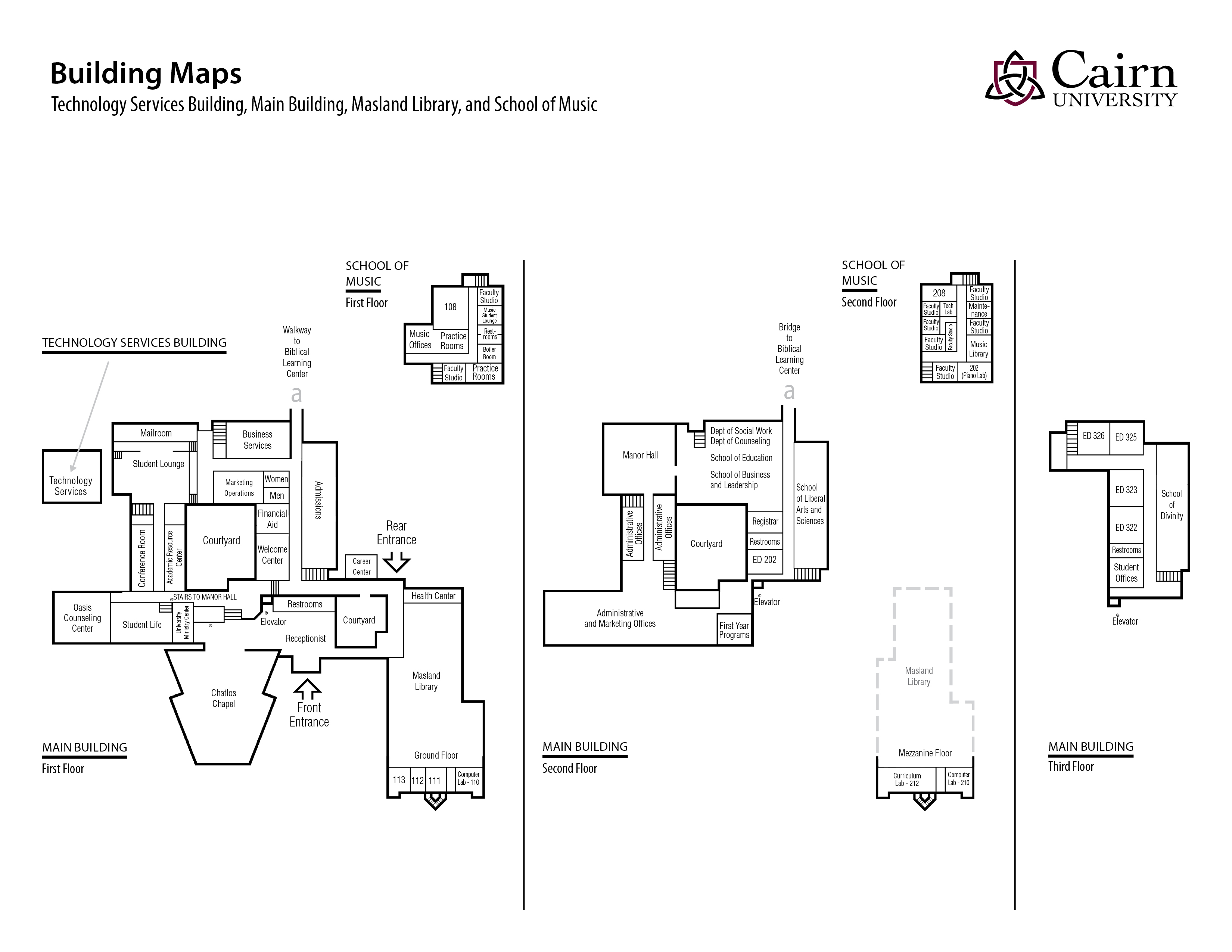
A lost and found area is maintained by the Office of Student Life. Unclaimed articles left in lounges, halls or classrooms will be taken to that office.

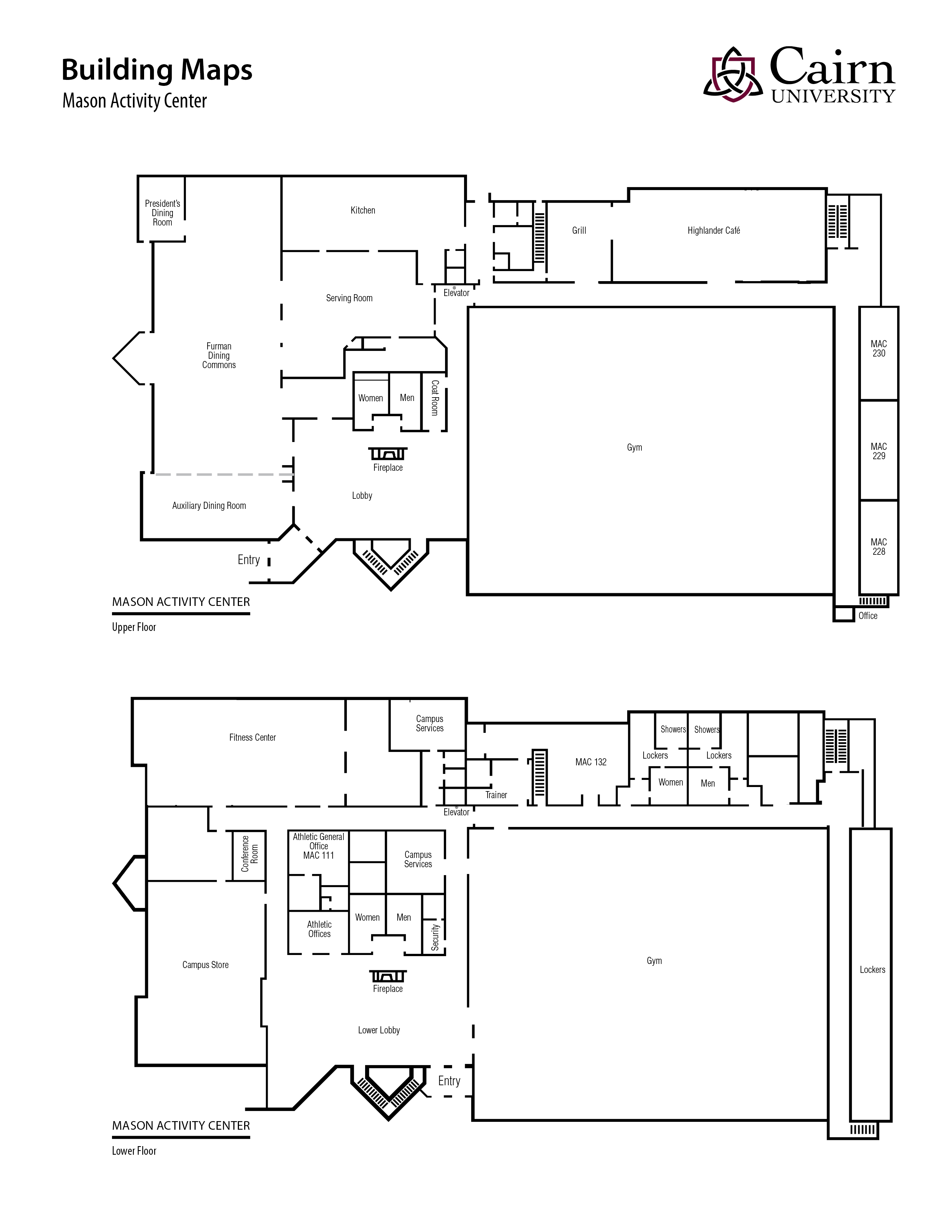
# Contact Information for Degree Completion

**Departments and Services**

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| Contact information for Degree Completion Student Services can be found on page 1 | University Health Center  Smith Administration Building  Alison Kikendall, Nurse  akikendall@cairn.edu  215.702.4334 |
| Admissions Office  Smith Administration Building (1st Floor)  degree.completion@cairn.edu  800-423-8262  Business Services Office  Smith Administration Building (Rm. 123)  B.J. Brown, Student Acc. Counselor  bbrown@cairn.edu  215.702.4522 | Masland Library  Smith Administration Building  library@cairn.edu  215.702.4370  Student Life Department  Smith Administration Building, (AD100)  studentlife@cairn.edu  215.702.4213 |
| Counseling Center (OASIS)  Smith Administration Building (1st Floor)  oasis@cairn.edu  215.702.4224 | Cairn Campus Store  Mason Activity Center (Lower Level)  bookstore@cairn.edu  215.702.4300 |
| Financial Aid  Smith Administration Building (Rm. 115)  financial.aid@cairn.edu  215.702.4246 | Registrar’s Office  Smith Administration Building (Rm. 215)  registrar@cairn.edu  215.702.4293 |

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