



KAIROS

UNIVERSITY

Student Handbook
2022-2023

Student Handbook

2022-2023 - Kairos University

Mission and Kingdom Calling	
Mission Statement.....	1
Kingdom Calling Statement.....	1
What We Do.....	1
Student Information	
Purchasing Textbooks.....	2
Library Resources	
General Information	2
Use of Buildings and Grounds	
Campus Guidelines	2
Emergency Procedures	2
Student Conflict Resolution	
Community Dialogue and Conflict Resolution.....	5
Formal Grievance Process.....	5
Process for Resolving Complaints Related to State Authorization	6
Probation, Dismissal, and Reinstatement	
Academic and Non-Academic Probation	6
Grounds for Dismissal.....	7
Complaint and Dismissal Process.....	7
Reinstatement Procedure	7
Administrative Leave of Absence.....	7
Sexual Harassment Policy	
Definition	7
Grievance Procedure	8
Remedies.....	10
Other Protections.....	10
Accommodation for Disabilities	
Accommodation for Disabilities.....	11
Required Documentation	11
Disability Grievance Policy and Procedures	11
Government Regulations and Policies	
Family Educational Rights and Privacy Act of 1974, As Amended.....	12
Non-Discriminatory Policy	14
Section 504 of the Rehabilitation Act	14
Title IX of the Education Amendments of 1972.....	14
Title IV Pertaining to Federal Funding on Post-Secondary Campuses.....	14
Regulations for Veterans Receiving Educational Benefits.....	14
International and Canadian Student Forms	14
Drug Abuse Prevention Program for Institutions Participating in Title IV	14
General Information	
Office Hours	16
Emergency Number for Security Office.....	16
Accreditation	16
Academic Information	
Mentored Experiences	
Mentor Team Supervision.....	17
Policies and Procedures	
Catalog	17
Transfer Credits	17
Demonstrated Proficiency	18
Assessment of Prior Learning (BA classic only)	18

Provisional Admission	19
Admission of Returning Students	19
Change of Degree Program	19
Academic Advising	19
Registration	19
Classification of Students	20
Registration Adjustments	20
Class Attendance	20
Zoom Etiquette	20
Kairos Project Gathering Attendance	21
Intercultural Immersion Experiences	21
Academic Honesty	21
Grievances Regarding Academic Matters	21
Student Copyright Guide	22
Computing and Internet Resources Acceptable Use Policy Summary	22
Incomplete Course Work	23
Grading	23
Pass/Fail Courses	24
Master Assessment	25
Petitions for Exceptions	25
Academic Probation and Reinstatement	25
Grounds for Dismissal	25
Leave of Absence	25
Withdrawal	25
Student Assessment	26
Graduation	26
Confidentiality and Retention of Records	27
Transcripts	27
Financial Aid	
Employment	27
Institutional Grants and Scholarships	27
Federal Aid	27
Other Sources of Aid	28
Student Eligibility	28
Satisfactory Academic Progress as it Relates to Student Loans	29
Refund Policy	32
TA Funds	34
Complaint Policy	35
Business Matters	
Tuition and Fees	36
Credit Expectations	36
Payment of Accounts	36

Policies and information in this student handbook are subject to change without notice.

Mission and Kingdom Calling

Mission Statement

Kairos University stewards followers of Jesus who flourish in their vocations for the sake of the world.

Kingdom Calling

Kairos University serves in the kingdom by providing systems of theological education and integrative counseling that are accessible, affordable, relevant, and faithful for the purpose of empowering people where they are, thereby offering a journey toward God's hope.

What We Do

We believe theological education is too important to be accomplished solely through the work of a university. Therefore, we partner with churches, nonprofits, ministry training organizations, and other kingdom-minded ministries to create an integrated system of theological education in which all components enhance the others.

We seek to help students grow where God has planted them by fully integrating each individual's life, ministry, and calling into their journey with us. Therefore, we strive to meet people where they are by listening to their stories and then helping them live into their kingdom callings.

Stewarding followers of Jesus to flourish in their vocations is a process that blends together life and ministry, character development, and acquisition of knowledge and ability. We believe that knowledge and ability are only helpful if a student integrates them into his or her rhythm of life and ministry while walking through an intentional development process with multiple mentors as facilitators.

Therefore, students are encouraged to integrate personal interests and past experiences into coursework, independent studies, and practical learning experiences. As students preach, teach, counsel, lead, or serve while earning their degrees, learning and classroom instruction are simultaneously enhanced.

We strive to make theological education accessible to all students by offering flexibility in scheduling and format, location, and level of training and relevant to all students by maintaining high academic quality while being applicable to a person's current context, helping students grow where God has planted them—meeting them where they are in life and ministry, offering educational experiences that are applicable to a person's unique calling, instilling lifelong learning; and providing active ministry experiences.

Purchasing Textbooks

Students are free to purchase all books needed for study through an online retailer of choice. **Amazon.com**, one online option for book purchases, typically has most textbooks needed for classes offered at Kairos University. Other online retailers include **Barnes & Noble**, **AbeBooks**, **Chegg**, **Alibris**, **Valore Books**, and **Campus Books**.

When students use **smile.amazon.com** and select Kairos University as the charity of choice, a small portion of each purchase comes back to the university, helping make it possible for others to receive an affordable, accessible, relevant, and faithful theological education

Library Resources

Theological Collection at Augustana University's Mikkelsen Library

Kairos University has an extensive theological collection that is housed in Augustana University's Mikkelsen Library. The Mikkelsen Library is located across the street from the university. The Kaiser-Ramaker Theological Collection is fully integrated into Mikkelsen's different collections. Its primary mission is to provide information resources necessary to meet the instructional and research needs of the university.

Students have access to the Mikkelsen Library's online resources including e-books, electronic journals, and electronic databases. The library's program of information literacy features librarians collaborating with faculty to ensure that university students know how to locate, evaluate, synthesize and utilize information, regardless of format. In addition, librarians are available to assist students individually in the use of all library resources.

The home page of the Mikkelsen Library provides links to the tools needed to find books, journal articles, and other resources in the collection.

Digital Theological Library

Kairos University is a member of The Digital Theological Library (DTL), which is a digital library of religious and theological studies. In addition to an embedded version of the catalog search, the DTL also includes other resources like libguides, an A-Z list, and more.

Internet Archive Open Library

Open Library is a non-profit, digital public library, hosted by the Internet Archive. It lends millions of e-books to millions of patrons each year. The library is open to the public and is easily accessible. Scanned copies of books are posted online for borrowing. Some Kairos partners have recently added their collections to the Open Library.

Use of Building and Grounds

Campus Guidelines

The university doors are locked at 4:30 p.m. Monday through Thursday when there are no evening classes. The doors are locked at 8:00 p.m. when there are evening classes. On Fridays, the doors are locked at 12:00 p.m. The doors are locked on the weekend and holidays when the building is not in use.

Smoking and the use of alcoholic beverages are not allowed within the building or on the campus.

Explosives and flammables are not allowed in the buildings or on the campus.

Weapons are prohibited on campus. Weapons, defined as all firearms, air guns, sling shots, bows, knives with blades over 6 inches in length, etc., are prohibited on Kairos University and Sioux Falls Psychological Services property and at university and psychological services-sponsored activities.

Damage to the building, furnishings, or property beyond ordinary wear and tear will be charged to the user.

To ensure safety, all children anywhere on the campus must be supervised.

Emergency Procedures

Fire Alarm or Fire

- Sound the alarm if it has not already sounded.
- Everyone leave the building.
- Call 911 and notify them of the alarm. *(If using a university line, dial 8-911.)*
- Return to the building only after an all clear is given.

Tornado

- A warning will be sounded through the city Civil Defense sirens.
- Do not go outside.
- Move to an inside wall on the lowest level of the building away from windows.
- Avoid rooms with large roof spans.
- Return to work or class only after an all clear is given.

Earthquake

- Go to interior halls or doorways or take cover under heavy furniture.
- Stay away from windows, light fixtures, or rooms with large spans between supports.
- Evacuate the building after the quake is over.
- Return to the building only after it has been determined safe.
- If a structure is damaged, it can be entered only after authorization by city or state officials.

Explosion

- Evacuate the building.
- Call 911 and tell location. *(If using a university line, dial 8-911.)*
- Return to the building only after an all clear is given.

Bomb Threat

If the source of threat is a phone caller:

- Remain calm.
- Keep the caller on the line.
- Ask where the bomb is located.
- Try to remember the voice of the caller and background noise. Ask:
 - How much time do we have?
 - Where is the bomb? Is it a threat to classrooms, administration, or counseling center?
 - Any available person should call Sioux Falls police by dialing 911. *(If using a university line, dial 8-911.)* Say, "My name is _____. I'm calling from Kairos University at 2100 South Summit Avenue or Sioux Falls Psychological Services at 2109 South Norton Avenue. We have received a bomb threat."
 - Pull the fire alarm to evacuate building.
 - Call the front desk at 605-336-6588. Evenings or weekends, call Augustana Campus Security at 605-274-4014.

- If there is a person within the building with a bomb:
 - Remain calm.
 - If possible, ascertain when the bomb is scheduled to be detonated and what the trigger mechanism is.
 - If possible, alert another person of the crisis.

- Call 911 and inform them where the bomb is, information you have about the bomb, and what you know about the person with the bomb. (If using a university line, dial 8-911.)
- Evacuate the building.
- Call the front desk at 605-336-6588. Evenings or weekends, call Augustana Campus Security at 605-274-4014.
- After evacuation:
 - Discourage bystanders from talking to the press. Only the President or President's designee should issue statements.
 - Return to the site only after police or officials have determined the building is safe.

Hostage/Shooting on Campus:

- Secure personal safety.
- Notify appropriate immediate responders with location, description of assailant and injuries.
 - Call Police Emergency #911 (If using a university line, dial 8-911.)
 - Call Campus Safety 274-4014
- Also notify the following:
 - President at Ext. 2701 (or 274-2701)
 - Vice President of Operations at Ext. 2718 (or 274-2718)
 - Front Desk at Ext. 6588 (or 336-6588)
- If unable to run outside of the building to a safe location, secure immediate area:
 - Lock/barricade doors.
 - Turn off lights.
 - Close blinds.
 - Turn off radios and computer monitors.
 - Keep occupants calm, quiet, and out of sight.
 - Keep yourself out of sight and take adequate cover/protection (concrete wall, thick desks, filing cabinets –cover may protect you from bullets).
 - Silence cell phones.
 - Place signs in exterior windows to identify the location of injured persons.
 - Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Medical Emergency

- Do not move the patient.
- If possible, find out who the patient is and what happened.
- Ask if the patient has a hospital preference.
- Call 911 and tell location, injuries, and preferred hospital. (*If using a university line, dial 8-911.*)

Violence and Other Threats

- Remain calm.
- If possible, alert another person of the crisis.
- Notify the police by calling 911. (*If using a university line, dial 8-911.*)
- Quietly evacuate the building as appropriate.

Theft Procedure

- Contact the front desk at Ext. 6588 or 605-336-6588 and Augustana Campus Safety at Ext. 4014 or 605-274-4014. They will have an officer check the area for suspicious individuals. At your request, the police will be contacted.
- Make a list of missing items. If credit cards or a checkbook is missing, contact the issuing financial institutions immediately.

Student Conflict Resolution

Community Dialogue and Conflict Resolution

Disagreements and misunderstandings between members of the university community may arise, particularly between students and faculty members or administrators. In some cases, these disagreements may lead to conflict or distancing between the involved parties. It is further suggested that the involved parties take the responsibility and initiative as soon as possible for resolving the issue at the lowest possible level.

Level One—Personal. To address the situation responsibly, individually approaching the other involved person in a caring manner is suggested. It is hoped that understanding or change and mutual forgiveness will result in a restored relationship. Regardless of the identities and positions of the parties, this individual interaction is considered the first and best approach to respectfully and affirmatively resolve the situation.

Level Two—Private Group. If the issue is not adequately resolved individually, it is appropriate to enlist the aid of one other person, or a representative group of concerned individuals, to seek reconciliation. At this time, it may also be helpful or necessary to consult with the Chief Academic Officer and Dean.

Level Three—Community. In the extreme case that an issue remains inadequately resolved after the above steps are taken, a public forum of the entire university community may be convened. The authority to convene such a forum rests with the university President and/or the Chief Academic Officer and Dean. The goal of such a session is the reconciling of relationship and healing within the community or resolution of the problem.

Formal Grievance Process

Should the informal process not satisfactorily address the student's concerns or the grievance arises through the personal, private group, and/or community conflict resolution process, the student may choose to proceed with the formal grievance process. A formal grievance must include the following information in writing the student's name, address, home/cell number, email address, student's identification number, and a detailed account of the complaint or grievance including:

Please provide a detailed response to the following:

- The date, place, and/or names of the persons involved;
- Efforts made to settle the complaint informally;
- Any documentation that supports the grievance;
- Remedy sought.

At the discretion of the Chief Academic Officer, a Student Relations Panel can be assembled as needed to provide a representative body, with appropriate balance, to resolve formal complaints.

Panel Participants

If assembled, a Student Relations Panel may consist of:

- The Chief Academic Officer and Dean
- One Office of Enrollment Management Representative
- One Faculty Representative
- One or Two Student Representatives

After the work of the Student Relations Panel is complete, the Chief Academic Officer and Dean or designee shall issue a written response to the student/complainant. If a satisfactory resolution is not achieved through the conflict resolution process, students may contact the South Dakota Secretary of State at sdsos.gov or 605.773.3537.

Process for Resolving Complaints Related to State Authorization

Kairos University has been approved by South Dakota to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Students with complaints should first seek resolution informally through the Registrar. If the complaint is not resolved informally, a formal grievance can be made following the formal grievance process. If the complaint is not satisfied through the informal and formal institutional processes, then the complaint may be appealed, within two years of the incident about which the complaint is made, to the SARA portal entity in South Dakota at <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>.

Complaints to the SARA administrator must specify:

- The basis for believing that the institutional action is inconsistent with the accreditation or SARA requirements,
- The harm caused to the complainant by virtue of the inconsistency, and
- The corrective action that the complainant seeks.
- If the complainant alleges that institutional documents were misleading, the request should contain the portions of the catalog, letters or email exchanged between the complainant and the institution, and should identify with specificity statements that the complainant found to be misleading and what the complainant understood the statements to mean.

Probation, Dismissal, and Reinstatement

Academic and Non-Academic Probation

Every effort is made to help students progress at their own pace, with the full support of a mentor team, and in a specific vocational context. Occasionally, adjustments may need to be made in one or more of these areas. In such cases, mentor teams should work with students to arrive at arrangements that encourage progress.

Additional action may be necessary if one or more of the following academic or non-academic issues occur: slowed or stalled progress, consistent substandard work or serious difficulty with coursework/assignments, academic dishonesty, inability to work with the mentor team, moral problem, etc. In these instances, the faculty mentor and/or the Chief Academic Officer and Dean will determine the following:

- If it would be best for the student to work with a transitional mentor to help assess or discern the student's situation;
- What specific requirements or conditions the student needs to meet in order to continue in their program;
- What assignments or traditional courses will be required of the student over a transition or probation period (see below);
- Depending on the severity of the issue, whether or not dismissal should be considered.

If probation or a transitional mentor is necessary, the Chief Academic Officer and Dean will inform the student and the student's mentor team, noting the conditions, requirements, and length of the probation or transition period. The mentor team or transition mentor will then work with the student until the conditions or requirements are met or until the probation period comes to an end. At that time, the dean's office, with input from others, will re-evaluate the student's situation and make a

determination, including removal from probation, an extension of probation, or withdrawal from the university.

Grounds for Dismissal

The following constitute grounds for dismissal:

- Consistent failure to perform responsibly in classes, Kairos Project track coursework, ministry or supervised therapy practica, or any related projects. This includes inadequacy of work submitted, attitude, or performance in ministry.
- Inability or unwillingness to meet the content, character, and craft components of one or more program outcomes.
- Academic dishonesty and/or plagiarism.
- Inappropriate behavioral patterns which, on the basis of a voluntary psychological evaluation and/or observed traits, create reasonable doubt as to a student's suitability for ministry or are disruptive to the academic and community life of the university and/or the student's ministry context.
- Committing a civil or criminal offense.
- Extra-marital, romantic, and/or sexual relationships with faculty or staff of the school.

If dismissal is necessary, as determined by the Chief Academic Officer in consultation with others, the Chief Academic Officer and Dean will inform the student and the student's mentor team.

Complaint and Dismissal Process

Registering a Complaint

Any complaint against a student should be registered with the appropriate official, normally the Chief Academic Officer and Dean. When the offense fits within the university's guidelines for dismissal, the following procedure will be implemented:

Informal Hearing

The Chief Academic Officer and Dean, or an individual appointed by the Chief Academic Officer and Dean, will meet with the student. Once confronted with the evidence and given a chance to refute it, the student may demit himself/herself from school, be exonerated, be dismissed by the Chief Academic Officer and Dean, or receive a lesser disciplinary status.

Formal Hearing

If the student requests a formal hearing, the Chief Academic Officer and Dean should assemble a Student Relations Panel. The charges must be written. One person may accompany the student to the hearing. At least three members of the panel, including one of the student representatives, must be present. Results of the hearing will be recorded in writing. After the panel has met privately, the student will be notified of the action taken.

Dismissal Review

If the student is dismissed, he/she may appeal to the President for a review. The President will make a final, binding decision on the matter.

Reinstatement Procedure

A petition for reinstatement to student status can be made to the Office of Enrollment Management. This Requires completing the usual application procedures of initial admission. A student must demonstrate in such a petition that earlier grounds for dismissal have been satisfactorily resolved.

Eligibility for Reinstatement

If the dismissal was the result of a moral or criminal offense, the following factors will be considered in determining eligibility for reinstatement:

- whether the cause of dismissal was a one-time occurrence or a long-standing pattern;
- whether the student voluntarily reported the offense to university personnel, and to authorities if a law was violated;
- whether the offense was a public affront to the church and community or had legal or financial implications;
- the extent of the damage to the other party, the local body, and the witness in the community;
- evidence of confession, receiving God's forgiveness, and willingness to submit to continuing accountability.

Process for Reinstatement

The process leading to reinstatement will involve:

- submission to a rehabilitation plan under the supervision of a local church and university representatives including regular meetings with a spiritual mentor and/or support group;
- when appropriate, submission (sometimes including the spouse) to psychological counseling, continued at personal expense until the counselor determines that necessary changes have occurred;
- satisfaction of all financial and legal obligations related to the offense;
- lapse of a sufficient amount of time to restore confidence in key advisors that the student is rehabilitated and that there will not be reoccurrence of the offense;
- in cases of a moral lapse, agreement that placement documents will include apprising a church or agency of the offense.

Administrative Leave of Absence

Students may be placed on a leave of absence by failing to respond to direct communications from the university or their mentor team and/or by demonstrating a continued lack of progress. Steps and a timeline for completion of certain items to help ensure progress may accompany the leave.

Sexual Harassment Policy

Kairos University, in order to maintain a positive, discrimination-free educational and work environment, declares that sexual harassment in the workplace or the educational environment is unacceptable and therefore prohibited. To assure such an environment, the university shall provide education regarding sexual harassment to all members of the campus community.

Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

The university bears legal responsibility for responding to complaints when sexual harassment occurs in the university's education program or activity, against a person in the United States.

Grievance Procedure

1. Filing a Complaint

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), at any time, to any faculty member or administrator or directly to the Title IX Coordinator (identified below). Recipients of such a report who are not the Title IX Coordinator are responsible for relaying that report to the Title IX Coordinator in a timely manner. Reports can be submitted in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

The Title IX Coordinator is: Nate Helling, Chief Financial Officer and VP of Operations
Their contact information is: nhelling@kairos.edu; 605-336-6588 ext. 2718

The Title IX Coordinator will promptly contact the reporter to discuss the availability of supportive measures (with or without the filing of a formal complaint) available, consider the complainant's wishes with respect to supportive measures, inform the complainant of the options available for pursuing the issue, and explain the processes and protections that will follow.

2. Informal Process

In some cases, an informal resolution process, such as mediation or restorative justice, may be sought between the parties. (An informal process will not be applied when the complaint alleges that an employee sexually harassed a student.) Otherwise, both parties must be given written notice of the allegations and both parties must give voluntary, written consent before using any such informal process. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint.

3. Formal Process

In all other cases, a formal process, including an investigation, will be employed. That process includes the following steps:

- a. Individuals who allege sexual discrimination or harassment will file a formal grievance with the Title IX Coordinator, identifying those against whom the complaint is made and the circumstances of the event(s) in which the alleged behavior occurred, and explicitly requesting that the University investigate the alleged harassment. This document will be signed and dated by the complainant. The complainant must be a current or prospective participant in the University community.
- b. The Title IX Coordinator will investigate the matter or will utilize the services of another investigator with training in Title IX processes, internal or external to the university. Such investigation will be conducted without prejudice of the facts at issue and free from conflicts of interest or bias for or against either party. The investigation will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during the process. The investigator will apply a presumption that the respondent is not responsible during the process, utilizing the clear and convincing evidence standard of evidence in all cases.
- c. Both parties will be given equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation.

- d. Both parties will be given the opportunity to present their case at a live hearing, in person or online. Each party will be given all evidence gathered by the investigator in advance of the hearing. Each party may call witnesses. Each party's advisor can ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at the live hearing, the university will provide an advisor for them. If a party chooses not to participate in a live hearing, such absence does not weigh against them in the final determination of the matter. The hearing will be conducted by the decision-maker in the case, who will be the president or a disinterested party appointed by the president for this purpose.
- e. All evidence gathered in the investigation and the hearing will be given to the decision-maker for a final determination. That final determination will be made in a timely manner, typically no more than 60 days from the filing of the complaint, will be in writing, will be distributed to both parties, and will include information on opportunities to appeal.

4. Appeals

Any appeals must be made in writing within 14 days to the decision-maker, with rationale provided, such rationale to consist only of one or more of the following: procedural irregularity that affected the outcome of the matter; new evidence that was not reasonably available at the time the determination was made that could affect the outcome of the matter; and/or the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter. Should the decision-maker see grounds for reconsideration, s/he will refer the matter to another disinterested party for review and a subsequent decision, which shall be binding.

Remedies

Should the determination find the respondent responsible for sexual harassment, the decision-maker shall effectively implement or recommend remedies for the complainant, the respondent, and the institution. Should such remedies include alterations to employment, the processes employed in doing so will, under most circumstances, be confidential. The complainant should not expect to participate in this aspect of the case.

Other Protections

The university is committed to protecting any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment. The university will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding.

Accommodation for Disabilities

The university complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Students with needs for special assistance due to physical or other handicap on either a short-term or long-term basis are encouraged to contact the Registrar as soon as possible after admission. Students will be asked to provide documentation of their disabilities or special needs.

Provision of aid will be based upon an individual student's need. When appropriate, accommodations will be developed in consultation with the faculty member for whose course the accommodations are sought. Accommodations or aids that impose an undue hardship on the campus or that require modification of academic standards, programs, or course work may be declined.

Accommodation for Disabilities

Kairos University is committed to providing equal access and reasonable accommodations for students with physical, psychological, and learning disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), KU does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in university programs and activities.

Kairos University is aware of the importance of remaining current with any of the laws regarding the American with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act. Therefore, every attempt will be made to keep policies formulated to include any changes that may occur in the law.

Required Documentation

Students with disabilities seeking reasonable accommodations must identify their needs to the Registrar. To fully evaluate request for accommodations, the Office of Enrollment Management requests documentation to verify a student's disability.

The minimum guidelines listed below are developed to assist students in working with their treating/diagnosing professional to prepare the information to evaluate requests. Submitted documentation should include the following:

- A diagnostic statement identifying the disability. When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation and a comprehensive description of the diagnostic assessment method utilized. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted.
- Current functional impact of the condition. The current relevant functional limitations on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described.
- Specific recommended accommodations. Explain how these accommodations address the functional limitations of the disability.

Additional guidelines may exist for learning and psychological disabilities. If a student has multiple conditions, sufficient information confirming the presence of each disability is needed, as well as information regarding how the conditions may interact. Finally, documentation should contain the professional's signature and list his or her credentials.

Students are encouraged to consult with the Registrar for additional information and assistance. Documentation that is shared with the Office of Enrollment Management is kept confidential and separate from a student's academic record.

A student who believes he/she has a disability requiring accommodation should contact:

Brandi Pohlmeier, Registrar
2100 S. Summit Ave.
Sioux Falls, SD 57105
Phone 605-336-6588
Fax 605-335-9090
bpohlmeier@kairos.edu

Disability Grievance Policy and Procedures

It is Kairos University's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any university program, service or activity. Kairos University aims to provide reasonable accommodations to students with qualified disabilities. A student has the right to file an informal complaint or a formal grievance if he/she

believes equal access to an academic program, activity, resource or other service has been denied because of a disability.

Students are always encouraged to seek the assistance of the Registrar in order to resolve any complaint informally. The Registrar will make every effort to resolve the disagreement informally between the student and whomever (faculty member, department, service) the dispute involves and will do so in a timely manner. It is our hope to resolve concerns and find an acceptable solution before the situation intensifies.

Should the informal process not satisfactorily address the student's concerns or the grievance arises out of a decision made by the Registrar regarding a student's eligibility for academic or other accommodations, the student may choose to proceed with the formal grievance process. A formal grievance must include the following information in writing: student's name, address, home/cell number, email address, and student's identification number.

Please provide a detailed response to the following:

- Information about the alleged discrimination including a specific description regarding the action(s) or inaction(s) that precipitated the grievance as well as the date, place, and names of the persons involved;
- Efforts made to settle the complaint informally;
- Any documentation that supports the grievance;
- Remedy sought.

The Chief Academic Officer and Dean or designee will convene a Disability Grievance Committee for the purpose of completing a thorough investigation of the complaint of discrimination based on a qualified disability. All relevant individuals including the complainant and other persons involved in the grievance may be in attendance to provide information.

After the investigation is complete, the Chief Academic Officer and Dean or designee shall issue a written response to the student/complainant within 15 working days from completion of the meeting(s) with the student and other persons involved in the grievance. This is the first institutional level of appeal.

The student then has the right to appeal the investigation to Greg Henson, President of Kairos University (ghenson@kairos.edu). The same guidelines regarding submission of information applicable to the incident apply. The President shall then review the student's complaint as well as the findings of the Disability Grievance Committee and respond to the student in writing within 15 working days. This is the final institutional level of appeal.

While it is hoped the complainant can resolve a grievance within the campus process, he or she has the right to file any grievance directly to the U.S. Office of Civil Rights at any time. The Statute of Limitations for filing a complaint with OCR is 180 days from the time the incident occurred. OCR's contact information is found below:

Office for Civil Rights – Region VII
One Petticoat Lane
1010 Walnut St, Ste 320
Kansas City, MO 64106
Phone: (816) 268-0550
Email: OCR.KansasCity@ed.gov

Government Regulations and Policies

Family Educational Rights and Privacy Act of 1974, As Amended

Annual Notice to Students

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

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 Office of Enrollment Management written requests that identify the record(s) they wish to inspect. Arrangements for the access will be made. If the Office of Enrollment Management does not maintain the records, the student will be advised 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 is 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.

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 defined as a person employed by the university in an administrative, supervisory, academic, or support staff position; 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 person 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 discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

For more information, visit www.kairos.edu/ferpa.

Public Notice Designating Directory Information

Kairos University hereby designates the following student information as public or "Directory Information." Student's name, address, telephone listing, and electronic mail address; major field of study; dates of attendance; enrollment status; degrees, honors, and awards received; and most recent educational institution attended. Such information may be disclosed by the institution for any purpose at its discretion.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of Enrollment Management by September 30 of each academic year.

Directory of Records

We maintain student records for the areas listed below. Please call 605-336-6588 for more information.

- Academic Records
- Admissions
- Alumni
- Financial
- Financial Aid
- Placement

Non-Discriminatory Policy

Kairos University does not discriminate on the basis of gender, disability, race, color, or national or ethnic origin in its admissions policies, educational programs, activities, administration of educational policies, scholarship or loan programs, employment, recognition of rights, or granting of privileges generally accorded or made available to students at the university.

Section 504 of the Rehabilitation Act

Section 504 specifies that no otherwise qualified individual in the United States ... shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Inquiries regarding compliance to this Non-Discriminatory Policy may be directed to the Office of Enrollment Management, Phone (605)336-6588.

The grievance procedure for Section 504 is available online at www.kairos.edu/section504.

Title IX of the Education Amendments of 1972

Title IX specifies that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Inquiries regarding compliance to this Non-Discriminatory Policy may be directed to the Office of Enrollment Management, 336-6588, or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington D.C.

The grievance procedure for Title IX is available in the Office of Enrollment Management.

Title IV Pertaining to Federal Funding on Post-Secondary Campuses

KU follows the guidelines and submits the appropriate reports as required by the Department of Education for institutions who participate in Title IV programs. Further information and copies of the reports are available in the Office of Enrollment Management.

Regulations for Veterans Receiving Educational Benefits

All participating institutions in veterans' training programs are required to develop policies of student attendance and reasonable academic progress which must be acceptable to the state approving agency. It should be understood that both the veteran and the participating institution have responsibilities and obligations to the Veterans Administration.

Copies of the regulations for veterans receiving educational benefits are available in the Office of Enrollment Management.

International and Canadian Student Forms

Forms for extension of stay, request for permission to work, and applications for student status can be obtained from the Office of Enrollment Management.

Drug Abuse Prevention Program for Institutions Participating in Title IV Federal Student Assistance Programs

Kairos University has a responsibility to do its part to maintain a drug-free school environment. KU has always explicitly prohibited the use of illegal drugs and alcohol on its premises. We are required by

federal regulation to distribute the following information to all students (ref. Public Law 101-226, Drug-Free Schools and Communities Act of 1989).

Standards of Conduct

The following activities are prohibited and may result in immediate disciplinary action, including suspension or expulsion for a student:

- Reporting for class, an on-campus intensive, or online meeting under the influence of intoxicating liquor or illegal drugs.
- The use or possession of illegal drugs by a student on university property and/or the sale or distribution of illegal drugs by a student in any setting.

Legal Sanctions

Federal law imposes sanctions of up to ten years in prison and fines of up to \$250,000 for the distribution of illegal drugs or controlled substances. Federal law also imposes sanctions of up to one year in prison and fines of up to \$100,000 for possession of illegal drugs or controlled substances.

Health Risks

The following health risks are known to be associated with the use of illicit drugs and alcohol:

- Amphetamines—high blood pressure, extremes in body temperature, convulsions, possible death.
- Barbiturates—shallow respiration, weak rapid pulse, coma, possible death.
- PCP—explosive behavior, cardiac failure, possible death.
- Marijuana—fatigue, psychosis, paranoia.
- Narcotics—slow shallow breathing, coma, possible death.
- Cocaine—tremors, seizures, increased blood pressure, hypertension, rapid pulse, formication (cocaine bugs), cardiac failure, possible death.
- Alcohol—decreased sensory response, coma, complete unconsciousness, respiratory and circulatory collapse, possible death, impairment of judgment and coordination increasing the danger of accidental death.

Counseling

Any student having difficulty with drug or alcohol abuse is encouraged to go to counseling. Voluntary psychotherapy, even when it includes reference to the use of alcohol or drugs, is completely confidential. However, if university personnel discover that a student has violated university policy, after such violation the university may direct a student to a counseling or therapy clinic where an evaluation can be made. This evaluation may result in one or more of the following actions:

- Termination of student status.
- Continuation of student status.
- Prescribed counseling sessions or referral to a treatment center for assessment and/or treatment.

Disciplinary Sanctions

Any student who violates any of the rules set forth in the university's Standards of Conduct will be suspended immediately, effective on the date on which the violation is determined.

Effective date of this policy: July 28, 2010. This policy will be reviewed biennially by the university faculty and administrators to determine its effectiveness, and to implement any necessary changes.

General Information

Office Hours

The university offices are open from 8:00 a.m. - 4:30 p.m. Monday through Thursday and Friday 8:00 a.m. - 12:00 Noon. Appointments are recommended.

University offices will be closed on these holidays during the 2022-2023 academic year:

- Labor Day
- Thanksgiving Break
- Christmas Break
- New Year's Holiday
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day

Emergency Number for Security Office

The emergency number for the security officer in Sioux Falls is 605-274-4014.

Accreditation

Kairos University is accredited by The Commission on Accrediting of the Association of Theological Schools (www.ats.edu) and The Higher Learning Commission (www.hlcommission.org).

Mentored Experiences

Mentor Team Supervision

Most students (can vary by program) walk alongside a mentor team that consists of a faculty mentor, a personal mentor, and a vocational mentor. Mentors encourage mentees and help them process life. Their principal role, however, is to evaluate progress toward program outcomes. In other words, mentors do things like help students order their lives to find contextually-integrated educational moments, design adapted assignments, and, most importantly, review completed assignments. Through the master assessment process, the mentor ensures that each degree program outcome has been achieved. This all works together to provide a well-rounded view of students—instead of a one-dimensional faculty-to-student view.

Each student's work is conducted under the supervision of a mentor team. Students have a group of three mentors walking alongside them, overseeing their progress toward program learning outcomes and providing a continuum of balanced, personal educational care. Mentor teams are a critical feature of the journey of discipleship at Kairos University, along with the direction of faculty and participation in a cohort-based community of learning.

Policies and Procedures

Catalog

Students are subject to the requirements of the catalog that is current at the time of initial enrollment. Students may choose to complete graduation requirements under the terms of any catalog published during the time of their uninterrupted resident study. Students who withdraw and are readmitted, or who finish one program and are admitted into a second program, are subject to the requirements of the catalog that is current in the term or month in which they re-enroll.

Transfer Credits

Undergraduate Level Only

KU will accept transfer credit for work with a satisfactory grade ("C" or above) from: 1) approved colleges or universities accredited at the same level; 2) colleges, universities, or training programs with whom KU has an articulation agreement; 3) colleges, universities, or training programs that with who are willing to work with KU to create an articulation agreement; and 4) official transcripts from the American Council on Education (ACE) located in Washington, D.C. (ACE evaluates and provides credit recommendations for educational offerings for a significant number of corporate universities and other extra-institutional learning providers.) Transfer credit is granted only when work/courses are applicable to the curriculum the student wishes to pursue at KU.

The Registrar is responsible for approving the transferability of all credits. Credit hours accepted in transfer are recorded but quality points and grades are omitted. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio. Credit through examination with the College-Level Examination Program (CLEP) or assessed learning transcribed at another school is considered on a case-by-case basis.

Credit from nontraditional learning by life experience is awarded through the school's prior learning assessment process. The Office of the Dean is responsible for the assessment of all nontraditional learning, and the Registrar is responsible for approving the transcription of any credits that result. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process. Applications for this service are available to the student through the university.

Assessment of Prior Learning

Undergraduate Level Only

KU recognizes that significant learning happens outside of classrooms in various nontraditional avenues. Such learning can be assessed through the school's prior learning assessment process. Through this process, students can earn up to 60 credits toward an undergraduate degree, provided their demonstrated learning is applicable to the courses and program outcomes of the degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of university credit for experiential learning, has led the way in developing and implementing assessment techniques. KU uses the guidelines developed by CAEL.

The student-prepared Prior Learning Assessment Portfolio is the most commonly accepted method used to evaluate informal learning. These portfolios are collections of narratives and documentation which articulate a student's academically relevant, non-university learning. Portfolios can vary greatly in form and content, but in their preparation all students assume the responsibility for self-analysis, preparation, and presentation. The preparation itself is a learning experience. At KU the purpose of the portfolio is twofold: 1) The portfolio enables the school to evaluate and assign university credit for a student's bachelor-level learning. No grades are assigned; only credit awarded; 2) The portfolio represents a learning plan which helps integrate prior learning experience with the student's educational and professional objectives.

The student is responsible to develop the portfolio independently, following guidelines provided by the Office of the Dean. The PLA Portfolio Instructions include all information necessary to prepare and submit material for evaluation. All assessment of items submitted is performed by faculty assessors whose knowledge and expertise qualify them to evaluate learning gained through experience. The portfolio will be viewed only by those who have an official reason for doing so: the assessment staff, faculty evaluators, and accrediting association members. There is a fee associated with PLA Portfolio review if it occurs during the enrollment process. Any data from portfolios that may be made public will be generalized and will in no way be attributed to an individual unless the individual student has given a signed authorization. Students are also advised not to include any materials in the portfolio that will violate the legal and moral rights to privacy of other individuals. In preparing the portfolio, the student must pause and recollect a history of learning and growth in order to develop a meaningful "learning autobiography." The student describes and analyzes learning experiences and then provides documentation that clarifies and validates the learning, e.g., letters, statements, products of work according to the PLA Portfolio Instructions. The school's policies on copyright and plagiarism also apply to the Prior Learning Assessment Portfolio. Baccalaureate students may earn a maximum of 60 hours of credit through the portfolio.

Demonstrated Proficiency

Graduate Level Only

Students are encouraged to demonstrate proficiency in program outcomes through adapted assignments and/or micro transfer at the target level for coursework or prior learning (i.e., courses taken from a fully-accredited university or other graduate-level institution), all to be worked out through mentor team conversations and incorporated into the Master Assessment process. These experiences may help students progress toward their program outcomes. However, previous coursework does not guarantee competency in outcome-level courses nor does it transfer or count for program credit. Students must still demonstrate mastery through the Master Assessment process. Questions can be directed to the Registrar.

Students who wish to take courses at other institutions for ordination/denominational requirements or to help with progression in program outcomes must have the approval of their mentor team before enrolling in such courses.

Provisional Admission

An applicant for admission who does not have a baccalaureate degree, but who meets all other admissions requirements, or an applicant possessing a baccalaureate degree from an unaccredited institution, may be considered for provisional admission after submitting three of the following items:

Graduate Record Examination results, a transcript with work completed, an interview with a faculty member, a completed two-or three-hour Kairos University course, a 20-page research paper, or a portfolio of evidence of the applicant's life experience. The provisional admission may extend up to a year or until at least two outcomes have been completed and then may be removed at any time after the student has demonstrated ability to do acceptable graduate work in individual and/or classroom settings.

Other students admitted provisionally will be given the opportunity to demonstrate their ability to function at the appropriate graduate level for a designated period of time, after which the provisional status will be removed.

Admission of Returning Students

If more than two years lapse after the original acceptance, withdrawal, or completion of the first program, the applicant will be required to submit new application materials. Students who are readmitted are subject to the requirements of the catalog that is current at the time they re-enroll.

A student desiring re-admission prior to the lapse of two years should send a letter stating his/her desire to the admissions office. The Admissions Committee reserves the right to require additional documents.

Change of Degree Program

If a student wishes to pursue a different program after enrollment, the following guidelines apply:

- Before applying for a change, the student should consult with their faculty mentor and mentor team. If needed, the Office of Enrollment Management can provide a detailed assessment as to the impact a change would have in light of course work already completed.
- The student should be aware that admission into the present program is not a guarantee of admission into another program. If the change is approved, the student must meet the requirements in effect at the time of change to the new program.
- After discussing the change of program with their mentor team, the student must notify the Office of Enrollment Management of the request.

Academic Advising

Academic advising and help planning program work is provided a student's mentor team. Counsel regarding transfer credit, graduation requirements, sequence of courses, prerequisites, and other academic issues can also be provided by the Office of Enrollment Management, if needed. Students are encouraged to visit with their faculty mentor or mentor team for clarification of program expectations and sequences when appropriate.

Registration

Traditional Courses

Students should consult with their mentor team regarding course plans. Students interested in taking traditional courses can register through kairos.pathwright.com or consult with the Registrar.

Kairos Project Intensive Gatherings

While enrolled in a program, Kairos Project students are required to register for integrated intensives by indicating their presence or absence. Registration must be done by the student through the gathering Eventbrite page. Acknowledgement of absence by a mentor team or faculty mentor does not qualify as registration for the intensive gathering.

Classification of Students

A *full-time student* is one who is enrolled for nine or more hours of class work during a semester.

A *part-time student* is one who is enrolled for one to eight hours of class work during a semester. For financial aid purposes, a student enrolled in five to eight hours is considered half-time.

Students are classified according to the number of credit hours completed. Students in three-year programs are classified as follows: *junior*, up to 25 hours; *middler*, 29-50 hours; *senior*, over 51 hours. Students in two-year programs are classified as juniors up to 20 hours and as seniors upon completion of 42 hours (or the total number of required hours) of work.

An *undeclared student* is taking courses for credit but is not enrolled in a degree program.

An *associate student* is one who is taking a course for college credit.

A *non-degree certificate student* is not taking the course for academic credit.

An *auditor* is one who is not taking the course for credit. The professor determines the degree of class participation.

Registration Adjustments

Registration adjustments, including course drops or adds, may be made in consultation with the mentor team and the Registrar.

Class Attendance

Attendance is expected for all classes in which a student is enrolled. The professor will state the attendance policy for each class, and students are held responsible for adhering to the stated policy. Absences should be arranged with the professor.

A student who finds it necessary to be absent from a class, and who has made arrangements with the professor, may ask a fellow student for lecture notes and handouts.

Because of the nature of short-term intensives, no absences are permitted. If circumstances beyond the control of the student make an absence unavoidable, prior arrangement with the professor is required if a student is to receive a passing grade for the course.

Zoom Etiquette

If attending class sessions via Zoom video conferencing technology, students are required to adhere to the following guidelines:

- Test Zoom prior to the first class session by visiting www.zoom.us/test.
- Utilize and have the video camera on at all times. While it is possible to turn off one's camera during a Zoom session or to join class using only audio, students must join the class "via video and audio" and keep video on at all times unless directed otherwise by the faculty member teaching the course.
- Participate with the same expectations as an on-campus class. Students must be fully present with the class and eliminate distractions (i.e. answering the phone, texting, sending email, visiting websites, etc.).
- Be present for the entire class session. Do not join via Zoom and then depart the class session partway through, unless otherwise directed by the faculty member teaching the course.
- Follow standard etiquette for participating in a live video conference. Find a quiet location, consider your surroundings (if you wouldn't meet with your boss in that location, then it is probably not a good location for a video conference), mute your microphone when not

speaking, be aware of your background (everyone on the call can see everything behind you), think about lighting (if a bright light is behind you, no one can see your face), etc.

Be aware that grades are impacted by class participation, which means adherence to these guidelines will positively or negatively impact the grade received.

Kairos Gathering Attendance

Kairos gatherings are of critical importance for Kairos Project students. Intensives include condensed segments of dynamic learning, instructor-student interaction, peer-to-peer dialogue, and building of the university community. The university's highly contextual model of learning is intimately tied to the on-campus intensives. Accordingly, attendance at the entirety of an intensive is required. Students foreseeing any obstacle for attending an entire intensive should enroll in a future intensive instead.

Intercultural Immersion Experiences

Occasionally, opportunities are available to be immersed in another culture in order to experience aspects of culture and faith to which students are not often exposed.

If offered, intercultural intensive studies are available through learning experiences, workshops, and off-campus congresses

Academic Honesty

Kairos University takes seriously the problems of academic dishonesty and cheating, since they reflect directly on one's character. In the case of suspected academic dishonesty on assignments, the professor or mentor team shall be responsible to decide whether there is a case of carelessness in acknowledging sources or actual academic dishonesty. If there is academic dishonesty, he/she will report to the Chief Academic Officer and Dean. The consequences may range from rejection of the assignment to dismissal. Subsequent proven or admitted cases of academic dishonesty in the same or other classes will be considered grounds for dismissal from the university with the decision being made by the Chief Academic Officer. Copying, cribbing, or otherwise cheating on examinations shall be treated in the same manner and with the same consequences as academic dishonesty. Submitting the same research paper in two different courses is also not acceptable except by special arrangements with the professors involved. Academic dishonesty on a thesis or degree project report shall be considered grounds for rejection of the thesis or expulsion from the university.

A definition of plagiarism is the use of another author's research, ideas, or language without proper attribution. Plagiarism is intellectual theft. There are many shades of accidental or intentional plagiarism that color the whole picture. Students should avoid any hint of dishonesty by maintaining good research habits and by paying attention to basic rules of writing and documentation. Carefully distinguish between your ideas and the ideas of others. Give credit where credit is due.

Grievances Regarding Academic Matters

A student who has a grievance with an instructor or mentor team on an academic matter must first work with the instructor or mentor team to see if a satisfactory resolution can be reached.

Failing that, the student may appeal to the Chief Academic Officer and Dean. After hearing the student's grievance and consulting with the instructor or mentor team involved, the Chief Academic Officer and Dean will make a decision and will inform both the student and instructor in writing.

If the student wishes to appeal the decision, he or she may write a letter to the faculty asking for a review of the matter by the faculty. The faculty will request from the student a written appeal of the decision of the Chief Academic Officer and Dean, which should include a rationale for overturning the decision. The faculty will also request a written report from the Chief Academic Officer and Dean explaining the rationale for the decision made. If the faculty or student wishes a hearing, that will be arranged by the faculty. The faculty will then determine whether or not the decision of the Chief

Academic Officer and Dean shall be upheld and will notify both the student and the Chief Academic Officer and Dean of its decision.

No grade may be contested after ninety days from the date of issue have elapsed.

Student Copyright Guide

Your education would not be possible without books, magazines, encyclopedias, computer programs, videos, and other educational resources. You benefit from the creative efforts of others. The individuals who created those materials are entitled to a decent income from their labor. Copying more than a small part of a copyrighted work denies them a fair return on their labor. It does not seem fair, and it is clearly illegal. Over the years, copyright laws have developed and changed to address concerns raised by authors and people who use the materials. It wasn't until 1976 that "fair use" was adopted by the U.S. judiciary to allow individuals the right to quote a small part of a copyrighted work without asking permission or paying a fee. The 1976 copyright law and the related documents include specific exemptions authorizing teachers to copy pages from books, encyclopedias, and magazines to distribute to their students. Congress did not give teachers a "blank check" to copy everything. Most authors are poorly paid for their work, so copying which deprives them of part of their income is "injurious" to them. Copying a few pages probably does not "injure" the author, but copying an entire book deprives the author of income from the sale of that book. Students are most likely to injure copyright owners by copying computer software and files, audio and video cassettes, and other electronic data. Copying these items to avoid buying them is both "injurious" and illegal.

When Congress rewrote the copyright law, it stated that copying by students as a "learning exercise" was a "fair use." If you copy pictures, music, or text to produce a media project, that copying may be a "fair use" as long as the copy is used only for a school project. The key question concerns future uses of the material you produce for class assignments. The Copyright Officer at the Mikkelsen Library can help you decide if you must request permission for the items you copied.

Because of the growth of the Internet and other electronic systems, Congress has tightened the interpretation of copyrighted material. The 1997 version of the copyright law restricts wholesale copying to text, video, and music without permission from the copyright holder. Once again, the terminology is sufficiently vague so that it is advised that if you are in doubt about whether you can copy something, don't copy it without permission. See the Mikkelsen Library Copyright Officer if in doubt.

Computing and Internet Resources Acceptable Use Policy Summary

In support of its mission, Kairos University makes available computing and Internet resources including data storage, e-mail, and access to the World Wide Web (WWW), which may be used by its students, administration, faculty, staff, and library patrons. The use of these resources is a non-transferable privilege, not a right arising from membership in the university community. Information technology (IT) resources are to be used to promote education and learning and to carry out the administrative services of the university. The university reserves the right to change its use policy and procedures at any time. Usage of the university's computing resources is governed by federal and state laws as well as the university's own behavioral standards expressed in its community standards, policies, and procedures. It is the responsibility of each user to know and to comply with applicable laws, standards, policies, and procedures.

Appropriate Use

IT Systems may be used only for their authorized purposes—that is, to support the research, education, clinical, administrative, and other functions of Kairos University. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the user.

Acceptable Use

- Educational, academic and professional activities of faculty, administration, students, library patrons relevant to the university.

- The official university work of offices, departments, recognized campus organizations, and other constituencies of the university.
- Electronic mail to known constituencies for the purpose of authorized fund raising for only approved university purposes.
- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
- Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
- Respect for the integrity of the computing system.

Unacceptable Use

- Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.
- Use that is inconsistent with KU non-profit status.
- Use that suggests university endorsement of any political candidate or ballot initiative.
- Harassing or threatening use.
- Use involving the accessing or downloading of sexually explicit, graphically violent, or “hate speech” oriented materials.
- Use damaging the integrity of university or other IT Systems.
- Use in violation of the law.
- Use in violation of university contracts.
- Use in violation of university policy.
- Use in violation of external data network policies.

Penalties

Violation of the Acceptable Use Policy by university students or personnel may result in disciplinary action, possibly as severe as dismissal, in accordance with the policies of the university.

This is an abbreviated version of the Acceptable Use Policy. The complete version is available at the library circulation desk, in the office of the Chief Academic Officer and Dean, and on the university website.

Incomplete Course Work

Students enrolled in class are expected to submit all work by the dates set by the professors and complete all course requirements on or before the last day of the term. In rare situations, professors may grant extensions in the form of incomplete grades with the approval of the Office of Enrollment Management no later than the last Monday of the term. “Rare situations” are just that: the death of an immediate family member or sudden severe illness (usually requiring hospitalization) of the student or his/her immediate family member. Ministry related emergencies (funerals, church conflicts, etc.) are not considered “rare.” The date for completion of the work will be arranged with the professor, but cannot extend beyond six weeks after the close of the term. If the work is not completed by the specified date, the grade indicated on the Request for Incomplete form will be entered on the student’s record. If the professor is out of the city when an incomplete is due, the student will deliver the assignment to the Office of Enrollment Management and the time of receipt will be recorded. Students may not take additional courses until they have finished incompletes from the previous semester.

Grading

The following system of grading is in use at Kairos University:

- A** Excellence in comprehension of work submitted; outstanding evidence of ability to synthesize and utilize course knowledge; initiative expressed in personal goal setting, and in preparing and completing assignments; creativity and originality, manifested in

assignment process and outcome; positive contributions verbalized in class; consistency and thoroughness of work submitted; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.

- B** Good in comprehension of work submitted; substantial evidence of ability to analyze and utilize course knowledge; positive contributions verbalized in class; consistency and thoroughness of work submitted; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.
- C** Fair performance in comprehension and thoroughness of work submitted; moderate evidence of ability to utilize knowledge of the subject; adequate class contributions; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.
- D** Poor performance in comprehension and thoroughness of work submitted; meets minimal credit standards of the professor; inadequate class contributions.
- F** Inadequacy of work submitted, or attitude, or performance and attendance at classes; performance was a hindrance or damaging to overall preparation for graduation.

Any course in which an F grade is received may be repeated, and must be repeated if it is a required course. When a course is repeated, both grades will remain on the transcript, but only the later grade will be computed in the grade point average.

- P** Pass. Work which meets course syllabus requirements satisfactorily or better (no grade points given.)
- WP** Withdrawal with a passing grade.
- WF** Withdrawal with a failing grade.

Note: Mentor teams may use this system or the Master Assessment Rubric for evaluating assignment and/or target-level work within Kairos track programs.

Grade points are awarded for credit hours as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

Students in M.Div. and M.A. programs (except M.A. in Counseling) and B.A. program are expected to maintain an overall cumulative grade point average of 2.5. Students in the MACO are expected to maintain an overall cumulative grade point average of 3.0. Students in the MACO program who receive two "C's" in their academic courses or practica will be placed on probation.

Professors may designate letter grades or choose to follow the following numerical scheme:

A 95-100	B+ 87-89	C+ 77-79	D+ 67-69	F below 60
A- 90 - 94	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Pass/Fail Courses

Some courses, including outcome-level courses in the Kairos track, are graded pass/fail and therefore will not carry grade points.

Some short-term intensive learning experiences with large enrollment and/or workshop format may require a pass/fail grading method. Travel related learning experiences sometimes merit consideration for pass/fail.

Master Assessment

Mastery is demonstrated in the areas of content, character, and craft within a degree program outcome through the Master Assessment process with a score of eight or higher with no score of one in any category. The grade equivalency for scoring in the “Competent (3)” range on a Master Assessment is a B+.

Petitions for Exceptions

Student petitions for exceptions to academic policies may be submitted to the faculty. Such petitions should be submitted well in advance of the particular requirement or deadline. Any oral arrangements made with a professor must be included in the written petition. The report of the action on such petitions will be given to the student with a copy in the student’s file in the Office of Enrollment Management.

Academic Probation and Reinstatement

Grounds for Dismissal

See the *Probation, Dismissal, and Reinstatement* section of the Student Information portion of this handbook for details.

Leave of Absence

All students in degree programs, regardless of track, are expected to remain active in their programs. A student in good academic standing may request a leave of absence in three-month increments, up to one calendar year. Evaluation of the leave takes place every three months. Requirements remain those of the catalog in effect at the time of the student’s original admission. Monthly tuition billing will be suspended during the leave of absence period.

A student on an official leave of absence may be recognized differently regarding Federal Student Loans. This may be viewed as a change in status and cause the forfeiting of a loan’s grace period for termination of a loan’s deferment status. Contact the Office of Enrollment Management for more information.

A student may be placed on “Administrative Leave of Absence.” Please refer to the Probation, Dismissal, and Reinstatement section above for more information.

Withdrawal

A student who intends to withdraw from school must complete the withdrawal form available in the Office of Enrollment Management or on the university’s website.

If this notice for leave or withdrawal occurs after the semester has begun, the business office will refund as follows: Credit hour students: Tuition will be refunded 100% during the first calendar week of the term. Beginning with the eighth calendar day of the term, tuition will be recalculated on a prorated basis based on the day the student drops the course. The proration is determined by dividing the number of calendar days completed in the term by the total number of calendar days in the term. No refund is made after 60% of the term has passed. For short-term classes, the refund will be prorated; no refund will be made after 60% of the class is completed. Monthly Payment Plan: Tuition is billed on the first day of every month, and automatic payment is taken on the twentieth of every month. Billing for monthly tuition will stop when this signed document is received, but payments continue until the account balance reaches zero. Monthly tuition is billed on the first day of every month, and automatic payment is taken on the twentieth of every month.

If an officially withdrawn student desires to return within two years from the date of official withdrawal, readmission may be requested by sending a letter to the Office of Enrollment Management. The Admissions Committee reserves the right to require additional documents.

A student remaining withdrawn for a period extending beyond two years from the date of withdrawal will be required to submit new application materials.

A student who is readmitted is subject to the requirements of the catalog which is current at the time of re-enrollment.

Student Assessment

Student assessment begins at the time of application and continues until graduation. Students receive feedback as an ongoing part of their preparation through a variety of direct and indirect assessments. Assessment is thoroughly oriented toward outcomes, or integrated learning goals that represent critical features of Christian fullness. Each degree program has prescribed learning outcomes. Everything within a program moves toward achieving the major markers of maturity. Assignments do not exist for their own sake but as ways to quantify demonstrable movement toward the outcomes. When the mentor team (which includes a member of the university's faculty) and student believe the student has validated the achievement of targets related to a specific top-level outcome, the mentor team allows the student to participate in a master assignment, which is then used to demonstrate whether or not completion of that outcome has been achieved. Once the student passes the master assignment, the outcome is considered complete and credit is assigned.

The faculty mentors and mentor teams regularly review the progress of students toward their professional goals, considering progression toward program outcomes, supervised ministry reports, relationships, personal, and professional growth, and other pertinent factors. Review is initiated through the mentor team and by the faculty mentor and seeks to determine whether students are making satisfactory progress toward their professional goals. Those who need marked improvement in their performance will be counseled and/or placed on probation.

Graduation

The total number of semester hours required for graduation in each program is:

- | | |
|---|-----------|
| • Graduate Certificate in Theological Studies | 24 hours |
| • Master of Divinity | 72 hours |
| • Master of Arts in Marriage and Family Therapy | 65 hours |
| • Master of Arts in Counseling | 61 hours |
| • Master of Arts | 48 hours |
| • Doctor of Philosophy | 42 hours |
| • Doctor of Theology | 42 hours |
| • Doctor of Professional Counseling | 42 hours |
| • Doctor of Ministry | 36 hours |
| • Bachelor of Arts | 120 hours |

Students are responsible for completing the graduation requirements set forth in the catalog at the time of their matriculation. A candidate for graduation must have successfully completed the requirements of his/her particular program with a grade point average of 2.50 or higher (3.0 M.A. in Counseling degree program) for classic track students or, for Kairos track students, demonstrated competency of content, character, and craft (formerly knowledge, character, and ability) in all program outcomes with Master Assessment scores of 8 or higher with no score of 1 in any category. Students who withdraw and have been readmitted are subject to the graduation requirements set forth in the catalog that is current at the time of re-enrollment.

Students may complete their coursework any month. Once program requirements are successfully completed and verified through the Office of the Registrar, students transition to Continuing Well and begin preparation for graduation (including completion of an Application for Graduation). In addition to academic requirements for graduation, students must meet all financial obligations to the university.

Eligibility for participation in the next graduation service is based upon the time frame in which Outcome Next is completed. All degrees are granted by vote of the Board of Trustees upon recommendation by the faculty.

Confidentiality and Retention of Records

Within the administrative structure that serves students from the time of inquiry, application, and admission to the time of their withdrawal or graduation, there are a number of offices that maintain student records. These records are maintained with integrity and discretion and in keeping with the guidelines of the Family Educational Rights and Privacy Act of 1974, as amended.

When a student is enrolled, his or her file is placed in a vault in the Office of Enrollment Management. Confidential reference forms submitted to the Admissions Committee are destroyed. The student's academic records are available for review by the student, upon submitting an appropriate request, but are otherwise held confidential in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Upon a student's graduation or discontinuation of attendance, temporary in-house correspondence and information is destroyed. The application, letter of acceptance, transcript, and documents supporting the academic record are retained.

Transcripts

An official transcript is a certified statement of a student's complete academic record to the date of issuance and bears the signature of a proper certifying officer and the seal of the university. Official transcripts are not normally issued directly to the student but are mailed from the Office of Enrollment Management to the institution or agency designated by the student. In keeping with the Family Educational Rights and Privacy Act of 1974, as amended, a student's record is released only with the student's written request or permission. A copy of one's own record is available at no cost to any current student and differs from an official transcript in that it is not signed nor is the seal of the school affixed to it.

After graduation, students receive an unofficial final transcript with their diploma. A \$10.00 fee is required for subsequent official or unofficial transcripts. Transcripts are withheld if there is a financial obligation to the university.

All transcripts from other schools remain the property of Kairos University and cannot be copied or released to the student or other parties. KU releases transcripts only of course work completed at the university.

Financial Aid

Employment

All Kairos University programs are designed to integrate into life and work. Most students enrolled at the university work part to full time while pursuing their degrees or certificates. Students are expected to provide a major share of their expenses through savings and employment.

A limited number of on-campus jobs are available to students each year.

Institutional Grants and Scholarships

Kairos University offers a few grants to credit hour students. Students are asked to inquire with the Financial Aid Office for details.

Federal Aid

Unsubsidized *Federal Stafford Loans* are available to qualified students. Information is available in the financial aid office.

A limited number of *Federal College Work Study* positions may also be available on the campus. Eligibility for these positions is based upon need established through completion of the Free Application for Federal Student Aid. Application can be made through the financial aid office.

Other Sources of Aid

Grants, loans, and scholarships may also be available from congregations, denominations, and other organizations. See the Financial Aid Office for this information.

Student Eligibility

Regular admission to any degree program at Kairos University is based upon the following considerations:

- Completion of all application materials.
- An authentic faith in Jesus Christ as the foundation for responsible life and service.
- Christian character as evidenced by a moral life that exhibits the fruits of the Spirit, confirmed by the applicant's church and its pastoral leadership and reflected in such characteristics as honesty, respect for others, obedience to the law, and a commitment practicing the way of Jesus.
- A call to Christian service and exercise of gifts for ministry as explained in a statement from the applicant and confirmed by his/her church.
- For the Bachelor of Arts in Christian Thought and Practice, a high school degree or its equivalent with a grade point average of at least 2.5 on a 4.0 scale. Additional information may be requested to confirm the validity of a high school diploma.
- For Master's programs, a baccalaureate degree or its equivalent from an accredited institution, with a grade point average of at least 2.5 on a 4.0 scale (3.0 for MACO & MAMFT applicants) is required. MACO applicants who have not achieved a 3.0 grade point average may take the Graduate Record Examination to be considered for admission. An applicant possessing a baccalaureate degree from an institution not holding accreditation from a recognized accrediting agency may be considered for admission under the undergraduate degree exemption.
- The Doctor of Ministry program has additional requirements including: completion of a Master of Divinity degree (or its equivalent) with a B average or higher from a school accredited by the Association of Theological Schools (or an equivalent accrediting body outside of the US or Canada) and active engagement in a ministry setting.
- Students approved for admission into Evangelical Seminary in Myerstown, PA, Houston Graduate School of Theology in Houston, TX, or Taylor Seminary in Edmonton, AB, in the last two years may be considered for automatic acceptance into Kairos University programs. Completed Evangelical, Houston, and Taylor student files will be reviewed by the Office of Enrollment Management before a decision on automatic acceptance is made.

While desiring to maintain flexibility and reflect good will to all persons who apply for admission to its programs, Kairos University will exercise its right to expressive association by admitting only individuals whose religious viewpoints and behavioral commitments are consistent with the values it seeks to instill. Likewise, the university reserves the right to draw conclusions regarding the

evangelical Christian profession of all applicants. The university Admissions Committee has no legal obligation to give specific reasons to an applicant denied acceptance into any of its degree programs.

Applicants with deficiencies in oral or written expression, or in any other area of pre-university studies, may be required to complete supplementary studies.

In addition to regular admission standards and participation in an eligible program, to qualify for Title IV funds a student must also:

- Be a United States citizen or national, a citizen of the Freely Associated States, or a U.S. permanent resident or other eligible noncitizen;
- Not be in default on an FSA loan;
- Provide a correct Social Security Number;
- Register for Selective Service (any male required to do so);
- Not have a current federal or state drug conviction;
- Demonstrate financial need. The calculated cost of attendance must be greater than the expected family contribution;
- Submit to verification procedure when required by school officials.

Satisfactory Academic Progress Policy

Academic progress is monitored by a student's mentor team to ensure that the student is making satisfactory progress toward a degree. In addition, students are monitored by the Office of Enrollment Management to ensure that they are meeting Pace and Maximum timeframe.

The policy provides for consistent application of standards to all students (Title IV recipients and non-recipients alike) within categories of students, e.g., full-time, part-time, undergraduate, and graduate students, and educational programs established by the institution.

Grading

The following system of grading is in use at Kairos University:

A - Excellence in comprehension of work submitted; outstanding evidence of ability to synthesize and utilize course knowledge; initiative expressed in personal goal setting, and in preparing and completing assignments; creativity and originality, manifested in assignment process and outcome; positive contributions verbalized in class; consistency and thoroughness of work submitted; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.

B - Good in comprehension of work submitted; substantial evidence of ability to analyze and utilize course knowledge; positive contributions verbalized in class; consistency and thoroughness of work submitted; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.

C - Fair performance in comprehension and thoroughness of work submitted; moderate evidence of ability to utilize knowledge of the subject; adequate class contributions; responsibility in meeting due dates; cooperation with professor and others; adequacy and accuracy of written English.

D - Poor performance in comprehension and thoroughness of work submitted; meets minimal credit standards of the professor; inadequate class contributions.

F - Inadequacy of work submitted, or attitude, or performance and attendance at classes; performance was a hindrance or damaging to overall preparation for graduation. Any course in which an F grade is received may be repeated and must be repeated if it is a required course. When a course is repeated, both grades will remain on the transcript, but only the later grade will be

computed in the grade point average.

P - Pass. Work that meets course syllabus requirements satisfactorily or better (no grade points given).

WP - Withdrawal with a passing grade.

WF - Withdrawal with a failing grade.

Note: Mentor teams may use this system or the Master Assessment Rubric for evaluating assignment and/or target-level work within Kairos track programs.

Grade points are awarded for credit hours as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, and F = 0.0.

Professors may designate letter grades or choose to follow the following numerical scheme: A = 95-100, A- = 90-94, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- = 70-72, D+ = 67-69, D = 63-66, D- = 60-62, and F = below 60.

For details on the university's policy related to academic and non-academic probation, please review the section of the student handbook on Probation, Dismissal, and Reinstatement.

Type and Frequency of Measurement

Kairos University measures Satisfactory Academic Progress (SAP) at the end of each semester. For financial aid purposes, SAP is measured by grade point average (qualitatively), by pace of progression (quantitatively), and through mentor team feedback. If a student is found to not have made satisfactory academic progress, they will be notified in writing by the Office of Enrollment Management. The Enrollment Management team, in consultation with the student's mentor team, will work with students to create an individual development plan to bring the student back to SAP.

Any course in which an F grade is received may be repeated and must be repeated if it is a required course. When a course is repeated, both grades will remain on the transcript, but only the later grade will be computed in the grade point average. For students who repeat a course, the higher grade earned is used in the GPA calculation. For federal aid purposes, an incomplete is regarded as a failing grade until the course is completed. If a grade is changed, the GPA is recalculated at that time.

Students in the Bachelor of Arts, Master of Divinity, and Master of Arts programs (except M.A. in Counseling) are expected to maintain an overall cumulative grade point average of 2.5. Students enrolled in the Doctor of Ministry program are expected to maintain an overall cumulative grade point average of 3.0. Students in the MACO program are expected to maintain an overall cumulative grade point average of 3.0. A 2.0 would be a C average based on the Kairos University grading scale. Students in the MACO program who receive two "C's" in their academic courses or practica will be placed on probation.

Special Situations

Drops & Withdrawals: If students drop a course prior to the add/drop deadline for the term or are dropped by the school due to non-attendance as of the add/drop deadline, the dropped units are not included in the GPA or pace calculations. If students withdraw after the add/drop deadline, they will receive a grade of "W" for the class. The credits for the course will not be included in the GPA calculation but will count as attempted credits toward the pace calculations.

Incompletes: The grade of "I," indicating incomplete work, may be given only to students who are unavoidably prevented from completing the work of the course. The incomplete counts as zero grade points and has the same impact on the GPA calculation as an "F." If the incomplete is changed to a letter grade, this letter grade will be included in the next SAP evaluation. A grade of "I" for a course will count as attempted credits toward the pace calculations.

Pass/No Credit or Audited Coursework: Grades of “P”, “N”, or “AU” are not included in the GPA calculation. Grades of “P” and “N” are included in the pace calculations, but a grade of “AU” is not included.

Repeated Coursework: All repeated courses count as attempted credits for the pace calculations, but only the highest grade is used for the GPA calculation.

Students receiving federal financial aid may repeat a previously passed course only one time using federal funds. Students receiving federal financial aid who repeat a course because of failing grades may do so as many times needed until a passing grade is achieved unless stipulations are placed upon students by an appeals committee.

Pace Requirement

The pace requirement is that a student must complete at least 70% of credits attempted. Attempted credits include all transfer credits and credit by portfolio assessment in addition to all credits attempted while enrolled at Kairos University. (Kairos University does not offer noncredit remedial courses.) In addition, students who exceed 150% of the published program length will be ineligible for financial aid. This criterion is determined based on completed credit hours, as follows.

Maximum Time Frame

The maximum time frame for federal financial aid mirrors the academic limits for each degree program.

Bachelor of Arts in Christian Thought and Practice – 180 credits

Master of Divinity program – 108 credits

Master of Arts in Christian Leadership program – 61 credits

Master of Arts program – 72 credits

Master of Arts in Counseling program – 91 credits

Doctor of Ministry program – 54 credits

Appeal of the maximum time frame limit will be considered for the following:

- Concurrent majors, change of majors, or pursuit of a second degree;
- Change of a degree program;
- Transfer credits that do not apply to degree program.

Federal Financial Aid Warning Status

A student who does not maintain a 2.5 grade point average or receives a grade of F, demonstrates serious difficulty in supervised ministry or supervised therapy, interpersonal relationships, or personal maturity, and/or does not complete registered outcomes may be placed on probation. Normally academic probation lasts for at least one semester and provides an opportunity for a student to give serious attention to problems that may adversely affect graduation and performance as a professional.

Students who are placed on academic probation by the Office of Enrollment Management due to cumulative GPA may be placed on financial aid warning status at that time.

A student may continue to receive financial aid for one semester while on warning status. Students on warning status will have their academic standing reviewed at the end of the warning term. Students who have met the required GPA and pace of progression levels by the end of the term will be removed from warning status. Those who do not meet the requirements will be placed on financial aid suspension and will not be eligible for financial aid until the GPA and pace levels are met.

Appeals and Financial Aid Probation Status

Students who have had eligibility for Title IV aid suspended due to unsatisfactory academic progress may appeal to the Office of Enrollment Management for an extension of time to meet the standards detailed in this policy. Accepted appeals are very rare and are based on evidence of unusual circumstances.

A student whose academic performance was affected by circumstances beyond his/her control including, but not limited to, personal or family accident, illness, or crisis; death of a close family member; loss of employment or employment transition; or divorce, may request a review of his or her situation by submitting an appeal in writing to the Office of Enrollment management. The letter must describe in detail those circumstances and specific information about how his/her ability to meet the satisfactory progress standards detailed in the Kairos policy was affected. The student should describe what has changed that will facilitate the student's ability to meet SAP in the future. In addition, independently verifiable supporting documentation from a third party may be required in most instances. Documentation may include a letter from a medical practitioner, lawyer, priest, or pastor who is familiar with the student's circumstances; copies of bills; or copies of reports from government or local authorities. The documentation must contain the name and telephone number of a contact person should the appeals committee wish to confirm the authenticity of the documentation or to request additional information.

The appeal must also include a course completion plan that has been developed in cooperation with the student's mentor team.

An Appeals Panel consisting of the Chief Academic Officer and Dean, a representative from the Office of Enrollment Management, and the Chief Financial Officer and VP of Operations will reevaluate the student's academic progress. The decision of the panel is final.

If approved, the student will be placed on financial aid probation status and will be allowed to receive aid for one term. Kairos University may grant an appeal only if it determines that the student will be able to meet SAP standards after the subsequent payment period; or the student's academic plan, if followed, will allow the student to meet SAP standards at a specific point in time. Failure to meet either the GPA or the pace requirement may be appealed.

A student who is on financial aid probation will have his or her progress evaluated at the end of each term. If the student has met the conditions of the academic plan set forth, the student is considered to be eligible for financial aid the following term. If the student has not met the conditions of the academic plan, financial aid will be suspended.

Refund Policy

For students paying by the credit hour who withdraw from the institution, tuition will be refunded 100% during the first calendar week of the term. Beginning with the eighth calendar day of the term, tuition will be recalculated on a prorated basis based on the day the student drops the course. The proration is determined by dividing the number of calendar days completed in the term by the total number of calendar days in the term, not including breaks of more than five days. No refund is made after 60% of the term has passed.

Credit hour students who are less than full time and who drop a class, the refund will be prorated on the same basis. For short-term classes, the refund will be prorated; no refund will be made after 60% of the class is completed.

Kairos Project and students on monthly payment plans are billed tuition on the first of every month, starting the first month a student begins their program. Automatic payments to the university stop when a student's balance reaches zero. Billing to a student's account stops once academic requirements are complete or when notice of a leave of absence or withdrawal is submitted. For specifics on these processes, contact the Office of Enrollment Management.

Return to Title IV (R2T4) Policy

This policy describes the conditions under which Title IV funds (federal student aid, which includes Unsubsidized Direct Loans, Perkins Loans, and Direct Graduate PLUS loans) need to be returned to the U. S. Department of Education. Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is offered, so federal regulations

mandate the return of financial aid funds if a student withdraws within a certain time frame during the enrollment period.

For students who withdraw before completing 60% of the term, a portion of the federal aid received, excluding work study, must be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds (Section 484B of the Higher Education Act). Once a student has completed 60% of the term, no return is required.

The amount to be returned is determined by dividing the number of calendar days completed in the term by the total number of calendar days in the term. This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded. Kairos University only participates in Unsubsidized Federal Stafford Loans.

The responsibility for returning unearned Title IV aid is shared between Kairos and the student. Federal aid which has been disbursed to a student's account may need to be returned to the federal programs. In addition, a student who receives a cash disbursement of federal aid may need to repay all or a portion of that aid, as specified by law. If the amount of federal aid disbursed is less than the amount of federal aid which could have been disbursed, the student may be entitled to a post-withdrawal disbursement of federal aid.

Other non-Title IV aid may be contingent upon enrollment status and credit hours. These non-Title IV awards may be adjusted as a result of withdrawal, leave of absence, or less than part-time status.

Determining Withdrawal Rate

An official withdrawal date is set when a student submits a request to officially withdraw to the Office of Enrollment Management or starts the process to withdraw. A Return of Title IV funds calculation will be made within 45 days of the date of the official withdrawal and unearned Title IV funds will be returned through G5 as soon as possible after the R2T4 calculation has been performed but no later than 45 days after determining the student has withdrawn.

For the purpose of Title IV aid, a leave of absence during an enrollment period is considered an official withdrawal.

An unofficial withdrawal is automatically recorded if a student has not begun attendance by participating in a class (by attending class meetings or participating online) in the first four weeks of the semester. A withdrawal date of the end of the fourth week of the semester will be used as the last day of attendance. A student who began attendance by attending class meetings or participating online but subsequently ceases to participate in all academic-related activities and has not completed the official withdrawal process will be considered unofficially withdrawn. The date of the last academic-related activity will be the date of withdrawal for R2T4 purposes. A Return of Title IV funds calculation will be made within 45 days of the date of the unofficial withdrawal, and unearned Title IV funds will be returned through G5 as soon as possible after the R2T4 calculation has been performed but no later than 45 days after determining the student has withdrawn.

If a student withdraws from a course during the first seven calendar days of the semester, the course will not be recorded on the student's transcript. However, after the first seven calendar days, a grade of W/P (withdrawn/passing) or W/F (withdrawn/failing) will be recorded, as reported by the faculty.

Post-Withdrawal Disbursement

A student who withdraws before all scheduled aid has been disbursed may be eligible for a post-withdrawal disbursement. In this case, the R2T4 calculation will be performed within 30 days of the withdrawal date to determine eligibility. A student/borrower eligible for a post-withdrawal disbursement will be informed at the time of the R2T4 calculation and given 14 days to authorize or reject all or a portion of the disbursement. If applicable, the notification will include the student's current term loan obligation, institutional charges to be paid, options for paying those charges other than with federal loan funds, and a credit balance authorization form if the student/borrower requests

the disbursement funds to remain on the student account for future tuition and fees. Should the student/borrower fail to respond within 14 days of the notification date, Kairos will not issue the post-withdrawal disbursement. If the student/borrower authorizes the disbursement, Kairos will credit the student's account for post-withdrawal disbursement up to the amount of the allowable charges and any remaining balance will be disbursed to the student in the form of a check no later than 14 days after the disbursement funds are credited to the student account unless otherwise instructed by the student to keep a credit balance on the account. An email from the student's email address on file with Kairos University is considered sufficient written documentation for post-withdrawal disbursement and credit balance authorization.

Credit Balances

All credit balances resulting from regularly scheduled disbursements or from a post-withdrawal disbursement will be issued to the student within 14 days of the funds being credited to the student account either by check or by a deposit to the bank account provided by the student for this purpose.

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds to the loan and through G5 no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned to the loan and through G5 before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Questions about the Title IV program funds can be addressed by calling the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Kairos University's responsibilities regarding Title IV funds follow:

- Providing students with information on this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV due to the correct Title IV programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

If Kairos is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned are to be repaid by the student in accordance with the terms of the promissory note. That is, the student shall make scheduled payments to the holder of the loan over a period of time.

TA Funds

Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Kairos University will return any unearned TA funds on a prorata basis through at least the 60% portion of the period for which the funds were

provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, Kairos University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Schedule for return of unearned TA funds to the government

18 Week Term Return Percentage:

Day 1 100%	Day 2 100%	Day 3 100%	Day 4 100%
Day 5 100%	Day 6 100%	Day 7 100%	Day 8 94%
Day 9 93%	Day 10 92%	Day 11 91%	Day 12 90%
Day 13 90%	Day 14 89%	Day 15 88%	Day 16 87%
Day 17 87%	Day 18 86%	Day 19 85%	Day 20 84%
Day 21 83%	Day 22 83%	Day 23 82%	Day 24 81%
Day 25 80%	Day 26 79%	Day 27 79%	Day 28 78%
Day 29 77%	Day 30 76%	Day 31 75%	Day 32 75%
Day 33 74%	Day 34 73%	Day 35 72%	Day 36 71%
Day 37 71%	Day 38 70%	Day 39 68%	Day 40 68%
Day 41 67%	Day 42 67%	Day 43 66%	Day 44 65%
Day 45 64%	Day 46 63%	Day 47 63%	Day 48 62%
Day 49 61%	Day 50 60%	Day 51 60%	Day 52 59%
Day 53 58%	Day 54 57%	Day 55 56%	Day 56 56%
Day 57 55%	Day 58 54%	Day 59 53%	Day 60 52%
Day 61 52%	Day 62 51%	Day 63 50%	Day 64 49%
Day 65 48%	Day 66 48%	Day 67 47%	Day 68 46%
Day 69 45%	Day 70 44%	Day 71 44%	Day 72 43%
Day 73 42%	Day 74 41%	Day 75 40%	Day 76 40%
Day 77 0% (60% of course completed)			

Complaint Policy

An individual has the right to file a complaint with outside enforcement agencies including:

- United States Department of Education's Office of Civil Rights
- Equal Employment Opportunity Commission
- South Dakota Division of Human Rights
- South Dakota Department of Labor
- South Dakota Secretary of State
- The Association of Theological Schools
- Higher Learning Commission
- State or local law enforcement or prosecution authorities

In the event an individual in another state wishes to file a complaint with their state agency, a listing of all state boards can be found here.

Business Matters

Tuition and Fees

Tuition and fees sheets for the current academic year are available in the academic section of the university website, www.kairos.edu, or in the Office of Enrollment Management.

Credit Expectations

A credit hour (or unit) represents 60 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of approximately fifteen weeks. Students are strongly encouraged to think about their school, work, and family obligations when planning out their coursework any given semester. Students should expect to spend a total of three hours per week-for each credit hour or unit of work attempted. Students should also keep in mind that some courses require more than the average amount of time, and that workload will vary throughout the semester.

Total hours per credit hour or unit are: 240-260 total hours for 6 credits; 120-130 total hours = 3 credits or units; 80-90 total hours for 2 credits or units; and 38-48 for 1 credit or unit.

Payment of Accounts

Student financial accounts are maintained by the business office. Accounts must be paid before attending class unless arrangements have been made with the business office.

A registration hold is placed by the business office on a student's record prior to registration if there is an unpaid balance of more than \$500 unless the student has demonstrated to the Chief Financial Officer a viable written plan for meeting the obligation.

Candidates for degrees or certificates are required to have all financial obligations before receiving their diploma or certificate. Automatic payments to the university stop when a monthly tuition student's balance reaches zero. Billing to a student's account stops once academic requirements are complete or when notice of a leave of absence or withdrawal is submitted. For specifics on these processes, contact the Office of Enrollment Management.