

Graduate Student Handbook



Mission Statement

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

Institutional Objectives

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

Message from the Provost

Dear Student,

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Porcella', with a long horizontal flourish extending to the right.

Adam Porcella, EdD
Provost
Cairn University

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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.

Graduate Student Services

As a biblical university we have intentionally and strategically designed your graduate education experience to provide you with the best of academic, faith, and community experiences. Our hope is that you will experience 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. Further, we are committed to providing quality services to our students through continual evaluation of policies, procedures, and programs. If you ever have a question or concern, know that we will do our best to provide you with information or guide you to the people that can best manage your question.

Within our graduate programs are students taking courses at our Langhorne, PA campus and those students living throughout the United States and around the world in our international community of on-line learners. No matter where you live and study, know that we are eager to meet your needs and provide you with a service-oriented education. Welcome to Cairn.

Departments

Academic Resource Center	215-702-4518	arc@cairn.edu
Admissions	215-702-4235	admissions@cairn.edu
Campus Security	215-702-4350	security@cairn.edu
Masland Library	215-702-4370	library@cairn.edu
Registrar's Office	215-702-4293	registrar@cairn.edu
School of Business & Technology	215-702-4379	businessschool@cairn.edu
School of Divinity	215-702-4228	divinity@cairn.edu
School of Education	215-702-4287	education@cairn.edu
School of Liberal Arts & Sciences	215-702-4259	mcastro@cairn.edu
School of Music	215-702-4329	music@cairn.edu
Student Financial Services	215-702-4201	studentfinancialservices@cairn.edu
Technology Services	215-702-4554	ts@cairn.edu

Student Life

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.

The 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.

Assist in the total development of each student, which includes focusing on their intellectual, emotional, spiritual, social, and moral growth.

Promote a commitment to investing in the Cairn community, the Church, local communities, and the world.

Community Life Covenant

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

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

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

Graduate Student Standards of Conduct

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

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

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

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:

- 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).
- 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; Heb. 13:4).
- Followers of Jesus Christ are to remain celibate outside the bonds of marriage (1 Cor. 6:13, 18-20; Heb. 13:4).
- 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.

Modesty Statement

Cairn is a Christian academic community dedicated to developing professional competency in students. As such, we need to develop expectations of dress to which all students can adhere and which are conducive to an academic setting. The development of our expectations on student dress center on two terms: modesty and professionalism. Modesty reflects a desire by the person to dress in a manner that does not accentuate the body, displays decency, and reflects

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.

- Classroom clothing should be neat, clean, and not tattered.
- Short shorts, immodest leggings or tights, pajama pants, and skirts higher than mid-thigh or with an elongated slit, are not permitted.
- Clothing should not advertise products or activities contrary to a biblical lifestyle.
- Muscle shirts should not be worn around campus. They are permitted in workout settings.
- Choice of clothing is to be consistent with the student's assigned sex at birth.
- Faculty and staff reserve the right to use discretion regarding the appearance of a student on campus. Students could be asked to leave a class or campus area until appropriate dress is obtained.
- Students must recognize that a faculty or staff member reserves the right to establish additional expectations for participation in specific events or in university employment settings.

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 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 while not presently enrolled may have impact on the ability of the student to continue enrollment at the University.

Students Violating the Law

Cairn University reserves the right to pursue disciplinary or enrollment action against an enrolled student who has been arrested, indicted, or charged with a

violation of law. Such action is not dependent on the conclusion of legal investigation or trial. A violation of law that occurs when a student is not currently enrolled could jeopardize future enrollment.

Student Discipline

Student discipline is intended to be an opportunity for personal growth. Our focus in discipline is to help the student 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.

The Office of Student Life is responsible for the administration of discipline. When a discipline situation develops you will always be dealt with as directly as possible. 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. Sanctions that are imposed upon Cairn students include but are not limited to those listed below under the section headings: minor/major disciplinary sanctions.

All disciplinary responses will take into account the intent of the accused, the effect of the conduct on the victim and/or the 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.

Failure to Comply

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, email response, or phone call.

False Reports

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

during the course of an investigation or disciplinary hearing may be subject to disciplinary action.

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 offices 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.).

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 uphold those standards with discipline and sanctions.

The following judicial sanctions may be issued to students who have 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. Sanctions may be assigned cumulatively depending on a student's prior record. Any sanction(s) may be appealed in accordance with the Disciplinary Appeal Process procedures detailed in the Student Handbook.

There are several reasons for imposing judicial sanctions:

- To provide a context wherein students can evaluate, compare, and/or redirect their behavior in light of the institution's 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
- 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 way 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 assignment to a faculty, staff, 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 sufficient penalty for willful damage or destruction of property.

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.

"No contact" order: The student is directed to have no physical, verbal, or electronic contact with another individual. "No contact" requirements may be placed at the discretion of the Sr. Vice President for Student Affairs or the Dean of Students.

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. After one year the student may submit 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) A letter will be sent to the student, Registrar, and Office of Business & Finance, and copies kept in the permanent file in the Student Life Office. When expelled, the student must leave campus immediately after the sanction has been imposed, except as otherwise specified. The student is banned from campus and may only visit administration buildings for business purposes with prior clearance from the Dean of Students or designee. 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.

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 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 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., 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 Provost is the final authority for all Student Life disciplinary appeals including a dismissal or expulsion from the University. A copy must also be sent to the Dean of Students. This letter should address the following items:

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

The Dean of Students shall provide the Provost a record of the case maintained by the Office of Student Life, as well as other materials deemed relevant to the appeal. The 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 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.

Compliance with University Officials & Policies

Students who violate procedural policies established by, including but not limited to, the Academic Resource Center, Registrar's Office, University Ministry Center, Office of Safety and Security, Campus Services, or Student Life may be issued fines and/or disciplinary sanctions. Such 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 oneself or the request to refrain from inappropriate behavior. Therefore, all students and their guests are expected to comply with all reasonable directives from university staff. Specifically, no student shall fail to identify oneself, or show respect to security personnel, 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 a university staff official's reasonable request, is a violation of the Student Code of Conduct and may result in disciplinary action.

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 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.

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 we must anticipate that dangers and threats exist. Cairn conducts a “Safe Campus Initiative” that has been created by governing policies and 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 Resident Life
- Academic affairs/Registrar (as needed)
- University Nurse

All members of the University community are encouraged to be alert to students and/or staff 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 Security. 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, co-curricular or extracurricular activities, or make inordinate or inappropriate demands on the time or attention of faculty, staff, or other students.

The University response to any student with inappropriate behavior will be prompt and in accordance with the disciplinary procedures set forth in this handbook. Students with verifiable mental disabilities or disorders are given a reasonable amount of time to secure the medical or psychological services necessary to modify their inappropriate behavior. When possible, Cairn will grant students with disabilities or disorders reasonable accommodations of available University services or programs that could enhance the students' ability to modify their inappropriate behavior. Students with mental illness or under mental disorder/duress will be subject to the same range of disciplinary consequences at Cairn that any student with inappropriate behavior is subject to. These can include, but are not limited to, disciplinary probation, suspension from classes, suspension, and/or full dismissal from the University. This full policy is available for review in the Office of Student Life (Policy #5401-07).

Sexual Harassment Policy

Cairn University is committed to being a campus free of any form of sexual harassment, intimidation, misconduct, or exploitation. Sexual Harassment is defined as any unwelcome, gender based verbal or physical conduct that is sufficiently severe, persistent, or pervasive causing the unreasonable

interfering with, limiting, or denying a student the ability to participate in or benefit from the University's educational program or denying an employee the ability to perform his or her job in a safe environment. The unwelcome behavior may be based on threats or promises from someone in a position of power or authority, the creation of a hostile environment, or retaliation for reporting misconduct. The above definition can include but not be limited to any form of unwanted sexual advance, offering benefits in exchange for sexual favors, making threats or reprisals after a negative response to sexual advances, visual conduct such as leering, making sexual gestures, exposing ones genitals, displaying sexually suggestive objects or pictures, verbal conduct such as comments, epithets, jokes, or slurs, verbal advances or propositions, sexually degrading words, notes, or letters, and any type of touching, assaulting, or impeding movement.

Due to the unique mission of Cairn University and the Community Life Covenant with which community members are asked to abide, 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 from and/or outside a marital relationship is a violation of biblical teachings and therefore a violation of Cairn community standards.

Cairn will not tolerate 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.

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

circumstances, Sexual Misconduct may constitute sex discrimination. Enforcement of this policy is meant to honor and be consistent with the updated expectations of the Clery Act and the recent updates to the Violence Against Women Act.

Members of the Cairn community who believe they have been subjected to any form of discrimination or harassment in violation of this policy should follow the procedures outlined below to report these concerns. The process involves an immediate preliminary investigation to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. If reasonable cause exists, the University initiates a prompt, thorough, and impartial formal investigation. Each level of investigation is designed to provide fair and reliable determination about whether policy has been violated. In the event that the University determines that policy has been violated, the University implements a prompt and effective remedy designed to end discrimination/harassment, prevent its recurrence, and address its effects. The University does not tolerate retaliation against any student or employee who complains of 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 “Make a Report” links on the [Cairn Safe Campus 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: 215-702-4848

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

Cairn University Title IX Deputy Coordinator
Ericka Potts, Director of the Academic Resource Center
200 Manor Avenue, Langhorne, PA 19047-2990

Email: epotts@cairn.edu

Phone: 215-702-4518

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 and Non-Discrimination 5501-02 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 the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, the following statement exists to not only comply with federal and state laws but also exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

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

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

- Victims shall be notified of options for changing academic and living situations.

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, or other school-administered programs.

Minors on campus policy statement

The educational mission of Cairn University includes programs that involve minors whether run by the University or as part of a program run by external organizations using Cairn facilities. The University has developed a policy that establishes guidelines for the safety and protection of minors in compliance with federal, state, and University expectations. In establishing this policy Cairn University does not seek to limit effective programs for minors, rather the focus is on safety, preparation, and oversight. (See Policy #5401-10.)

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

- No child may be left alone on campus at any time for any reason. Children need to be supervised. Cairn will call the police if any child is found locked in a car or wandering alone around the campus.
- **Children may not accompany Cairn students to class;** any class missed for the inability to find childcare, or related issues, will result in an absence for the student.
- Unless they are enrolled in a specific program approved by Cairn with appropriate adult supervision, children may not be unsupervised and in the library, classrooms, computer labs, or athletic facilities/fields; children may not be present on residence hall floors.
- Resident students may not “babysit” children of other undergraduate or graduate students in their rooms.

Academic Information

Communication

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

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 can fill out an electronic form 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/>).

Student Responsibilities:

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

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. Services include...

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.

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 manage their time better. This can be a one-time or weekly recurring session.

Writing Lab: The Writing lab is a tutoring service open to students at all levels of writing ability. It is a resource for honing organizational, grammar, and formatting skills, while learning to build a writing style.

English Language Partners: English Language Partners helps student develop their English skills through real conversations and exercises.

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

Course Enrollment

Academic Load

Students in all graduate programs are classified as full-time when enrolled for Six (6) credit hours or more during an academic semester (nine (9) credit hours for the M.Div. program). Students are classified as part-time when enrolled for less than a full-time load. Students are classified as half-time when enrolled in three to five (3-5) credit hours (five to eight (5-8) credit hours for the M.Div. program) during an academic semester.

Academic Advising

Academic advisors are available to assist students in course planning, but it is ultimately the responsibility of the student to ensure that all course and program requirements are satisfactorily met. It is recommended that a student contacts his or her academic advisor at least once each semester to check on his or her academic progress. Curriculum sheets are available on the [Registrar's website](#). A student's progress and courses needed can also be seen in the student's [core campus](#) Academic Plan.

Late Registration

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

registrations use a form on the [Registrar's website](#) rather than the core campus registration portal.

Drop/Add Policy

All students are expected to complete registration within the deadlines established by the [Registrar's Office](#). Students will not be allowed to register more than one week late for courses, except upon petition to the Registrar and after satisfactory arrangements have been made with the Course Instructor and academic advisor.

When a student attends a course in which she or he is enrolled and the student decides to drop or withdraw from the course, it is the student's responsibility to drop or withdraw. All drops and/or withdrawals must be done through an online form on the [Registrar's website](#) or via the paper forms in the Registrar's Office. Forms for drops and/or withdrawals must be processed by the Registrar's Office before the deadlines or the student is financially responsible for paying for the entire course. Students are responsible for monitoring the completion of the drop/withdrawal from the core campus account/schedule.

Because of the variety of start and end dates of graduate classes, documents are posted on the [Registrar's website](#) indicating the last drop date and last withdrawal date for each course. These documents are updated for each term.

Audit/Credit Status

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

Independent Studies

A maximum of six (6) credits earned by independent study are allowed if the student can demonstrate a need for this provision. Students on academic probation are not permitted to take a course by independent study. Independent study guidelines are:

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

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

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

Types of Independent Study:

Type One: Increasing the credit value of a course scheduled in the published roster for a given semester. For example, the student may demonstrate a need to earn three (3) credits for a particular course which is normally rostered for two (2) credits. In this case the student will actually register for two separate courses, both of which must be in the same semester:

Type Two: Registering for a course not scheduled in the published roster or not scheduled at the necessary time for a given semester. In such cases, registration is for the normal credit value.

Fee for Independent Study: An independent study fee, consisting of \$100 per credit, is required in addition to the regular tuition amount. Students are expected to pay this fee at the same time as the tuition payment. In cases where an Independent Study is required due to circumstances for which the student is not responsible, the Dean of the School or Chair of the Department offering the course may approve a waiver of the fee.

Grades

Grading System

Cairn University follows the 4.0 grade point system and requires a 2.5 cumulative grade point average for graduation (3.0 for Christian Counseling, Educational Leadership and Administration, and Teacher Certification programs).

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

Additional Grade Report Terminology

I	Incomplete*
CR	Credit Granted
NC	No Credit
W	Withdrew
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

Incomplete Grades

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

Change of Grades

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

Academic Standing

Good Academic Standing

A student is considered to be in good academic standing when his or her cumulative grade point average is 2.5 or above (3.0 for Counseling, and all School of Education programs).

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

Attendance Requirement

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

Class Cancellation

An unexpected class cancellation will be announced as soon as possible. The University will attempt to notify students of the class cancellation via email or

phone. Should weather warrant cancellation of classes, students check the “School Closing and Class Information” section of the Cairn website (<https://cairn.edu/resources/closings-and-cancellations/>) for cancellation information.

Class Dismissal

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

Class Visitors

Students who wish to bring guests, visitors, or family of any age to class must obtain permission from the professor before the beginning of class.

Visitors are not permitted under any circumstances in certain classes. Such cases are noted in the course syllabus.

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, non-documented use of sources, inappropriate use of AI, multiple submissions of the same work, and disregarding other rules of academic integrity established by a faculty member.

Students who violate standards of academic integrity do not fulfill the character prerequisite for graduation from the University. Dishonest academic practices will therefore be tracked, and Student Life will maintain a central record of occurrences of academic dishonesty. Repeated offenses will result in increasingly severe consequences (see below). Students with three academic integrity violations may be subject to disciplinary dismissal from the University. If an act of academic dishonesty is determined to have occurred, one or more of the following sanctions below will be imposed by the reporting faculty member, depending on the severity of the offense. The decision of the faculty member will be communicated in writing to the student as well as be reported to the Office of Student Life, which is responsible for maintaining student conduct records. The incident will result in an official disciplinary record for the student(s).

- Warning

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

Multiple, or additional offenses (in the same or other courses) will bring, in addition to the above academic consequences, disciplinary action by Student Life. Further, students with third offenses may be subject to disciplinary dismissal from the University. A violation of the Academic Integrity policy discovered after the conferral of a degree is grounds for withdrawal (rescinding) of 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 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-year if their grades warrant such action. Academic probation consists of the following requirements and restrictions:

- Probationary students are expected to meet with their academic advisor to design an individualized program of academic recovery. Such a program would explore study habits, work schedule and academic preparation.
- Probationary students are not permitted to participate in intercollegiate athletics during any semester 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. If previously elected, the student will give up the position.

Academic Dismissal

Students whose cumulative grade point average is below the academic minimum at the end of a semester will be subject to academic dismissal and will be notified if dismissal action is taken. The Dean of the School in which the student is enrolled may elect to allow a student to continue and place the student on academic probation. See "Academic Probation Status". The minimum requirements are as follows:

Minimal Grade Point Average Requirements

Program	Minimum GPA
EdD	3.00
Graduate Certificates	3.00
MA (Counseling)	3.00
MA (Religion)	2.50
MA (Worship and Music)	2.50
MBA (all programs)	2.50
MDiv	2.50
MS (Nonprofit Management & Strategic Management and Leadership)	2.50
MS in Counseling	3.00
MS in Education	3.00
MS in Educational Leadership and Administration	3.00
MS in Special Education	3.00
Teacher Certification (ASD & Special Education)	3.00

*all Business & Tech/Divinity/Music programs: the minimum is 2.50; for all Education/Counseling programs: minimum is 3.00.

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

Program Time Limits

Students have eight (8) years from the start date of the first term of attendance to complete all graduation requirements. Requests for extensions due to extraordinary circumstances can be submitted to the Dean of the student's School.

Graduation Requirements

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

- Completion of a graduate program offered by the University with a grade point average of 2.5 or above. The Counseling, and all School of Education programs require a grade point average at or above 3.0.
- 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 December or May commencement exercises, students must complete program requirements with a cumulative grade point average of at least 2.5 (3.0 for Counseling and all School of Education programs) by the graduation date and have completed all other graduation requirements, including supervised field experience, summer courses, practicum, and independent studies. All transfer credit, including planned transfer credit and credit for prior learning, must be completed prior to the semester in which a student will graduate. In addition, official transcripts of transfer credit and/or other required paperwork must be received by the Registrar's Office prior to the graduation application deadline for that semester. Students who are unable to complete all graduation requirements by the specified deadlines must defer graduation to the next scheduled commencement.

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

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

Termination Policies

Withdrawal from Course

Students may withdraw from a course through the first two-thirds of the course with approval from the faculty member and academic advisor. (See Drop and Withdrawal Deadlines document on the [Registrar's website](#)). Students must complete a paper form (available in the Registrar's Office) or an online form available on the [Registrar's website](#) in order for a course withdrawal to be official. The charge for processing the course withdrawal is

\$10.00. Students who withdraw from a course must continue to attend class until they receive official notification that the request has been approved. The course from which a student withdraws will be graded with a “W”. Any student who stops attending class without submitting required paperwork within the official deadline will receive an “F” and will be responsible for paying for the entirety of the course.

Withdrawal from University

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

The procedure is to complete the University Withdrawal form (including an interview with the Program Director) and submit it to the Business Services Office.

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

For financial regulations affecting withdrawals, please contact Student Financial Services (studentfinancialservices@cairn.edu).

Academic Grievances

Academic Policy Manual

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

Grievance Procedures

If a conflict occurs between a student and faculty member, the two parties should make every effort at resolution. If the conflict cannot be resolved, the student may make a written appeal to the chair of the program in which the faculty member serves. In the case of a disagreement related to a specific course, the appeal should be made to the chair of the program in which the

course is offered. The appeal process may proceed to the Dean/Chair of the appropriate School, and finally to the Provost who will make the final determination in such conflicts. In this process, an appeal to the next level must be submitted within two weeks of the written outcome of the previous level of appeal. All appeals must be in writing and include a brief statement of the problem and previous steps taken to resolve it. All administrative decisions will be sent to the student in writing.

The Grievance Policy is available by request through the Office of Student Life or the Office of the Provost.

Family Educational Rights and Privacy Act

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

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One

exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- The University considers some information to be directory information which may be disclosed to others without student permission. This includes items such as name, address, telephone number, 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/weight of members of athletic teams, and photographic image of the student. However, any student who does not want this information released must fill out a “Request to Withhold Directory Information” form. This form must be filled out each year by October 15 in order for the University to withhold this information.
- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-5920) concerning alleged failures by Cairn University to comply with the requirements of FERPA.

Student Education Records

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

Inspection and Review of Education Records

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

Financial Information

Billing

Graduate students are responsible for addressing tuition two weeks prior to the start of the student's first class each semester, via payment in full, loan coverage, or payment plan signup. The University accepts payment online at <https://pay.cairn.edu> (no fee for eCheck, 2% fee for web credit card), or by cash, check, or credit card (2% fee).

Students are responsible to know the status of their account at all times.

Information is available from the student's [core campus account](#). Students may reach out to studentfinancialservices@cairn.edu, or 215-702-4201 for additional information. **Please note that Cairn communicates billing to students' Cairn email addresses, not via paper mail.**

If a student's employer offers tuition benefits or reimbursement, tuition must still be addressed two weeks prior to the start of class, whether via the employer or the student. It is the student's responsibility to communicate with his/her employer and the University about the tuition benefit or reimbursement process. Employer reimbursement payments received after the student has paid in full can be refunded to the student.

Refund requests may using the [instructions linked here](#).

Students with credit balances on their accounts (after all costs for the current semester are paid) may also request a refund via the instructions linked above. Otherwise, the credit will remain in the student's account for use against future billings.

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

Candidates for graduation must meet all financial commitments to the University by December 1 (for the December ceremony) or by April 15 (for the May ceremony) in order to receive regalia and participate in commencement.

Financial Aid

There are no federal or state grant programs for Cairn graduate students. Students may apply for a federal direct unsubsidized loan through the Free

Application for Federal Student Aid (FAFSA) which is available at studentaid.gov. The FAFSA must be completed to receive an unsubsidized loan, and not all students may be eligible. For more information and assistance, contact Student Financial Services at 215.702.4201 or email studentfinancialservices@cairn.edu.

Deadlines for All Graduate Aid

Deadlines for the Graduate Programs Grant and Discounts are August 1 for the fall semester, November 15 for the J Term and spring semesters, and April 15 for summer sessions. The Deadline for the Church Matching Grant program is August 1.

Graduate Programs Grant

Some graduate students may be eligible for a need-based grant funded by Cairn. Interested students must complete a Graduate Programs Grant [application form](#) before the announced deadline. The application includes a need analysis based on income from the previous year.

Organization/School Discount

If three or more employees from the same church, parachurch organization, elementary, or secondary school register for classes in the same semester, the employees of may be eligible for a tuition discount. Each student must submit an Organization/School Discount form available by emailing partnerships@cairn.edu before the deadline.

Discounts do not apply toward practicum, internship, or independent study. The discount percentages are as follows:

<i>Number of Students</i>	<i>Discount for each Student</i>
3-5	10%
6-8	15%
9 or more	20%

Spouse Discount

Spouses who register for classes in the same semester are eligible for a tuition discount. The spouse taking the greater number of credits will pay full tuition, while the spouse taking the lesser number of credits will receive a 30%

discount. This discount applies only during semesters that both spouses are registered. Students must submit a [Spouse Discount form](#) before the deadline.

Church Matching Grant Program

This matching grant program is designed to encourage churches to provide support for their members preparing to serve Christ in the church, society, and the world by matching donated funds up to a certain amount for each full-time student per year. This scholarship will be credited to the student’s fall semester only. It is not designed to match wages, internship monies, or gifts from individuals for specific students. This program is for full-time students (six (6) or more credits; nine (9) or more for M.Div.) only. See guidelines and application form [linked here](#). The application *and* check are both due by August 1.

Tuition Adjustment Chart

Tuition & Aid Adjustments: Course/University Withdrawals

Students may wish to withdraw from a course, or from the University as a whole. For University withdrawals, a personal interview with the Dean or Program Chair is also recommended before a withdrawal becomes final.

Students who withdraw from a course/courses or the University as whole are entitled to a proportionate tuition adjustment on their semester bill as follows based on the Last Date of Attendance, provided they complete the paper University withdrawal form, available at the Registrar’s Office, or notify registrar@cairn.edu in a timely manner. Merely ceasing from class attendance or giving an oral statement of intention does not constitute a basis for official withdrawal. No adjustment is made until withdrawal forms are properly completed and submitted to Student Financial Services. The date of official course withdrawal is the student’s last date of attendance in the course. Adjustments to tuition are made in accordance with the adjustment policy schedule below.

Tuition Adjustment Chart

Adjustments for tuition are made in accordance with the following schedule.

Last Date of Attendance	University Retains	Adjustment to Student
Prior to beginning of classes	0%	100%
Within 1st 10% of enrollment period	10%	90%

Within 25% of enrollment period after 1st 10%	50%	50%
Within 50% of enrollment period after 1st 25%	75%	25%
After 50% of enrollment period	100%	0%

After a course or University withdrawal, the Registrar notifies Student Financial Services, and adjustments are applied to the student's account in accordance with the policy stated above.

Course Withdrawal Impact on Financial Aid

Students who withdraw from **some but not all** courses during a semester will not have federal financial aid reduced. However, if tuition is reduced, a student's University aid is subject to reduction based on the same percentages listed in the tuition chart above. External aid may also be subject to reduction based on the stipulations of each individual aid program, or according to the conditions of the donors.

University Withdrawal Impact on Financial Aid

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

Return of Federal Title IV Funds upon University Withdrawal

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

Consumer Information

Individuals who desire to review any consumer information required by federal regulations may contact Student Financial Services.

Other Expenses

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

Adjustment of Expenses

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

Student Services and Resources

Security

The University has an Office of Safety and Security (OSS) which patrols all grounds and facilities and supervises the oversight of video monitoring around campus and within Cairn's facilities. This security office is made up of full-time and part-time employees who direct the services provided and student officers who patrol and handle common security issues. Security officers are prepared to handle most student and campus emergencies or incidental needs. They work in connection with neighboring municipal police and fire officials to provide efficient services and protection.

Officers provide patrol of campus and university property and on-call services 24 hours daily for the operational calendar year. Their offices are located on the Fairview Manor property just north of the intersection of East Fairview Avenue and South Pine Street, at 708 S. Pine St, and in the lower level of the Mason Activity Center.

Fire and Emergency Safety

All educational institutions must practice for fires and other emergencies. The OSS takes the lead in helping prepare for your safety. Regular drills and exercises will be scheduled. Although these exercises can be at awkward times and in inconvenient weather, they must be held and all community members must participate. A fine could be issued to anyone who willfully fails to evacuate a building or follow other fire drill instructions.

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

Student ID Cards

Each student, faculty, and staff member is issued a photo identification card by the Office of Student Life upon entry into the University. The student's ID card does not have to be visibly displayed at all times throughout the day, but does need to be carried at all times in order to assure access rights to the campus and facilities. Specifically, these cards are required for all students to be able to

check books out of the Library and to have access to buildings secured by electronic access.

In the event a student loses or damages an ID card (to the point of not operating), they may purchase a replacement card within the Student Life office. The replacement cost is as follows: lost ID cards, \$20; damaged ID cards, \$15; a loss of a temporary ID card, \$15.

Vehicle Regulations and Parking

Students are welcome to bring a car onto campus; however, any/all student vehicles must be registered with the University. Vehicles are registered online at <http://cairn.edu/safety/vehicleregistration/>. All students must register their vehicle one time. No decal will be issued as vehicles are registered by license plate. The registration fee will be charged to the student's account with Student Financial Services. Registration charges are per vehicle, so there is no need to register again unless a replacement vehicle is purchased.

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

- OSS is responsible for enforcing the motor vehicle rules and regulations. Any violation of the parking policy, speeding, recklessness, or other prohibited actions will be enforced by citation from security.
- All motor vehicles on campus must be insured with coverage meeting the requirements of the no-fault law.
- All fines should be paid online. Unpaid fines will be charge to the student's account with Student Financial Services.
- Any appeals or questions concerning the University's motor vehicle policy should be directed to the Office of Safety and Security.
- The University currently has more than enough on-campus parking spaces. Be reminded you might not be able to park as close to your destination as you desire.

Students are required to know and abide by the University's Motor Vehicle Policy which is available at www.cairn.edu/safety/vehicle-registration/.

Critical Incident Response

Over the past decade, Cairn has been actively planning and preparing for any type of critical incident that could cause disruption to the campus or danger to the members of the campus community. Crucial in this planning has been the organization of systems and procedures that would be implemented the moment any type of crisis has been declared. University personnel have been trained to follow a critical incident plan that is constantly evaluated and practiced to ensure the plan will work.

In the event of any type of emergency, students should immediately contact

911 and the Office of Safety and Security. This will set in motion the proper internal and external emergency responses. In the event the emergency constitutes a critical incident, the University will immediately implement the Critical Incident Response Team and communication messages will be promptly launched. At the time of a declared critical incident, the students, faculty and staff will need to be prepared to take immediate action, following the orders of those in command, whether they are civil authorities or campus officials.

Emergency Communication

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

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

With these goals in mind, the University uses a combination of communication options. A notification may be presented as a pop-up screen message on University computers, a notification to classroom phones, an email message to Cairn email accounts, an audible announcement via the campus emergency broadcast system, a text message to cell phones of those who have registered a cell phone number and a written notification on the Cairn website.

Text Alerts & Emergency Contact Information

Students are encouraged to provide emergency contact information to allow University systems to alert subscribed students in the event of an emergency, school closing or class cancellation. Students may subscribe at <https://hub.cairn.edu/>. Students are also encouraged to check the Cairn Status page at <https://cairn.edu/resources/closings-and-cancellations/>.

In addition, depending on the type and location of the emergency, Cairn may utilize the exterior audible alert (siren) system to notify the campus community.

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

Active Shooter

Active shooter situations are unpredictable, quickly evolving events. Cairn University has adopted the concept of **Run, Hide, Fight** as its response protocol to an active shooter situation. In the event of an active shooter on campus, students should choose the option(s) available to them which may best ensure their survival:

- **Run:** Have an escape route and plan in mind; Leave your belongings behind; Keep your hands visible.
- **Hide:** Hide in an area out of the shooter's view; Block entry to your hiding place, turn off lights and lock the doors; Silence your cell phone.
- **Fight:** Only as a last resort and only when your life is in imminent danger; Attempt to incapacitate the shooter; Act with physical aggression and throw items at the active shooter; commit to your actions.

Firearms and Weapons

Students may not have on campus, in their private vehicles, any weapons (or "toys" which resemble weapons), including but not limited to: registered and unregistered guns, live ammunition, fireworks or other explosive devices, pellet guns, BB guns, airsoft guns, paint ball guns, CO2 guns, stun guns, bow and arrows, crossbows, wrist rockets, water balloon launchers, swords, martial arts devices, whips, spears, dangerous chemicals, and knives with blades over three inches long. This regulation also includes malicious use of any instrument capable of inflicting bodily harm to any person. Cairn reserves the right to confiscate these or other devices which are deemed dangerous to the students. Confiscated items may be returned at the end of the semester or disposed of at the discretion of the University. Students who have a question about a particular item should ask a member of Student Life before bringing it to campus.

Personal Property

The University cannot assume responsibility for loss due to theft of money, valuables, or personal property left in private rooms or public areas. Any and all thefts should be promptly reported to the Office of Safety and Security.

Federal Campus Security Act (Clery Act)

Each year, the Office of Safety and Security releases a document in compliance with the **(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)**. Published in this document are statements of current campus policies regarding safety and security. The University must publish specific criminal and substance abuse incidents which have occurred in the past three years. The document can be found at:

<http://cairn.edu/documents/annual-campus-security-report.pdf>

Soliciting

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

Technology Services

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

Student Computing

Students are granted access to a broad base of technology applications. As a member of the University community, the student exercises the rights, privileges and responsibilities of conduct that conform to the Student Standards of Conduct and the policies set forth by the University. Impropriety may result in the curtailment of technology privileges.

Email

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.edu

Students are provided secure, real-time access to academic and financial information via the core campus 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>.

University Computers

Students may use University computers that are located in the Computer Labs in the Masland Library.

Student Print/Copy Allowance

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

Technology Awareness

The extent of today's use of technology is unprecedented. It is, therefore, important for each student to understand the benefits and hazards of using networked technology. While the academic application of technology is

subjected to numerous safeguards, the social use of technology has the potential for vulnerability. Students are expected to exercise good judgment in all areas of life, and one must be especially careful when sharing personal information on any system (e.g. Internet) that communicates beyond the immediate, personal computer.

- Protect your password; use a unique combination of letters and characters.
- Protect your social security number and birth date. Do not provide this information to web sites or 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 that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or injurious or objectionable, as well as behavior inconsistent with Cairn's Community Life Covenant, is unacceptable and may result in a disciplinary response from the University. Students are granted access to a broad base of technology applications. As a member of the University community, the student exercises the rights, privileges, and responsibilities of conduct that conform to the Community Life Covenant and the policies set forth by the University. Impropriety may result in the curtailment of technology privileges and/or disciplinary sanctions.

Further, please be reminded that how we use the particular forms of technology mentioned above is telling of our Christian character within our university. Fundamentally, as is noted within the Community Covenant, the University expects students to 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.

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.

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, 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.

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/>.

Circulation policies—including loan periods, renewals (available online via your library account), and charges for overdue or lost items—are detailed on the library policies page (<https://libguides.cairn.edu/libpolicies>). Electronic resources are accessible 24/7 from any internet-connected device. Print reserve materials circulate for two hours within the library or may be checked

out two hours before closing and returned one hour after opening the next day.

Facilities

Reservation of Facilities

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

Consequently, any event or activity must be approved through a curricular school or representative student organization. Keep in mind that reservations will be made based on the availability of space and the nature of the activity. Special room configuration or seating arrangements, as well as all technology needs, may be made through Campus Services and Technology Services, respectively, once an event is confirmed. Minor room changes may be made by the reserving party as long as the room or area is restored to its original set-up and cleanliness. All room reservations can be made directly by utilizing the university's [Event Management System \(EMS\)](#).

Accessibility

Disabled Students

The facilities of Cairn University conform to Section 504 of the Rehabilitation Act of 1973 regarding provisions for the disabled in existing buildings. Locations within the Main Education Building, the Biblical Learning Center, and Mason Activity Center are accessible to disabled students by way of service elevators. Every effort to accommodate disabled students is made by all faculty and staff through the coordinator of the Academic Resource Center.

Building Use and Closure Times

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

Students who need access to an office when a faculty or staff member is not present should make the necessary arrangements with the person involved.

Maintenance, housekeeping, and security staff members are not permitted to provide entrance without written authorization.

Building Hours

Smith Administration Building	Monday through Saturday	6:00 a.m. - 11:00 p.m.
	Sunday <i>Library and Student Lounge only</i>	12:00 p.m. - 11:00 p.m.
Biblical Learning Center	Monday through Friday	6:00 a.m. - 10:00 p.m.
	Saturday	7:00 a.m. - 8:00 p.m.
	Sunday	CLOSED
Mason Activity Center	Monday through Sunday	6:00 a.m. - 1:00 a.m.

Biblical Learning Center

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

Smith Administration Building

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

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.

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).

Athletic Fields

The athletic fields exist primarily for use by the Cairn intercollegiate teams. Other individuals and groups wishing to use the athletic fields must make arrangements through the Athletic Department.

Campus Pond

Due to concern for the safety and protection of students and visitors, swimming, wading, and skating are prohibited on the pond. Fishing is permitted with the proper local and state licensure. Permission for any other use of the pond must be obtained from the Office of Student Life.

Commuter Lounge

Located on the lower level of the Smith Administration Building is an area designated as a Commuter Lounge. This area has vending machines, microwaves, refrigerators, and tables for student use.

Advertisements and Postings

All signs must be approved and stamped by Student Life prior to posting. Signs are to be displayed in sign holders and on the designated posting bulletin boards ONLY. Nothing is to be taped to any door, window, wall, or outside of plastic sign holders. For specific information regarding appropriate posting locations, please contact Student Life.

- Signs must include: name of organization/organizer, date, time, location of any event, and the posting date of the ad.
- All signs must be removed after event, or within two weeks of posting date.

Cairn Fitness Center

The Fitness Center is designed for fitness and athletic training and recreational use by members of the Cairn community. It offers a facility that provides a quality fitness area that services Cairn students, alumni, employees, and their spouses and dependents age 16 and above. Non-matriculated guests such as

alumni and spouses may purchase an ID by paying a small annual fee to the Business Services office.

As a community-oriented facility, the rules of the Fitness Center are designed for the protection of our Fitness Center users, employees, and facilities. Please observe all posted signs and directions given by Fitness Center staff. The Fitness Center staff are university employees, and all Fitness Center patrons are expected to comply with their requests. For more information regarding specific Fitness Center policies and procedures please contact the University's Athletic Department.

Fitness Center Rules:

- Individuals may gain access with a valid Cairn ID.
- Unauthorized use of the Cairn Fitness Center is strictly prohibited.
- Allowing access to unauthorized persons is strictly prohibited. Those violating this regulation may have their own access rights to the fitness center revoked.
- No one under the age of 16 is allowed to use the Fitness Center at any time.
- Under no circumstance will the Fitness Center be used for personal training.
- If an individual refuses to leave, the fitness center supervisor will call the office of Safety and Security.
- Proper attire must be worn at all times (no halter tops, sports-bras only, half shirts, plastic or rubberized suits, cut-offs, or street clothes are allowed). Proper attire includes proper footwear and shirts. Sandals, bare feet, street shoes, flats, boots, Jeans, slacks, and skirts are unacceptable.
- Physical education classes, as well as athletic teams, will have priority on all machines during scheduled class/practice time(s), which may occur at the same time as private use of the facility.
- The equipment is to be used properly at all times. Any violation or abuse will result in the revocation of Fitness Center privileges.
- Weights are to be re-racked after use.
- Users are required to clean the machines/benches/weights after each use. Cleaning stations are available throughout the Fitness Center for your convenience.
- Personal towels will not be supplied at any time. If you wish to use a towel while you work out, you need to bring one with you.
- No food or drinks are permitted in the Fitness Center, with the exception of water bottles and fitness drinks with closable lids.

- At no time will an unauthorized public stereo system be allowed in the Fitness Center. However, you may bring personal listening devices and utilize the charging stations on the aerobic equipment.
- At no time will Fitness Center users be permitted to operate the televisions. Access to the remote will be restricted to the Fitness Center student worker at all times.
- Yelling, abusive language, or any other behavior that disturbs other users of the Fitness Center will not be permitted.
- Please utilize the cubbies along the wall for storing personal items. Whenever possible, users should utilize the locker rooms. Cairn is not responsible for any lost or stolen items.
- Report any inappropriate activity, problems, or injury immediately to the Fitness Center student worker or contact the Athletic Office.

Accessing Fitness Center:

To gain access to workout you must:

- Scan in with a valid Cairn ID.
 - A valid CU ID is issued by the University, is current and is in operational condition. Any non-operational ID cards must be replaced prior to the person using the Fitness Center.
 - For alumni, spouses, and dependents the membership card/ID is required, and must be presented. To obtain this membership card please pay the fee to Business Services and go to Student Life for the card.
- Complete a liability form at the front desk.
 - In the event that a liability form has not been completed, it must be completed in its entirety prior to use of the Fitness Center.
- Be wearing the proper workout attire.
 - Please refer to the Fitness Center rules and regulations above for further clarification regarding attire.

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

Student Health Services

Health Center

The University Health Center exists to advance the health of students by providing primary health care, prevention-focused services, and learning experiences which develop health knowledge and skills. The center is staffed by

a registered nurse. Hours are set according to campus needs. Information about the Health Center Hours can be obtained from Student Life (studentlife@cairn.edu).

All students are required to complete a health form which documents medical history and immunization records. Students are to report any changes in health information or newly prescribed medications to the nurse for inclusion in his/her health record.

Students will be evaluated on an individual case by case basis in the event that a medical condition interrupts the semester. When possible, the University will work with you and your professors to allow additional time to get work accomplished. All long-term illnesses, surgeries, or injuries should be reported to the Health Center (healthcenter@cairn.edu) as early as possible so arrangements can be made if needed. 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. You can schedule a session on [CCCRD's website](#), or by calling 856.396.0111.

Food Services

Food Service Venues

The Furman Dining Commons is located on the upper level of the Mason Activity Center. The Auxiliary Dining Room (ADR) is a gathering place for students and can be reserved for events. Food can be contracted through Pioneer for ADR events or groups can bring in their own food.

Fall and Spring Dining Commons Hours

Full cafeteria offerings are available during traditional breakfast, lunch, and dinner hours. More information can be found at <http://www.cairn.edu/life/dining>.

The Highlands Café

The Highlands Café is located in the Masland Library Building. The Café serves hot and cold drinks and has a light grab and go menu. The Café also has a variety of seating perfect for doing homework or meeting with friends. The Café is not a reservable space.

Other Student Services

Cairn Campus Store

The Cairn University Campus Store serves the needs of the campus community and offers textbooks, 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.

Copy Services

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

Lost and Found

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

Campus Maps

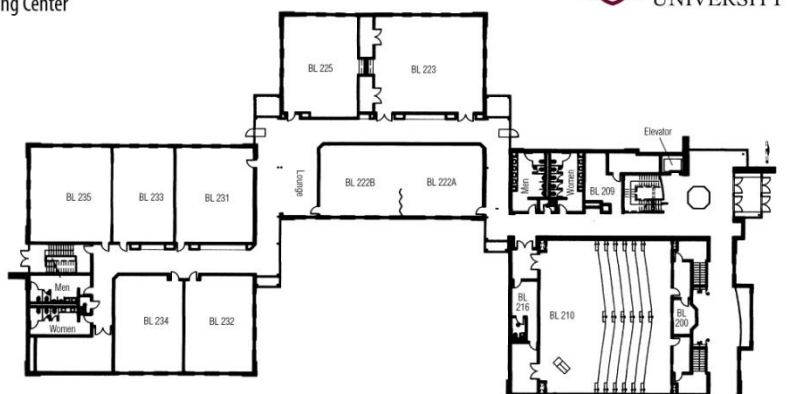


Map Key

- | | | |
|--|--|---------------------------|
| 1. Ellwood Cook Biblical Learning Center (BLC) | 9. Manor Residence Halls
a. Schofield Hall
b. Memorial Hall
c. Davis Hall
d. Souder Hall
e. Stillman Hall | 15. President's Residence |
| 2. Smith Administration Building
(includes Welcome Center, Health Center, Admissions, Financial Aid, Commuter Lounge, Mailroom, Campus Store, Pathway Center) | 10. Mason Activity Center
(includes Furman Dining Commons, Gymnasium, and Fitness Center) | 16. Fairview Manor |
| 3. Chatlos Chapel | 11. Heritage Hall | 17. Safety and Security |
| 4. Masland Library
Academic Resource Center (ARC) | 12. Campus Services | Parking A - M |
| 5. Education Building | 13. McCurdy Tennis Facility | A.-D. Student Parking |
| 6. The Highlands | 14. G. Patrick Stillman Athletic Complex | E. Visitor Parking |
| 7. Music Building | | F. Assigned Parking |
| 8. Technology Services | | H.-K. Student Parking |
| | | L. Assigned Parking |
| | | M. Fairview Manor Parking |

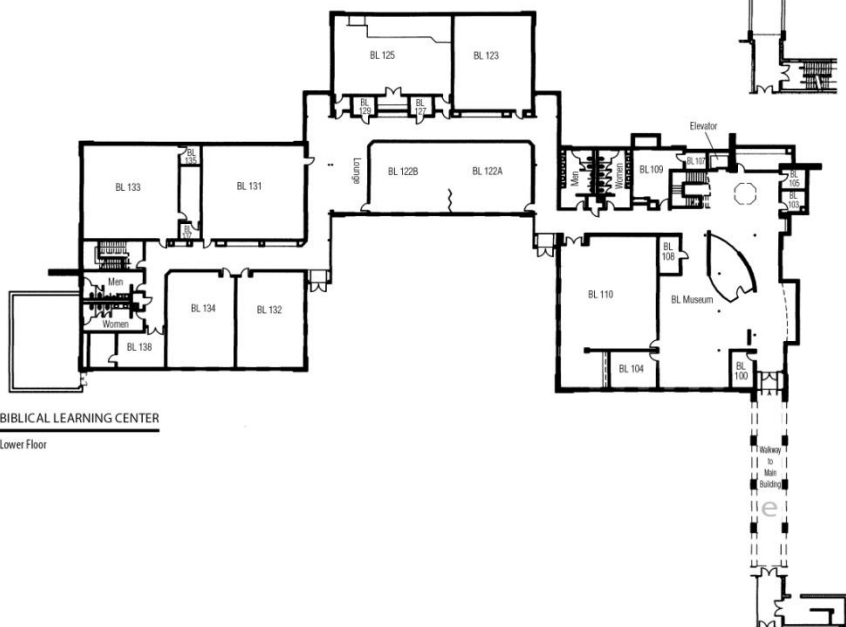
Building Maps

Biblical Learning Center



BIBLICAL LEARNING CENTER

Upper Floor



BIBLICAL LEARNING CENTER

Lower Floor

Technology Services Building, Main Building, Masland Library, and School of Music



Building Maps

Mason Activity Center

