



KAIROS
UNIVERSITY

Student Handbook
2024-2025

Kairos University Student Handbook 2024-2025

Mission and Kingdom Calling	
Mission Statement.....	1
What We Do.....	1
Accreditation	
Accreditation Information	1
Student Information	
Textbooks.....	2
Library Resources	2
Student Conflict Resolution	
Community Dialogue and Conflict Resolution.....	2
Formal Grievance Process.....	3
Process for Resolving Complaints Related to State Authorization	3
Probation, Dismissal, and Reinstatement	
Academic and Non-Academic Probation	4
Grounds for Dismissal.....	4
Complaint and Dismissal Process.....	5
Reinstatement Procedure	5
Administrative Leave of Absence.....	6
Sexual Harassment Policy	
Definition	6
Grievance Procedure	7
Remedies and Other Protections	8
Accommodation for Disabilities	
Accommodation for Disabilities.....	9
Required Documentation	9
Disability Grievance Policy and Procedures	10
Government Regulations and Policies	
Family Educational Rights and Privacy Act of 1974, As Amended	11
Non-Discriminatory Policy.....	12
Section 504 of the Rehabilitation Act	12
Title IX of the Education Amendments of 1972.....	12
Title IV Pertaining to Federal Funding on Post-Secondary Campuses.....	12
Regulations for Veterans Receiving Educational Benefits.....	12
International and Canadian Student Forms	13
Drug Abuse Prevention Program for Institutions Participating in Title IV	13
Policies and Procedures	
Catalog	14
Credit Expectations	14
Transfer Credits	14
Assessment of Prior Learning (Undergraduate classic only)	15
Demonstrated Proficiency	15
Provisional Admission	16
Undergraduate Equivalency and Exemption.....	16
Accredited MDiv Equivalency for DMin.....	16
Change of Enrollment Date.....	16
Admission of Returning Students.....	16
Determination of Location and Disclosure	17
Change of Degree Program.....	17
Academic Advising and/or Mentor Team Supervision	17
Registration for Completion of Outcomes or Courses for Aid and Benefits	17
Classification of Students.....	17
Class Attendance	18
Dropping/Withdrawing from Classic Courses.....	18
Zoom Etiquette.....	18
Academic Honesty	19
Grievances Regarding Academic Matters	19

Student Copyright Guide.....	20
Computing and Internet Resources Acceptable Use Policy Summary	20
Incomplete Course Work.....	21
Grading	22
Pass/Fail Courses	23
Master Assessment.....	23
Petitions for Exceptions	23
Academic Probation and Reinstatement.....	4
Grounds for Dismissal.....	4
Leave of Absence.....	23
Withdrawal	24
Graduation	24
Confidentiality and Retention of Records.....	25
Transcripts	25
Internship, Practicum, and/or Supervision Policies	25
Financial Aid	
Employment	25
Federal Aid.....	26
Other Sources of Aid.....	26
Cost of Attendance	26
Financial Aid Deadlines	27
Enrollment Status and Registration	27
Student Eligibility.....	28
Application for Admission.....	28
Admissions Requirements	28
Review of Application Materials	30
Diploma and Transcript Verification	30
Academic Year.....	31
In-School Deferment	31
Subscription Requirement.....	32
Subscription and Financial Aid Recipients.....	32
Subscription and Military Benefit Recipients.....	32
Registration and Financial Aid and/or Military Benefit Recipients.....	32
Satisfactory Academic Progress (SAP) Policy	32
GPA Standards for SAP	32
Transfer Credit and SAP	33
Special Situations	33
Drops/Withdrawals/Incompletes and Aid	33
Maximum Time Frame	34
Federal Financial Aid Warning Status.....	34
Appeals and Financial Aid Probation Status.....	34
Return of Title IV F (R2T4) Funds in Subscription-Based Programs	35
Official Withdrawal	35
Unofficial Withdrawal.....	36
R2T4 Calculation.....	36
Post Withdrawal Disbursement and Credit Balance	36
Credit Balances.....	36
TA Funds.....	38
Complaint Policy	38
Business Matters	
Tuition and Fees	39
Payment of Accounts	39
Refund Policy	39
Incentive and High-Pressure Recruitment Ban.....	40
General Information	
Office Hours	40
Emergency Number for Security Office.....	40
Campus Guidelines and Emergency Procedures	41
Building Floor Plans	44

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

Mission and Kingdom Calling

Mission Statement

Kairos University cultivates followers of Jesus who flourish in their vocations for the life of the world.

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.

Cultivating followers of Jesus who 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.

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).

The Master of Arts in Marriage and Family Therapy program is accredited by The Commission on Accreditation for Marriage & Family Therapy Education (COAMFTE).

Textbooks

Nearly all of the textbooks utilized in Kairos curricula are available at no cost through the Digital Theological Library and/or the other online libraries and databases available to current students. When textbooks are not available through university library resources, students may acquire the materials through an online retailer or other means. [Amazon.com](#) typically has most textbooks needed for study at Kairos University. Other online retailers include [Barnes & Noble](#), [AbeBooks](#), [Chegg](#), [Alibris](#), [Valore Books](#), and [Campus Books](#).

Library Resources

Digital Theological Library

Kairos University is a co-owner of The Digital Theological Library (DTL), which is one of the world's largest digital libraries of religious and theological studies. It has more than 1,500,000 books, 104,000,000 articles, 61,000 journals, 150 databases, and 30 subject guides. PDF reserves are also easily made available to students. 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 e-books to millions of patrons each year. The library is open to the public and is easily accessible. Some Kairos partners have recently added their collections to the Open Library.

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 in Sioux Falls, SD, 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.

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://tdx.sdbor.edu/TDCClient/33/Portal/Home/?ID=50219c42-9f6a-45de-82ad-cad22e4afa9b>.

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 or faculty advisors 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 or faculty advisor, moral problem, etc. In these instances, the faculty mentor/advisor and the Chief Academic Officer and Dean will determine the following:

- If it would be best for the student to work with a transitional mentor or advisor 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/advisor is necessary, the Chief Academic Officer and Dean will inform the student and the student's mentor team/advisor, noting the conditions, requirements, and length of the probation or transition period. The faculty mentor/advisor 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 dismissal from the university. Students who have been on academic probation and do not raise their cumulative GPA or meet the specified requirements during the probation period may be dismissed from the university.

Grounds for Dismissal

The following constitute grounds for dismissal:

- Failure to perform responsibly in classes, outcome-level coursework, ministry or supervised therapy practica, or any related projects. This includes inadequacy of work submitted, attitude, or performance in ministry or vocational settings as well as failure to maintain the required program GPA.
- 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 vocational or ministry service or are disruptive to the academic and community life of the university and/or the student's ministry or vocational context.
- Committing a civil or criminal offense.
- Inability or unwillingness to build a mentor team, work with a faculty advisor, faculty mentor and/or mentor team, follow direction of a program supervisor in a counseling or therapy internship or practicum.
- Two or more Administrative Leave of Absences (consecutive or nonconsecutive).
- 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 faculty mentor/advisor.

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. Such requests are only considered after the student has been out of school for at least one semester. 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 and/or their mentor team or advisor, by demonstrating a continued lack of progress, by missing more than two tuition payments in a row, by consistently failing to make tuition payments, and/or by not setting up a Pathwright subscription to cover monthly tuition payments. Steps and a timeline for completion of certain items to help ensure progress may accompany the leave. If the administrative leave of absence requires a break from academic work, access to Pathwright will be paused and tuition will not be billed over the course of the designated leave period. If more than a year lapses and the terms of the administrative leave of absence have not been resolved, the student will be automatically withdrawn. Those seeking to reengage with the school will need to pay their outstanding balance in full, reapply, and, if accepted, successfully set up a new subscription.

Like with a standard leave of absence, Kairos University cannot guarantee placement with the same faculty mentor or advisor. Mentor/advisor reassignment is based on faculty availability at the time of return. Cohort assignment, when applicable, is also determined upon return and is not guaranteed. MFT and counseling students returning from leave once an internship/practicum rotation is already underway must wait for the next rotation to start before resuming internship/practicum.

For students receiving federal student loans from Kairos or have in-school deferment status on previous student loans, a leave of absence, including administrative leave of absence, is treated the same as a withdrawal and is reported as such to the National Student Loan Data System.

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 prejudgment 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. The decision-maker will forward any appeal received to a Legacy President who will review the appeal and decide if there are grounds for reconsideration. If so, the Legacy President or their designee will render 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 requests 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.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Brandi Pohlmeier, Kairos Advisor and Registrar, 2100 S. Summit Avenue or 605-336-6588 or registrar@kairos.edu. For additional information, visit 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.

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.

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.

Transfer Credits

Undergraduate Level Classic Programs 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 other education providers with whom KU partners or has an articulation agreement; 3) colleges, universities, or other education providers that are willing to partner with KU or work 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. Transfer credits are granted on a case-by-case basis of up to 45 credit hours for Associate of Arts degrees and up to 90 credit hours for the Bachelor of Arts programs. 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. Faculty assessors are 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.

Graduate Level (Select Programs) Only

Transfer credits for the MACO and MFT programs are accepted on a case-by-case basis and are counted as both attempted and completed hours in GPA calculations. The quality points of transfer credits are included in the cumulative GPA calculation. Transfer credit may be granted for up to two-thirds (or 75%) of a program's credit hours. Kairos University does not accept transfer credits for the Master of Divinity, Master of Arts in Leadership, and Master of Arts programs. Only in rare circumstances are transfer credits for doctoral programs considered.

Assessment of Prior Learning

Undergraduate Level Classic Programs 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 a maximum of 30 credits toward an Associate of Arts degree or 60 credits toward a Bachelor of Arts 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, artifacts, and other documentation which articulate a student's non-credit learning that they propose to be relevant to the learning objectives of their current or desired academic program. 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 undergraduate-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 prior learning assessment portfolio Instructions include all information necessary to prepare and submit material for evaluation. All assessment of items submitted is performed by faculty assessors whose training 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 prior learning assessment 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 prior learning assessment portfolio instructions. The school's policies on copyright and plagiarism also apply to the prior learning assessment portfolio. Associate of Arts students may earn a maximum of 30 hours of credit and Bachelor of Arts students may earn a maximum of 60 hours of credit through the portfolio.

Demonstrated Proficiency

Graduate Level Only

Students in competency-based programs are encouraged to demonstrate proficiency in program outcomes for coursework or prior learning (i.e., courses taken from a fully-accredited university or other graduate-level institution or related coursework at the same degree level as a previously earned degree

conferred by the university), all to be worked out through mentor team and/or faculty advisor conversations and incorporated into the Master Assessment process. While these experiences may help students progress toward their program outcomes, previous coursework does not guarantee competency in outcome-level courses nor does it transfer or count for program credit. Students must still demonstrate proficiency through the Master Assessment process.

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 three-or six-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 the 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 degree level for a designated period of time, after which the provisional status will be removed. The terms and designated period of time for such provisional admission will vary on a case-by-case basis.

Undergraduate Equivalency

Kairos University has a policy for undergraduate equivalency for students who have not completed baccalaureate degrees but who are able to demonstrate through other means that they possess the qualities and skills necessary to complete graduate-level work and a readiness for ministry or vocational service. Equivalency does not grant a bachelor's degree but merely shows that the person possesses similar understanding, skills, and knowledge as someone with a degree. Applicants are considered for undergraduate equivalency on a case-by-case basis. To learn more about the steps involved in showing evidence of equivalency, see the Admissions section of the Kairos University catalog.

Undergraduate Exemption

A limited number of applicants for certain programs who do not meet the requirements for equivalency but still show potential for ministry/ vocational service and an aptitude for graduate-level work may be considered for undergraduate degree exemption. To learn more about the steps involved in determining the potential for exemption, see the Admissions section of the Kairos University catalog.

Accredited Master of Divinity Equivalency for the Doctor of Ministry Program

Students without an accredited Master of Divinity may be admitted upon fulfillment of the six criteria developed by the Association of Theological Schools. Details on the criteria are available in the Admissions section of the Kairos University catalog.

Change of Enrollment Date

An accepted student may defer enrollment for up to one year from the date of their initial acceptance. If an enrollment deferment of more than one year is necessary, the student will be required to submit new application materials. A student accepted at the graduate level without an undergraduate degree may defer, but the enrollment date will not be guaranteed. A student's program of study will be governed by the catalog that is in effect at the time of enrollment.

Admission of Returning Students

If more than one year lapses 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 one year should send a letter stating his/her desire to the admissions office. The Admissions Committee reserves the right to require additional documents.

Kairos University will promptly readmit a service member to the same degree program with the same academic status they had when last admitted or attending Kairos. This requirement applies to any student who could not attend school due to military service.

Determination of Student Location and Disclosure

Student location is defined as the place in which the student is currently living or physically located (e.g., current address) at the time of enrollment in a program and not the student's state of residency. Students are required to update their address upon any change in current address. Students can update their address at any time by emailing info@kairos.edu or registrar@kairos.edu.

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 or their faculty advisor. If needed, the Registrar 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 their 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. A change of degree program assumes withdrawal from the current program in order to move into the new one.
- After discussing the change of program with their mentor team or advisor, the student must complete a "Change of Degree Program Request" form., which is accessible on the Student and Mentor Resources page.

Academic Advising and/or Mentor Team Supervision

Faculty guidance is an important part of the academic journey at Kairos University. Academic advising and/or faculty mentoring is provided to students depending on the degree program in which they are enrolled.

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

Registration for Completion of Outcomes or Courses for Aid and Benefits

At the beginning of each term, the following students are required to register for the completion of courses (traditional or outcome-level) depending on the degree program in which they are enrolled:

- Those receiving federal or provincial loans or grants;
- Those receiving VA benefits or tuition assistance;
- Those seeking any type of status verification including in-school loan deferment.

After students have consulted with their mentor team or advisor regarding registration and completion plans, they must complete and submit an Outcome Registration form. The online form is automatically sent to the Office of the Registrar upon submission.

Classification of Students

A *full-time* enrollment for students enrolled in bachelor's and master's degree programs is nine or more credit hours during a semester.

A *half-time* enrollment for bachelor's and master's students is six to eight credit hours during a semester.

A bachelor's or master's student enrolled in one to five credit hours is considered to have a *less-than-half-time* enrollment status.

Effective January 1, 2024, *full-time* enrollment for doctoral students is six credit hours per semester and half-time is three credit hours per semester.

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.

Class Attendance

Attendance is expected for all classes in which a student is enrolled for credit. 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. Unless instructed otherwise, submission of assignments should be completed before class begins to be considered "on time."

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.

Students participating in scheduled learning experiences at a not-for-credit level should visit with the professor individually about his or her expectations for participation.

Note: Some programs, such as the Master of Arts in Marriage and Family Therapy have additional expectations for attendance and assignments, please reference the MFT program handbook for details.

Dropping/Withdrawing from Classic Courses

Students who enroll in a classic program course but are not participating in class or turning in assignments are strongly encouraged to email the professor and request removal from the course. Lack of participation does not assume withdrawal. Requests should be made no later than the end of the third week of a semester-long course or the end of the first week in a short-term course. Requests made outside of these timeframes should be sent to both the course professor and the Registrar (registrar@kairos.edu).

Zoom Etiquette

If attending class, scheduled learning experience sessions, or mentor/mentor team meetings via Zoom or Google Meet video conferencing technology, students (and other participants) are required to adhere to the following guidelines:

- Test Zoom or Google Meet prior to the first class/learning experience session or meeting by visiting www.zoom.us/test or support.google.com/meet.
- Utilize and have the video camera on at all times. While it is possible to turn off one's camera during a Zoom or Google Meet 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/in-person meeting. 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/meeting. Do not join via Zoom and then depart the class session or a meeting partway through, unless otherwise directed by the faculty member teaching the course or the individual holding the meeting or an extenuating situation occurs.
- 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. Driving during class, talking to others in your environment (even while muted), or other distracting behaviors should be avoided.

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

Students in the Marriage and Family Therapy program are expected to attend online classes and Google Meet supervision by being in a closed secure room with no one else present or able to see the screen or hear audio. If on a rare occasion, a student needs to be in class while in a shared space, they need to notify the professor beforehand, need to use headphones, and need to be sure their screen is not accessible for others to see.

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 or coursework, 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 all the way to dismissal. Subsequent proven or admitted cases of academic dishonesty in the same or other classes/coursework 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, and staff. 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 Registrar 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 the student had earned at the time of the request for incomplete was made will be entered on the student’s record.

Students may not take additional courses until any outstanding incompletes from the previous semester have been finished or resolved. Aid students are advised to review the Financial Aid section of this handbook for requirements and information related to GPA calculations and future aid requests.

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.)
- W** Withdrawal.
A designation of WP or WF may be used to note that a student was passing (WP) or failing (WF) at the time of withdrawal.

Note: Mentor teams may use this system or the Master Assessment Rubric for evaluating assignments and coursework within competency-based degree programs (Master of Arts, Master of Arts in Leadership, Master of Divinity, blended master's 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	

Bachelor's students and students in the Master of Divinity, Master of Arts, and Master of Arts in Leadership programs are expected to maintain an overall cumulative grade point average of 2.5. Students in the MA in Counseling, MA in Marriage and Family Therapy, Doctor of Ministry, Doctor of Professional Counseling, Doctor of Theology, and Doctor of Philosophy programs are expected to maintain an overall cumulative grade point average of 3.0. Students in the MACO program who receive

any grade below a B- in any counseling course will be required to retake the course. MFT students are expected to maintain a minimum 3.0 grade point average in all core MFT courses, with no grade lower than a C in any MFT course. If an MFT student receives a C- or lower in any marriage and family therapy course, that course must be repeated.

Students whose cumulative GPA drops below the graduation standard for their degree will be placed on probation (see Federal Financial Aid Warning Status concerning the effect on federal student loan eligibility).

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 competency-based programs (Master of Arts, Master of Arts in Leadership, Master of Divinity, blended master's programs), are graded pass/fail and therefore will not carry grade points.

Master Assessment

Proficiency is demonstrated in the areas of content, character, and craft within a degree program outcome through the Master Assessment process with a score of nine or higher with no score of two or less 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

Degree programs at Kairos University provide opportunities for students to connect their learning to their vocational contexts and day-to-day lives. Low monthly tuition rates make flexible learning affordable, and possible, year-round. A student in good academic standing may request a leave of absence in three-month increments, up to one calendar year. A leave of absence may be requested for a number of reasons including, but not limited to, medical emergencies, long-term illnesses, or financial, personal, or family matters. If a leave of absence extends beyond one calendar year, it turns into an automatic withdrawal. After one year, students wishing to reengage must reapply.

Students are asked to consider the implications of taking a leave of absence prior to making a request. A leave of absence can impact program progress. Kairos University cannot guarantee placement with the same faculty mentor or advisor. Mentor/advisor reassignment is based on faculty availability at the time of return. Cohort assignment, when applicable, is also determined upon return and is not guaranteed. MFT and counseling students returning from leave once an internship/practicum rotation is already underway must wait for the next rotation to start before resuming internship/practicum.

Evaluation of a leave of absence takes place every three months. Requirements remain those of the catalog in effect at the time of the student's original admission unless a student must be placed in a new

program cohort. Monthly tuition billing will be suspended during the leave of absence period, and access to Pathwright and library resources will be paused for the duration of the leave.

For students receiving federal student loans from Kairos or have in-school deferment status on previous student loans, a leave of absence, including an administrative leave of absence, is treated the same as a withdrawal and is reported as such to the National Student Loan Data System.

Students may also be placed on “Administrative Leave of Absence.” Please refer to the Probation, Dismissal, and Reinstatement section above for more information on administrative-mandated leave.

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.

Tuition is billed on the first day of every month, and automatic payment is taken based on the day of the month on which a student initially subscribed. Billing for monthly tuition stops upon receipt of the withdrawal notice, but payments continue until the account balance reaches zero.

If an officially withdrawn student desires to return within one year 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 new application materials and/or request additional documents.

A student remaining withdrawn for a period extending beyond one year from the date of withdrawal will be required to reapply for admission into the university.

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

Graduation

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

• Graduate Certificate in Theological Studies	24 hours
• Bachelor of Arts in Christian Thought and Practice	120 hours
• Bachelor of Arts in Leadership (<i>pilot program; limited enrollment</i>)	120 hours
• Master of Arts	48 hours
• Master of Divinity	72 hours
• Master of Arts in Marriage and Family Therapy	65 hours
• Master of Arts in Counseling	63 hours
• Master of Arts in Leadership (<i>pilot program; limited enrollment</i>)	48 hours
• Doctor of Professional Counseling	42 hours
• Doctor of Ministry	36 hours
• Doctor of Theology	42 hours
• Doctor of Philosophy	42 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 for the MA in Counseling, MA in Marriage and Family Therapy, DMin, DPC, ThD, and PhD degree programs) for classic track students and, for competency-based programs, demonstrated competency of content, character, and craft in all program outcomes with Master Assessment scores of 9 or higher with no score of 2 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 the student’s faculty mentor or advisor has submitted a Notice of Completion form to the

Office of the Registrar, a degree audit will be administered. Degree audits may take up to five business days to conduct. Once program completion is verified through the Office of the Registrar, students transition to Continuing Well or complete exit items to fulfill the final requirements for graduation (including completion of an Application for Graduation and self-assessments). In addition to academic requirements for graduation, students must meet all financial obligations to the university.

All degrees are granted on the last day of the month.

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 are destroyed. The application, letter of acceptance, transcript, and documents supporting the academic record are retained.

Transcripts

Kairos University partners with [Parchment](#) (an online credentialing platform) to fulfill and securely send student and alumni requests for electronic and/or paper transcripts. An official transcript is a certified statement of a student's complete academic record to the date of issuance and bears the notation "official transcript." Official transcripts issued directly by the university (outside the Parchment platform) will bear either the official seal of the university or the signature of a proper certifying officer and be printed on SCRIP-SAFE® transcript paper.

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. An unofficial copy of one's own record is available at no cost to any current student through the university's student portal.

After graduation, students receive an official final transcript with their diploma. A fee, plus shipping, is required for per every subsequent official or unofficial transcript request. 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 a student or other parties. Kairos University only releases transcripts for coursework completed at the university.

Internship, Practicum and/or Supervision Policies

The university's marriage and family therapy and counseling programs include internship and practicum courses for students in the programs. Students are advised to review and adhere to the policies within the program and/or internship handbooks during their time in the program.

Financial Aid

Employment

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

Federal Aid

All Kairos University federal aid eligible programs are considered graduate half-time subscription-based programs. Only non-need-based Unsubsidized Federal Direct Loans are available to eligible students wishing to receive federal student loans. Students admitted to Kairos without a bachelor's degree are not eligible for federal student loans including those admitted into blended bachelor's/master's program tracks. Kairos University does not offer Graduate Plus loans.

Other Sources of Aid

Grants, loans, and scholarships may also be available from congregations, denominations, and other organizations. Students are responsible for researching these alternative sources of aid.

Cost of Attendance (COA)

Cost of Attendance is an estimate of the total costs a student must meet in order to pursue a degree. The COA includes total tuition and fees and estimated housing costs. Kairos University awards aid on a semester basis rather than a yearly basis, so the university's Cost of Attendance estimates are semester estimates.

COA Kairos Institutional Elements

- *Tuition and fees:* Kairos University graduate programs have [three different subscription rates](#) depending on the degree program in which a student is enrolled. There are no additional semester or annual fees charged by the university that accompany the monthly tuition rate.
- *Books:* A free membership to the Digital Theological Library (DTL) is included in the monthly subscription rate and all required books, with rare exceptions, can be obtained through DTL. Therefore, the cost of books has been eliminated from Cost of Attendance estimates.
- *Transportation:* All Kairos programs are online programs and do not require transportation to campus.
- *Housing:* The estimated housing costs are derived from the housing element in College Board's 24/25 national budgets for independent students.

Cost of Attendance Examples by Subscription Rate

COA - \$300 monthly subscription	Semester
Tuition	\$1,800
Housing	\$6,367
Semester Total	\$8,167
<i>ANNUAL TOTAL</i>	<i>\$16,334</i>

COA - \$400 monthly subscription	Semester
Tuition	\$2,400
Housing	\$6,367
Semester Total	\$8,767
<i>ANNUAL TOTAL</i>	<i>\$17,534</i>

COA - \$600 monthly subscription	Semester
Tuition	\$3,600
Housing	\$6,367
Semester Total	\$9,967
<i>ANNUAL TOTAL</i>	<i>\$19,934</i>

Financial Aid Deadlines

There are two deadlines each semester for the request of financial aid: the priority deadline and the final deadline. These deadlines are specific to federal student loans and most military benefits but do not apply to Army TA which has its own strict deadlines.

Financial Aid Priority Deadline: The first day of each semester. The first day of each Fall semester is July 1, and the first day of the Spring semester is January 1. This allows for the earliest possible disbursement of aid.

For eligible new students, this is the date by which they must be subscribed and have registered for courses using the Outcome Registration Form.

For eligible current students, this is the date by which the grades for previous courses must have been received, an Outcome Registration Form for the new semester must have been submitted, and all other eligibility requirements have been met.

Financial Aid Final Deadline: The semester midpoint date after which no new aid will be awarded for the semester. The midpoint of each Fall semester is October 1, and the midpoint date of the Spring semester is April 1.

Students may request aid anytime from the start of each semester's priority deadline through the semester's final deadline as long as grades have been submitted for the previous semester's coursework, an Outcome Registration Form has been submitted, and all other eligibility requirements are met.

Enrollment Status and Registration

For federal student loan eligibility, students in all master's programs are required to enroll in at least six credits, or half-time status, in order to be eligible for aid. The half-time status for all doctoral programs is three credit hours, effective 1/1/2024. Students enrolled in credits above half-time status are still considered to be enrolled in a half-time program and are reported as such to the National Student Loan Data System. Students requesting federal student loans, both US and Canadian, must use the Outcome Registration Form to register for courses required for their program as listed in the Kairos Academic Catalog (traditional or outcome-level depending on the program) to ensure their enrollment is recorded in the official academic database. The Outcome Registration Form is the official registration form. Enrolling in courses in the Pathwright learning management system allows a student to work in conjunction with professors and faculty mentors but such enrollment is not an official registration.

Students enrolled in coursework with Kairos partners do not usually use the Outcome Registration form or have their coursework reported to the Kairos registrar on a regular semester basis. These students are not eligible for federal student loans at Kairos University.

In subscription-based programs, aid eligibility is based on coursework completion. A student must complete coursework in order to be eligible for aid in the next semester. It is the practice at Kairos University to require coursework to be completed before a student is cleared to register for the next semester. More information concerning federal student aid in subscription-based programs is available from the financial aid office.

Canadian Students

Our academic year runs July 1 through June 30. The terms are:

Fall: July 1 through December 31

Spring: January 1 through June 30

Canada has an academic year that runs August 1 through July 31. When submitting aid applications in Canada, students must use an academic year begin date no earlier than August 1, but an

academic year end date no later than June 30. New students may not use a begin date earlier than their subscription date.

Student Eligibility

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 to 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.

Application for Admission

An application will be considered complete when the following items have been received:

- The completed application for admission;
- Responses to autobiographical questions;
- An official transcript from each college and graduate school attended (or high school transcript for Bachelor's and Associate's students). Applicants who have not yet graduated should request a current transcript at the time of application as well as a final transcript after graduation;
- Interviews (required for some programs) - *if applicable*;
- Additional requested documentation - *if applicable*;
- References - *upon request*;
- Signed signature page;
- Set up of tuition subscription;
- A nonrefundable application fee payable in U.S. funds.

The Office of Enrollment Management may also request additional materials or information for admission. Complete applications should be submitted at least two weeks prior to the beginning of the month or semester for which entry is sought. In case of late application, students may be admitted conditionally. If admission to a degree program follows, full credit for work done during the period of conditional admission will be granted. Applications must be completed in full and acceptance complete before registering for the next semester. All correspondence concerning admissions should be addressed to the Office of Enrollment Management.

Admission Requirements

Non-Degree/Audit:

A completed application for admission.

- Upon request - official transcripts or additional admissions material

Associate's Level:

A high school degree or its equivalent, with a grade point average of at least 2.5 on a 4.0 scale.

- Completed Application for Admission
- Official high school diploma (or transcript) or documentation for passed GED or HiSet. Other equivalents will be considered on a case-by-case basis.

Bachelor's Level:

A high school degree or its equivalent, with a grade point average of at least 2.5 on a 4.0 scale.

- Completed Application for Admission

- Official high school diploma (or transcript) or documentation for passed GED or HiSet. Other equivalents will be considered on a case-by-case basis.

Graduate Certificate:

A baccalaureate degree, with a grade point average of at least 2.5 on a 4.0 scale.

- Completed Application for Admission
- Official transcript for each college attended and/or graduate school attended

Master's Level:

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 M.A. in Counseling & M.A. in Marriage and Family Therapy).*

- Completed Application for Admission
- Official transcript for each college attended and/or graduate school attended

**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.*

Doctoral Level:

Doctor of Ministry

An accredited Master of Divinity degree with at least a 3.0 grade point average and significant ministry experience.*

- Completed Application for Admission
- Official transcript for each college attended and/or graduate school attended
- Significant ministry experience

**Applicants without an accredited Master of Divinity degree may be admitted upon fulfillment of the six criteria developed by the Association of Theological Schools: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate.*

Doctor of Professional Counseling

An accredited master's degree in counseling, psychology, social work, or school counseling, with a minimum 3.0 grade point average; at least three years of experience in the field subsequent to completion of the master's degree; and involvement in field work related to the program.

- Completed Application for Admission
- Official transcript for each college attended and/or graduate school attended
- Three+ years of counseling field related work
- Proof of licensure (LPC, LMFT, LPA, LMSW, LCSW, LSC) with expiration date noted or school counselor certification with expiration date noted
- Proof of liability insurance (12-month policy)
- Completion of mandatory background check

**Applicants with earned master's degrees from non-accredited schools may be accepted on a case-by-case basis by meeting additional requirements and demonstrating evidence of expertise and readiness for the program.*

Doctor of Theology* and Doctor of Philosophy

An accredited master's degree in a discipline or field related to the specialization one plans to pursue with at least a 3.0 grade point average.

- Completed Application for Admission

- Official transcript for each college attended and/or graduate school attended
- Evidence of graduate-level writing ability in English (a TOEFL score may be requested for those whom English is a second language)
- If applicable - language requirements* as determined by the mentor team and the specialization one plans to pursue.

Additional ThD requirements:

- Significant experience as a ministry practitioner^ with a commitment to utilizing your theological acumen for the improvement of ministry practice in the wider Church.

**Applicants without prerequisite languages required as determined by the mentor team and the specialization one plans to pursue may be asked to acquire such before entering the dissertation phase of the program.*

^Applicants without evidence of theological education or expertise may be asked to acquire or demonstrate such prior to full admission.

Review of Application Materials

Students are not guaranteed admission merely upon submission of materials but only after evaluation and approval by the Office of Enrollment Management. The university reserves the right to call for additional requirements before making a decision.

While desiring to maintain flexibility and reflect goodwill 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 Office of Enrollment Management 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;
- Submit to verification procedure when required by school officials.

Diploma and Transcript Verification

The Office of Enrollment Management is required to ensure the validity of high school diplomas and transcripts that are submitted by potential students seeking undergraduate admission to Kairos University. If questions about the validity of a high school diploma arise, the steps noted below will be followed.

1. Review the documents (diploma and/or transcript) provided by the student;
2. Contact the school or individual listed on the document;
3. Request direct written communication (preferably in the form of an official transcript) from the school validating the graduation of the student in question.

After completing the process noted in steps 1-3, the application evaluator will be able to assess the validity of any documentation provided by the student. In the case of students applying for transfer admission to Kairos University from another accredited institution, high school transcripts and diplomas are assumed to have been previously validated by the previous collegiate institution.

If a diploma or transcript is found to be invalid or cannot be validated, the university reserves the right to deny admission or render the application incomplete.

The diploma and transcript validation process listed above can also be followed to ensure the validity of diplomas and transcripts being submitted by applicants at all other degree levels.

Students submitting international transcripts should, at their expense, use World Education Services (WES), Foreign Academic Credentials Service (FACS), SpanTran Evaluation Services, or Global Credential Evaluators (GCE) to have their transcript sent directly to the university. Prospective students should have official transcripts sent from the institution directly to the evaluation services. In some cases, transcripts that have already been verified by the evaluation services may be accepted, and transcripts from some well-known international schools may be exempted from evaluation. Transcripts for coursework being considered for transfer credit must be evaluated. Transcripts issued in languages other than English, the student may be required to have the transcript translated by a certified translator at the student's expense.

Academic Year

For aid purposes, the Kairos academic year consists of two non-standard terms or semesters. These term dates are the same each year.

Fall Semester: July 1 through December 31

Spring Semester: January 1 through June 30

Since many Kairos programs are flexible and self-paced, there are no scheduled breaks in these programs during the academic year. Students, along with their mentor team, can plan their semester coursework to accommodate family and employment needs. Students in more traditional classic programs can work with their faculty advisor to determine the best schedule for their coursework in light of family and employment needs.

Start dates are not as firm as in traditional programs but aid students are advised to note how much of the term is left when choosing a program start date as they won't be eligible for aid in subsequent terms until those courses are complete. It is recommended that a student start within the first three months of a term. Starting after this point will make course completion a challenge and will affect registration and aid eligibility for the next term. Kairos academic policy requires a student to complete all coursework to be cleared to register for a new semester. This policy applies to all students in all programs. Students who wish to receive aid are held accountable to this same policy and, therefore, will not become eligible for aid until they have completed all coursework and have been cleared to register for coursework equaling half-time status or above in a subsequent term.

In-School Deferment

Kairos University students who are not receiving federal student loans at Kairos University but wish to receive an in-school deferment of payments for student loans from previous schools must officially register for coursework equivalent to half-time status or above using the Outcome Registration form. This registration must occur before in-school deferment forms will be certified and signed by a school certifying official and before enrollment at half-time status can be certified in the National Student Loan Data System.

Students enrolled in coursework with Kairos partners do not usually use the Outcome Registration Form or have their coursework reported to the Kairos registrar on a regular semester basis. To be eligible for deferment and to have an in-school deferment form certified by a Kairos official, those students must register using the Outcome Registration form each semester and have all coursework and grades reported to the registrar for the official Kairos transcript. Enrollment will be reported based on the number of credits in which they are currently enrolled. If, due to the partner organization's practices, registration using the Outcome Registration form is not possible then application for an in-school deferment is also not possible.

Subscription Requirement

Kairos University programs are subscription-based programs because tuition is charged at a flat monthly rate that varies depending on the program in which a student is enrolled. The monthly rate remains the same regardless of the number of credit hours a student chooses to take. Students are required to use a credit card to set up the monthly subscription payments in order to become active students. The subscription date is the date an admitted student becomes an active student, however, enrollment status for aid and deferment purposes is not established until a student officially registers for coursework using the Outcome Registration Form.

Subscription and Financial Aid Recipients

Financial aid recipients are also required to set up a monthly subscription and make an initial first payment because the subscription and first payment create the student account to which aid is applied. The subscription also keeps the student in active status if they fail to complete coursework at the end of a semester and after any aid credit balance on account is exhausted.

Subscription and Military Benefit Recipients

All students must subscribe for the monthly tuition payment using a credit card to make a first payment. The credit card will be kept in file with the University for future monthly subscription payments. The subscription creates the account to which all invoices are applied. Students receiving military benefits are exempt from the requirement to create a monthly subscription with a credit card. However, since the subscription creates the account to which all invoices and benefits are applied, admitted students who have completed the application for military benefits and submitted their Certificate of Eligibility to the Financial Aid office must email financialaid@kairos.edu when they wish to begin their program to prompt the creation of their student account.

Registration and Financial Aid and/or Military Benefit Recipients

Given that our programs are all self-paced, some students may need additional time to complete coursework. Students may not register for a subsequent semester and request financial aid or benefits until their current coursework is completed and grades have been submitted. Financial aid students whose course completion extends past the end of a semester will be charged monthly to the credit card on file until aid eligibility has been regained. Students receiving military benefits should be aware that any balance accrued after the military benefits on the account are exhausted is their responsibility should they become ineligible for future military benefits.

Satisfactory Academic Progress (SAP) Policy

The Kairos University SAP 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, half-time, undergraduate, and graduate students, and educational programs established by the institution. Satisfactory Academic Progress is monitored at the end of each semester. It is monitored by a student's mentor team and/or faculty advisor to ensure that the student is making satisfactory progress toward a degree through grade point average. The Office of Enrollment Management monitors Maximum timeframe. The Financial Aid Administrator (FAA) reviews SAP (GPA) and course completion when determining aid eligibility in the next semester.

For financial aid purposes, SAP is measured by grade point average. PACE as a separate measure is waived within the subscription-based award model since course completion is required.

Grading

The system of grading for students receiving federal student aid is the same as for students not receiving aid, see the Grading section on page 22 of this handbook for details.

GPA Standards for SAP

For financial aid purposes, SAP is measured by grade point average. If a student is found to not have made satisfactory academic progress due to a GPA below the required standard, they will be notified in writing by the Office of Enrollment Management. The Enrollment Management team, in

consultation with the student's mentor team and/or faculty advisor, 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 are required to maintain a minimum cumulative grade point average equal to the graduation standard for their degree. Bachelor's students and students in the Master of Divinity, Master of Arts, and Master of Arts in Leadership programs are expected to maintain an overall cumulative grade point average of 2.5 (equivalent to a B- average). Students in the MA in Counseling, MA in Marriage and Family Therapy, Doctor of Ministry, Doctor of Professional Counseling, Doctor of Theology, and Doctor of Philosophy programs are expected to maintain an overall cumulative grade point average of 3.0 (equivalent to a B average). Students whose cumulative GPA drops below the graduation standard for their degree will be placed on probation (see Federal Financial Aid Warning Status concerning the effect on federal student loan eligibility). Students in the MACO program who receive any grade below a B- in any counseling course will be required to retake the course. MA in Marriage and Family Therapy students are expected to maintain a minimum 3.0 grade point average (B average) in all core MFT courses, with no grade lower than a C in any MFT course. If an MFT student receives a C- or lower in any marriage and family therapy course, that course must be repeated.

Kairos University is a subscription-based institution therefore exempt from quantitative/pace evaluation.

Transfer Credit and SAP

The Registrar is responsible for approving the transferability of all credits. The transfer credit policy for undergraduate students can be found on page 14 of the Student Handbook. Transfer credits for MACO, MFT, DMin, DPC, ThD & PhD are accepted on a case-by-case basis and are counted as both attempted and completed hours in GPA calculations. The quality points of transfer credits are included in the cumulative GPA calculation. Kairos University does not accept transfer credits for the Master of Divinity, Master of Arts in Leadership, and Master of Arts programs.

Special Situations

Drops & Withdrawals: If a student drops a course or is dropped from a course by the school due to non-attendance, they will receive a grade of "W" for the class. The dropped units are not included in the GPA 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.

Drops/Withdrawals/Incompletes and Aid

Course completion is required to be eligible for aid in subscription-based programs. Therefore, dropping and withdrawing from a course can affect a student's ability to receive aid in a subsequent semester. An "F" may negatively affect a student's GPA and ability to receive aid, as well. Incomplete coursework will prevent a student from being able to register and receive aid in a subsequent semester. Aid students should be aware that if registering for an asynchronous course for aid eligibility purposes, the course must be completed in the same term for which it was registered and aid was applied.

Pass/No Credit or Audited Coursework: Grades of "P", "N", or "AU" are not included in the GPA calculation, however, P/N courses that are degree-required courses are included in the completion

requirement for subscription-based programs. AU courses are not.

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 student loans 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 as needed until a passing grade is achieved unless stipulations are placed upon students by an appeals committee.

Maximum Time Frame

To remain eligible for aid until graduation, a student must complete the degree within its maximum time frame. The maximum time frame is a period no longer than 150 percent of the published length of the program in calendar time. These program lengths are based on the time it would take to complete the degree when enrolled as a half-time student.

Master of Divinity program – 9 years
Master of Arts program – 6 years
Master of Arts in Leadership program – 6 years
Master of Arts in Counseling program – 8 years
Master of Arts in Marriage and Family Therapy – 8 years
Doctor of Ministry program – 8 years
Doctor of Professional Counseling program – 9 years
Doctor of Philosophy program – 9 years
Doctor of Theology program – 9 years

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 or 3.0-grade point average (depending on the requirements of the degree program in which they are enrolled) 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 in 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 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 required GPA is 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 University 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 request additional information.

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

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 the GPA 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 eligible for financial aid the following term. If the student has not met the conditions of the academic plan, financial aid will be suspended.

Return of Title IV (R2T4) Funds in Subscription-Based Programs

Kairos University only awards Federal Direct Unsubsidized Stafford Loans; non-need-based Title IV funds. These funds are awarded under the assumption that the student will attend the term (payment period) until the end and complete all coursework for which the loan is awarded. Course attendance and participation are defined by individual course professors and are measured according to the standards described in the Kairos Student Handbook. Attendance can be defined as engagement in an academically related activity as determined by the professor or faculty mentor. Should a student cease attending or engaging in academically related activities before the end of the term, a return of Title IV calculation must be performed to determine whether the student has earned all or a portion of the awarded aid. Students in subscription-based programs are considered withdrawn if unable to resume attendance within a payment period or period of enrollment for more than 60 days after ceasing attendance.

There are two types of withdrawal: official withdrawal and unofficial withdrawal.

Official Withdrawal: An official withdrawal occurs when a student officially withdraws from all coursework during a payment period by submitting a withdrawal form to the registrar thus requiring a Return of Title IV calculation to determine whether the student is eligible for all the aid disbursed or whether aid must be returned to the student's loan.

Unofficial Withdrawal: Students who unofficially withdraw by ceasing attendance or participation in all academically related activities are considered withdrawn if they are unable to resume attendance within the payment period for more than 60 days after ceasing attendance/participation.

R2T4 Calculation

The amount of aid to be returned is determined by the Federal Formula for Return of Title IV Funds (Section 484B of the Higher Education Act) which calculates the amount of tuition the school may keep based on the aid earned by the student through attendance/participation. The return calculation divides the number of calendar days the student attended/participated by the total number of calendar days in the term (payment period). The responsibility for returning unearned Title IV aid is shared between Kairos and the student. Any unearned tuition funds are returned by the school to the student's loan. As a subscription-based program Kairos charges tuition monthly but the total charges for the semester are used for the R2T4 calculation. In addition, a student who receives a credit balance (aid remaining after tuition is paid) will be required to repay the unearned aid as part of normal student loan repayment, as specified by law. If the amount of federal aid disbursed is less than the amount of federal aid that could have been disbursed, the student may be entitled to a post withdrawal disbursement.

To perform the R2T4 calculation the FAA will:

- Calculate the R2T4 as soon as possible but no later than 45 days after determining the student has withdrawn.
- Use the payment period/term as the R2T4 period; start date to end date. Term length will not change if the student started the term after the begin date.
- Use the date on the official withdrawal form as the student's withdrawal date or, in the case, of unofficial withdrawal, the date of last attendance/participation provided by the student's mentor team.
- Use the full formal charges associated with each term.

Students in all programs who complete all requirements for graduation before the term end date are exempt from the R2T4 requirement.

**From the R2T4 regulations for sub-based programs as presented in the Subscription-based Programs webinar*

Post-Withdrawal Disbursement

It is the school's practice to disburse all semester aid in one disbursement. However, if it is determined that a student is owed a post-withdrawal disbursement, the student will be notified within 30 days of the R2T4 calculation of the eligibility for an additional loan disbursement and given 14 days to accept or decline those funds. Should the disbursement be accepted, the disbursement will be deposited into the student bank account on file with the business office within 14 days of the disbursement date.

Post-Withdrawal Credit Balance

Any credit balance left on the student's* account after withdrawal and the R2T4 calculation will be deposited into the bank account on file for that student within 14 days of the R2T4 calculation.

**Students who have a signed Credit Balance Authorization form on file with the business office.*

Credit Balances

Kairos students receiving federal student loans are encouraged to have all financial aid funds issued directly to their bank account on file with Kairos University and continue to pay their tuition costs

through their monthly subscription. All credit balances resulting from regular 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 a deposit to the bank account provided by the student or by check. Those students who wish to instead retain aid on account (credit balance) to pay the monthly subscription charges through the end of the semester must read and sign a Credit Balance Authorization. Credit balances remaining on student accounts on the last day of the academic year (June 30) will be issued to the bank account provided to Kairos University by the student.

Text of Credit Balance Authorization:

I authorize Kairos University to credit my student account up to the total outstanding tuition charges for the semester and refund the rest automatically to the bank account provided by me. If I wish to retain fall aid into the spring term, I will contact businessoffice@kairos.edu with that request. I understand that monthly subscription charges will resume when the credit balance on my account is exhausted.

This Credit Balance Authorization will remain valid for all subsequent semesters and award years during my matriculation at Kairos University. At any time, I may request (via email or in writing) my credit balance to be issued to the bank account provided by me and my monthly subscription charges will resume.

On June 30 of the academic year, any credit balance remaining on my account will be issued to me using the bank account information I provided and monthly subscription payments will resume until I become eligible for the next semester's disbursement.

If the university attempts to issue the credit balance by check and the check is not cashed, the university 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 the university or an EFT is rejected, the university 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 university 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 university 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.

Kairos University 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.

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.

For more information concerning Kairos University's federal student aid policy, contact the Kairos Financial Aid office.

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 prorated 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 on when a student stops attending. These funds are returned to the military service branch.

In 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 for the current academic year are available on the university's website at www.kairos.edu, or by inquiring with the Office of Enrollment Management.

Payment of Accounts

Student financial accounts are maintained by the business office. Accounts must be paid before participating in classes, practicum/internship experiences, scheduled learning experiences, or coursework unless other arrangements have been made with the business office. Students who miss more than two monthly tuition payments in a row will be placed on an administrative leave of absence. The business office will provide detailed instructions on how and when the mandated leave can be removed. If more than a year lapses and the terms of the administrative leave of absence have not been resolved, the student will be automatically withdrawn. Those seeking to reengage with the school will need to pay their outstanding balance in full, reapply, and, if accepted, successfully set up a new subscription. Students who return but continue to miss payment are subject to withdrawal.

Tuition is collected through a flat monthly subscription. Students are required to use a credit card to set up their monthly subscription payments via the Pathwright Learning Management System in order to become active students. Students seeking Financial Aid or tuition assistance are also required to set up a monthly subscription and make an initial first payment because the subscription and first payment create the student account to which aid is applied. The subscription also keeps the aid student in active status if they fail to complete coursework at the end of a semester and after any aid credit balance on the account is exhausted. Students receiving military benefits are exempt from the requirement to create a monthly subscription with a credit card. However, since the subscription creates the account to which all invoices and benefits are applied, admitted students who have completed the application for military benefits and submitted their Certificate of Eligibility to the Financial Aid office must email financialaid@kairos.edu when they wish to begin their program to prompt the creation of their student account.

Access to Pathwright is paused when students do not set up their monthly subscription, when students cancel their subscription, or when students have failed monthly payments.

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 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 and received. For specifics on these processes, contact the Office of Enrollment Management.

Refund Policy

In subscription-based programs, monthly tuition is billed on the first day of each month. Payment for the current month's bill is then charged to the student's credit card on the same day of the month in which the student initially subscribed. Students will not be billed for the next month and any additional months following withdrawal or while they remain on leave. Kairos University reserves the right to collect monthly payments from students who have an outstanding balance on their student account at

the time of withdrawal or request for leave of absence until their balance reaches \$0 or a payment plan is put in place.

On the rare occasions that a student is paying tuition by the credit hour and withdraws 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 date of withdrawal. 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.

Incentive and High-Pressure Recruitment Ban

All Kairos University employees are prohibited from receiving any financial incentive or compensation for the admittance and/or enrollment of students. This prohibition applies to all students regardless of their source of funding for their monthly tuition bill; specifically, but not limited to, students receiving scholarships, federal student loans, and/or all types of military benefits. In addition to the prohibition of financial incentives for admission and enrollment of students, all Kairos University employees are prohibited from any form of high-pressure recruitment of students, specifically students planning to utilize scholarship funds, federal student loans, and/or any form of military benefits. High-pressure recruitment is defined as multiple (three or more) unsolicited phone calls, emails, or in-person meetings and same-day recruitment and registration for the purpose of securing enrollment. Kairos University does not recruit students but instead responds to prospective students who have contacted the school first either through website, phone, or email inquiries.

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 2023-2024 academic year:

- Labor Day
- Thanksgiving Day and the following day
- Christmas Eve through January 1
- New Year's Day
- Martin Luther King Day
- Good Friday and Easter Monday
- Memorial Day
- Independence Day

If the holiday occurs on a Saturday, the office will be closed the preceding Friday. If the holiday is on a Sunday, the office will be closed the following Monday.

Emergency Number for Security Office

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

Use of Building and Grounds

Campus Guidelines

The university doors are locked at 5:00 p.m. Monday through Friday. The doors are locked on weekends 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 leaves 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.

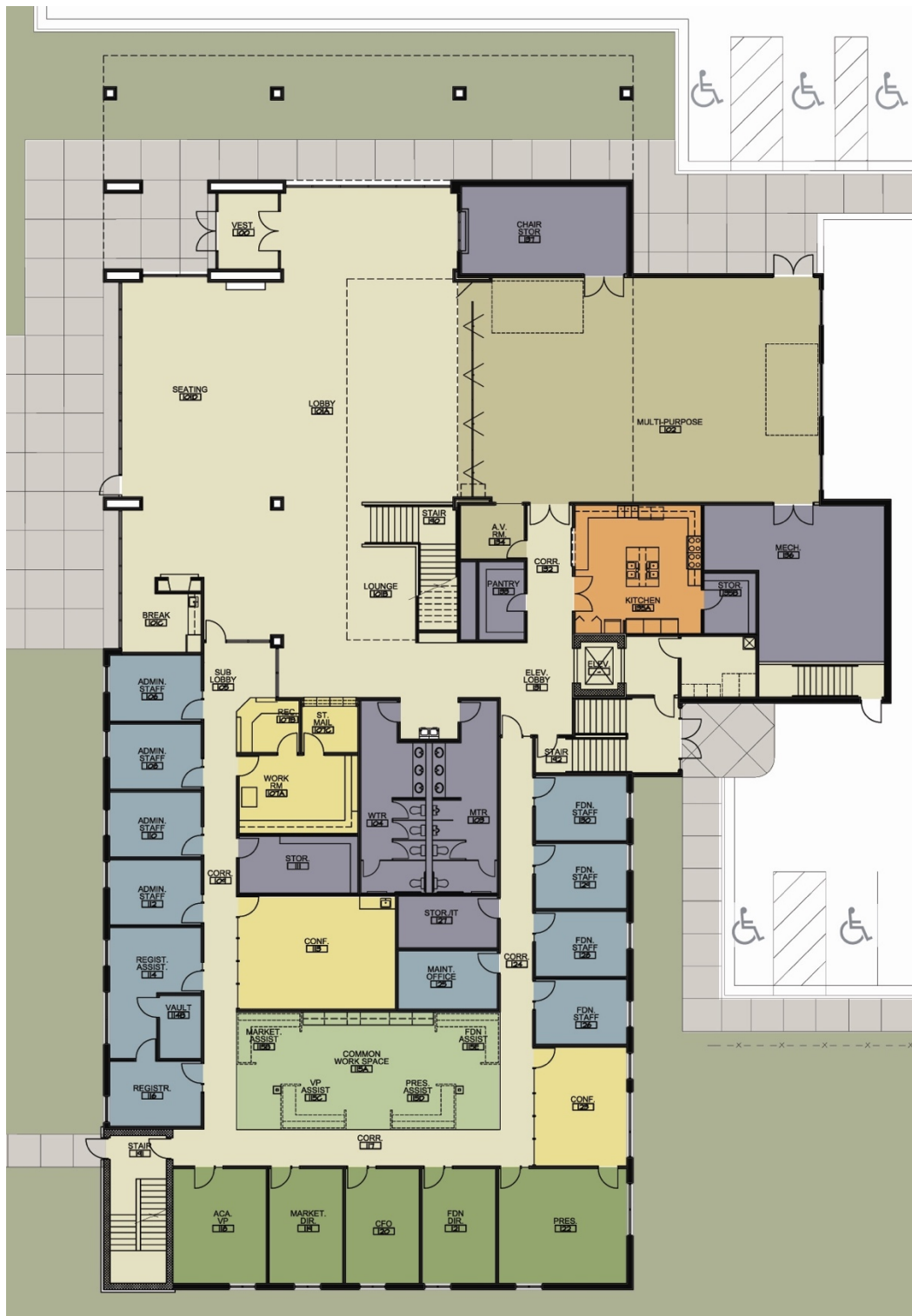
Theft Procedure

-- 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.

Main Level

North



Upper Level

North



Lower Level

North

