

Cairn Online Undergraduate Student Handbook



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Welcome to Cairn University!

Cairn faculty, staff and administration are pleased to have you embark upon one of the most memorable experiences of your life. As a biblical university we have intentionally and strategically designed your educational experience to provide you with the best of academic, faith, and community experiences. Our hope is that you will embrace an education that shapes and strengthens your faith, prepares you for vocation and service, and unites you into a lifelong process of learning within community. Whether you are an online student part time or full time, you will want to know how to find your path on this journey and what to expect along the way. This handbook has been written so that you might have a resource for the expectations and logistical details of the Cairn experience.

We understand that you will not be committing the contents of this handbook to memory, yet we hope that you will reference it as needed. An even more appropriate resource is the staff in the Office of Student Life. This group of Student Life professionals is dedicated to providing you with the direction, guidance, and resources to complete your degree and make your time with us dynamic. We urge you to read through the policies, protocols and expectations found within this handbook and embrace the opportunity to walk a different path at Cairn University. Make the most of your Cairn experience by being a part of the life of the campus and greater regional community. You have selected to come to an institution which will invest into you if you allow that opportunity. Welcome to Cairn.

Sincerely,

Andrew Gordon,
Dean of Students

Cairn University 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."

Student Life Philosophy and Core Values

The philosophical role of Student Life in fulfilling the university's mission is to support and facilitate the student's growth and development through co-curricular experiences which **enhance** the corporate and individual student educational experience; **assist** in the holistic development of each student, and **promote** engagement inside and outside the university.

- **Enhance** and support the educational experience, student success and life planning through varied student experiences and programs with an eye on retention and completion.
- **Assist** in the total development of each student; which includes focusing on their intellectual, emotional, spiritual, social, and moral growth as men and women of character (Col. 1:28).
- **Promote** a desire for students to serve Christ in the Cairn community, the local church, local communities, and throughout the world (1 Pet. 4:10-11; Col. 3:23-24).

Student Life is the purposeful efforts of university personnel to create a community of learners that embodies progress towards spiritual maturation, the practice of intellectual development, and the implementation of professionally competent service. The building of this community is not incidental, but a planned incremental outcome that demonstrates core values of Student Life. **These core values are:**

Structured **Orientation** to the University and the Community:

Successful orientation to the university is the best retention tool and a significant gateway to quality student learning. Through orientation events, Student Life provides every student with an understanding of the expectations of university and community living. We strive to create a first year experience that will nurture students in planned incremental stages throughout the first collegiate year as a path towards retention and graduation.

Intentional **Spiritual Formation** in All Students:

The entire educational experience at Cairn is designed to be a cohesive program that fosters spiritual formation. Classes, chapels and student ministries create a foundation for personal growth. Student Life strives to provide experiences and activities where students can build on that foundation both in our local community and in society at large.

Training Students to Embrace **Community**:

Through the Community Life Covenant and the Student Handbook, the university establishes expectations for community living. When standards are violated or not

recognized by a student, the Student Life staff will approach the student with dignity and love. Students will be mentored, challenged, given accountability, lifted up in prayer, and sanctioned when necessary.

Framework of **Intellectual Development** and Support:

Cairn is an educational institution where teaching and learning are core components of the overall degree programs. Student Life has a responsibility to support the development of scholarly habits, a studious environment, integrity of learning, and academic support services that give all students the tools to learn.

Development of **Service** and Leadership:

In the online modality, this looks like encouraging students to participate in ministry opportunities. Students are required to complete a defined number of ministry experiences (see www.cairn.edu/umc). Student Life personnel as well as Academic Advisors are available to help the Cairn Online student navigate this expectation.

Competent and Responsible **Student Care**:

The Office of Student Life recognizes that, for most students, this is the first occasion for life apart from family care. Cairn Online provides care through academic, health, and counseling services. Care has many facets and must be designed with the entire student body in mind, yet with a focus on specialized needs of groups of distinct learners.

Dynamic and Robust University Life through **Programs**:

Community Life at Cairn is a dynamic part of the university experience. Intentional programming will be done within each division and component of Student Life so that students can experience the joy of a digital campus community, socializing with one another and connecting to the greater community.

The University Experience Ought to be **Fun**:

The professional development of students dictates the development of good work habits and time spent in study. At the same time, Cairn is committed to comprehensive student development which recognizes the unique bond that the university experience will bring about. Students are provided with events and activities that foster fun, friendship, fellowship, and community.

Orientation

The Office of Student Life provides every student with an understanding of the expectations of university and community living.

Undergraduate students begin their university experience with new student orientation and continue with the course “Life Management.” Each academic year brings successive initiatives that prepare and acclimate the student for success at Cairn.

Your Cairn experience will begin with several events designed to quickly make you familiar with the university and make you part of our community. You will find that the university student life experience will be more enjoyable as you embrace the culture of the community. Orientation begins on your first day and will continue throughout the years that you are a student. As each year commences, there are new expectations, therefore the university plans on orientation being a commitment during the entire time frame of enrollment.

Student Online Orientation

Extensive orientation materials for Cairn Online are available in the [Student Orientation module](#) on eLearning.

First Year Experience

The success of Cairn students is not measured solely by the receiving of a diploma, but by their ability to integrate living and learning within a biblical framework. To help equip students at the beginning of their enrollment, a mandatory course (INT 010) within the core curriculum has been designed to encourage acclimation and connection within the Cairn community. This course allows undergraduate students to continue the orientation to the University by seeing that the pursuit of knowledge is not done apart from the walk of the believer.

[Pathway Center](#)

The Pathway Center places reflection at the center of its interactions with students. Starting in their freshman year, students are asked to consider “Who am I?” and “What is my purpose, passion and calling?” The Pathway Center emphasizes this personal development process early on. Starting with the first day freshmen begin orientation activities, students learn about the process and the importance of utilizing their entire college experience – and not waiting until their senior year—to position themselves well to thrive personally and professionally after college. The Pathway Center encourages students to engage in their own personal development, and to understand the importance of assessing and knowing their own interests, values, beliefs, personality, strengths and goals.

The Pathway Center works to develop guided career pathways to assist inquiring students in navigating the path from college into different professional fields and industries. These guided pathways are designed to bridge the gap between academic majors and careers by providing a roadmap of classes, extracurricular activities, resources and alumni connections to help students achieve their goals. The Pathway Center works in collaboration with faculty and Cairn’s Office of Alumni Relations to facilitate connections between current students and alumni, with the aim of fostering professional mentoring, and professional networking. You can schedule an online consultation by emailing pathwaycenter@cairn.edu.

Spiritual Formation

As God transforms your heart and your mind, spiritual maturation comes in part from the intentional spiritual formation that marks your life. During your time of study at the University, our desire is that you experience spiritual maturation as a result of a well-rounded and purposeful approach. Your classes will expose you to the great wisdom of the Bible that you will be able to integrate into your life. Further, you will be given the opportunity to be actively involved in building your relationship with God through service within your community. This blend of knowledge and service helps to forge a strong Christian character. While spiritual maturation is not a by-product of receiving a Cairn diploma, our desire is to provide you with perspective on how to better serve Christ in the church, society, and the world as biblically minded, professionally competent men and women of character (Rom. 12:2).

University Ministry Center

A crucial department in the intentional design of spiritual formation is the University Ministry Center. The purpose of the University Ministry Center is to develop men and women of character by providing opportunities for personal, spiritual, and professional growth through chapel services and ministry experiences which enable students to serve Christ in the church, society, and the world. You can learn more about the University Ministry Center at www.cairn.edu/umc.

Chapel

Chapel at Cairn University exists to provide an expression of our worship and identity as an academic community of believers with a deep commitment to Christ as we live out the mission of the university. Chapels provide opportunities for the development of a personal and communal biblical worldview by teaching Scripture, addressing issues related to Christian living, and experiencing corporate worship.

Cairn Online students are not expected to attend chapel on campus. However, you can click [HERE](#) to listen to some of our archived chapel messages.

Local Church Involvement

Cairn University is committed to the local church. Involvement in a local church is an integral element of our academic vision and central to accomplishing the mission of the University. The local church is a body of professing believers organized to do the work of God. It is the local manifestation of the universal church of which Christ is the Head and Builder. To be involved with a local church is to be involved in God's work on earth. The local church is the ideal place for personal spiritual growth and equipping for ministry. Ephesians 4:11-16 outlines a biblical philosophy of ministry which includes leaders who equip others for "the work of service" and "the building up of the body of Christ." Every person in this body has a unique and vital role which contributes to the growth and health of the whole body. How God works through the diversity and uniqueness of the body parts is developed in 1 Corinthians 12. In a local church, each member has an opportunity to exercise his/her "divine design" (personality, spiritual and natural gifts, passions, etc.) to help that local body grow. This involvement also results in

personal spiritual growth as individual members minister to each other. Therefore, students are expected to attend a local church regularly (Heb. 10:23-25).

Student Ministry and Service

Cairn Online undergraduate students are required to participate in student ministry and service opportunities during their enrollment. This program is designed to integrate class experience with church related and professional experience, providing students an opportunity to grow personally, spiritually, and professionally through practical experiences. The University Ministry Center coordinates this program, assists students in record keeping, and can assist with suggested churches and ministry organizations (1 Tim 4:12; 1 Pet. 4:10-11).

Student Ministry and Service Criteria

A student must have a mentor or advisor (non-student) to oversee the ministry/service experience and adhere to the guidelines of the ministry/service covenant.

A student's ministry/service must meet one or more of the following criteria:

- Serving in a church setting.
- Serving in an organization that supports the church.
- Serving in an organization that meets the needs of people in a local community (Ex. Habitat for Humanity, Choice One, nursing home).
- Participating on a mission trip team (at least seven days long).
- Volunteering in a professional setting that utilizes and enhances what students are learning in their curricular program.
- Participating in Cairn University organizations, activities, office settings, leadership capacities in which you serve the community at Cairn and/or potentially the community at large, by utilizing a combination of professional skills and spiritual gifts and by modeling the Christian faith.

Student Ministry Requirements

- Full time undergraduate students enrolled in a bachelor's degree must satisfactorily register and complete six (6) ministry/service experiences and receive a satisfactory evaluation from a mentor in order to graduate from Cairn. (Associate's degree students must register for and successfully complete three (3) ministry/service experiences.)
- Transfer and part time students will have the number of required ministry/service credits reduced in coordination with course credits transferred into Cairn.

Credit hours Transferred into Cairn	Student Ministry Credit Reduction
12-18	1
19-36	2
37-52+	3

- A minimum of two (2) ministry/service credits are to be completed in a local church setting. Exceptions to this expectation are rare and are only granted when an extenuating circumstance prevented some aspect of ministry to a local church.

- Students may be involved in ministry/service experiences during the fall, spring, or summer term.
- A Ministry/Service Registration Form and Mentor Evaluation Form must be submitted by the due date for each ministry experience in order to receive a satisfactory grade and credit.
- Many organizations outside of Cairn will require additional clearances and screenings before allowing students to work with minors. The costs of those clearances are the responsibility of the student.

Reporting Procedures

- Student Ministry/Service experiences are arranged through and approved by the University Ministry Center.
- Students will submit an online signed Registration Form in the fall and spring by the due date assigned by the University Ministry Center (September 30 and February 15).
- A \$25 late fee will be assessed by the registrar for seniors in their graduating semester who hand in late paperwork for previously accomplished ministries.
- Students will submit a signed Registration Form by May 30 for a summer ministry.
- Registration Forms will not be accepted after the due dates for each term.

Grading Procedures

- Students will be assessed by their ministry/service mentor and a grade of S or U will be recorded on the student's academic transcript.
- No grade will be recorded if the mentor's evaluation of the student's ministry/service is not returned. This grade will be changed when the Mentor Evaluation Form is received.
- Updates will be provided for students to keep track of how many ministry/service experiences they have successfully completed.
- Students may not graduate until all six (6) ministry/service experiences are successfully completed (Exceptions will be made for transfer and part time students that do not have six (6) full time semesters at Cairn).

Living in Community

Through the Community Life Covenant and the Student Handbook, the University establishes expectations for community living. When standards are violated or not respected by a student, Student Life staff will approach the student with dignity, respect, and love. Students will be mentored, challenged, lifted up in prayer, and when necessary sanctioned as part of learning and accountability (Matt 18:15-17).

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 (Prov. 27:17; John 15:12-13; 1 Cor. 24b-26).

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, even in the online modality, 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 (Rom. 14:17-18).

Undergraduate Student Standards of Conduct

The following standards, unless otherwise noted, apply to all university students while enrolled at Cairn University. These standards are established on the basis 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.

- All Cairn students are subject to the responsibility of academic integrity which demands honesty, ownership, and giving credit to the proper sources (Ex. 20:15; Prov. 12:22; Rom. 13:7).
- Hazing is classified as a crime by the Commonwealth of Pennsylvania, and 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, and/or personal embarrassment, loss of dignity, emotional trauma, and/or mental duress (Matt. 7:12; 1 Pet. 2:17).

- Harassment or discrimination against others on the basis of race, national origin, age, sex, or handicap is not tolerated. Intimidation and violence through words or action are prohibited. This includes but is not limited to threats, verbal attacks, vandalism, stalking, domestic violence, cyber bullying, and other acts of hatred involving physical attack or sexual misconduct (Col 3:1-5; Col 3:11).
- All students are to be highly selective in their choices of entertainment and recreation, including television, videos, movies, theater, dancing, sports, reading materials, music, video games, web postings, and file downloads. Biblical standards and discernment, especially in reference to worldly values, profanity, violence, immorality, sexuality, and nudity should serve as guidelines in making personal decisions in these areas. Pornographic materials, including electronic media and sexually explicit internet sites and chatrooms are not to be viewed, possessed, distributed, or transmitted on or away from campus. Students are to refrain from gambling, including sports gambling and attending casinos (Rom. 12:2; Col. 3:5; Phil. 4:8).
- Cairn University affirms the biblical teachings that a sexual relationship is intended only within a heterosexual marriage of husband and wife. All students are to abstain from any type of sexual activity or immoral relationship outside of the marriage of a man and a woman (Gen. 1:27; Rom. 1:27; Gal. 5:19-21; 1 Thess. 4:3-8; Heb. 13:4).
- Undergraduate students under the legal age for alcohol consumption in Pennsylvania (21) may not possess, use, or distribute alcoholic beverages, on or away from campus. Cairn is an alcohol free campus. Students of legal age may consume alcohol in a responsible and appropriate way, but are not permitted to do so on campus or when participating in University sponsored activities. In keeping with Biblical prohibitions concerning the abuse of alcohol (Eph. 5:18; Gal. 5:21), students are to abstain from excessive consumption of alcohol. The University reserves the right to confront and sanction students who exhibit self-destructive patterns, excessive abuse, or misuse of alcohol. Likewise, following Pauline principles of Christian discipleship, students are expected to be conscientious of, and show deference to, others in the Cairn community who are abstaining from alcohol (Rom. 14; 1 Cor. 8-18).
- Tobacco, marijuana, electronic cigarettes (e-cigarettes), or other recreational vaporizers, illegal drugs, including illegally obtained prescription drugs are prohibited on the Cairn campus. Students may not possess, use, or distribute illegal drugs, including illegally obtained prescription drugs and similar elements, on or away from campus. All state and federal laws concerning these are to be strictly observed. 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 (Romans 13:1-2).

Statement on Human Sexuality

Cairn University is a Christian university community, embracing both the authority of the Old and New Testament scriptures as God’s Word, and the historic orthodox Christian understanding of marriage and human sexuality. As such, we hold that the behavioral expression of human

sexuality is intended only to take place within the covenant of marriage between a man and a woman. We also believe that gender is part of the order of God's creation from the beginning and that humans are created male and female and that both are very good in God's eyes. We seek to honor God by cultivating a community that reflects these biblical commitments and upholds biblical standards related to gender and sexual behavior.

Our foundational biblical commitments are:

1. Human beings – male and female – are created as gendered beings. The goodness of these distinctions is explicitly affirmed by God (Gen 1:27, 1:31).
2. Marriage between a man and a woman is a gift from God, with many benefits and with great spiritual significance. Sexual intimacy is to take place only within the marriage covenant, made between a man and a woman. This is affirmed throughout the Bible, and reaffirmed by the Lord Jesus Christ (Gen 2:18, 21-24; Matt 19:4-9; Eph 5:32; Hebrews 13:4).
3. Followers of Jesus Christ are to remain celibate outside the bonds of marriage (1 Cor 6:13, 18-20; Heb 13:4).
4. Scripture expressly forbids certain sexual behaviors, including, but not limited to: fornication, adultery, incest, and homosexual acts (Ex 20:14; Lev 18:7-23, 20:10-21; Matt 5:27-28; Rom 1:20-27; 1 Cor 6:9; Gal 5:19; Eph 4:17-19; Col 3:5).

Cairn University is committed to following the Lord Jesus Christ in all areas of community life. This means that, in addition to pledging ourselves to the preceding biblical principles of sexual fidelity, we also are committed to being a community governed by love of all people, a community of grace, and a place that allows for repentance and redemption.

Commitment to Sexual Purity

Cairn University is committed to relationships that are sexually pure in keeping with our Statement on Human Sexuality. Keeping relationships pure is the responsibility of all students, faculty, and staff. Conduct between members of the community should be respectful and conform to biblical standards. To avoid morally compromising situations, students are to limit physical contact. Inappropriate displays of public affection are not to be seen on campus. 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 (1 Thess. 4:3-8; Heb. 13:4).

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

obedience to God and His scripture.

Dancing

Knowing that the evangelical community has diverse opinions on dance, Cairn University encourages students to use discernment regarding participation in dance off campus. It is recognized that within our culture there are many examples of dance that are used in a dignified manner for artistic expression, athletic competition, worship, choreography in musicals and dramatic productions, and in celebrations. However, there are many examples of social dancing which are immodest and not in good taste for followers of Christ.

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 Christ-centered academic community dedicated to developing professional character and competency in students. As such, we establish expectations of dress to which all students can adhere and which are conducive to an academic setting.

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 other-centeredness of a Christian community.
- Professionalism in the context of being a student at Cairn should reflect a level of seriousness, intentionality, and purpose including the student's willingness to abide by standards that have been established for a particular setting, community, or entity.

The standards of modesty at Cairn University are established to be an outward expression of a heart that acknowledges that care should be taken in the selection of clothing in order to be presentable in the community at large. The biblical expectation of modesty is that the conduct of both men and women serves to enhance rather than detract from the reputation of the Gospel (Rom. 12:2; Rom 14:13-19). Therefore, students are encouraged to exemplify servant attitudes toward Christ and other people in their appearance (Phil. 2:3-5). Cairn students should dress modestly and professionally and with an understanding that clothing should be appropriate, presentable, and not attention seeking.

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 hearts - a desire to adorn the Gospel by living with humility in attitude, behavior, and dress (Col. 3:12; 1 Cor. 6:19-20).

When Do Standards Apply?

The Student Standards of Conduct apply during the entire time that the student is enrolled in a semester or term of study. This includes the fall semester, spring semester, and summer sessions.

Note the following clarifications:

- Fall semester includes fall break and Thanksgiving break.
- Spring semester includes spring break.
- Standards apply at any point that a student is in residence when classes are not in session such as: student leadership training days, pre-season athletic camps, employment, or before final move out.
- Standards apply to students on university sponsored trips and internships in this country or abroad.
- Standards apply likewise to commuters and dual-level students during the time periods noted above.

Behavior during non-enrolled periods of time should reflect the Community Standards in that students should exhibit biblical wisdom and Christian maturity regarding their personal conduct. Conduct of a student even while not presently enrolled may have an impact on the ability of the student to continue enrollment at the University.

The Students' Role in Community

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 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 Community Life or Student Life personnel. 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 (Matt. 18:15-17).

Students Violating the Law

Cairn University reserves the right to pursue disciplinary and/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 and/or further enrollment (Rom. 13:1-2).

Amnesty Policy

Students who struggle with issues that violate Cairn University's Student Standards of Conduct, and wish to request amnesty, are encouraged to seek help, repentance, and counseling from Student Life. Examples of such issues include, but are not limited to, drugs, alcohol, pornography, and sexual behaviors.

Understanding that students struggling with issues such as drugs, alcohol, pornography, and sexual behaviors, may be reluctant to seek help because of the potential consequences related to violating the University Standards of Conduct, Cairn University has established an Amnesty

Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Those students who seek help from Student Life will receive appropriate assistance (mentoring, counseling, etc.). Students requesting help are expected to abstain from the behavior and may be asked to sign an amnesty agreement and/or seek professional help.

Students must request help and amnesty from the Student Life office before any disciplinary conversation addressing the specific inappropriate behavior(s) occurs. Typical disciplinary conversations are carried out by staff members, including student leaders, from the office of Student Life. Students also must be honest, cooperative, and compliant with Amnesty Policy requirements and demonstrate a true desire to change. Failure to abide by the terms of an amnesty agreement will likely result in the termination of the amnesty agreement and a transfer to the traditional disciplinary process.

When students request amnesty, they are not disciplined for behaviors they have engaged in prior to their confession and request for amnesty. However, there are instances where a student may be required to withdraw from Cairn University for reasons of safety, because of potential legal violations, or in order to get further help before returning as a student. In addition, there are some instances where student leaders or representatives may be required to step down from their positions of responsibility. The Amnesty Policy is applicable to violations of the Student Standards of Conduct, and cannot be requested for violations of a federal, state, or local law, or for violations of other University policies and jurisdictions (e.g. Office of Safety and Security, Campus Services, etc.).

Student Discipline

Living within a community brings joy and heartache. In our daily interactions with one another, we will occasionally be disappointed by actions of community members. When those actions violate the Student Standards of Conduct or other guidelines, the University must respond in order to maintain order in the community. Student discipline is intended to be an opportunity for personal growth. When we discipline students at Cairn, our focus is to help the student to make better choices and recognize their error in behavior or judgment. Furthermore, mentoring and accountability will be used to discourage additional violations of the Student Standards of Conduct and to provide an opportunity for personal maturation (Col. 1:28).

The Office of Student Life is responsible for the administration of discipline. Whenever possible, a student will be disciplined by those who are in the closest supervisory relationship with him/her. For instance, resident students will most likely meet with their Resident Director for most minor disciplinary conversations. More significant issues and issues involving commuters will deal directly with the Director of Community Life and potentially the Dean of Students.

When a discipline situation develops a student will always be dealt with directly. In some situations, reports from members of the University community may be forwarded to a member of Student Life. Reports may come from security personnel, faculty, staff, or other students.

Regardless of who documents the alleged community standard violation, the person who receives the report will talk with the student face to face. In most cases, the student will be notified to make an appointment to meet with either his/her Resident Director or the Dean of Students, within 24 business hours, in order to provide the student an opportunity to explain his/her actions. In some cases, that conference might be the end of the disciplinary process.

At other times the University will need to respond with more than a conversation. To assist with identifying community standard infractions the University has created a violation form known as the "Community Standard Infraction Report." These are written citations that inform the student that he/she was observed violating a community standard. The Resident Staff, or other university personnel, will issue these citations.

In any student disciplinary situation, as noted above, the desired outcome of the disciplinary response is to encourage students to recognize their error in decision making in order to make better choices in the future. The University utilizes disciplinary sanctions as a means to develop this outcome. A sanction is a disciplinary consequence for violating the standards of the University community.

All disciplinary responses will take into account the intent of the accused, the effect of the conduct on the victim and or university community, the student's disciplinary history, and the student's overall participation in the disciplinary process. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Consequently, some minor disciplinary incidents may result in more or less severe sanctions (Prov. 27:17; John 15:12-13; 1 Cor. 24b-26; Matt. 18:15-17).

Failure to Comply

It is the responsibility of students to comply with the requests of university officials, whether specific to a disciplinary meeting or otherwise. Students who fail to comply with the electronic, written, and/or verbal directives of the University officials will receive additional disciplinary sanction(s). Failure to comply includes timely response to communication sent to the student asking for a meeting or failure to attend scheduled appointments (Rom. 13:1-2).

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 in 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 (Ex. 20:16; Prov. 12:22).

Judicial Sanctions

When a student fails to uphold the Student Standards of Conduct outlined in the student handbook or other policies, the University has an obligation to help him/her come to a deeper understanding of how his/her behavior impacts the campus environment. This developmental and educational process is one wherein the institution strives to instill in the students an understanding that he/she is responsible for his/her actions.

Consequently, after a meeting with a member of Student Life, the following judicial sanctions may be issued to a student who has been found in violation of university policies and regulations if there is sufficient evidence to indicate that a violation has occurred. The sanction(s) will be presented in written form to the student with a copy placed in the student's educational file in the Office of Student Life. All imposed sanctions shall become effective immediately at the completion of the student meeting unless otherwise stipulated. Sanctions may be assigned cumulatively depending on a student's prior record. Any sanction(s) may be appealed in accordance with the procedures detailed in Student Handbook (Matt. 18:15-17).

There are several reasons for imposing judicial sanctions:

- To provide a context wherein a student can evaluate, compare, and/or redirect his/her behavior in light of the Student Standards of Conduct;
- To protect the University community from possible harm or injury;
- To require restitution for university property that is lost, stolen or damaged; and/or
- To give support for financial redress to a victim for loss, harm or destruction of his/her personal property.

The following is a list of sanctions that the University may impose on a student:

Judicial Reprimand: A judicial reprimand does not necessarily restrict the student in any manner, but does signify that any further violation may result in additional judicial sanctions. A written record of the reprimand will be placed in the student's judicial file.

Mentoring: Students are assigned to a faculty, staff, community, or student mentor to provide support in the areas of personal and academic development. The frequency and duration of the mentoring relationship will be established by the Office of Student Life, but may be deferred to the assigned mentor. Any missed appointment with an assigned mentor will be considered a violation of this sanction.

Restitution: The student is required to provide monetary reimbursement for repair/replacement of property or service rendered. Restitution, however, generally is not considered a sufficient penalty for willful damage or destruction of property.

Community restitution: A task that benefits the individual, campus, or community (such as a service-related activity) is assigned to the student.

Fine: The student is required to pay a financial penalty for his/her violation. Restitution and fines are payable in cash or check payable to “Cairn University” and delivered to the Business Services office.

Educational project or paper: An educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction(s) may be imposed. The student is required to write an essay or a paper on a given topic, or to complete a project of benefit to his or her community, such as creating educational flyers or bulletin boards, or organizing an educational program all of which must be related to the violation(s).

Disciplinary Probation: This type of probation is a written statement to the student indicating that the student's behavior is of such a nature as to jeopardize continued enrollment at the university. Disciplinary probation can be for a specified period of time or for as long as the student is enrolled. Any behavioral infraction during the probationary period may cause the student to be removed from the University.

Suspensions, Dismissals, and Expulsions:

Behavioral Suspension: Students may be suspended from the University for serious and/or repeated violations. A student suspended for disciplinary reasons may be prohibited from visiting on campus or attending university functions.

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 or attending on campus, or attending university functions. The student may submit, after one year, a written request to Student Life for advance permission to visit campus. To gain re-entry to the University, such students must follow regular admissions procedures.

Expulsion: Permanent removal of the student from the university. Persons responsible for payment of the student's university bills may be notified by the Dean of Students or designee to the extent allowed by FERPA. A letter will be sent to the student, Registrar, and Office of Business and Finance, and copies kept in the permanent file in the Student Life Office. A student expelled from the University is not eligible for readmission.

Please note that students who do not successfully comply with judicial sanctions by given deadlines are subject to further judicial action and may receive an administrative hold placed on their educational records. Students with administrative holds in place cannot register for classes, receive official grade reports, or have official transcripts sent.

Sanctions on Groups, Clubs, Organizations

There are rare occasions when a group or organization may collectively violate the expectations of Cairn University. Student Life reserves the right to select from previously mentioned sanctions to administer in a group context to a group, club, or organization in order to bring about proper responses and attention to required expectations.

Disciplinary Appeal Process

Students have the right to appeal a disciplinary decision to the appropriate university personnel. Appeals are evaluated on the merit of evidence and procedure 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.

- The sanction 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 procedural 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 disciplinary outcome.

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 Community Life; responses made by the Dean of Students will be appealed to the Provost). 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 Dean of Students 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 4:30 p.m., one school day after notice of the decision to the Office of the Provost. 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 Dean of Students 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 Dean of Students 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 could be temporarily removed until the appeal

process has been resolved.

Student Grievance Policy

Cairn's student grievance policy is written to cover prompt resolution of procedural issues including but not limited to academic and disciplinary issues. This policy also attempts to ensure that the student is directed to the proper process depending upon the differing types of potential grievances that can arise on a university campus. The scope of this policy is limited to bona fide institutional grievances as reported by a student towards the actions or decisions of employees of Cairn University not consistent with established policy or practice. It should be noted that such grievances are significantly different than complaints and appeals. Disputes between students and actions made by non-Cairn University personnel are not considered grievances under this policy. Students are not permitted to file a grievance on behalf of other students or on behalf of a group of students.

Cairn urges the use of informal direct communication as an attempt to resolve grievances before the beginning of formal process. More information is available by asking Student Life for Cairn Policy 5401-15.

Parental Notification Policy

Cairn University may notify the parents/guardian of dependent students under the age of 21 for disciplinary actions of suspension, dismissal, expulsion, and/or for violations related to alcohol or controlled substances. The University also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the University.

In all disciplinary matters, the context of individual circumstances is considered when deciding whether or not to contact parents. When possible, students will be encouraged and given the opportunity to discuss the situation with their parents prior to the institution's notification.

Also, the University may elect to notify the parents, guardian, spouse, or emergency contact of students in the event of serious health concerns such as illness, injury, self-harm, suicidal ideation, or hospitalization. This notification will take place if the student is unable to communicate or if the University believes it is in the best interest of the student, parent, guardian, spouse, emergency contact, and/or the University.

Compliance with University Officials and 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 fines should be paid promptly. If the 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 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, 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 (Rom. 13:1-2; Heb. 13:17; 1 Pet. 2:13-14).

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 that has been created by governing policies by 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 The Counseling Center
- Director of Community 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](#).

Anyone can report a concern by filling out a [BIT online form](#). 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, 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 diagnosed and identified 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, temporary or permanent removal from online platforms and/or full dismissal from the University (1 Thess. 5:14-15; Luke 17:3).

This full policy is available for review in the Office of Student Life.

Sexual Harassment and Misconduct Policy

Cairn University is committed to promoting and maintaining a safe and respectful environment for the campus community. The University seeks to build and maintain a community honoring the principles of Biblical teaching on sexuality and human relationships. Due to the unique mission of Cairn University and our Community Life Covenant with which community members are asked to conform, the University affirms the biblical statements that God intends sexual activity to take place within the bond of a monogamous heterosexual marriage. Sexual activity

apart and/or outside a marital relationship is a violation of Biblical teachings and therefore a violation of Cairn community standards.

Cairn will not tolerate inappropriate sexual contact including but not limited to sexual harassment, sexual violence, domestic violence, dating violence, or stalking (collectively “Sexual Misconduct”) perpetrated by or against any university students, university employees, participants in university programs and activities, or visitors to its campus. This policy prohibits Sexual Misconduct by university employees (which include all faculty, staff, and administrative employees) and students, whether the behavior occurs on or off campus. This policy also prohibits Sexual Misconduct by or against visitors to the University (such as independent contractors, vendors, visiting lecturers, and visiting student-athletes).

Cairn will take immediate and appropriate steps to stop Sexual Misconduct, prevent its recurrence, address its effects, and prohibit retaliation. Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from campus, depending on the circumstances and the severity of the violation and the violator’s status as an employee, student, or visitor.

Cairn will work to prevent Sexual Misconduct and address reports of Sexual Misconduct by:

- educating members of the Cairn community about this policy and applicable laws in the employee and student orientations and with continued educational reminders;
- promptly addressing and resolving reports of Sexual Misconduct in accordance with this policy;
- protecting the rights of both the complaining and responsible parties involved in a complaint;
- imposing appropriate discipline against those who have engaged in Sexual Misconduct.

As required by **Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964**, the University prohibits sex discrimination in its educational programs or activities, admission, and employment.

(“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”)

Discrimination in education includes actions that can be categorized as sexual harassment and/or sexual misconduct. Enforcement of this policy is meant to honor and be consistent with the expectations of the Clery Act, updates to the Violence Against Women Act, and the May 2020 Department of Education Office of Civil Rights regulations.

Members of the Cairn community who believe they have been subjected to any form of discrimination, harassment, or misconduct in violation of this policy should follow the procedures outlined below to report or give “notice” of these concerns. The process involves an immediate intake “preliminary investigation” to determine if there is reasonable and sufficient evidence to believe the Sexual Misconduct Policy has been violated. If reasonable and sufficient

evidence exists, the University will explore whether mediation or the launching of a prompt, thorough, and impartial formal investigation is the best course of action.

Each step of mediation or investigation is designed to provide fair and reliable determination about whether policy has been violated and how to introduce appropriate supportive measures. In the event the University determines the misconduct policy and/ or expectations of Title IX has been violated, the University implements a prompt and effective remedy designed to end the discrimination/harassment, prevent its reoccurrence, and address its effects. The University does not tolerate retaliation against any student or employee who complains of Sexual Misconduct, discrimination, or harassment or provides information in connection with any such complaint.

Internal Cairn University Report of Sexual Misconduct

In the event an individual within the University community desires to make a formal report of an incident to a non-confidential person, they should be directed to go to the "[File Title IX Report](#)" link on the Cairn Office of Safety and Security Website. They may also make a report verbally or in writing to any "Responsible Employee" who will then forward the incident to the Title IX Coordinator within an expected window of 24-48 hours. In addition the report can be made directly to designated members of the University Title IX Team.

Cairn University Title IX Coordinator
Andrew Gordon, Dean of Students
200 Manor Avenue, Langhorne, PA 19047-2990
Email: agordon@cairn.edu; Phone : 215-702-4216

Cairn University Office of Safety and Security
James Richardson, Director
200 Manor Avenue, Langhorne, PA 19047-2990
Email: jrichardson@cairn.edu; Phone: 215-702-4535

Cairn University Title IX Deputy Coordinator
Annie Vincent, Director of the Academic Resource Center
200 Manor Avenue, Langhorne, PA 19047-2990
Email: avincent@cairn.edu; Phone: 215-702-4541

External Report of Sexual Misconduct

Many forms of sexual misconduct can also be violations of the Title IX rights of the student. Therefore it should be noted that students who first make an internal report of an incident of misconduct and believe the University or employees therein have not taken their report seriously can also file a report with the Department of Education.

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington DC 20201-1100

Customer Service Hotline #: (800)-421-3481
Fax: (202)-453-6012; TDD# (877)-521-2172
Email: OCR@ed.gov; Web: <http://www.ed.gov/ocr>

Each year the University reviews the Sexual Misconduct 5501-01, Non-Discrimination 5501-02, and Judicial Hearing Panel 5401-18 policies. Students who would like to review these official policies may get a copy from the Office of Student Life. These policies articulate support for victims making reports, the immediate seeking of remedy from a reported situation, preventing retaliation, and the procedural details of how informal and formal investigations take place. Students who are victims of any form of sexual harassment are afforded rights by the federal and state government. These rights recognize that 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 available counseling services.
- Victims shall be notified of options for changing academic and living situations.

Amnesty for Victims and Witnesses

Understanding that students may be reluctant to report incidents of sexual assault or sexual harassment involving drugs or alcohol because of the potential consequences related to violating the Student Standards of Conduct, Cairn University has established an Amnesty Policy for Title IX incidents. Any victim or witness of sexual assault or sexual harassment, who reports the incident in good faith, will not be sanctioned by the University for admitting to violating the Student Standards of Conduct regarding drugs or alcohol.

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, athletics, and/or other school-administered programs.

Academics

Cairn University is an educational institution where teaching and learning are core components of the overall degree programs. As a student, you will select a major and begin to take courses within the established curriculum. Your progress through that curriculum in pursuit of your degree will be governed by the administrative leadership of the Provost and the Academic Leadership Team. This leadership provides information upon which academic policies are based and executes established academic procedures. The Registrar produces a roster of courses each semester and is available to answer questions regarding grades and credits.

The University has set guidelines and expectations for the academic environment. The standards for etiquette, decorum, integrity, and methods for addressing grievances are designed to help students grow in maturity and wisdom (Col. 1:28; Rom 12:2). As you navigate the realm of academics, you will be able to seek guidance from the Undergraduate and Graduate Academic Catalogue, faculty, staff, and your own academic advisor.

Below you find a number of references to academic policies and other resources that can provide you with information and support for a host of academic questions. When appropriate the student will be provided a link that will take you to the appropriate academic Catalogue and relevant topic. Cairn's academic catalogue establishes the academic requirements necessary to complete a program of study and details academic policies.

Academic Etiquette

Being a student at a university that has a mission of producing students who are biblically minded, well-educated, and professionally competent men and women of character demands that the student anticipate a level of etiquette and decorum in the online classroom (Col. 1:28; Rom. 12:2). Each professor has the ability to place specific demands of etiquette within their course syllabus. As a university, we expect our students to be able to do the following:

- Students are asked to exhibit a readiness to learn. In the online modality this looks like regularly logging in to course work, completing work on time, submitting and responding to forums, and attending online sessions as able/required.
- Students are asked to participate with the material, their professors, and their classmates with humility, compassion, and integrity. Interactions with one another should exhibit Christian character.

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, using AI to generate content that the student claims as his/her own work, and disregarding other rules of academic integrity established by a faculty member (Ex. 20:15; Prov. 12:22; Rom. 13:7).

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 (Heb. 12:11; Luke 17:3a; Matt. 18:15-17).

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.

- 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.

AI Usage

At Cairn University, we affirm the unique creation of humans in the image of God (Imago Dei), distinct from machines. Only humans possess the spiritual, self-conscious, and self-determined attributes capable of reason, emotion, ethical decision-making, and aesthetic judgment. We also recognize that, while all of creation declares the glory of God (Psalm 19:1), only humans have been designed as doxological beings. Our response to AI aligns with this dynamic understanding of the Imago Dei, reaffirming our commitment to these principles.

Recognizing that AI provides faculty members with the occasion to explore with students what it means to be human, we welcome the use of AI in the academic context while upholding foundational principles that guide our approach. Committed to the value of holistic development, we ensure that classroom content and assessment, even those aided by AI, are formational in nature, encompassing the spiritual and moral aspects of an individual.

We avoid the pitfalls of viewing technology with either too much optimism or with undue pessimism. AI is not viewed as a threat but as an opportunity for faculty to foster wisdom, discernment, critical thinking, and creativity in their students. While acknowledging the potential of AI, it is vital for students and faculty to understand that technology, including the algorithms and data sets that AI relies on, are not morally neutral. We recognize and address the biases that can arise from AI, encouraging users to critically evaluate and verify the information provided by the model. Thus, the use of and interaction with AI necessitates wisdom, care, and a moral foundation for evaluating its output. Furthermore, we acknowledge that the medium of the technology itself shapes the user, and as such, we encourage students and faculty to think carefully about the formative effects of using AI.

Our faculty is committed to empowering students to recognize and preserve their own ideas, voice, and sense of identity as intrinsically valuable and distinct from AI. We emphasize that students should adhere to the guidance provided by their professors in course syllabi regarding the proper use of AI. The misuse of AI may, and likely will be considered a violation of the University's academic integrity policy. In cases where the use of AI for a specific assignment is unarticulated or unclear, students are to seek out their professors' guidance, fostering a collaborative and informed approach to AI integration within our academic community.

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. Students are expected to maintain contact with their academic advisors. Consultation with one's academic advisor is required prior to registration for courses.

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. These procedures are part of the Student Grievance Policy 5401-15 which can be reviewed upon request in the Office of Student Life (Matt. 18:15-17).

Enrollment Status

Full-Time/Part-Time Status

Traditional Undergraduate students are classified as full-time when enrolled for 12 or more credits in the fall or spring semester. Students enrolled for fewer than 12 credits are classified as part-time.

Non-Matriculating Status

A student who does not intend to seek a degree may be admitted as a non-matriculating student. Non-matriculating students are designated as “part-time only” and are limited to a part-time credit load. Part-time only, non-matriculating students are required to complete the admission process for matriculation (1) if they intend to enroll as full-time students or (2) when they have successfully completed 30 credits.

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.

Planned Transfer Credit (After Matriculation)

Students who find it advantageous to take a course at another university to meet a graduation requirement at Cairn must obtain approval prior to enrolling in the course. The appropriate signature required on a Planned Transfer Form available in the Registrar’s Office (or at www.cairn.edu/registrar) and a grade of "C" or above in the course, assure the student of the course’s transferability.

- Credit will be granted for up to 12 credits taken by CLEP (College Level Examination Program). The subject material must be appropriate to the student’s Cairn University curriculum. A minimum score of 50 is required for credit to be awarded.
- A maximum of 12 credits of the Liberal Arts and Sciences core curriculum may be taken at other academic institutions by Cairn students from the time they first matriculate at the University until they graduate. This limit includes both planned transfer credits and CLEP. Credits earned prior to matriculating at Cairn are not counted toward this limit.
- All transfer credit, including planned transfer credit, CLEP, and credit for prior learning must be completed prior to the semester in which a student will graduate. In addition, official transcripts of this transfer credit and/or other required paperwork must be received by the Registrar’s Office prior to the graduation application deadline for that semester.

Classification

Academic Classification

Students are classified academically according to the following guidelines:

CLASSIFICATION	Minimum Credits Passed
5 th Year Senior	128
Senior	90
Junior	60
Sophomore	28
Freshman	Fewer than 28

Social Classification

Students are normally considered in the same social classification as their academic classification; however, second semester entrants are permitted to be classified socially with the class which entered the preceding September, provided they have completed the following number of credits:

CLASSIFICATION	Minimum Credits Passed
5 th Year Senior	104
Senior	74
Junior	44
Sophomore	12

Course Enrollment

Course Load

A full academic load is considered to be 12-18 credits. Students wishing to take 19-21 credits may do so with permission from their faculty advisor, provided their GPA is 3.0 or above. Students may not take 22 or more credits unless their GPA is 3.5 or above.

In-Residence Requirement

The University requires 60 credits in residence (taken through Cairn University) to qualify for the baccalaureate degree program. Various schools/departments within the University have required in-residence credits/courses. See the undergraduate catalog for more detailed information.

Repetition of Courses

A course in which an "F" has been earned may be repeated twice; a course a student has passed but received a grade below "C" (2.00) may be repeated once. Courses repeated or taken for the third time may not be used to determine eligibility for financial aid. For repeated courses, only the higher grade will be calculated into the student's cumulative grade point average.

Audit Policy

Students taking 12 or more credits will be permitted to audit one course of their choice, without fee, provided there are openings in the course. The option to audit will be made available to students only after registration has been completed and it is determined that auditors will be permitted in the course.

Add/Drop Policy

Students are permitted to drop and add courses for no charge during the first week of the semester. Following this period, students must use the course withdrawal process.

Graduation

Graduation Requirements

The University confers baccalaureate degrees on students who have fulfilled the following conditions:

- Completion of one of the programs offered by the University with a grade point average of 2.0 (C) or above. A minimum of 60 credits must have been taken at Cairn University for a bachelor's degree.
- Evidence of dependability and progress in Christian ministry as mutually evaluated by the directors of the University Ministry Center and of the candidate's chosen program.
- 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.

Commencement Participation

In order to participate in the commencement exercises, students must complete all requirements, as stated above, with a cumulative grade point average of at least 2.0 (C) by the graduation date and have completed all other graduation requirements, including student ministries. All transfer credit, including planned transfer credit, CLEP, and credit for prior learning, must be completed prior to the semester in which a student will graduate. Official transcripts of this 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 participate in the May commencement may apply for an exception in accordance with Policy 5441-16.

Candidates for graduation must meet all financial commitments to the University by April 1 in order to participate in commencement. In addition, those with unpaid student account balances and/or outstanding fines will not receive their diploma, certificate, or transcript until

full payment is made.

Withdrawal

Withdrawal from a Course

Students may withdraw from a course through the first two-thirds of a course with approval from the faculty member and academic advisor. Paper forms are available in the Registrar's Office. An electronic form is also available at www.cairn.edu/registrar. Registration adjustments during the first two weeks of a semester are handled via the add/drop process. Following this period, students must submit a course withdrawal form (\$10.00 fee/form). The course from which a student withdraws will be graded with a "W". Any student who unofficially withdraws himself from a course due to excessive absences will receive a grade of "F".

Financial Adjustments from course withdrawal applies only when the withdrawal is official and the student is taking fewer than 12 credits or more than 18. If withdrawal from a course during the established add/drop period drops a student below 12 credits, tuition and financial aid will be adjusted accordingly. This tuition adjustment is based on the difference of original tuition amount and the new tuition charge. If withdrawal from a course occurs during the period following the established add/drop period, tuition will be adjusted based on the refund chart under the university Withdrawal Refund Policy (see Student Financial Services).

In cases involving enrollment in one summer session, withdrawal constitutes a course withdrawal, not a university withdrawal, and a "W" grade will be issued.

International students holding an F-1 visa may not take fewer than 12 credits in a fall or spring semester.

Withdrawal from the University

Withdrawal from the University during the semester is generally inadvisable. Nevertheless, unavoidable circumstances occasionally make withdrawal necessary; therefore, a student feeling it necessary to withdraw should follow the procedure outlined below:

- Students are considered on record until they officially withdraw or are notified by default that they have officially withdrawn themselves. All pertinent school regulations are binding until there has been an official withdrawal or notification by the University of official withdrawal.
- The preferred procedure is to complete the University withdrawal form, which includes an interview in the Office of Student Life, and submit it to the Business Services Office. However, an oral or email statement of intent to withdraw from the University made to the Registrar's Office will also be considered official.
- A refund will not be given (see Tuition Refund) until the official withdrawal procedures are completed.
- 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.

- For financial regulations affecting withdrawals, see [Student Financial Services](#).

Additional Policies

Academic Policy Manual

The University rules, regulations, and procedures relating to academic policies are available through the [Registrar's Office](#).

Academic Program Changes

Students desiring to change their academic program should secure a Change of Program form through www.cairn.edu/registrar and then confer with the director or chair of both the old and new programs for further instructions.

On-Campus and Online Modality Changes

Students in one modality wishing to change to the other modality must complete a www.cairn.edu/registrar "[Campus \(Online/On-Campus\) Transfer](#)" form. Students are limited to moving from one modality to the other and then back again. Once the third move (1-original, 2-new, 3-back to original) has been made the student must stay in that modality. A student wishing to change modalities should work closely with his/her academic advisor, Student Financial Services, and Student Life to make sure all areas have been properly considered.

Participation in Athletics and Langhorne Campus student programming (including, but not limited to intramurals, student organizations, and ensembles); campus employment opportunities; and campus housing opportunities are reserved for Langhorne Campus students and are not available to Cairn Online students.

Registrar's Office

Family Educational Rights and Privacy Act

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

- Students have the right to inspect and review their own education records within 45 days of the date 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.
- Students have the right to request the amendment of 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 identifying the part of the record they want changed, and specifies 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.

- Students have 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, email 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 and weight of members of athletic teams, and photographic image of the student. However, if a student does not want this information released, he or she must fill out the "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.
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Cairn University to comply with the requirements of FERPA.

Waiver of Privacy of Educational Records

Students have the right to the protection of the Family Educational Rights and Privacy Act (FERPA). However, students may choose to waive this right and allow information to be shared with those that they designate by completing a waiver form. This form will be given to students as they enter the University. Students may rescind the waiver or change designated individuals

at any time during their enrollment by completing another form and submitting it to the Registrar's Office.

Student Location Policy

Each student is responsible to communicate to the University their permanent home address and any current address if their location is other than their permanent address or University residence hall. An active status student should submit a Change of Address Form found on the Student Resource Hub if their permanent home address changes or their current/temporary address changes if their location is other than their permanent home address or University residence hall.

A student enrolled in a program leading to licensure or certification should be aware that changing their physical location may impact their ability to meet state licensure or certification requirements, which vary by state. The student should review the Licensure and Certification Disclosures on Cairn University's website and consult their advisor regarding state licensure and certification requirements.

Academic Resource Center

It is our desire that you have every opportunity to succeed in completing your degree at Cairn. As a university student, you assume the responsibility for your progress; however, we do not want you to feel overwhelmed by the pace or load of work. To that end, the University provides essential services to aid you in your studies. The Academic Resource Center (ARC) exists to serve the entire student body at Cairn University through provision of Academic Support Services in the ARC and the provision of accommodations for qualifying students through Disability Services. Personal care is given to each student through an individualized plan. Students interested in utilizing ARC services may fill out an intake form or schedule an appointment on the ARC webpage (<https://cairn.edu/arc/>).

Disability Services

Students interested in receiving ADA accommodations must complete and submit an Application for Accommodations along with appropriate documentation and meet with Academic Resource Center staff. Forms and guidelines for documentation can be found in the Academic Resource Center or on the ARC webpage (<https://cairn.edu/arc/>).

Academic Support Services

The Academic Resource Center works closely with specific student groups such as those in the Academic Success Program or those on academic probation, however all students are encouraged to take advantage of the services available. ARC Support Services help students develop academic skills, better understand course content, and are all free of charge. All sessions are available in-person or online during operating hours. Services include...

Time Management Sessions: Time Management Sessions help students plan their time and use it well. In Time Management Sessions, Academic Coaches show students how to use class syllabi

in conjunction with online and paper tools to balance the demands of school, work, and life. This can be a one-time or weekly recurring session.

Study Skill Sessions: Study Skill Sessions help students evaluate their own study habits as well as develop new study skills to help them become successful learners and test takers.

Writing Lab: The Writing Lab is a tutoring service open to students at all levels of writing ability. The aim of the Writing Lab is to help students become stronger, more confident writers, providing guidance on how to hone organizational, grammar, and formatting skills, while learning to build a writing style.

English Language Partners: English Language Partners helps students who are non-native English speakers develop their English skills through real conversations and exercises.

Tutoring: The Academic Resource Center staff can pair students with subject-specific tutors to assist students with challenging course material. Students can request a tutor on the ARC webpage (<https://cairn.edu/arc/>) and the ARC staff will reach out with a tutor pairing.

Academic Opportunities

Study Abroad

The University offers qualified traditional undergraduate students an opportunity to complete part of their coursework studying abroad. It is strongly recommended that this take place in the student's third year. Cairn requires that a student have a minimum grade point average of 2.50 to participate.

To facilitate studying abroad, Cairn has affiliations with four organizations: SCIO (www.cccuglobaled.org/scio), Jerusalem University College (www.juc.edu), Living and Learning International (www.landli.org), and Veritas Christian Study Abroad (www.veritasabroad.com). Although students are not on the Langhorne campus while participating in these study abroad programs, they are nevertheless fully matriculated Cairn students.

The cost for these study abroad programs varies depending on the program and location chosen. To cover the possibility of urgent medical needs, Cairn requires that each student acquire travel insurance through the University's insurance provider. The cost for this insurance will be added to the student's billing account. Financial aid in the form of state and federal grants and student loans can be used toward Cairn's study abroad programs.

Students interested in a study abroad program must complete a Cairn study abroad application prior to applying to the program.

Credits and grades earned through study abroad appear on the student's Cairn transcript and are included in the grade point average. The actual number of study abroad credits applicable toward graduation is contingent upon the student's program. Since study abroad classes are not

identical with those offered by the University, credit is granted for selected biblical, liberal arts and sciences, or professional courses required in the student's curriculum. The following Cairn requirements may be waived in lieu of study abroad credits. The registrar selects the appropriate credits in the student's curriculum.

Academic Standing

Grading System

Cairn follows the 4.0 grade point system and requires a 2.0 (C) average for graduation.

Grade	Interpretation	Grade Point Average Per Semester Credit
A	Outstanding	4.00
A-		3.67
B+	Above Average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Below Average	1.33
D		1.00
D-		.67
F		0.00

Additional Grade Report Terminology

I	Incomplete*
CR	Credit Granted
NC	No Credit
W	Withdrew from course or from the University
S	Satisfactory grade in non-credit course
U	Unsatisfactory grade in non-credit course
AU	Audit
IA	Insufficient attendance while auditing
NR	No grade reported

**An incomplete (I) grade may be issued by a faculty member in lieu of a final grade when course*

requirements have not been met by the end of a semester. An Incomplete Grade Contract must be completed by the faculty member and signed by the student. A maximum of 12 weeks will be allowed for completion of course requirements. Removal of an "I" or "NR" is the responsibility of the student. No student may graduate with an "I" or "NR" in any course.

Warning Notices

Any student whose grade is "D" or "F" in a course at mid-semester will receive notification. Upon receipt of this notice, students should consult with their academic advisor and course professor.

Dean's List

Matriculated students who are carrying a minimum of 12 hours, whose semester grade point average is 3.67 or above, and who are approved by Student Life and the University Ministry Center, will be placed on the Dean's List.

Good Academic Standing

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

Attempted Credits	Minimum GPA
1-36	1.75
37-60	1.90
61 +	2.00

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

Academic Probation Status

Students who do not maintain good academic standing will be placed on academic probation for the following semester. Entering students taking their first semester of university work may be placed on probation at mid-semester if their grades warrant such action. Academic probation consists of the following requirements and restrictions:

- Probationary students are required to meet with the Academic Resource Center for an academic evaluation and to develop a student success plan. In addition, students are expected to meet subsequently with their academic advisor to discuss the implementation of the success plan.
- Probationary students are not permitted to participate in intercollegiate athletics during any semester that they are on Academic Probation.
- Probationary students may participate in only one extracurricular activity pending approval in writing by Student Life.
- Probationary students are not permitted to hold office in student organizations.

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	no minimum
19-36	1.50
37-48	1.62
49-60	1.75
61-75	1.82
76+	1.90

If extenuating circumstances are present, the student may appeal an academic dismissal decision to the dean of the respective school within two weeks of receipt of the dismissal letter.

The student may return after demonstrating academic progress through another institution. Consultation with the student's dean prior to leaving is encouraged.

Student Resources

When you are a student at a university, the focus is often on the courses, the curriculum, and the work that must be completed. While this is a large component of what you will accomplish, much of your time will be spent in human interaction. As a university, our focus is not just on you as a student, but also on the daily needs you will have as a person. Just as it is important for us to be deliberate in planning academic and spiritual components to our university, we must also plan deliberate components of care. Every student represents common and individual concerns. Our goal is to meet daily corporate needs of students from the meals that we offer to the upkeep of the facilities. Likewise, it is our intention to be prepared for your personal needs of healthcare, counseling, and employment. We have professional care providers ready to assist and direct you during your time as a student.

Student Health Services

The University has designed a comprehensive plan to meet your health needs. The two divisions of our Student Health Services are the Health Center and The Counseling Center. Together the personnel that staff these offices are committed to finding healthy solutions. When more critical needs arise, students will be referred to professional care providers in the community. Cairn has built relationships with area providers to ensure that our students have the opportunity to take advantage of local health related resources.

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. You can contact the Campus Nurse at vweed@cairn.edu.

Student health needs that prevent academic progress will be evaluated on an individual case by case basis. 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.

The Counseling Center

Cairn University offers professional counseling services through [The Center for Christian Counseling & Relationship Development](#) (CCCRD) for students who are experiencing concerns with their overall mental health. Cairn's Counseling Center provides personal, spiritual, and emotional counseling support and direction to university students. Students are provided with four sessions at no cost. Counselors are prepared to help you work with a wide range of issues including anxiety, depression, body image, relationship counseling, premarital counseling, family conflict, adjustments to college, and more.

The mission of The Counseling Center 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 Counseling Center is a safe place where students can seek assistance in the challenging circumstances of life.
- The Counseling Center staff will provide professional guidance that is biblically centered, designed to support the students and morally responsible before God.
- All conversations with The Counseling 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 Counseling 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 Counseling 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 schedule a session on [CCCRD's website](#), or by calling 856.396.0111.

Masland Library

Current students, faculty, and staff have access to extensive resources, including print materials, scholarly journals, popular magazines, eBooks, streaming media, databases, CDs, DVDs, research tools, and more. The library catalog and online databases are available at <https://lib.cairn.edu/>. Please note: Off-campus access and using your library account requires your Cairn University email and password.

The Masland Library when available and may also be purchased through [eCampus](#).

Current students have access to conference/collaboration rooms, group study rooms, and a computer lab. Designated spaces include biblical reference, music reference, and juvenile/curriculum materials. Equipment available for checkout at the front desk includes Chromebooks, power banks, charging blocks, external DVD players, and various charging cables.

Research, access, or information literacy assistance is available via email (library@cairn.edu) or by scheduling an appointment (in-person or Zoom), including research consultations, quick help, or specialized support for theses/capstones at <https://cairn.libcal.com/>.

Library hours are posted in the library and on the website (lib.cairn.edu).

Prevention of Alcohol and Drug Abuse

Cairn recognizes the wisdom of biblical teaching on self-control, indulgent or excessive behaviors, and maintaining the human body; therefore, the University has established that the campus is alcohol, drug, and tobacco free. Cairn operates in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. In addition to these Acts, we comply with all state and federal statutes and regulations regarding alcohol and drug use.

Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs are prohibited on the university campus. All state and federal laws concerning these are to be strictly observed. In addition, the possession or use of electronic cigarettes (e-cigarettes) or other recreational vapes in any context, on or away from campus, is strictly prohibited. As well, undergraduate students will not possess, use, or distribute tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs and similar elements, on or away from campus. Attendance at clubs, bars, and similar places is prohibited.

Substance abuse is a major social and medical problem in the United States. It is known that serious consequences result from abuse for the abuser. Abusers create problems for themselves and also indirectly for employers, coworkers, classmates, family, and society in general. Substance abuse problems can develop in men and women of all ages, races, and occupations.

The University, through the Office of Student Life, Health Services, and the Human Resources Department, distributes literature informing students and employees of the dangers of drug and alcohol abuse and provides information on available alcohol and drug counseling, rehabilitation,

and student assistance programs.

The University has two levels of prevention programming. The primary level of programming is directed towards education, decision making, discussion, and healthy living. The secondary level of programming is aimed at individuals who have acknowledged abuse and are seeking treatment. When possible, the University seeks to have students confront the abuse and begin a recovery program. Violation of the University policy will result in immediate disciplinary action including, but not limited to, a written reprimand, educational training, suspension, mandatory rehabilitation, or dismissal. In some occasions, the University may decide that a student can no longer be part of the Cairn community based on their substance abuse and decision making. A copy of the University Alcohol and Drug policy is available through any of the Health Service offices, the Office of Student Life, or the Office of Safety and Security.

Self-Harm Policy

The Bible teaches us that each person's life is precious to God; yet in times of great distress, people will occasionally engage in harmful, self-injurious behaviors. Cairn recognizes that those who are finding self-harm a reasonable alternative to facing the difficulties of this world need others to come alongside them and lend direction and support during a crisis. Cairn has created a response plan to address and provide guidance in situations where a student engages in self harm. Depending on the nature of the situation, the University may choose to respond in a variety of ways which may include accountability, counseling, and psychological assessment. In every situation, the University will attempt to allow the student to have the opportunity to choose a healthy response.

Body Image and Eating Disorder

Students who arrive on campus struggling or sometime thereafter begin to struggle with issues of body image and eating disorders are encouraged to receive counsel and support. Students can reach out to any member of Health Services including the nurse and The Counseling Center. The goal of university support is to provide encouragement, accountability and healthy living. In severe cases, the University reserves the right to establish a baseline weight and set up monitoring to ensure that the student remains in a healthy disposition and can live in Cairn resident sites.

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. Please complete the [Student Identity Verification](#). Upon completion, Student Life will mail the student ID to the specified address. The student ID is required for access to campus during any visits and to check books out of the Library. The student's ID card does not have to be visibly displayed at all times throughout their visit, but does need to be carried at all times in order to assure access rights to the campus and facilities. 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 within the Student Life office. The replacement cost is \$10.00.

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 Undergraduate Student Standards of Conduct and the policies set forth by the university. Impropriety may result in the curtailment of technology privileges.

Email

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 or reactivate your Cairn email, go to www.reset.cairn.edu. For initial activation students will receive a Cairn username through the email address used to register for Cairn University. Visit <https://reset.cairn.edu> and login with the Cairn username and temporary password. Then, change the password on your account. After that, the student can sign into www.my.cairn.edu, www.gmail.cairn.edu, and www.elearning.cairn.edu.

To activate an email account and obtain your username, simply go to <http://my.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>

My.Cairn

Students are provided secure, real-time access to academic and financial information via the My.Cairn.edu web application. Access to class schedules, grades, online registration and financial activity are just a few of the many options available at <https://my.cairn.edu>.

Info Hub

The University Student Hub provides community information specifically directed to the student population, including academic announcements, forms, policies, events and more. Visit <https://hub.cairn.edu/students/>. Students are also encouraged to download the Cairn University App for additional information and notifications.

Internet

Students may access the Internet via the university's wireless network. To activate a wireless connection, be sure the wireless adaptor in the computer is activated and connect to the Cairn-Internet wireless network.

eLearning

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>.

Library Resources

Students are provided access to the online library catalog, course reserves and research databases at <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

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>.

Technology Awareness

The 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, 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 or images that are illegal, obscene, sexually explicit, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, 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 with 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 to 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 (Rom. 12:2; Phil 4:8).

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. All email/notices are subject to editing by Student Life, who also reserves the right to limit the number of notices per event.

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 or call the Technology Services Help Center at (215) 702-4554. Office hours are daily from 8:00 A.M. through 4:30 P.M.; however, Technology Services personnel are on call 24/7 for urgent technical issues.

Technology Services is also available during regular office hours for the following issues:

- Issues related to university technology applications; Email, My.Cairn.edu, eLearning, Intranet, Internet, Library Resources and the university website.
- Diagnostics and recommendations related to student-owned computers.

Student Financial Services

Student Financial Services

sfs@cairn.edu | 215-702-4201 | cairn.edu/aid

Student Financial Services (SFS) exists to serve and support students and their families as they navigate funding their education through financial aid and personalized payment strategies.

Payments

Account Status and Balance

Students are always responsible for knowing the status and balance of their account, which is available in detail on their student portal. Students may reach out to sfs@cairn.edu, or 215-702-4201 for additional information. Please note that Cairn communicates billing to students' Cairn email addresses, not via paper mail. Cairn also does not send regular billing communications to parents, guardians, sponsors, or other FERPA contacts – the student is the main point of contact.

Payment Deadlines

Undergraduate students are responsible for covering their **Fall semester balance by August 1, Spring by December 15, and Summer by two weeks prior to the course start date**. Students are not permitted to register for a future semester while the current semester's balance is unaddressed. This is always true except in the case of regular on-time payments made as part of a formal payment plan agreement, in which Student Financial Services has determined that a sufficient majority of payments has been completed, and permits the student to register for a following term.

Normally, students whose bills are not paid in full **5 days after the end of the add/drop period** will not be permitted to continue in classes unless an approved payment strategy has been established with a Student Financial Services representative. Upon approval of the strategy, the student will receive written permission to continue in classes.

Payment Strategies

Students are free to use one or a combination of these strategies to meet payment deadlines: payment in full, loan coverage, or payment plan signup (third party). The University accepts payment online at <https://pay.cairn.edu> (no fee for eCheck, 2% fee for credit card), or in the office by cash, check, or credit card (2% fee).

If a student's employer, church, or other organization offers tuition benefits or reimbursement, tuition must still be covered two weeks prior to the start of class, whether via that organization or the student. It is the student's responsibility to communicate

between that organization and the University about the tuition benefit or reimbursement process, including deadlines. If a student pays in full, then their organization pays the University directly, the student may be eligible for a refund – see below.

Nelnet Campus Commerce payment plan service

This outside organization provides a convenient monthly payment plan for Cairn students and/or their families. Students enroll semesterly and pay an enrollment fee of \$50 with no interest or additional fees. Payments start as early as July 15. For more information about Nelnet Campus Commerce, call Student Financial Services at (215) 702-4201 or log onto <https://mycollegepaymentplan.com/cairn-university/>. Enrollment is completed online. The student will receive an email invitation from Nelnet with instructions for activating their plan. The student can then invite others to be an authorized payer on the Nelnet account.

Refunds

Students with a credit balance on their account (after all costs for the current semester are paid, and all aid is disbursed) may request a refund via the [instructions linked here](#). Otherwise, the credit will remain in the student's account for use toward future terms.

Credit balances created by Title IV aid (PELL Grant, Direct Federal Loans, Direct PLUS Loans) after educational expenses are charged, are refunded to the student as required by federal regulations.

Graduation and Commencement

Candidates for graduation must meet all financial commitments to the University by April 15 (Spring graduates), or by the communicated Summer graduation deadline, in order to receive regalia and participate in commencement activities, including ceremonies.

Debt Collection: Students are responsible for and encouraged to monitor the status of their account at all times, and to reach out to SFS for assistance in making a payment strategy which allows them to avoid the necessity for debt collection. Any student balance that must be forwarded for outside collection because of an outstanding balance will be assessed collection costs and fees. The student will then be responsible for the full balance of their account including all collection charges and fees.

Consumer Information: Individuals who desire to review any consumer information required by federal regulations may use [this link](#), or contact Student Financial Services.

Adjustment of Expenses: If necessary, Cairn University reserves the right to increase or decrease charges, with notification to those affected.

Cost of Education: Student payments alone do not cover the full cost to the University of a student's education. Substantial amounts are raised each year by the University to cover the difference between what students pay and the total cost of their education. Expenses

at Cairn are moderate and can be maintained at this level only by the generous gifts of individuals, churches, and organizations.

Financial Aid

The University recognizes that almost all of our undergraduate students need financial assistance to meet the costs of education. The Student Financial Services (SFS) team exists to guide students through these processes, assisting them in choosing aid and payment strategies best for them and their families. Please go to cairn.edu/aid or reach out to SFS at sfs@cairn.edu for more information on any aid program.

Financial Aid Eligibility Requirements

Financial aid is awarded to students based on academic potential and/or documented financial need. **Need** is defined as *the cost of education* minus the *Student Aid Index (SAI)*, which is determined when a student submits the Free Application for Federal Student Aid (FAFSA) each year prior to the school year. Aid can be awarded to a student via Federal, State, or University sources.

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

- Enrollment as a matriculating (degree-seeking) student in a degree or certificate program
- Maintenance of Satisfactory Academic Progress (SAP) as defined in Section III below. Note that SAP standards for receipt of financial aid may differ from the University's minimum academic standards required for continued enrollment (see Academic Catalog)
- For federal aid: status as a US citizen or eligible noncitizen, in addition to certification that funds will be used only for educational expenses
- For federal aid: certification that the student is not in default on any federal student loan and does not owe repayment on a federal student grant
- For University aid: full-time, on-campus enrollment a Fall or Spring semester at Cairn
- Any other specific requirements of the program providing the aid

Deadlines for Obtaining Aid

Deadlines for the following aid programs are **August 1 for each Fall semester, November 15 for Spring, and April 15 for Summer**. The Free Application for Federal Student Aid (FAFSA) should be completed by May 1, or at least one month prior to the start date of the student's first course.

Withdrawal Adjustment Policies

Course Withdrawal

Students who withdraw from courses during a semester, but after the end of the published drop/add period, will not have their aid adjusted unless the withdrawals result in a reduction of tuition charged. In cases where tuition charges are reduced, financial aid will be recalculated. Students in courses not meeting the full semester, including students taking Cairn Online courses, should note that adjustments to financial aid will be made as changes in registration by session or module are recorded in University records.

The date of official course withdrawal is the date the signed withdrawal form is submitted to the Registrar's Office. Notification of course load adjustment and date is given to Student Financial Services by the Registrar's Office and appropriate adjustments, if necessary, will be made.

University Withdrawal

Students who officially withdraw from the University are entitled to an adjustment on their semester bill as listed below. The preferred procedure is to complete the University Withdrawal Form, which includes an interview in the Office of Student Life, and submit it to the Student Financial Services office. However, an oral statement of intent to withdraw from the University made to the Registrar's Office will also be considered official. Students receiving Title IV loans must also complete an exit interview in the Financial Aid Office. The official date of withdrawal shall be the date established by the Registrar's Office as the last date of attendance. Merely ceasing from class attendance does not constitute official withdrawal. No tuition adjustment is made unless the University withdrawal is official.

Adjustment for tuition is made in accordance with the following schedule:

If the Student Withdraws	Adjustment to Student Account
Prior to the beginning of the first assigned class	100%
Within first 10% of enrollment period	90%
Within 25% of enrollment period	50%
Within 50% of enrollment period	25%
After 50% of enrollment period	0%

Other financial aid funds from **state, private and other sources** will be adjusted according to program guidelines or as requested by the source of the funds if a credit balance remains after other required adjustments.

See Undergraduate Course Catalog for full details (www.cairn.edu/registrar).

Masland Library

The Masland Library advances student learning and scholarly achievement at Cairn University by teaching research and information literacy skills, fostering critical and biblically informed

inquiry, and intentionally integrating its collections, spaces, and services with the University's mission.

Current students, faculty, and staff have access to extensive resources. The library catalog and online databases are available at <https://lib.cairn.edu/>. Please note: Off-campus access and using your library account requires your Cairn University email and password.

Research, access, or information literacy assistance is available via email (library@cairn.edu) or by scheduling an appointment (in-person or Zoom), including research consultations, quick help, or specialized support for theses/capstones at <https://cairn.libcal.com/>.

Electronic resources are accessible 24/7 from any internet-connected device.

Campus Store

The Cairn University Campus Store serves the needs of the campus community and offers clothing, gifts, and other items. The campus store staff is eager to meet your needs. The store has flexible hours based on the time of year. Please contact studentlife@cairn.edu or bookstore@cairn.edu for more information. Textbooks can be purchased online, 24/7 at www.cairn.ecampus.com.

This handbook is neither a contract nor an offer of a contract. Cairn University reserves the right to modify or change this information at any time and without notice.