

SUM Bible College
&
Theological Seminary

Student Handbook

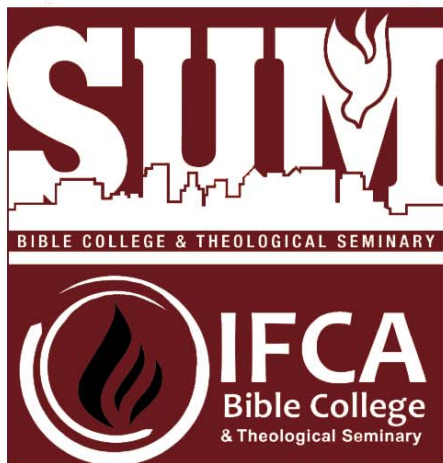


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STUDENT HANDBOOK

COMMUNITY COVENANT

SUM Bible College and Theological Seminary

Students will have an opportunity to review this manual during their student orientation. The contents in this manual are intended as a guide and should not be considered an all-inclusive rule-book. This handbook is designed to serve as a community covenant for students and faculty to live in love for God and neighbor as we continually grow into the Christian leaders God has called us to be.

Students should sign the SUM Community Covenant Affirmation Statement on sum.edu/forms (or, on the next page, or in Appendix 15) and a copy will be stored in their Student Record.

STUDENTS ARE TO SIGN AND RETURN THE SUM COMMUNITY COVENANT AFFIRMATION STATEMENT TO THE STUDENT LIFE OFFICE FOR THE OAKLAND CAMPUS OR THEIR COHORT ADVISOR, WITHIN 3 DAYS OF STUDENT ORIENTATION.

The Enrollment Administrator or an SUM staff member will confirm that a signed SUM Community Covenant Affirmation Statement form is signed by that student and has been placed in the student's folder. Then the SUM personnel will check the student off in ABHE.

SUM COMMUNITY COVENANT AFFIRMATION

I have read, understand, and respect the above Statements including the Mission Statement, Institutional Goals, Institutional Objectives, Philosophy, and Statement of Faith. I have also read the Student Handbook and understand that they are a guide for my behavior both on and off campus while I am a member of SUM Bible College and Theological Seminary. I recognize that failure to abide by these lifestyle commitments may lead to disciplinary action.

Please check appropriate status:

- Trustee
- Faculty
- Administration
- College Student
- Seminary Student

Student Name

Student Signature

Date

GENERAL INFORMATION

INTRODUCTION

The Student Handbook is an official publication of SUM Bible College and Theological Seminary. This handbook has been designed to familiarize every student with vital information pertaining to school activities, policies, and requirements of Student Life and Student Ministries Offices at the Oakland and cohort sites throughout the United States and the world. It will provide ample information that will offer a measure of understanding of the student's basic responsibilities to the school as well as opportunities afforded. SUM reserves the right to alter or institute policies as necessary to permit efficient administration of the College.

Students are required to acknowledge their agreement with and support for the Standards of Conduct of the institution by signing the SUM Affirmation Statement annually.

It is the conviction of the administration, faculty, and staff that the SUM Bible College and Theological Seminary exists to train young men and women to effectively reach their world with the Gospel of Christ.

This student handbook is your guide in attaining that goal while attending SUM, and the principles found herein will help you in your life-long ministry.

The objective of the administration, faculty, and staff is to respond to your spiritual, academic, and social needs. Together, we will make an effort to train and be trained for the work of the ministry.

INTERNATIONAL COHORTS

SUM welcomes its International Cohort Students who will be joining with us from countries outside of the United States. The rationale of the International Cohort Program is that students studying with SUM via our Distance Education Program will have the same educational experience, through which they will obtain an accredited degree from SUM Bible College and Theological Seminary which is identical to the degree obtained by students studying on the Oakland campus and US based cohorts. For this reason, the vast majority of the material in the Student Handbook will apply equally to US and International Cohort students. However, there are a few items covered in this handbook which may not apply directly to International Cohort students in the same way it does to US based students. These exceptions have been noted throughout the document. In all such cases, International Cohort students are encouraged to consult with their Cohort Advisor to determine how such policies and guidelines will be interpreted in the local context.

CONTACT INFORMATION

OAKLAND CAMPUS

The SUM corporate headquarters is located at the Oakland, California campus. The administrative offices are located in the Main Office. Service is available Monday through Friday from 8:00 a.m. to 5:00 p.m. PDT, except for scheduled College holidays and in-service days.

Institution	SUM Bible College and Theological Seminary
Physical Address	735 105th Ave., Oakland, CA 94603
Mailbox	P.O. Box 14145, Oakland, CA 94614
Telephone	(510) 567-6174
Toll Free	(888) 567-6174
Fax	(510) 568-1024
Website	www.sum.edu

HISTORY OF SUM

FOUNDER

George Neau, the founder of SUM, became a troubled teen after his father committed suicide and died in his arms. George started running the streets and ended up becoming a professional rock musician. After developing a stomach virus, the doctors advised him to take a break from the rock band, during which time he began studying at the Wisconsin Conservatory of Music. He met a young man from New York who began to share with him the life-changing message of Jesus Christ. It was not long before George surrendered his life to the Lord and was physically healed in a miraculous way.

In 1987, George pioneered a church in a poor area of Baton Rouge. He realized that future urban leaders had the vision and abilities to transform their neighborhoods, but they lacked Bible College training. In order to meet this need, George began SUM in the living room of his home in New Orleans in 1992. As SUM continued to grow, it became clear that the basic elements that were lacking in theological education – a combination of Academic Excellence, Practical Ministry Training and Personal Mentorship, all at an affordable rate – represented a universal need.

As George pursued his dream, an uncanny ability to rally committed believers and other well-wishers behind the vision was revealed. As depressed land and buildings were acquired, he was able to transform them into first class facilities through corporate donations of quality building materials and skilled volunteer labor, by which costs were kept to a minimum.

COLLEGE

SUM Launched in New Orleans - 1993

In 1992 George established SUM's administrative team, which met in George's home. By the Fall of 1993, a 17,000 sq. ft. facility was purchased and renovated by volunteers. It was also the year a team of visionaries came together to make the dream possible: George Neau, President; Anthony Freeman, Student Life; Theodore Hughes, Recruitment; Joan Millar and Richard Miller, Academics; Wade Southerland, Student Ministry; Wood Gunnels, Business Office. This team launched the college's first classes in August of 1993 with four students.

SUM Launched in Oakland – 2000

In 1999, after being led to start a second campus in Oakland, George received a call concerning a church property that was being repossessed. SUM was successful in purchasing a four and one-half acre site with two warehouse buildings totaling 35,000 sq. ft. and an adjoining seven two-bedroom apartment complex for \$940,000.

The facilities were completed in phases: 2000, the faculty and married student housing was completed with a capacity of 7 two bedroom apartments; 2001, the completion of the 15,000 sq. ft. educational facility with a capacity for 300 students; 2002, the completion of the 10,000 sq. ft. men and women dormitories housing 80 students; 2003, the administrative offices housing the offices, bookstore and chapel. Early in the midst of these projects, the Oakland campus opened for classes with an enrollment of 4 students in the Fall of 2000.

Completion of Six Million Dollar Capital Campaign - 2004

In 2002, with few California relationships to rely upon, George entered into a four million dollar building campaign which grew to a need of over six million dollars to bring the building project to completion. As he stated, "I shared the SUM vision with anyone who would hold still long enough to hear the dream - from businessmen, to pastors, to church groups, to various individuals." By the grace of God two years later God had miraculously provided all the necessary funds allowing SUM to dedicate the Oakland campus in 2004 debt free.

Hurricane Katrina Devastates New Orleans - 2005

SUM could never have realized the significant role it would play as a provider of Hurricane Relief and Recovery when Hurricane Katrina hit the Gulf States on August 5, 2005. Within days after the hurricane, an amazing grassroots movement began to develop from throughout the United States as hundreds of churches mobilized their members to respond to the people of New Orleans. SUM raised over 5 million dollars in goods and assembled an army of over 2,500 volunteers to address the devastation. SUM's attempt to re-launch the New Orleans campus in 2006 was short lived as the devastation of the various communities proved to be too much to overcome.

Cohort Model Launches in 2008

With SUM reeling from the effects of Hurricane Katrina, Chancellor Neau went into a season of prayer and fasting. It was during this time that God birthed the cohort model in his heart: find visionary leaders and surround them with a cohort of 12 students to mentor for three years while earning their B.A. Degree in Biblical Studies. Hence, the Global Leadership Initiative was born.

SUM Goes International in 2011

As the Cohort model of education proved to be highly successful in America it was time to test the waters internationally. In 2011 the first SUM International Cohort was launched in Chennai, India with 10 students.

SUM Celebrates 20 Years of Ministry in 2012

In 2012, it was with great excitement that key leadership from across America came together to celebrate SUM Bible College and Theological Seminary on its 20th Anniversary of preparing men and women for ministry. The celebration was kicked off by honoring the five original founders of the college and hosted by Pastor and Visionary Leader Shane Warren. Joan Millar, Anthony Freeman, Richard Miller, Wade Southerland, and George Neau were all presented Founders Awards in honor of their dedicating 15 years of their lives to raise up a college that was now over 300 students strong, spanned the country, and had opened up its first international cohort in India. The General Session was capped with the inspirational and timely preaching of Dr. George O. Wood, General Superintendent of the Assemblies of God.

SUM Graduates its first Graduate Students from M.A. program in 2013

In 2013, SUM celebrated the graduation of the first M.A. class with 4 students.

SUM Launched the B.A. Spanish program in 2014

In 2014, SUM began meeting the need of the Spanish speaking community by offering a B.A. program taught completely in Spanish.

SUM graduated first international M.A. students in 2015

In 2015, SUM celebrated the graduation of the first international M.A. class with 4 students.

TIMELINE

- 1992** SUM was incorporated
- 1993** First Classes Meet at the New Orleans Campus
- 1995** SUM Graduated its First A.A. Degree Students
- 2000** First Classes Meet at the Oakland Campus
- 2003** SUM Granted Candidacy Accreditation Status with ABHE
- 2004** SUM New Orleans and Oakland Merge into One Institution.
- 2004** SUM Dedicated its Oakland Campus (Debt Free) after a \$6 Million Capital Campaign
- 2005** Hurricane Katrina Devastated the New Orleans Campus' Student Body
- 2006** SUM Achieves Initial Accreditation Status with ABHE
- 2007** SUM Receives ABHE Authorization to Offer a B.A. and Online Degree Program
- 2008** SUM Graduates its First B.A. Degree Students
- 2008** SUM Launched its Cohort Model of Online Education
- 2011** SUM Received ABHE Authorization to Offer M.A. Programs
- 2011** SUM Launched its International Cohort Model of Online Education
- 2012** SUM Celebrated its 20th anniversary as a Ministry
- 2013** SUM Received 10-year reaffirmation with ABHE
- 2013** SUM Graduated its first Graduate Students from the M.A. program
- 2014** SUM launched the Bachelor of Arts program completely in Spanish.
- 2015** SUM graduated its first class of Master of Arts students from the International Cohorts.

AFFILIATION & ADMINISTRATIVE STRUCTURE

The SUM Bible College and Theological Seminary is a registered 501(c)(3) nonprofit organization affiliated with the Assemblies of God Home Missions Intercultural Ministry. The Board of Directors serve a three-year term, without compensation, representing a broad societal cross-section that features apostles, prophets, evangelists, pastors, and teachers.

The Executive Committee oversees all day to day operations of SUM Bible College and Theological Seminary and consists of Chancellor-President, Vice President of Cohort Development (VPCD), Chief Academic Officer (CAO), Vice President of Finance, and Vice President of Marketing and Enrollment (VPME) .

MISSION STATEMENT

SUM Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their respective communities.

“Empowering Leaders for the Fivefold Ministry”

The mission of SUM Bible College and Theological Seminary (SUM) is guided by the following core values, institutional goals and objectives which form the basis of the educational program.

INSTITUTIONAL GOALS & OBJECTIVES

Foundational Principles	Description	Institutional Goals	Institutional Objectives
Bible	The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible authoritative rule of faith and conduct.	Foster and promote a collegiate climate in which the Bible is central to every area of life.	SUM students make decisions in doctrine, life, and ministry on the foundation of the Bible.
Evangelistic Urgency	The Bible teaches that humanity is lost, in danger of eternal damnation, and is in desperate need of a savior. The Bible further teaches that Jesus Christ, the Son of God, died to save mankind from their sins, a salvation which can only be obtained through faith in the Lord Jesus Christ and His finished work upon the cross and in the resurrection.	Create an atmosphere that nurtures a sense of urgency to share the gospel to the lost.	SUM students urgently evangelize those who are lost and in desperate need of salvation from Jesus. Every SUM student consistently engages in evangelistic ministry, developing a life-long habit.
Kingdom Living	When God redeems people, He calls individual believers to glorify Him through love, holiness and a life of ministry within the context of a local church. Through this we advance the Kingdom globally to reflect God's love for men and women of all ethnicities until "a great multitude which no one could number, of all nations, tribes, peoples, and tongues" worship before the throne of God (Revelation 7:9).	Create an environment that encourages and facilitates Kingdom Lifestyle.	SUM students glorify God through love, holiness and a life of ministry.
Pentecostal	Our Lord Jesus Christ	Appreciate our	SUM students fulfill their

	<p>has entrusted the mission of bringing the Kingdom to men and women through the power of the Holy Spirit. We believe God supplies supernatural power to accomplish his work today, including signs, wonders, healings, and deliverance from works of darkness and demonic powers.</p>	<p>Pentecostal-charismatic church heritage relational to the communities we serve.</p>	<p>calling in the mission of God through the power of the Holy Spirit. They seek to trust God who supernaturally supplies power and spiritual gifts to accomplish his work today including a variety of signs, wonders, healings, and deliverance from works of darkness and demonic powers.</p>
<p>Fivefold Ministry</p>	<p>The means by which God advances His Kingdom is by calling men and women for the Fivefold Ministry, who in turn equip the Church for ministry. “And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ.” (Eph 4:11-12)</p>	<p>Value the gifting and calling of individual believers and provide programs that nurture towards effectiveness in walking in the unique call of being an apostle, a prophet, an evangelist, a pastor, and a teacher.</p>	<p>SUM students fulfill the mission of God by following their calling in the Fivefold ministry, as apostles, prophets, evangelists, pastors, and teachers, to equip the church and build up the body of Christ</p>

STUDENT BODY DIVERSITY

SUM upholds the scriptural truth that Jesus Christ came to establish a ministry of reconciliation. We are committed to the ministry of mending the brokenhearted and living in unity and equality. We embrace students of many different cultural, ethnic and racial backgrounds.

For information about the diversity of the college and seminary student body, go to <http://nces.ed.gov/ipeds/datacenter>, and look up our institution, under Final Release Data: “SUM Bible College and Theological Seminary, Oakland, CA”.

SERVANT OF ALL (SOA)

Underlying the SUM curriculum and Biblical Studies program is the “Servant of All” (SOA) Philosophy. The SOA philosophy comes from the words of Jesus: “and whosoever would be first among you, shall be servant of all” [Mark 10:44—ASV]. This Biblical injunction of Jesus Christ to be a servant of all forms the backbone of SUM Bible College and Theological Seminary educational philosophy.

The SOA philosophy embraces spiritual, intellectual, financial, social, and physical development and emphasizes the leading of the Holy Spirit in growing student discipline, passion, and character. In compliance with the SOA Philosophy, students are expected to adhere to strict work schedules, prayer times, Bible studies, fasting, physical fitness, and mentoring meetings while earning their degree.

SERVANT OF ALL (SOA) EVALUATION

SUM is a ministerial training college; as such – in addition to academics – ministerial and life-skills are evaluated as stepping stones toward graduation. There are four areas of student evaluation each trimester: Academics, Finances, Student-Ministry and Student Life. The process is not arbitrary, and special care is exercised to ensure that the evaluation process is not unnecessarily subjective.

THE SOA PROCESS

The evaluation process involves a self-evaluation by each student in each of the above areas, a review of the student self-evaluation by each department head or Cohort Advisor, and an Executive Committee review of any recommended action. Any Cohort SOA committee action will be reviewed by the VPCD. The SOA Committee consists of any two Executive Staff Members and for the Cohorts, consists of the Cohort Advisor, the Visionary Leader, an instructor or designated staff member.

DISCIPLINARY STEPS

The SOA evaluation process consists of four levels of discipline, known as Disciplinary Steps:

1. Will-Improve
2. Warning
3. Suspension

EXPULSION WILL-IMPROVE STAGE

At the “Will-Improve” (Level One) stage, the student makes a commitment to improve in whatever area they are below par. The will-improve status is in force for one trimester. If the student fails to improve in the same area they are placed on Warning.

WARNING

“Warning” (Level Two) means that if the behavior (whether academic, financial, student-life, or student-ministry) is sub-par the student has one more trimester to improve in that particular area. Cohort student’s Visionary Leaders must be notified at the warning stage of the SOA process.

Students may be on a different Disciplinary Step for each of the four evaluation areas. They will only be suspended, however, when they have been placed under Disciplinary Steps for three consecutive trimesters in the same area. If a student is suspended, all other Disciplinary Steps are cleared and the student may return to SUM with a clean slate, once their suspension is served. A student who fails to improve after being suspended may face expulsion after due process.

Additionally:

1. When a student is at the level of “Warning” and the GPA for the trimester has improved but the cumulative GPA is still below a 2.0, the student may still be suspended if their grades remain below the appropriate GPA box in the Satisfactory Academic Progress Chart (SAPC).
2. When the student has not met the minimum requirements according to the Practicum/Christian Service Satisfactory Completion (PCSSC) Chart (pg. 63), the student will not be allowed to take academic classes until the (Practicum, Internship, Mardi Gras, and Christian Service, et.al.) requirements are met satisfactorily.
3. Additional academic criteria are located in the SUM catalog and in the Academic section of the Student Handbook.

SUSPENSION

The suspension (Level Three) is accompanied by specific directives issued by the Executive Committee which must be met for re-admission. These specific, measurable and verifiable criteria are items that must be successfully met and verified, and such verification needs to be submitted to the Executive Committee so that the student can be considered for re-entry to SUM.

COHORTS PROTOCOL

1. Will-Improve and Warning Steps:
 - a. To be handled at the immediate level by the Cohort SOA Committee which consist of the Cohort Advisor, and the Visionary Leader..
 - b. The evaluation form, for a student placed on a disciplinary step(s), is to be sent to the Cohort Student Life Administrator.
 - c. The Visionary Leader must be notified when a student is determined to be at the warning level of the SOA process.
2. Suspension:
 - a. Cohort Advisor writes up the suspension, and then sends it to the Cohort Student Life Administrator to be reviewed by the Executive Committee.
 - b. The Executive Committee will inform the Cohort Advisor and the student of the disciplinary action.

FOLLOWING SUSPENSION AND RE-ENTRY TO SUM

The student has one trimester to prove that they have gained mastery over the area(s) that occasioned their suspension. If after one trimester back at SUM, they continue to fail in one, or more, of the areas that caused the suspension, they will be expelled from the college.

The SUM administration would prefer that nobody ever arrive at Level Three (i.e., Suspension); however, the few students who have gone through all three levels and have returned to SUM have returned with a new commitment to excellence, discipline, pursuit of the Lord and of their education in such a way that they are both a blessing to their classmates and to the school at large.

The SOA process is consistent with SUM's commitment to prepare students for world-wide service. As with most Christians, we have been grieved at the failure of many ministries. The SOA evaluation process is implemented in hopes of helping our students avoid the pitfalls that so many well-meaning ministers have fallen into.

Nothing can ensure success in life, but just like the Marines and Special Forces, who train their recruits in hopes of helping them survive and thrive in their chosen areas of expertise, we too have added the SOA component to help our Ministers-In-Training to be as fully equipped with what we have found to be some essential elements of a successful life and a successful ministry.

STUDENT LIFE

MISSION STATEMENT

The Student Life Office endeavors to cultivate a holistic living and learning community. Our primary goal is the advancement of academic and spiritual formation for the student body. This involves developing a comprehensive plan to help meet the spiritual needs of a diverse student body, provide guidance and counseling services to the students, and promote and supervise the educational experience in the student's non-curricular life. The Student Life office promotes a spiritually healthy environment through chapels, discipleship groups, developing and maintaining the mentorship program, working with student government, career counseling, as well as planning events that affect the student body's spiritual, physical and emotional health.

OBJECTIVES

- ▶ Cultivate intentional personal relationships
- ▶ Develop faith relationship and likeness with Jesus Christ, and sensitivity to the Holy Spirit
- ▶ Promote students' personal, educational, and vocational development
- ▶ Help students become informed decision-makers
- ▶ Reinforce that students are responsible for their thoughts and actions
- ▶ Promote student involvement in academic and extracurricular activities
- ▶ Provide a physically, emotionally and relationally safe and healthy campus

These objectives will be achieved by working alongside SUM faculty, administration, and staff. Similarly, classroom instruction, outreach ministries, and personal contact with instructors and practicum leaders will help achieve the departmental objectives.

SPIRITUAL LIFE

SUM students are expected to develop the character and attitudes of Jesus Christ and to display the fruit of the Spirit in all areas of life.

OAKLAND CAMPUS

EARLY MORNING DEVOTIONALS

Student devotions are held daily in the chapel, Tuesday – Friday, at 7:45 AM PDT. All students are required to attend.

CHAPELS

Here at SUM Bible College and Theological Seminary we do not take it for granted that we are

able to come together for corporate worship and for the hearing of the Word of God. Being in the presence of fellow believers in worship is a source of joy and strength for our community. The main service of the day meets in the chapel from 10:05 a.m. to 11:15 a.m., Tuesday through Friday.

SPIRITUAL EMPHASIS

Spiritual Emphasis / Campus Visit days are held each trimester and class schedules are adapted and students are required to attend. All members of SUM dedicate twenty-one days of fasting, in order to facilitate spiritual intimacy and community.

DEVOTIONS

MORNING DEVOTIONS

We consider it a joy to have early morning devotions together as a community. Students gather together for early morning devotionals, which are led by our students and held daily in the chapel, Tuesday – Friday, from 7:45 am-8:00am.

Our dormitories also have the privilege of gathering together three nights per week to strengthen fellowship and community. Dormitory devotions are held on Tuesday, Wednesday, and Thursday each week.

PERSONAL / ROOM DEVOTIONS

Students are encouraged to establish personal prayer and Bible reading time. Students assigned to the same room are encouraged to also spend some time together in Bible reading and prayer.

CHURCH ATTENDANCE

SUM requires students to maintain an active church life and to attend Sunday church services. If work or other obligations limit your ability to participate in Sunday church services, please see your Cohort Advisor. Failure to attend church will result in work duty and/or meeting with the members of the disciplinary committee at a cohort site. The following actions will be taken:

1. Three unexcused absences per trimester will result in two extra hours of Christian service hours.
2. Four unexcused absences per trimester will result in two extra hours of work duty and a four page paper on the biblical principles for attending church services.
3. Five or more absences per trimester will result in a hearing before the Student Life Committee (which consist of the VPCD and any two other members of the Executive

Staff) and potential suspension.

4. Policy is verified in Canvas

ABSENCES

Students are allowed five chapel and five devotional absences each trimester with no more than 25 percent of chapels and/or devotions missed. After five misses, succeeding absences will result in chapel probation, and students will meet with the Campus Director. The student will be placed on Chapel probation. Five succeeding absences for a total of ten absences will result in being asked to meet with the Behavioral Accountability Committee for accountability and consequences. Excessive, continual absences may result in dismissal from the College. As in the classroom, three tardies will equal one absence.

COHORT SITES

EARLY MORNING DEVOTIONALS

All students are required to participate in devotionals according to their class schedule (to be announced by the Cohort Advisor.)

CHAPELS

All students are required to attend chapel four times per week, which may be viewed in person or online. (Students at approved designated cohort extension sites are required to attend chapel services held at the site in person, while students at cohorts which are not approved extension sites may attend the chapel services in person or online.) Chapel schedules are established by the Cohort Advisor and include live Chapel at the host location as well as the mandatory Wednesday Chancellor's Chapel, viewed online.

DORM DEVOTIONS

Cohort sites with dormitories will establish a dorm devotional schedule. The dorm Residence Assistants and the Cohort Advisor will coordinate the times, places, and activities. The times, places, and activities will be communicated to the student residents through chapel announcement and/or postings in the dorms.

PERSONAL /ROOM DEVOTIONS

Students are encouraged to establish personal prayer and Bible reading time. Students assigned to the same room are urged to also spend some time together in Bible reading and prayer.

CHURCH ATTENDANCE

SUM requires students to maintain an active church life and to attend Sunday church services. If work or other obligations limit your ability to participate in Sunday church services, please see your Cohort Advisor. Failure to attend church will result in work duty and/or meeting with the Cohort Advisor and the Cohort Visionary Leader. The following actions will be taken:

4. Three unexcused absences per trimester will result in two extra hours of Christian service hours.
5. Four unexcused absences per trimester will result in two extra hours of work duty and a four page paper on the biblical principles for attending church services.
6. Five or more absences per trimester will result in a hearing before the Student Life Committee (which consist of the VPCD and any two other members of the Executive Staff) and potential suspension.

7. Policy is verified in Canvas.

ABSENCES

Students are allowed five chapel and five devotional absences each trimester with no more than 25 percent of chapels and/or devotions missed. After five misses, succeeding absences will result in chapel probation, and students will meet with the Cohort Advisor. The student will be placed on Chapel probation. Five succeeding absences for a total of ten absences will result in being asked to meet with the Behavioral Accountability Committee for accountability and consequences. Excessive, continual absences may result in dismissal from the College. As in the classroom, three tardies will equal one absence.

STUDENT LIFE EXPECTATIONS

As a Christian institution, SUM requires all of its members to exemplify the Christian values and principles of the Scriptures. Those in violation of school policies, while enrolled in classes and during all breaks, on and off campus, will be subject to discipline and possible expulsion for unacceptable behavior.

The primary purpose of SUM is to prepare individuals for lives of service and leadership in the church and the world. SUM is a Christian college, therefore standards have been established regarding student behavior and lifestyle that contributes to an environment that honors Christ. The following policies related to personal accountability, expectations for on and off campus behavior, and guidelines for student appearance are based on biblical principles.

CHRISTIAN SERVICE

There are numerous passages through the Bible that call us to serving others. Think about the powerful call of Paul to unity in Philippians 2:1-11. He encourages the believers to unite together by having the mind of Christ. Just as Jesus humbly served us through the crucifixion, we are to serve each other.

The purpose of the Christian Service component of our education is to prepare students for citizenship as Christians in the world through service and to teach commitment to ideals of service, benevolence, and cleanliness.

Students engaging in Christian Service at SUM should:

- ▶ Understand the biblical mandate for service
- ▶ Recognize that service to others is part of God's purpose for us
- ▶ know that it is better to give than to receive
- ▶ Have insight into appropriate service and its impact

Each full time Servant of All (SOA) student is to complete 20 hours of Christian Service per trimester, which is a graduation requirement. AA students must complete a total of six trimesters of Christian Service in order to graduate. BA students must complete a total of nine trimesters of Christian Service in order to graduate.

SUMMER CHRISTIAN SERVICE

Oakland dormitory residents are required to complete two hours of Christian Service per week. Students may, however, inquire about a reduced rent with the inclusion of additional Christian

Service hours. Rental agreements are to be negotiated prior to the Monday before graduation. It is the responsibility of the student to meet with the Oakland Campus Director during the second week of summer to receive their summer Christian Service assignment. It will be assumed that students who have not spoken with the Business Office or the Campus Director will be paying the full market rate for SUM summer dormitory housing (dorm rent plus an additional \$100).

Summer dormitory chores include cleaning common living rooms and dining areas, laundry room, restrooms (including restocking dispensers), and kitchen. Students may, additionally, be asked to help with light maintenance of the dormitories, as needed (cleaning carpets, moving furniture, etc.)

PHYSICAL FITNESS

SUM is committed to training ministers to be healthy in all areas of life. Physical education is important and required at SUM because our bodies are a temple of the Holy Spirit (1 Cor 6:19-20) SUM desires to develop healthy habits for ministers.

Each full-time student is required to complete 10 hours of Physical Fitness per trimester or three-20 minute workouts per week and complete required reading, which is a graduation requirement. AA students must complete a total of six trimesters of Physical Fitness in order to graduate. BA students must complete a total of nine trimesters of Physical Fitness in order to graduate. Physical Fitness may consist of aerobics, intramural sports, walking, etc. Students will receive a letter grade. If a student fails to complete more than 25% of their Physical Fitness, it will be an automatic failure. If a student receives a failing grade for any trimester, he/she is responsible to make arrangements with Dean of Student Life and/or the Cohort Advisor to retake 10 hours of Physical Fitness.

PERSONAL APPEARANCE

As a private Bible college, SUM has adopted standards of personal appearance with which each student is expected to comply. These are not standards for which the College will maintain a specific Scriptural basis in every case but are more accurately seen as reflecting the purpose and mission of the institution and the Kingdom of God.

Here at SUM we expect our students to dress modestly, neatly, and appropriately for the occasion. These expectations should govern the choice of clothing that is worn in every situation, whether for classroom, campus, church, off-campus, recreation, cohort sites, practicum or internship. Appropriate student dress and grooming are important factors in the safe, orderly operation of the college and provide a positive role model for those to whom we minister. We realize that submitting to these guidelines may involve temporarily setting aside personal preferences for the sake of the larger community of students.

In the environment of SUM campus community we define modesty as the quality of behaving and dressing in ways that do not attract sexual attention. Standards of modesty discourage non-essential exposure of intimate body parts or undergarments. The Bible establishes a number of principles that bear upon appearance decisions including: moderation so as not to offend others (I Cor. 8), emphasizing the care and beauty of the inner person rather than outer adornment (1 Tim. 2:9; 1 Peter 3:3-5), and respecting others (Romans 12:10).

Dress guidelines for particular settings follow:

CHAPEL

Chapel is a very special time at SUM. Students are expected to dress in a manner reflecting the unique nature of chapel services. The wearing of hats by men and women in chapel is prohibited.

CLASSROOM

Student dress in the classroom should reflect an attitude appropriate to the scholarly pursuit of knowledge on a Christian campus. Hats are not appropriate for classroom attire. Every SUM student is expected to display the maturity necessary to comply with a style of dress consistent with the purpose and mission of the institution. Attire which is unacceptable anywhere on the campus at any time includes midriff tops, strapless tops and clothing with messages or advertisements which are inconsistent with a Christian environment.

PERSONAL ACCOUNTABILITY

Accountability is a key essential element for producing leaders in Christian ministry. Students are expected to uphold the standards of SUM. Any student's activities that are inconsistent with the Christian lifestyle should expect to be held accountable for their behavior. Christian-based accountability promotes responsibility and ensures that the SUM community remains the Christ-like institution that God has called it to be.

Behavioral accountability is the responsibility of the Behavioral Accountability Committee, chaired by the VPCD or the Cohort Advisor and Cohort Student Life Administrator. The committee will render decisions concerning student activity after prayerfully and thoughtfully considering each action presented to them. Students may appeal disciplinary decisions they believe were not consistent with college disciplinary policy to the Executive Committee, then to the President of the College, or afterwards, to the Board of Directors.

STUDENT CONTACT INFORMATION

All students are required to give the following contact information to the or Cohort Advisor at the beginning of each trimester: dorm room number (or address of residency), home phone

number (non-residents), cell phone number, name and phone number of parents or guardians, email address, social media information, and the name and phone number of any other emergency contacts. It is the responsibility of the student to upgrade any changes as they occur.

SOCIAL MEDIA POLICY

Students must be respectful and responsible in all interactions and in everything posted on social media networks. Students should think twice before posting. Be positive about your postings and treat others with respect. SUM wishes that students keep in mind that directly or indirectly many audiences will see what is posted, above and beyond a close circle of friends.

Information posted on social media sites cannot only affect a user's current student or student leadership status at SUM, but it could also potentially affect future ministry aspirations. Anything posted on social media networks is subject to review by the staff at SUM. If a student is posting things that are in any way contrary to the fruit of the Spirit, love for God, love for neighbor or in any way sheds a bad light on the college or partnering ministries of SUM the student can expect disciplinary action.

Everything a student does through social media networks will have positive or negative consequences, now or in the future. Be aware that potential, current and future employers often access information on social networks. Users should protect themselves by maintaining a self-image that they can be proud of years from now. SUM students; social media accounts and postings are subject to review by the staff and administration and students' social media information is required along with other contact information as mentioned on page 28 in this handbook. Students should always be courteous and polite. SUM recommends that users do not post when they are angry, frustrated, upset, or when their judgment is impaired in any way and that students would focus on what is excellent, admirable, true, holy, just, pure, lovely, and worthy of praise and postings would reflect this focus. (Phil. 4:8)

ON AND OFF CAMPUS ACTIVITIES

REPRESENTATIVE BEHAVIOR

SUM trains apostles, prophets, evangelists, pastors and teachers; therefore, it is assumed that our students will live by and uphold the highest standards of Christian faith and practice. Students should not participate in any activity that would cause SUM or the Christian community to be seen in a bad light, both on and off campus or Cohort site.

STUDENT & EMPLOYEE DRUG POLICY STATEMENT

SUM, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment.

In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SUM has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited at any time.
2. SUM will comply with all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. All students found in violation of this policy will be referred to the Cohort National Director or Cohort Advisor;
4. Students are required to notify the Cohort National Director of any known criminal drug statute conviction or a violation occurring at the college immediately after knowledge of such conviction or violation.
5. The penalty for violation of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution. Employees are to notify the Business Office of any infraction pertaining to this policy.

STUDENT CONDUCT POLICIES, REGULATIONS & PROCEDURES

Each student makes a serious and spiritual commitment to obey all rules and regulations of SUM, to take care of college property, and to assume all obligations as a student with discipline, obedience, and character. Standards of conduct apply at all times during the entirety of the student's enrollment, including breaks between trimesters and summer breaks.

All students will be given the Student Handbook during class registration and will sign an agreement form on orientation day indicating that they have read, understand and will agree to live by these standards of conduct and SUM policies.

UNACCEPTABLE BEHAVIORS

Unacceptable behaviors are those actions that may bring reproach to the student, the greater SUM community and the Kingdom of God. Engaging in specific prohibited behaviors may result in progressive disciplinary action. Students with behavioral issues or who engage in questionable behaviors may be asked to appear before the Behavioral Accountability Committee for disciplinary action that may subject the student to immediate suspension or dismissal.

The following is a representative list of prohibited behaviors which include, but are not limited to, the following:

Dishonesty, Lying	Dishonesty, lying or withholding information or giving false information, cheating, falsifying chapel attendance or other documents is prohibited. (See Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23).
Misrepresentation	Misrepresenting oneself, or an organization, to be an agent of the college is expressly prohibited.
Forgery	Forgery, alteration or misuse of campus documents, records, or identification, or knowingly furnishing false information to campus officials.
Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the college or a member of the campus community. Unauthorized use of library materials or SUM equipment is dishonest and misrepresents the specified purpose for which it is available.
Civil / Criminal Disobedience	Violation of any civil or criminal law (local, state, or federal) including but not limited to spouse or child abuse, child neglect, sexual harassment, or stalking (see Hebrews 12:14). Disruptions of chapel, classroom, dormitories, or other school events are disobedient and disrespectful; disrespecting college authorities or SUM guests; failure to produce I.D. when requested by appropriate school personnel; failure to respond to an official summons sent by college personnel or their designates or verbal or physical threats, violence, or intimidation are grounds for dismissal.
Vandalism	Unauthorized use or alteration of property from its original condition, placement and/or presentation, including graffiti, paint, and alteration to landscaping are prohibited.
Theft	Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property is prohibited and may result in

sanctions or prosecution (see Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28). Possession of another person's property without their permission is prohibited (see Ephesians 4:28).

Failure to Evacuate	Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative is prohibited.
Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc. Students who intentionally leave doors or windows unsecured during their absence will have to meet with the Oakland Campus Director or Cohort Advisor, and possibly with the Behavioral Accountability Committee, with the understanding that the student may face expulsion from SUM.
Substance Abuse	Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia, or non-medical narcotics; the possession or use of alcohol, attending bars, clubs or raves or places where the primary function is serving alcohol, and the possession or use of tobacco is expressly prohibited.
Biblically Unsanctioned Sexual Behavior	Any scripturally prohibited sexual behavior including: adultery; fornication; homosexuality; or lesbianism; or the visiting of sexually oriented businesses or attending places where men/women are sexually exploited is prohibited (see Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18; Galatians 5:19-21; Thessalonians 4:3; and Hebrews 13:4, among other scriptures).
Anti Pro-Life involvement	Anti-Pro Life Involvement supporting abortion as described in Romans 13:9; and I Timothy 1:8-11.
Inappropriate Media	Students are to avoid media that is degrading to gender, ethnicity, and sexuality. Media containing excessive violence, sexual content, nudity, profane language, and degrading humor is not permitted for the spiritual and emotional development of SUM students and must conform to SUM community covenant standards.
Profanity	Using profanity or obscenity in your speech or written materials (see Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10).
Occult, Witchcraft, Sorcery Involvement	Possessing material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21 (unless it has been pre-approved by a faculty member for the purpose of research).
Hazing and Pranks	Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing. Similarly, pranks that

cause harm to persons or property are also illegal and strictly prohibited. Students who participate in a prank or in a hazing activity will be held responsible for their behavior, regardless of motive or intent. Consequences may include a verbal or written warning, or other disciplinary sanction as is deemed appropriate.

Interruptions and Disturbances	In its teaching regarding worldliness, the Scripture warns against participation in activity that defiles the body, or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, position, or possessions, which lead to their misuse; manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (Luke 21:34,35; Romans 8:5-8, 12:1,2; 2 Corinthians 6:14-18; Ephesians 5:11; 1 Timothy 2:8-10; 4:12; James 4:4; 1 John 2:15-17, and Titus 2:12).
Sexual Immorality	Students are not to engage in any activity of a sexual nature that involves adultery, homosexuality, rape, pornography, pre-marital sex, promiscuity, sexual violence, or abuse.
Drug Abuse	The use, distribution, possession, or manufacture of any illegal substance is strictly forbidden. Also, the unauthorized use, distribution, or possession of prescription drugs without a doctor's prescription is also forbidden;
Criminal Activity	Violations of local, state, and federal law are strictly forbidden.
Willful or Malicious Acts	Actions that cause damage or destroy college or personal resources will not be tolerated. Acts that are disruptive in class or chapel or in the everyday business of the college are prohibitive.

OTHER UNACCEPTABLE BEHAVIORS

Christian leaders make choices every day. Students should carefully watch their life and actions to see that they are aligned with holiness and Christ's standards, and not standards of the world. Careful choices should be made in music and entertainment.

Examples of other unacceptable or forbidden behaviors include, but are not limited to the following:

- ▶ Arguing with the professor in a class; failure to comply with the directives of college officials; creation of safety hazards; giving false fire or burglary reports;
- ▶ Domestic Violence: Domestic violence, in any forms (verbal or physical), will not be tolerated. Fits of rage, loud arguments, breaking, throwing, or damaging personal or campus property are prohibited. Local law enforcement authorities will be notified immediately if such violence occurs.
- ▶ If you become a victim of domestic violence, please contact your Residence Assistant, Campus Director, Cohort Advisor, any college official, or the Hotline for Domestic

Violence: (888) 711-6270

- ▶ **Criminal Activity:** Members of the SUM community are required to conform to all local, state, and federal laws. Students who are arrested for any reason (misdemeanor or felony at the city, state, or federal level) are required to notify the Campus Director or Cohort Advisor immediately. SUM will follow all requirements in reporting, cooperating, and enforcing all governmental laws. In addition to this, the college, at its option, may pursue further disciplinary actions against any student that is found guilty of, or who is suspected of, illegal behavior regardless of the outcome of the criminal or civil proceedings.

A student, who has been dismissed from the College, will not be permitted to return to the college until the offending issue has been successfully dealt with and approved by the Behavioral Accountability Committee.

GUILTY BY ASSOCIATION

“Guilty by association” is defined as: behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring are choosing to accept the consequences of the violations.

STUDENT SERVICES

COUNSELING & ADVISING

SPIRITUAL COUNSELING

SUM provides biblically-based counseling. The Administration, Cohort Advisors and Faculty have the skills and resources necessary to enhance students' emotional, intellectual, and spiritual well-being. All students are encouraged to utilize these services when desired.

SUM dormitories are staffed with Resident Assistants (RA). They are available for advising when needed. They will specifically give assistance when the student has Residence Hall problems. Each RA is a representative of the Dean of Student Life or Cohort Advisor and should be respected accordingly.

All counseling is confidential and integrates Biblical faith and counseling theory and practice. The Student Life Office provides persons who have the skills and resources necessary to provide quality mental health services. When professional counseling is requested or required of a student, the Dean of Student Life or Cohort Advisor is to provide the student with a list of professional counselors. It is the student's responsibility to follow through and receive the necessary counseling. Professional counseling is to be done by a professional who has the education, certification and licensure required for the state in which they practice.

CALLING & CAREER ADVICE

The Student Life Office assists students with discovering their calling and career options by providing resources for students to examine their strengths and discover a clearer sense of calling. The Student Life office provides resources for career exploration, resume review, work ethic coaching, interview preparation, job search, mentor networking and employer research. Administrators, Cohort Advisors, and instructors offer academic, vocational, and financial advice to help students make right decisions for their career paths.

TUTORING

Students may seek tutoring from high-performing upperclass seniors, faculty members and advisors. This tutoring service is dedicated to enhance academic study and organizational skills.

MENTORSHIP

God's Word instructs believers to follow the example, "and observe those who walk according to the pattern you have in us" (Phil. 3.17). As part of the Servant of All Program, SUM provides each student with a mentor that models positive values and spiritual principles. Although the expectations and needs of each student vary, the mentoring program encourages the development of those goals through a caring relationship that responds to needs of each student. The staff at SUM considers spiritual mentoring to be part of their vocational calling. They offer spiritual care and mentoring during office hours, over coffee or mealtimes, and even in their homes.

SPIRITUAL FORMATION

SUM students' spiritual development is evident by required daily devotions, chapel services, and personal journaling. In addition, students are involved in a variety of ministry outreaches. The college also emphasizes regular times of fasting and prayer. SUM students are also engaged in practical ministry and Christian Service.

SOCIAL DEVELOPMENT

Social development is a teaching-learning process that prepares young adults to enjoy a cooperative yet independent adulthood. Through chapels, dorm life and SGA social activities, SUM provides students with an environment to learn and apply the necessary social skills.

MEDICAL/HEALTH CARE

SUM does not provide health or medical insurance. Oakland campus students who do not have medical insurance are encouraged to make an appointment with the East Oakland Health

Center to obtain a “Blue Card” or use local county clinics in order to receive medical attention. Oakland campus students must fill out a Student Health/Emergency Contact Card yearly. Cohort students should consult with their Cohort Advisor to find free or low-cost local medical / health care resources. SUM does not endorse any particular health care providers or other health services and is not responsible for health care choices that students make during their time at SUM.

East Oakland Health Center
7450 International Blvd.
Oakland, CA 94621
510-613-2228

BEHAVIORAL ACCOUNTABILITY

CONFIDENTIALITY & RESPECT

All behavioral issues are treated with respect and are held in strict confidence. The outcome of the process is for the student to understand the consequences of their behavior, to encourage the student to live up to college standards, and to restore the student to the college community whenever possible. Students are encouraged not to ask questions concerning the outcome of any case concerning other students as the release of information could be a violation of privacy. Confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the discipline process and the subsequent outcome.

Decisions are based on the knowledge of the facts concerning the particular situation. Students should refrain from drawing their own conclusions since few students are aware of all the facts. It is unbiblical to gossip regarding the person, circumstances, or decision.

If a student realizes that he or she has violated a college standard and is genuinely repentant, the student should take the initiative to voluntarily confess the matter to the proper personnel.

The purpose is to allow a student who has not met college standards to voluntarily discuss their violation in order to expedite the restoration process. The student may confess the violation to an administrator, a faculty member, staff member, Cohort Advisor, or to the Cohort National Director . The respective SUM faculty or staff member who hears the confession is responsible to report the confession to the Cohort National Director or Cohort Advisor, and may support the student throughout the accountability process.

SANCTIONS

One should expect the college to confront, with firmness and with love any circumstances or

behavior that might hinder personal growth or disrupt community life. SUM believes that when a student chooses to disregard community expectations it has the obligation to suspend his or her community privileges for a time, including housing and class participation. Intermediate consequences are employed wherever possible to avoid expulsion from school or eviction from the residence halls. Each incident is reviewed on a case by case basis, with consideration to: (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, and (5) the degree to which the individual displays genuine repentance. When it employs sanctions, the college intends to:

- ▶ Be fair and consistent;
- ▶ Promote change in the individual;
- ▶ Provide restitution (in case of theft and loss);
- ▶ Restore the individual to the community.

The following is a list of possible sanctions that may be levied against a SUM student. More than one of the sanctions may be imposed for any violations. Other sanctions may be used when deemed appropriate.

1. **Warning:** A statement of the standards of conduct is verbally made to the student with an official warning concerning future behavior.
2. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
3. **Fines:** Fines vary according to the violation, and will involve any costs involving damage to the college or private property. The Business Office will be informed of all fines who will add the charges to the student's account. Any fine should be resolved immediately. It is to be paid at the Business Office during regular business hours. Fines may be appealed to the Cohort National Director
4. **Mentoring/Accountability:** The student is required to meet for a specific period of time with a faculty or staff mentor for accountability purposes.
5. **Behavioral Contract:** A student is placed on behavioral contract for minor and/or repeated behavioral infractions. When placing a student on behavioral contract the college intends to communicate that the student's behavior is serious and that subsequent behavioral violations, as well as failure to complete the standards stated in the behavioral contract, will result in more serious action, up to and including immediate dismissal from the college. A student may be placed on "behavioral contract" for a major infraction or accumulating three minor infractions.
6. **Mandatory counseling:** As deemed necessary by the Behavioral Accountability Committee.
7. **Scholarships** canceled.

8. **Behavioral Probation:** The student is expected to show development in responsible actions toward the college and members of the community for a specified period of time. A student is placed on behavioral probation for major and/or repeated behavioral infractions. When placing a student on behavioral probation the college intends to communicate that the student's behavior is jeopardizing their enrollment and that subsequent behavioral violations, as well as failure to complete the standards set stated in the behavioral contract, will likely result in immediate dismissal from the college.
9. A student may be placed on "**behavioral probation**" for failure to complete the standards stated in the behavioral contract. The student may face the Behavioral Accountability Committee. Students under "behavioral probation" may not be permitted to participate in any extracurricular activities, such as Student Life activities, chapel leadership/music, hold an office in Student Council, or engage in external ministry which puts them in a visible, public role.
10. **Suspension:** Any student who incurs behavioral probation for two trimesters in a row will be suspended. The student is involuntarily separated from the college for a specified length of time. The suspension time may vary according to the severity of the violation and at the discretion of the Behavioral Accountability Committee. Suspended students are required to leave campus for the duration of their suspension and may not attend class, reside in the residence halls, attend Chapel, eat in the Student Lounge, etc. Absences from classes and chapels are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

EXTRAORDINARY CIRCUMSTANCES

Normal SOA due process may be set aside at the discretion of the Executive Committee in a case where a student (or, students) does not cooperate with the aims and ideals of the college or in some way jeopardizes the general welfare, security, and orderly running of the institution. In such cases, the student will be expelled from the college or will be denied readmission.

ACCOUNTABILITY APPEAL PROCESS

Generally, disciplinary decisions involving resident students progress through the organizational structure and are handled at the most appropriate level. If any student believes his/her case needs to be reviewed by a higher authority, an appeal, in writing, will follow the chain of command as follows:

- ▶ Residence Assistant
- ▶ Cohort Advisor and Cohort Student Life Administrator

- ▶ Behavioral Accountability Committee:
 - Oakland Campus – Any three Executive Staff members
 - Cohort Campus - Cohort Advisor, Visionary Leader, and Professor
- ▶ Executive Committee
- ▶ College President
- ▶ Board of Directors
- ▶ ABHE

STUDENT GOVERNMENT

The Student Government Association (SGA) is the organizational representative of the student body. The Association serves as a liaison between the students and the administration, as well as representing the student body to groups both inside and outside the college. Students are encouraged to communicate with SGA any ideas or suggestions for any events they would like to see offered at SUM. Two outstanding cohort students will be selected by the Dean of Student Life in collaboration with Cohort advisors to serve as cohort representatives on the Student Government.

Constitution and Bylaws (Revised April 2009)

Article I - Name

Student Government Association of SUM Bible College and Theological Seminary

Article II - Purpose

1. To improve communication between the Student Body and the Administration concerning student life of SUM Bible College and Theological Seminary Campus.
2. To communicate pertinent issues pertaining to the student Body through the medium of the school newspaper.
3. To create a wholesome fellowship amongst the Student Body by providing mutual awareness of concerns and resolution, and to encourage expressions thereof for the purpose of bringing unity.
4. To designate appropriate distribution of finances committed to the Student Government.
5. To plan and execute events which bring the Student Body together for social and spiritual benefit.

Article III – Membership

A. Class Representation of Members – the council shall consist of five Student Representatives.

1. Each class shall elect the representatives as stated below:

Class	Representatives
First Year	One Representative
Second Year	One Representative
Third Year	One Representative + 1 Cohort Student
At Large	One Representative + 1 Cohort Student

B. Ex-Officio Members – The President of SUM, the Chief Academic Officer, the Dean of Student Life, and the Dean of Student Ministry are Ex-Officio members and may attend any meetings of the council.

C. Eligibility of Membership – a person is eligible to be a member of the Council if he/she meets the following criteria, unless an exception is made by the Dean of Students for a certain individual:

- a. Matriculations as a full-time student of SUM
- b. Attending SUM in at least their second semester
- c. Intending to remain a student of SUM for the time remaining for their degree program
- d. Able to faithfully represent his/her constituency (formerly “class”)
- e. Willing to serve on SGA according to the prior stated purpose (see Article II)
- f. Living a consistent Christian life
- g. Not currently under SOA disciplinary steps

D. Vacancies

- 1. Vacant positions shall be filled by election.
- 2. Each year vacancies shall be as they occur of the school year.

E. Responsibility of Members – Each member is to attend the meetings of the SGA and fulfill his/her role within the SGA as a contributing member.

F. Term of Members – As a student representative progress through the years at SUM, he/she shall continue to be a representative of his/her respective class.

G. Resignation of Members – A representative may resign from his/her position on the SGA at

any point during the school year given the following:

1. A meeting with the Dean of Student Life is required to discuss reason and validity of the resignation.

H. Removal of Members – The Dean of Student Life may, by unanimous vote, remove a student representative from a position if he/she:

1. Ceases to be a matriculated student
2. Is on academic, chapel, or prayer probation
3. Under SOA disciplinary steps
4. Ceases to fulfill the responsibility of a member of the Council
5. Ceases to walk a consistent Christian life

Article IV - Officers

The officers of the council shall be a President, Secretary, and a Treasurer

Specific criteria for election of Officers shall be as follows, unless an exception is made by the Dean of Student Life for a certain individual.

1. President
 - a. Shall be a third or second year student
 - b. Shall be returning as a third or fourth year student
 - c. Shall have served on the council two full semesters prior to nomination.
 - d. Shall be able to fulfill the responsibility of the office of President of the SGA (see Article IV, section C)
 - e. Shall be elected by a simple majority
2. Secretary and Treasurer – each nominee for office:
 - a. Shall have served on the SGA one full trimester prior to nomination
 - b. Shall be able to fulfill the responsibilities of the respective Office on SGA (see Article IV, section C)

c. Responsibilities of Officers

President, his/her responsibilities shall include the following

- a. Preside over meetings
- b. Act as official representative of the SGA
- c. Appoint such committees as deemed necessary
- d. Present issues discussed in the SGA to the Dean of Student Life
- e. Attend SGA meetings
- f. Report back to SGA on the decisions of Executive committee on the issues presented

2. Secretary, his/her responsibilities shall include following;

- a. Take accurate minutes of all minutes

Send a type copy of the minutes to each representative, the Dean of Student Life

Type any proposals for presentation

- d. Maintain record of previous meetings with pertaining material

3. Treasure his/her responsibilities shall include the following:

- a. Maintain a running account of council finances, including all receipts and expenditures
- b. Be custodian of the SGA finances
- c. Give a report of SG finances at each meeting
- d. Work with the business department of SGA as needed

Article V - Meetings

A. Members of the SGA shall meet as determined necessary but not less than twice a month

B. Meetings shall be run according to Robert's rules of Order

C. Meetings may be called by:

1. The president of the SGA
2. The Administration of SUM
3. Two-thirds of the student representatives

D. Meetings shall follow an agenda

1. The agenda shall be set by the president

2. The agenda shall include:

Any uncompleted business from the previous meetings

b. A time for student concerns to be discussed

c. Any business the Student Life Office gives the SGA

Any other business the President deems necessary

Article VI - Issues

A. Issues and concerns brought to the SGA shall be submitted on the SGA suggestion form

B. Issues and concerns brought to the SGA shall be addressed by the SGA through the following process:

1. Each shall be discussed for validity and appropriateness
2. If deemed valid and appropriate it shall be discussed to solicit ideas for resolution
3. Each issue and suggested resolution shall be put in the minutes
4. The issues shall then be brought to the Dean of Student Life, as the SGA had placed them in priority
5. If the Dean of Student Life is able to respond, his/her decision shall be reported to the SGA. The SGA shall then report back to the students as they feel necessary.
6. All other issues shall be discussed by the Executive Committee as needed
7. The Executive Committee's decision shall be reported to SGA which shall then report back to the student as they feel necessary and appropriate

C. Issues of personal conflict within the SGA should be dealt with in a Biblical manner according to Matthew 18:15-17

Article VII - Publications

The SGA shall serve as official leadership over SGA publications. The SGA shall be responsible to maintain student awareness for opportunity within the production of such publications. This does not require the SGA to produce any publications. If the SGA chooses to publish, responsibilities shall be delegated as agreed upon by the council.

A. The president of SGA shall serve as the first content editor of SGA publications. He/she is to

review and approve all publications prior to printing

B. The Dean of Student Life shall serve as final content editor of SGA Publications. He/she is to review and approve all publications prior to printing.

Article VIII - Ratification

This SGA Constitution shall be ratified and accepted given:

A. An unanimous approval of the SGA

B. An approval of this constitution by the Executive Committee

STUDENT EVENTS

SGA plans activities that offer students the opportunity to get together for fellowship, giving them the opportunity to learn about each other's cultural and social heritages. Some of the activities include Spirit Week, sports activities, Multicultural Night, Thanksgiving and Christmas dinners, and All School Picnic.

SECURING & USING COLLEGE HOUSING

SUM fosters a community life on its campus that will properly reflect the Christian attitude. Cooperation, respect for the rights of others, respect for property, respect for authority, cleanliness and good personal habits are factors that are important in residence hall life.

MARRIED STUDENT HOUSING

See Appendices 6-7.

SUMMER HOUSING

SUM allows summer housing. The summer contract is available through the Dean of Student Life. All normal campus rules and requirements apply. Summer dormitory chores may include cleaning common living room and dining areas, laundry room, restrooms (including restocking dispensers), and kitchen. Additional requests may be made of summer students (maintenance, moving furniture, etc.)

OFF-CAMPUS HOUSING

Students that reside off-campus are required, when on campus, to abide by all SUM rules and regulations.

Married students are not allowed to live in the resident dorms and must be living with their spouses.

RESIDENT LIFE

Welcome to your home away from home! This is a wonderful opportunity for you to get to know and learn from other students that are from other communities, cultures, and nations. This will be perhaps one of the most enriching experiences of your life. We want you to be able to fully enjoy it.

SUM Oakland is a small campus. Students must adapt to the fact that they will be living, studying, and eating with the same people every day. It is essential that students are prepared for and are willing to adapt to this situation.

RESIDENT ASSISTANTS

The Resident Assistant (RA) strives to provide a healthy living environment in the residence halls and campus apartments. The RA, usually a second year student, is your resident leader.

RAs help you adjust to college life and promote a lifestyle that honors God and helps students foster a vibrant Christ-centered life. Likewise, the Cohort or campus Director is available to help with the emotional and social transition to college life and keep your on-campus living environment as positive as possible. The RAs are representatives of the Campus or Cohort Director. These classmates will provide peer support and ensure that your environment is clean and pleasing to all residents. The RAs will also have ongoing concerns for the health and well-being of students, and will be responsible to make sure that all unoccupied rooms on their floor are locked at all times.

MOVE IN & ROOM FEE

At the beginning of each trimester, the Resident Assistant and/or Campus Director or Cohort Advisor will carefully inspect the condition of each room and its contents. Each student is encouraged to make a list of any damage that has occurred in the room prior to their occupation. This list should be submitted to the Campus Director or Cohort Advisor within 24 hours of occupation. All students will be required to pay a \$100 room fee.

The student's room will be inspected by the RA prior to the student's temporary leave for winter and summer vacation and/or permanently leaving the room. The student should be present during this room inspection. The room should be left clean and neat prior to a temporary or permanent leave (See "Checking Out of the Residence Halls" for more details).

ROOM KEYS POLICY

Keys are issued from the Business Office or Cohort Advisor. If a student is changed from one room to another, he/she is to return the key of the previous room and check out a key for the new room. Before leaving campus, all keys must be turned in to the RAs or Business Office or he/she will be billed \$10.00 for the key. If a key is lost, it is to be reported to the RA. The student will have to pay \$10.00 to replace the key. Room Lock Out

When locked out of his or her room, the student is encouraged to find his or her roommate. If unsuccessful, the student will proceed in the following order of recourse:

1. Go to the Resident Assistant for entrance;
2. Go to the z Campus Director: a service charge may be imposed.

CHECKING OUT OF THE RESIDENCE HALLS

All students must check out with the RA, turn in their keys, and have their rooms inspected for satisfactory condition before leaving school. The student should be present during inspection. Rooms must be completely vacated and cleaned out prior to permanent leave. Students who plan to leave for the summer break must clear check out with the RA, turn in their keys, and

have their room inspected for satisfactory condition before leaving campus. If rooms are not left clean and in good repair, the student's account may be fined up to \$50 for cleaning and minor repairs or depending on the cost of the repair. Major repairs will be charged to the student and must be completed before the student leaves the campus. Anything left in the room becomes the property of SUM and will be disposed at the College's discretion. Failure to properly check out of the Residence Hall will most likely result in an additional fine being assessed.

DORMITORY ROOMS

All damage in dorm rooms will be assessed and deducted from your room deposit immediately when reported. If the damage is greater than your deposit, payment will be required within ten days. The following will be considered damage:

- ▶ Making any kind of holes in walls, ceiling, floors, doors, closets, desks, beds and woodwork;
- ▶ Alteration of desks, beds and closets;
- ▶ Broken windows and screens;
- ▶ Jimmying" (altering or picking) the locks;
- ▶ Water damage caused by hotpots, refrigerators or spills;
- ▶ Stickers on walls, ceilings, floors, desks, closets, beds, doors, windows and woodwork;
- ▶ Breaking into the room or kicking in the door;
- ▶ Any acts of vandalism that result in any kind of damages;
- ▶ Violation of these rules can result in fines.

STUDENT ACCOMMODATIONS

Students are not to occupy any room until properly assigned. The school reserves the right to make or change the assignment of rooms during the school year. All students must sleep in the rooms assigned to them. Special putty must be used for the hanging of pictures and other decorations. Students are to avoid creating tack-holes or nail-holes in the walls. By law, overhead fixtures are permanent as installed. Due to potential liability, replacement of fixtures is not permitted in the dormitory rooms. Students are not to change any electrical fixture, or make any electrical alterations. If there is an electrical problem of any type, a "Maintenance Request Form" must be filled out and submitted to the Business Office (See Appendix 8). The electrical circuits in residence halls are not designed for the excess load of appliances. Cooking appliances, hot plates, toasters, heating coils, space heaters, televisions, VCRs, DVDs, and air conditioners are therefore prohibited. No food is to be discarded into bathroom sinks; the resultant clogging of drains is regarded as a form of vandalism. Students are asked to refrain from bringing elaborate stereo systems to the dormitory. A regular "boom-box" is sufficient for the size of the room.

Students are not to elevate their beds because of the possibility of injury, should the elevation collapse. Hallways and doors are to have NO posters, flammable decorations, festive lights, etc. These are forbidden by the Fire Department code. Suggestive posters, signs and clothing decorations are also prohibited. Rooms must be kept orderly, clean and aired out. Beds must be made before leaving the room for the day. Clothes and books must be neatly stored. There will be routine inspection of all rooms. Dirty or unkempt rooms will result in an extra chore, or a restriction of privilege determined by the Campus Director and/or the Behavioral Accountability Committee. The college reserves the right for authorized personnel to enter rooms at any time for the purpose of repairs, inspection, and other official business.

NOTE: Protection of property requires that each room be locked when occupants are gone. Forced entry of a locked room or residence hall is forbidden. The college cannot be responsible for any lost or stolen items.

8 The Residential Life Policies are mainly for the Oakland Campus. U. S. and Overseas Cohorts with housing will have their own Residential Life Policies.

GENERAL RULES FOR DORMITORY LIFE

The following rules have been determined as minimal for general maintenance and cleanliness of dormitories.

1. Bathrooms

- a. No towels or personal articles are to be left in the bathroom.
- b. All cleaning supplies are to be stored in the closet.
- c. Mirrors, bathroom stalls, sinks, showers and floors are to be cleaned daily according to the posted work schedule.
- d. Please keep the lights off when the bathroom is not in use.
- e. Report any problems to the RA immediately.

2. Kitchen

- a. The stove is to be cleaned immediately after every meal by the person preparing the meal.
- b. Dishes are to be washed immediately after the meal. Students leaving dishes out, whether clean or dirty, can be fined.
- c. Counter tops are to be wiped clean after each use.
- d. Nothing can be left unattended on the stove. The only exception is the use of a

crock pot.

- e. The cupboards are to be kept clean and orderly.
- f. The refrigerator is to be kept clean inside and outside. All food placed in the refrigerator must be labeled and placed in a sealed container.
- g. All students are required to honor all kitchen rules.
- h. Books and other personal articles are not to be left lying about.
- i. Washers and dryers are not to be used after curfew without prior permission from the RA.
- j. Cooking is not allowed after curfew.

3. Hallways

- a. No articles are to be left in the hallways and common areas (no shoes or the like)
- b. Hallways are to be vacuumed daily according to the posted work schedule.

4. Room Door Information

- a. Each student is required to have the following on the hall side of their door – Their name on a 3” x 5” card and their weekly work schedule (on or off campus).

CHORE SCHEDULE

All dorm students are required to do a chore. The RA will provide a weekly list of chores and persons responsible for performing the chore. The schedule will allow each dorm resident to be rotated throughout the schedule. Failure to complete a chore, doing a chore incompletely, doing a chore after curfew, or failing to sign off on a chore, will result in a fine after two citations. If a dorm resident is unable to perform his/her duties it is their responsibility to make arrangements for someone else to complete their assigned duties.

RESOURCE CONSERVATION

Each student is requested to cooperate by minimizing the cost of water and electricity. Faucets must be turned off and windows and doors closed when the heat or air conditioning is on. Lights must be turned off when leaving a room. Light bulbs are not to exceed suitable wattage (no 100-watt bulbs in desk lamps). The college does not supply light bulbs for students' personal lamps. Please do NOT remove light bulbs from closets or bathrooms for personal use. Student caught removing light bulbs for personal use can be charged with theft. No student may possess any master or sub-master key without authorization.

PAINING OF ROOMS

Rooms may not be repainted. Stencils and borders are not permitted; woodwork is not to be painted. Before you move out, the room will be inspected by a Resident Assistant or the Campus Director. If the room is in as good of condition as when you moved in you will be given clearance to leave. If the room is damaged or not properly cleaned you will be required to clean the room and/or pay for all damages. Violation of these rules can result in fines, to cover the cost of damages.

CLEANLINESS & MAINTENANCE OF ROOMS

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room. Unannounced room checks will be made periodically to insure that rooms are well maintained. Students who fail to keep their dorm rooms clean, or who are unwilling to do their cleaning chores will be fined. The student may face disciplinary actions and may forfeit the privilege of staying in the dorm (See “sanctions for more details). The following is a list of expected behaviors and levels of cleanliness expected of dorm residence:

1. Dorm rooms are to be kept clean at all times and cleaned daily;
 - a. Beds are to be made after each use;
 - b. All clothing, books, personal articles, etc. are to be properly stowed;
 - c. Clothing must be neatly stacked away;
 - d. Cleaning involves dusting and vacuuming;
2. Leftover food or drinks are not permitted to be left out;
3. Trash cans in the dorm rooms must be emptied when necessary. This is done in accordance to the daily chore list posted in the common area;
4. No dirty laundry can be exposed—keep in a laundry container which can be closed;
5. NO alterations are to be made to the room. NO suggestive posters or wall hangings; the hanging of pictures is permitted with sticky tack only. The hanging of anything from the ceiling is prohibited.
6. At curfew times room lights, radios, CD players, etc. are to be turned off (if your roommate requests it). Small personal reading lamps are recommended if you intend to pass curfew to read or study.
7. After quiet hours (10 p.m.), disturbances of any kind (loud talking, praying, running, etc.)

are not allowed;

8. The school will not be held responsible for lost or stolen items, it is required that your room be locked if you or your roommate(s) are not present;
9. Slamming doors is not permitted.

FURNITURE

Every student is provided with a dresser or chest of drawers, desk, chair, and a bed. Students are expected to take care of college furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture. **FURNITURE MUST NOT BE MOVED FROM ONE ROOM TO ANOTHER OR ONE DORMITORY TO ANOTHER OR TAKEN APART WITHOUT PERMISSION FROM THE CAMPUS Director.**

Dorm residents are permitted to personalize their rooms. However, residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

COLLEGE PROPERTY

Students will be charged for the repair of any damage done to school property. Campus Director or Cohort Advisor will assess the fine. The Campus Director or Cohort Advisor will notify the student in writing and inform the Business Office, who will add the charges to the student's school bill.

LOSS OF PERSONAL PROPERTY

For one's own protection, students are encouraged to lock rooms when not occupied. The college is not responsible for the loss of personal belongings of students at any time. SUM assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, and inclement weather or otherwise. Students desiring to protect personal property should contact their insurance carrier to purchase "renter's type" insurance.

RESIDENTIAL HALL LOUNGE

Furniture is not to be rearranged in residential hall lounges without permission from the RA. Students are required to observe the lounge regulations each RA establishes for his/her lobby. Students are to treat the lounge furnishings with respect, and will be charged for any damage to lobby furnishings. Lounges are "closed" during all chapel services and regular times for

Sunday church services (8:30 a.m. – 1:00 p.m.).

ROOM CHANGES

A student may not change dorm rooms without the specific written approval of the RA and the Campus Director or Cohort Advisor. A Room Change form is provided for this transaction.

DORMITORY STUDENTS LEAVING CAMPUS

As a safety precaution, students are to sign in and out at the dorms when leaving campus and indicate their destination.

CURFEW

Curfew applies to all students living on campus at all times. Any exception must be approved by the Campus Director or Cohort Advisor. SUM follows this curfew schedule:

Monday - Thursday: 11 P.M. Friday & Saturday: 1:00 a.m. Sunday: Midnight

Since the security of SUM is a matter of utmost importance, residence hall entrances are locked promptly at curfew. Students are expected to be in their room by curfew. There will be a room check at curfew. No one will be given entry to the dorms after curfew who is not a resident of the dorm. Resident students are forbidden to give lock codes or gate keys to any person. Violation of such may result in expulsion from the dorm. Summer/Holiday curfews will follow the Friday/Saturday curfew: 1:00 a.m. Failure to comply with curfew procedures is subject to disciplinary measures.

LATE PERMISSION AND WORKING STUDENTS

If a student needs to be out of the Residence Hall after curfew, written permission needs to be received in advance from the Campus Director or Cohort Advisor, if the Director or Advisor is not available, the RA. If a student needs to be out of the Residence Hall after curfew due to employment, that student must file with the Campus Director or Cohort Advisor and the RA a "Work Card" indicating the place of employment and the hours scheduled for work.

OVERNIGHT VISIT/WEEKEND OFF-CAMPUS

All resident hall students must sign out to stay off campus during a school term, including breaks and holidays.

This can be done by filling out an Overnight Sign Out card (provided by RA) and it should be submitted to the Resident Assistant. Failure to comply with this is an infraction. If the RA is not

on campus for the weekend it is his/her responsibility to submit the form to the Assistant RA. NOTE: As a courtesy, every student should inform the RA anytime they will be off campus overnight.

Overnight visits to off-campus married housing should be approved by the Business Office. If the overnight visit is approved by the Business Office, the student shall fill out an Overnight Sign Out form and submit to the Resident Assistant.

Before a student can take a student of the opposite sex home, both of the student's parent(s) or guardian(s) must contact the Campus Director at least 24 hours in advance and issue an invitation for them to visit their home. The parent(s) or guardian(s) must be present during the requested visit. Any exception to these guidelines must be made by the Campus Director.

Women may not walk off campus after nightfall without male accompaniment. Men are not to deny any request of their sister in Christ for accompaniment. Women are to be considerate and make preparations whenever possible.

STUDENT VISITS IN RESIDENCES OF OPPOSITE GENDER

Students are not permitted in the residences of students of the opposite sex, or loitering in the doorway of the dorm of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at SUM. This applies to all students whether they reside on or off campus.

VISITORS, VISITATION, AND ROOM GUESTS

We expect that students may occasionally want to enjoy a visit by a family member or a friend. You may entertain a guest in your room for a weekend with one week prior notice, and the approval of the Campus Director or Cohort Advisor. The guest(s) may stay a limit of three (3) nights or as approved by the Campus Director or Cohort Advisor for a fee of \$10 per night. The Visitor Request Form must be filled out in advance, signed by the Campus Director or Cohort Advisor (See Appendix 6). The approved form and payment should be given to the Business Office. The approved Visitor Request Form and proof of payment should then be given to the Campus Director and will be placed in student's file. If the guest of an on-campus student stays in the dorms without the approval of the Campus Director, the student will lose visitation privileges, and will be charged double for the nights the guest spent in the dorm.

Guests who are not part of the specific dorm community are expected to leave the resident hall at curfew unless the RA has received and approved a written request for them to stay in the residence hall.

QUIET HOURS

Quiet hours are from 10:00 p.m. - 6:00 a.m. in each of the Residence Halls. Quiet hours shall be strictly observed to insure each student opportunity for privacy, rest, study, and spiritual renewal. SUM is an institution of higher learning and students should respect one another's need for study and appropriate sleep. Students must learn to live in mutual respect. Therefore, the following guidelines will be enforced: No hollering, loud talking, music, musical instruments, or radios should be heard by any person other than the user. Noise levels must not be disturbing to anyone in their rooms or by anyone living on campus.

Since it is necessary to have people living on campus, other than in the dormitories, these guidelines for quiet hours extend to the whole campus.

REFRIGERATORS

Students are permitted to have approved refrigerators in their rooms for a small fee. The refrigerator must be 3.5 cubic feet or smaller and must not be placed on furniture. A nominal fee of \$25 per trimester will be due on registration day, at which point the refrigerator must be registered.

FOOD FOR RESALE

No SUM facility is to be used to produce food product for resale.

PROHIBITED ITEMS

Toasters, electric skillets or heaters, popcorn poppers, George Foreman Tabletop grills, or rice cooker, woks and any other cooking appliances are not permitted in dorm rooms. Coffee makers, microwaves, and space heaters are not allowed. Violation of this safety policy will result in the impoundment of the appliance.

FIREWORKS OR FIREARMS PROHIBITED

All firearms, weapons of any kind (including but not limited to paint guns, slingshots, and archery equipment), and fireworks cannot be brought onto the College campus. Doing so will result in severe disciplinary action.

SECURE DOORS AND ALARMS

Unauthorized use of windows, exits, and secured doors in non-emergency situations is not permitted. Setting off or tampering with security alarms is strictly forbidden. Those violating

this guideline will be required to appear before the Student Life Committee.

Talking, whistling, gesturing, or yelling out of windows is prohibited at all times, in all buildings. Students are not permitted to remove windows, screens, or doors. Nothing should be thrown from the windows. All windows are to be securely locked when no one is in the room.

ROOM SEARCHES

Room searches are seldom performed, but may take place at any time. If a serious offense or need warrants it, the Resident Assistant (RA) may, with a witness, search any or all rooms only with approval from the Campus Director or Cohort Advisor and as long as the occupant(s) is/are there at the time of the search. If the occupant cannot be notified, the RA shall be accompanied by two witnesses with one of them being an official of the college. If any illegal substances or contraband are found, the person in charge will be required to inform the appropriate local law enforcement agency.

MEETINGS AND DEVOTIONS

All on-campus students are required to attend all announced meetings and devotions. The RA must approve any exception.

ILLNESSES

Any illness will be reported immediately to the RA. In the case of a serious illness, the RA will advise any available college staff member, who will visit the student. All problems should be reported to the Campus Director or Cohort Advisor.

VEHICLES AND PARKING REGULATIONS

Bicycles: It is suggested that students register their bikes with the Oakland Police Department or local Cohort site Police Department. Fire regulations prohibit bicycles being stored in the dormitory hallways.

All students' vehicles are required to be insured and registered with the college. Proof of valid insurance is to be presented to the Business Office in order to park the vehicle on campus grounds. Parking permits should be purchased at the Business Office for \$25 each trimester.

All motor vehicles or trailers parked on campus after the first week of each trimester that are without properly displayed valid parking permits will be cited and fined. Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle would be parking on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need still exists.

After that, a regular permit must be obtained. There is no charge for a temporary permit.

The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving said vehicle at all times while the vehicle is on campus. SUM assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time it is operated, or parked, on this campus or at any location.

SUM reserves the right to impound or immobilize, at the owner's expense, any motor vehicle or trailer parked on this campus that has not properly been registered or is in violation of any regulation of motor vehicles on campus.

FINES AND PARKING VIOLATIONS

Because we are a community, speeding and parking violations are levied to help secure the safety and function of the campus. Please note that the campus speed limit is 5 M.P.H. and fines will be given to those who are endangering others with their driving. Fines are \$10.00 for each violation. Do not park in fire lanes, handicap spaces, lawns, sidewalks, assigned places, or those places marked "No Parking".

VEHICLE MAINTENANCE

Students who bring a vehicle on campus are fully responsible for the maintenance of their vehicle. Minor repairs—defined as a small repair to get the vehicle moving, i.e., change flat tire; charge or change a battery; add water or oil—are allowed on campus. If your vehicle cannot be moved you can attempt to correct the problem where it occurs. If further minor repairs are needed the vehicle must be towed to a vehicle repair shop. Students are responsible for the removal of disabled vehicles from the campus.

No changing of oil is allowed.

BICYCLE RACK

Students who bring a bicycle on campus are fully responsible when using the bicycle rack.

VEHICLE INSURANCE

All vehicles that are operated on the campus of SUM are required to carry insurance applicable to the state of California.

PROPERTY INSURANCE

Personal property is not covered by SUM insurance. Students are encouraged to obtain a Renters Insurance Policy or a Student Property Insurance Policy. You can also obtain a Personal Items Rider under your parents' homeowner's or renter's insurance policy.

SICKNESS AND ACCIDENTS

In all cases of serious sickness it is important for the student, either personally, with the help of a roommate, or the aid of the Resident Assistant, to notify their Campus Director or Cohort Advisor or other appropriate SUM administrators. The purpose of these notifications is to ensure that all the student's needs are met.

If any student goes home due to prolonged illness, SUM requests notification of the status of the sickness. When returning to the school, a doctor's note should accompany the student stating that the student may return to normal activities and/or special needs that the student may have. Note: When comprehensive or long-term testing or treatment is needed, the administration may require the student to return home.

IN CASE OF EMERGENCY

In the case of an emergency, the Campus Director or Cohort Advisor and the Resident Assistant must be notified. Students should exercise judgment concerning emergency treatment at a hospital. The RA and Campus Director or Cohort Advisor can help with this judgment. However, students should contact 911 if:

1. There is severe bleeding;
2. An altered state of consciousness;
3. A protruding object i.e. bone, glass, etc.;
4. There is difficulty in breathing;
5. There is chest pains with numbness to arm;
6. There is extreme, unusual, increasing pain.

EMOTIONAL HEALTH

If a student is found to be in need of emotional care, the College or Cohort Advisor may recommend a professional counselor, who will guide the student as to necessary treatment or care.

Students may also utilize Suicide & Crisis Hotlines and 24/7 counseling centers listed in Appendix 10.

IMMINENT DANGER

In cases of imminent danger, students will report directly to the police by dialing 911, then immediately contact the Campus Director or Cohort Advisor. For non-emergency reporting of criminal activity, students are to contact the Campus Director or Cohort Advisor, or the RA, or an Administrator of the college.

FIRE SAFETY REGULATION AND EVACUATION

Guidelines for emergency exit routes are posted throughout the campus. Every trimester students will be instructed how to properly evacuate the SUM facility in case of a fire or emergency. Students must exit the building by proceeding to the nearest exit. SUM will provide periodic fire drills. Failure to abide by the Fire Drill Policy will result in severe disciplinary action.

FIRE REGULATIONS ARE AS FOLLOWS:

Alarm Pull Stations: Students should be familiar with the location of these stations. It is crucial that these alarms be kept unobstructed, and not used for hanging posters, decorations etc;

Smoke And Heat Detectors: Please do not hang, toss or cook anything near the vicinity of a smoke or heat detector. These activities could trigger the fire alarm;

Extinguishers: Extinguishers are located throughout the buildings. It is wise for students to know where they are located. It is important to only use extinguishers for combating fires. Note: Because of the possibility of electrocution or shock, electrical fires must be smothered. Be sure to unplug the appliance.

Sprinkler Systems: Some of the buildings are equipped with emergency sprinkler systems. Because this system is very sensitive, caution should be taken by not hanging or tossing anything near these nozzles. NOTE: Accidental release of this water will automatically signal the Fire Department. In the case of accidental release, please notify The Security and Maintenance Directors. Please do not try to shut off the system, the Fire Department will do this;

Exits: Each building has emergency fire exits. We request that these exits and hallways be kept clear from debris. Fines may be distributed from the Fire department if this code is not followed. Please make sure that all fire doors are kept closed;

Emergency Procedures: In case of fire:

Notify the fire department immediately by setting off the nearest alarm, even if you think the fire can be handled;

Note: At the sounding of a fire alarm, all occupants of that building must evacuate in an orderly fashion, even in cases of accidental triggering of the alarm. Students who have not evacuated the building may be required to pay any fines that are levied to the school because of this infraction;

Please notify the RA who in turn will notify Security about the alarm. Resident Assistants on each floor will have the responsibility of double checking each room. Above all, remain calm. The fire alarm is only a warning system. It is there to help you and to help protect lives;

Use of Fire: Campfires or other types of fires. Any type of, or the use of fire(s) is (are) prohibited;

HAZARDOUS PRACTICES

1. **Appliances:** Upon the request of the college, cooking appliances (Toaster Ovens, Microwaves, Crock pots, Heating coils...), and space heaters are not allowed in the student's residence. Please do not overload any circuits with extension cords or multiple outlet adapters. We ask that students refrain from permanently installing speakers, amplifiers, stereo equipment etc. in dorm rooms;
2. **Candles And Incense:** Because it is a fire hazard, the burning or use of candles, oil lamps, incense, or any other device that produces an open flame in any way in the building(s) is prohibited.

VOTER REGISTRATION

The Higher Education Act Amendments of 1998 requires colleges and universities to make voter registration forms available to you. Oakland students may connect with the Federal Election Commission (FEC) and the California Secretary of State with this link California Secretary of State Website. From this site students can complete their registration online, or print a registration form and mail it directly to their local elections official. Cohort students may go to

http://registertovote.org/index.html?utm_source=Google&utm_medium=CPC&utm_term=voter%2Bregistration&utm_content=Register&utm_campaign=**General. Additionally, hard copy forms are available at the Oakland campus Library and the Registrar's office for California (or Student Life Office). This does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting. An electronic message may be used if exclusive to voter registration.

MISSING STUDENT NOTIFICATION PROCEDURES

Missing Student Notification Policy and Procedures:

When a member for the faculty, staff or students realizes that a student is missing, they should follow the following procedure:

1. Contact the Campus Director or Cohort Advisor and report that the student might be missing. In the absence of the Campus Director any SUM campus administrator may be contacted. In the absence of a Cohort Advisor contact the Visionary Leader.
2. The Campus Director or Cohort Advisor will then: a) Initiate an investigation to determine the validity of the missing person report. b) Contact the Resident Assistance's for on campus students to make a determination as to the status of the missing student.
3. If the student is determined to be missing
 - a. Notify the individual, identified by the missing student as their emergency contact, within 24 hours of making the determination. (May notify sooner if deemed necessary.)
 - b. If the missing student is under the age of 18 years of age, notify the parents(s)/guardian as contained in the records of the immediately after making the determination.
 - c. Notify the local Police Department immediately after making the determination.
 - d. Notify the b VPCD who will initiate whatever action is deemed appropriate under the circumstances in the best interest of the missing student.

MISSING STUDENT NOTIFICATION

1. Each student that lives on campus (regardless of age) may register one or more individuals as a contact person solely for missing person's purposes. This information will be kept confidential. This information may be utilized only by campus officials. Campus officials may disclose contact information to law enforcement officials only for the purpose of a missing student investigation.
2. If it has been determined that a student has been missing for 24 hours and is under the age of 18 and is not emancipated, the school will notify both of the student's custodial parent or guardian and the student's contact person, that the student is missing immediately after a determination is made concerning the validity of the report.

ACADEMIC LIFE

ACCREDITATION

SUM Bible College and Theological Seminary is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, and Master's degrees.

ASSOCIATION OF BIBLICAL HIGHER EDUCATION (ABHE)

The Association of Biblical Higher Education (ABHE) is the oldest national, Bible college accreditation agency. ABHE specializes in biblical ministry formation and professional leadership education. It is officially recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education. It is also one of the eight regional associations that make up the International Council for Evangelical Theological Education (ICETE), representing North America.

ABHE provides the best option for maintaining high academic standards while also sharing the Christian faith. Their Accreditation Standard on Institutional Integrity requires institutions to be honest and open with its compliance regarding accrediting, licensing and governing bodies.

In acknowledgement of a satisfactory institutional self-study and evaluation team visit, the Commission on Accreditation reaffirmed until 2021 the accredited status of SUM Bible College and Theological Seminary with all the rights, privileges and the ABHE confers.

Association for Biblical Higher Education

5850 T.G. Lee Blvd, Suite #130
Orlando, FL 32822
(407) 207-0808
www.abhe.org

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
(916) 431-6959
www.bppe.ca.gov

SUM is a private institution currently registered with the Louisiana Board of Regents, Florida Board of Regents and California Bureau for Postsecondary Education (BPPE). The Bureau for Private Postsecondary Education has granted SUM approval to operate and grant degrees within the State of California. Approval to operate means compliance with minimum standards set forth by the BPPE.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-Secondary Education at:

Address 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web Site Address www.bppe.ca.gov

Telephone (888) 370-7589 or (916) 431-6959

Fax (916) 263-1897

SUM complies with the Department of Consumer Affairs with all state statutes, rules, and regulations pertaining to private postsecondary institutions.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

SUM Bible College and Theological Seminary has applied for **Eligibility** from the Senior College Commission of the Western Association of Schools and Colleges. WASC has reviewed the application and determined that SUM Bible College and Theological Seminary is eligible to proceed with an application for Candidacy for Accreditation. A determination of Eligibility is not a formal status with the Accrediting Commission, nor does it ensure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed within four years of its Eligibility determination to be reviewed for Candidacy status with the Accrediting Commission. Questions about Eligibility may be directed to the institution or to WASC at:

985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001
www.wascsenior.org

CURRICULA

SUM Bible College and Theological Seminary offers a specialized curriculum that is designed to enable students to meet the challenges of the future.

The curriculum designed by SUM Bible College and Theological Seminary contains four major areas of study; Bible and Theology, General Education, Applied Theology, and Practical Ministries.

The purpose of the Bible and Theology division is to challenge the student to approach life and learning from a biblical perspective and to stimulate an appreciative love for God and obedience to His revealed will. The focus of this integral division provides the essential data to enable each student to form a Christian worldview, to develop an effective Christian life,

acquire a sound philosophy, and to increase their understanding of how to interpret and skillfully utilize the sacred Scriptures. Emphasis is placed on understanding the broad themes and structure of complex truths.

The purpose of the General Education division provides an introduction to a broad range of disciplines and aids the student in developing critical thinking skills, as well as communication skills that will better enable him/her to share the Gospel of Christ. The General Education curriculum examines various subjects of study in light of biblical truth in order to prepare the student to proclaim Christ effectively and intelligently. The curriculum's design is to help each student gain an understanding of selected knowledge in the areas of science and the humanities, and to relate this understanding to a Christian world-view.

The purpose of the Applied Theology division is to provide opportunities to experience what a student has learned in their biblical and theological studies in practical "hands-on" ministry. This is accomplished through the fourth division, Practical Ministries: community outreach, large-events, healing crusades and many other exciting events and opportunities.

PROGRAMS

SUM offers both undergraduate and graduate courses. The major for all undergraduate programs at SUM is Biblical Studies. The majors for SUM's graduate programs are Divinity, Biblical Studies and Christian Leadership.

UNDERGRADUATE PROGRAM

Minors (4)	Concentrations (7)
1. Ministry of the Evangelist	1. Church Planting
2. Ministry of the Pastor	2. Church Teaching
3. Ministry of the Prophet	3. Evangelistic Ministry
4. Ministry of the Teacher	4. Global Missions
	5. Prophetic Ministry
	6. Worship Studies
	7. Youth Ministry

If a student opts for any of the four minors, it will be chosen in the second year of studies. Concentration courses may be taken in the student's third year of studies. If a change in program is desired, the student must make written request to the Academic Office. It should be noted that courses taken in the minor or concentration program may not be transferable to the new minor or concentration, thus necessitating the student taking more than the required 139 credits for graduation.

STUDENT CLASSIFICATION

Class	Credit Hours
Freshman	0 - 35
Sophomore	36 - 69
Junior	70 - 105
Senior	106 - 139

GRADUATE PROGRAMS

The curriculum for the SUM Graduate School provides graduate level biblical, theological or leadership.

MASTER OF ARTS IN BIBLICAL STUDIES (56 CREDITS)

CONCENTRATIONS

Biblical Languages Offers a specialization in the Bible, biblical interpretation, and theology and emphasizes a student's abilities to research using Hebrew and Greek language tools and to produce scholarly, biblical and theological research projects. It will help those who are pursuing a terminal degree in Biblical Studies.

Biblical Exposition Provides an understanding of Scripture and systematic theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, comprehension of foundational biblical and theological truths, and a commitment to godly Christian character.

Biblical Theology Provides an understanding of Scriptural theology, coupled with modern strategies for ministry. Emphasis is placed on thorough research and effective communication, and a commitment to godly Christian character. Develops an unified theology of the Bible that respects varied perspectives within individual Bible books.

MA IN CHRISTIAN LEADERSHIP (38 CREDITS)

The Master of Arts in Christian Leadership (MACL) is a graduate theological education program designed for (1) men and women called to leadership roles or positions in a local church setting, para-church organizations, or the marketplace, and (2) those who are currently in leadership roles who are seeking to enhance their leadership skills both theologically and practically. The program provides students with a solid understanding of Biblical leadership principles and strategies, while preparing them to serve in leadership positions.

MASTER OF DIVINITY (90 CREDITS)

The Master of Divinity specializes in biblical interpretation and Christian theological heritage with a view towards building the Kingdom of God impacting culture and society. M.Div. students should be able to defend and articulate the Christian ethical and theological system, produce scholarly biblical and theological research, and integrate these principles in all aspects of ministry leadership, development and administration and theological research.

ADDING & DROPPING CLASSES

Students should seek the advice of their academic advisor before making a request to drop or add courses. SUM has designed each class schedule to allow students to graduate with a BA degree in three years, the MA in 2 years, and the MDiv in 3 years. Deviating from the class schedule could add additional trimesters to one's course of study.

Students must complete an add-drop form to make changes in their schedule. A student is allowed to add or drop a class until the Course Add / Drop Deadline.

After the Course Add / Drop Deadline, a student may withdraw from a class prior to the Course Withdrawal Deadline. For courses from which a student has withdrawn, the student transcript will show a W. All classes from which a student withdraws after the Course Add / Drop Deadline count toward the attempts and may influence financial aid eligibility. Students may not withdraw from a course after the Course Withdrawal Deadline.

WITHDRAWING FROM SUM

VOLUNTARY WITHDRAWAL

Students who find it necessary to withdraw from school prior to the first day of classes must notify the Admissions Department. A student may voluntarily withdraw (VWD) from a class or all classes during

and after the Add/Drop Date. However, they must withdraw prior to the end of the eighth week of classes in a term. This attempt will be registered on the student's transcript as an attempt

and will count towards a student's Completion/Attempts Ratio. If a student drops a class prior to the beginning of the first class, the student will be entitled to a full refund of tuition paid.

NOTE: Trimester Course Registration fees are never refundable. Those failing to follow proper withdrawal procedures will receive an "F" (failing grade) in all their courses. Calculations begin from the date that the withdrawal form is received in the Registrar's Office.

To officially withdraw from SUM, a student is required to:

- ▶ Complete the Electronic Withdrawal Form on the www.sum.edu.
- ▶ Complete the form with required signatures (if applicable).
- ▶ Submit the completed form(s) to the Registrar's Office.

INVOLUNTARY WITHDRAWAL

If a student fails to attend a class for which he/she has register and if the student fails to communicate to the faculty member the reason(s) for missing the first two weeks of class, SUM's registrar will remove the student's classes from his/her enrollment and all funding will be returned to the appropriate agencies. This forced withdrawal does not remove any financial obligation the student has incurred.

Refunds are based on the date the completed form is submitted to the Business Office. A student who leaves the college without officially withdrawing is responsible for his/her financial commitments to the college.

CANCELLATION OF A CLASS

The school reserves the right to cancel any class for which the enrollment or space is not sufficient.

SATISFACTORY ACADEMIC PROGRESS

In order to maintain financial aid eligibility, a student must make Satisfactory Academic Progress (SAP) toward obtaining a degree. Satisfactory Academic Progress will be monitored for all periods of enrollment whether or not students have received financial aid. SUM policy requires that students reach a GPA of 2.0 by the mid-point of their degree program. In addition to this requirement, students must average a complete rate of 66.7 percent and not exceed the maximum time frame of the program.

MINIMUM STANDARD REQUIREMENTS

QUALITATIVE MEASURE (CUMULATIVE GPA)

A student must achieve a 2.0 GPA (equivalent to a C average) by the mid-point of the program and must maintain this level throughout the rest of the program. (Refer to SAP Chart)

QUANTITATIVE MEASURE (CREDIT HOUR PROGRESSION)

A student must average a 66.7% completion rate of credit hours attempted each semester to remain on track. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. (Refer to SAP chart)

MAXIMUM TIMEFRAME TO COMPLETE A DEGREE (PACE)

The maximum allowable timeframe for receiving aid is equal to 150% of the length of your academic program. An undergraduate degree in Biblical Studies requires 139 credits for completion therefore your maximum timeframe will be at 208 credits attempted. A student can repeat a course, but the credits will be applied toward the maximum timeframe.

SUM SAP Chart

B.A. Degree

Credits Attempted	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	202	
Credits Earned	5.0	10.2	15.6	21.2	27.0	33.0	39.2	45.6	52.2	59.0	66.0	73.2	80.6	88.2	96.0	104.0	112.2	120.6	129.1	137.6	139.3	
Required Levels																						
GPA	0.60	0.80	1.00	1.20	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Completion Ratio %	50	51.0	52.0	53.0	54.0	55.0	56.0	57.0	58.0	59.0	60.0	61.0	62.0	63.0	64.0	65.0	66.0	67.0	67.9	68.8	69.6	

Completion Rate Average is 69.6 %
 Completion rate increases 2% for each additional 10 credits attempted

A.A. Degree

Credits Attempted	10	20	30	40	50	60	70	80	90	100	110	120	130	135
Credits Earned	5.0	10.3	15.8	21.7	27.8	34.1	40.8	47.7	54.9	62.4	70.1	78.2	86.5	90.0
Required Levels														
GPA	0.60	0.85	1.10	1.35	1.60	1.85	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Completion Ratio %	50	51.4	52.8	54.1	55.5	56.9	58.3	59.6	61.0	62.4	63.8	65.1	66.5	67.9

Completion Rate Average is 67.9 %
 Completion rate increases 2.75% for each additional 10 credits attempted

Required remedial coursework will not be counted toward your maximum time frame.

PROCESS

At the end of each term, the Academic Office notifies students who do not meet the satisfactory academic progress requirements of the College. Students who fail to meet the SAP requirements are placed on financial aid warning/first term failure to meet requirements, or financial aid suspension/failure to meet SAP requirements the following term, or academic suspension.

FINANCIAL AID WARNING

Students who have not met the minimum requirements for the previous trimester will be placed on a "warning" status. A student who does not meet the minimum requirements by the end of their warning trimester will be placed on Financial Aid Probation for the next term. A student who is on warning will be required to comply with measures, such as "Study Hall" or other recommended procedures to help insure all aspects of successful learning, as well as receiving needed help, are available to the student.

FINANCIAL AID PROBATION

After being placed on warning, a student who has not met the minimum requirements at the end of the warning trimester will be placed on probation and therefore disqualified from receiving future financial aid. A student may appeal the financial aid probation. A successful appeal must detail the reasons for the academic deficiency and a detailed plan outlining the student's action plan to return to eligibility.

Submitting an appeal does not guarantee approval. A student awaiting a response must pay tuition and fees by the beginning of the trimester as specified in the college catalog.

SUSPENSION APPEAL PROCESS

A student can appeal the disqualification from financial aid by completing a Satisfactory Academic Progress Appeal. The appeal form is available under the Academic Forms section on the SUM website (www.sum.edu). A student, in conjunction with the academic advisor or cohort advisor, must submit a detailed plan outlining the student's action plan to return to eligibility and a timeframe in which this will be accomplished. A student should provide an explanation of any extenuating circumstances that prevented the student from maintaining satisfactory academic progress throughout the disqualifying trimester. Supporting documentation report regarding and conditions are a few be reviewed by the Satisfactory Academic Progress Committee. No appeal will be considered if any documentation is missing or incomplete and the student will not be eligible for further aid.

After the appeal is reviewed by the Satisfactory Academic Progress Committee, the student will be notified of the decision by email or mail. The review time for appeals may take 1-2 weeks. At any point, if a student fails to meet the criteria outlined in the plan, it will be considered void, and the student will not be eligible for aid for subsequent terms until they have met the point in the plan that would allow them to continue. An appeal may be approved in more than one term for a student, though no appeal is guaranteed approval.

The appeals committee's decision is final. However, any questions regarding the process should be directed to the Chief Academic Officer at (510) 567-6174.

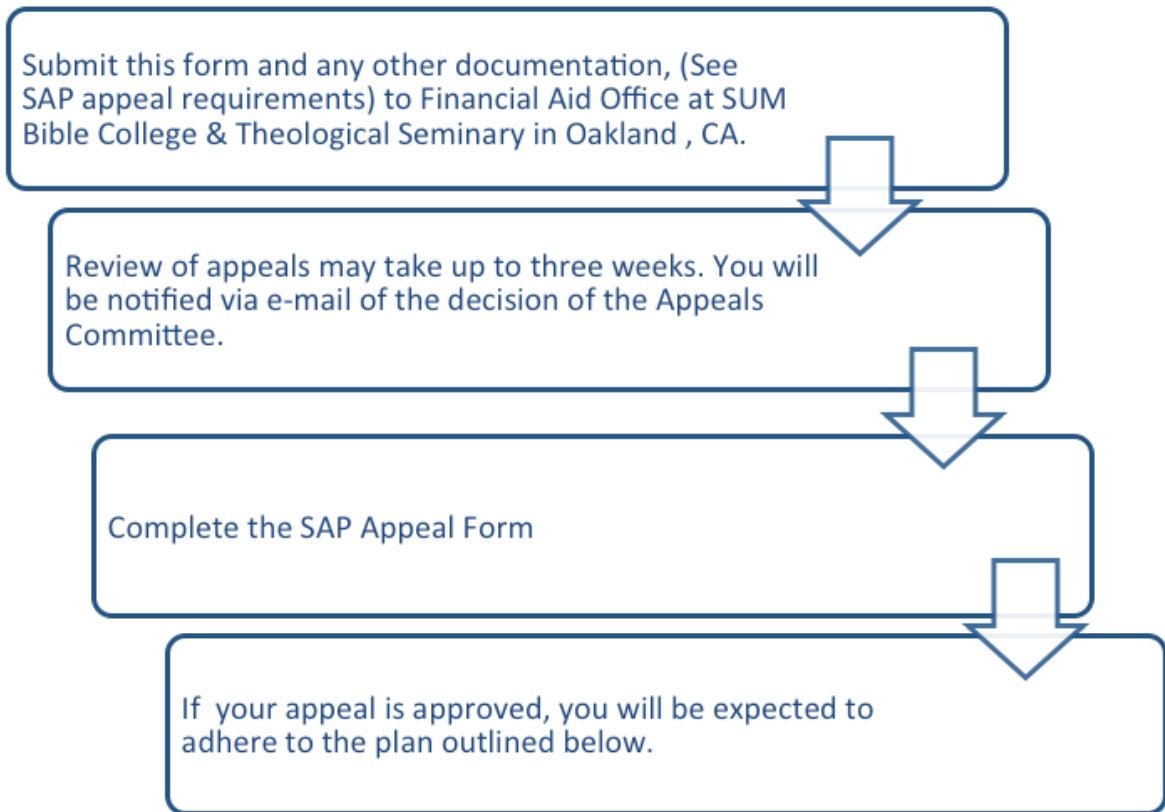
REINSTATEMENT

If a student maintains satisfactory academic progress without financial aid for one term, the student may be eligible for reinstatement of financial aid upon achieving Satisfactory Academic Progress chart standards and executing the plan developed by the academic committee. After a student has completed the reinstatement requirements, a student must notify the Financial Aid office in writing of their reinstatement at with accompanying documentation of the reinstatement to: SUM Financial Aid Office, 735 105th Ave. Oakland, CA 94603 or via email at financialaid@sum.edu.

CONTACT US

For additional information regarding financial aid programs, please contact the Financial Aid Office by email at financialaid@sum.edu.

APPEAL PROCEDURE



SUM FINANCIAL AID REPEAT COURSEWORK POLICY

The U.S. Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact your financial aid eligibility and awards, including Pell Grant, SEOG Grant, and Federal Work-Study.

New federal regulations limit the amount of federal aid that can be used when repeating a course that has previously been passed with a grade of 'D-' or higher. If a student earns a 'VWD' or 'F' in a course, the student can continue to repeat the course paid with federal aid (Note: no limit on the number of repeats if the student does not pass the class) as long as they are meeting minimum Financial Aid Satisfactory Academic Progress requirements (Refer to SAP chart on page 92 of Catalog 2012-13). Once a grade of 'D-' or higher is earned for a course, students can only repeat the course one more time and use federal aid to pay for the course. Three or more repeats of the passed course will not be counted towards federal aid eligibility or be eligible to use federal aid to pay for the course.

EXAMPLE:

	1 st Attempt	2 nd Attempt	3 rd Attempt	Is Class FA payable for the enrolled trimester?
Course 1	F	D	Enrolled	Yes
Course 2	C	Enrolled	—	Yes
Course 3	D	C	Enrolled	No
Course 4	D	F	Enrolled	No
Course 5	VWD	F	Enrolled	Yes

EXPLANATIONS OF THE ABOVE EXAMPLES:

1. Course 1: Yes, these credits are included in the financial aid enrollment because the student is allowed to repeat any failed or withdrawn course until a passing grade is received. Once a passing grade is received, financial aid can pay for the course again. If a grade of A, B, C, D, or F is made on the third attempt; the course will not count again in the calculation for financial aid enrollment.
2. Course 2: Yes, these credits may be counted, even though it was previously passed, because it is the first time the class is being repeated.
3. Course 3: No, this course was previously passed and this is the third attempt. Two attempts are the maximum attempts these credits can count toward financial aid enrollment, because the course has been previously passed.
4. Course 4: No, the class credits are no longer considered for financial aid eligibility because it has been previously passed, and this is the second time it is being repeated.
5. Course 5: Yes, because this course has never been passed so it may still be counted toward financial aid enrollment.

If a student repeats a course that is not eligible for federal aid, a recalculation of aid is completed to exclude the credits for the repeated course.

This rule applies whether or not the student received aid for earlier enrollments in the course.

All repeated courses affect Financial Aid Satisfactory Academic Progress calculations. A repeated course, along with the original attempt, must be counted as attempted credit hours.

COURSE LOAD

The normal class load for SUM's BA student is 15-16.33 credit hours with ten hours constituting a full-time student; eight hours—a three-quarters time student; and six hours a half-time student.

A normal class load for SUM's graduate programs ranges between 6-11 classroom credits per each trimester. The load a full time graduate student will be required to take depends on the Academic Program he/she has signed up for (please refer to Degree Profile chart).

All Master's programs require focus and commitment to a high level of reading, writing and research. Therefore, it is imperative for students to commit sufficient time towards completing all course requirements i.e. class attendance, research, and etc.

Degree	Total Credits	Credits Per Trimester	Weekly Hours of Study
MACL	38	6	18
MABS	56	9	27
MDiv	90	12	36

Students are encouraged to check their syllabus for time estimates in fulfilling their course requirements.

GRADING

SUM utilizes a Learning Management System to allow students to effectively receive and submit assignments. Typically, instructors/professors evaluate and comment a student's assignment within two weeks of the submission. Final grades are reported to the Academic Office through the Student Information System within one week after the trimester is completed.

GRADING SCALE¹

Grade	Standard	Score	Points / Trimester
A+	Excellent	98 - 100	4.0
A	Outstanding	92 - 97	4.0
A-	Outstanding	90 - 91	3.7
B+	Very Good	88 - 89	3.3
B	Good	82 - 87	3.0
B-	Fairly Good	80 - 81	2.7
C+	Above Average	78 - 79	2.3
C	Average	72 - 77	2.0
C-	Average	70 - 71	1.7
D+	Below Average	68 - 69	1.3
D	Poor	62 - 67	1.0
D-	Poor	60 - 61	0.7
F	Fail	00 - 59	0.0

The grading system at SUM uses A, B, C, and D as passing grades. AU, CR, NCR, or W do not carry weight for calculating G.P.A. (Grade Point Average).

¹ Approved July 2010.

AU	Audit	Does not carry grade points
IC	Incomplete	0.0 grade points per trimester hour
CR	Credit	Does not carry grade points.
NCR	No Credit (Repeat Class)	Does not carry grade points.
W	Withdraw	Does not carry grade points

An Incomplete grade must be completed within three weeks or it becomes an F.

Credits transferred from other colleges determine course completion but are not calculated as part of a student's G.P.A. at SUM.

GUEST ATTENDANCE

Guests may visit a class with the permission of the Academic Dean's Office.

REPEATING OF COURSES

A student may attempt to improve his or her grade in a course by repeating the course. Each grade is entered on the transcript and used for the appropriate trimester grade point average. However, in calculating the cumulative grade point average, only the highest grade is used, and the hours are counted only once. Courses repeated at other institutions may not be used to raise grades.

CHANGE OF GRADE

It is the student's responsibility to retain all graded and returned assignments and exams until final grades are received by the registrar, in the unlikely event that an error in calculating or reporting a grade has been made. In the case of such an assumption by the student, the instructor should be informed immediately. If warranted, the instructor will initiate a change of grade with the Academic Office. The deadline for a grade change request is six weeks after the close of a trimester.

ACADEMIC PROBATION

Any trimester a student falls below a GPA of 2.0, he/she will receive an academic warning and will be required to attend the Academic Accountability Group (AAG). The second trimester with a GPA below 2.0 will result in the student being placed on academic probation with a reduced load of 10.33 units maximum. The third trimester a student fails to bring his/her GPA above a 2.0 the student will be suspended for a trimester.

After being placed on warning or probation, the student will be subject to, but not necessarily limited to:

1. Not serving on student government council as an officer;
2. Ineligibility for chapel ministry or ministry tours;
3. Scholarships ineligibility;
4. Student will also be required to attend the Academic Accountability Group;
5. Student will likely be restricted to a ten credit academic load;
6. Professional counseling as deemed necessary by the Dean of Student Life and/or the Chief Academic Officer.
7. At Cohort Sites, the Visionary Leader will be informed

ACADEMIC ACCOUNTABILITY GROUP

Students are responsible to plan for and accomplish the requirements necessary for graduation. If a student is struggling academically they should speak with the Campus Director or Cohort Advisor at his site to discuss any help that may be available, including peer-to-peer accountability and tutoring, local student help or life-skills classes or other resources which may be available. Students on SOA or who request academic help will be assigned to an Academic Accountability Group.

ACADEMIC ACCOUNTABILITY GROUP PURPOSE

The purpose for the Academic Accountability Group (AAG) is to help students create and achieve personal academic goals and objectives as a way to improve their grades and overall GPA. In the AAG, students are expected to use their time in an effective manner to work on action plans as a means to organize one's time to complete class assignments throughout the week. Action plans will be checked by facilitator. Roll will be taken. The student's overall attendance will also be discussed in your next SOA Evaluation. AAG is not a study hall. AAG is a forum to facilitate the student's academic success.

Students participating in the AAG are individuals that are enrolling with less than a 2.0 GPA, are on academic warning/probation, and/or are currently on academic alert. Please review SUM's Student Handbook for more detailed information regarding academic probation, academic suspension, and academic dismissal. To foster your academic success students in the AAG Program are required to attend the group during the scheduled time.

Students will not be required to attend the AAG when the facilitator sees that the student has achieved his/her academic goals, improved their study habits and organizational skills, can manage their time and maximize their study and/or have reasonably raised their GPA. The Chief Academic Officer will verify the instructor's request prior to student's release of the AAG.

LOCATION

Academic Accountability Group locations will be assigned by the Campus Director or the Cohort Advisor.

All classroom policies remain in effect during AAG.

AAG Facilitator's role in classroom:

- ▶ monitor academic progress and encourage good academic work;
- ▶ direct students to appropriate resources available to help them solve course work-related problems;
- ▶ guide students to enhance study and organizational skills; i.e. class attention, note taking, etc., and time management skills;
- ▶ guide students to understand and complete class assignments prior to assignment's due date;
- ▶ help students understand SUM's expectations for them as scholars and leaders in the community;
- ▶ review students' work in progress/completed work, at the end of each class;
- ▶ proctor tests for students, as needed.
- ▶ select tutors for students. It will be mandatory for students to be tutored, if the instructor sees the need for this.

Student's role in an Academic Accountability Group:

- ▶ clarify personal values, abilities, interests, and goals;
- ▶ accept full ownership for all decisions; facilitator will assist by presenting options;
- ▶ attend the AAG on time and be prepared: bring appropriate resources or materials, i.e. pen, paper, class assignment, syllabi, daily planner, laptop, timetable of classes, textbooks, outside resources, student handbook, etc.
- ▶ complete "goal sheet" and follow through on actions identified during each week;
- ▶ communicate to facilitator when assistance is needed;
- ▶ become knowledgeable of and adhere to institutional policies, procedures, and requirements.

ACADEMIC CREDITS

DEFINITION OF ACADEMIC CREDITS

Every 12.5 hours of instruction per term in the classroom constitutes one credit hour. A 3 credit class, therefore, would mean 3.41 hours of classroom instruction per week for an 11-week term. Total course work must include an additional 2 hours of work for every hour of classroom time for a total of 112.5 of actual course time. Practicum, internship, and other such courses are calculated at a rate of 37.5 hours per credit.

TRANSFER CREDITS

TRANSFERRING CREDITS TO SUM

Transfer students from other colleges are required to complete the SUM application. Transcripts must be mailed directly to SUM from the colleges or universities, signed and sealed. After the transcripts are on file, the Registrar's Office will evaluate the transcripts and successfully transferred credits will appear on the student's CRA/Degree Audit.

SUM does not accept credit for experiential learning at a previous institution. Transfer students must take the last 36 hours of academic classes, in one year with SUM.

TRANSFER OF CREDITS FROM ACCREDITED COLLEGE

In order to transfer prior credits to SUM's degree...

1. Comparison will be made from a catalog's calendar, course description, credits and accreditation status.
2. A minimum grade of C is required for transfer credits.
3. Courses that can be transferred must be similar in content to the course offered at SUM.
4. SUM must receive an official transcript from the applicant's former college. Transcripts from these institutions must be sent directly from the college or high school to the CAO at SUM. Transcripts sent by the applicant themselves can only be used to start the evaluation process of the student's academic achievement and needs. It is the responsibility of the applicant to submit a catalog from each former college that they have attended. SUM will maintain a written record of the previous education and training of veterans and eligible persons. Records will clearly indicate that credit has been granted, if appropriate, and the VA and the student will be notified accordingly.

TRANSFER OF CREDITS FROM AN UNACCREDITED COLLEGE

SUM's Accrediting body the Association for Biblical Higher Education (ABHE) sets forth the following policy on validating earned at unaccredited institutions.

In dealing with transfer of credit issues, ABHE institutions are referred to the Transfer and Award of Academic Credit statement approved by CHEA, ACE, and AACRAO. This statement provides that "Institutions admitting students from unaccredited institutions should take special steps to validate credits previously earned."

Proper validation will demonstrate that course work taken in the sending institution is comparable to course work offered by the accredited receiving institution. It may be accomplished by some combination of the following means:

1. Demonstration of achievement by means of comprehensive examinations.
2. Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution.
3. Analysis of historic experience regarding the success of transfers from the sending institution.
4. Successful completion of a prescribed amount of study at the receiving institution.
5. Institutions shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions. This documentation shall serve as the basis for self-study of institutional practices relative to validation of transfer credits from unaccredited institutions.

In alignment with ABHE's policy on transfer of credits from unaccredited institution, SUM adopts the following guidelines.

In order to have courses from an unaccredited college evaluated, the student must complete the following steps:

1. An official transcript (signed and sealed) must be sent directly from the college to the Admissions Office.
2. An official transcript from the sending college as to the duration of courses must be provided. This must include how many minutes the course met each day, how many days it met each week, and how many weeks it met in each semester.
3. Letters from at least three (3) colleges that are either nationally or regionally accredited that indicate acceptance of the credits from the unaccredited college in question must be submitted. In addition, a statement of how the credits are accepted should accompany the letters (for example, the credits are accepted on probation, only half of

the credits are accepted, only Bible courses are accepted, etc.).

4. Provide documentation to help determine if courses considered for transfer credits were taught by faculty who possess necessary credentials.
5. A catalog that has a full course description of each course represented on the transcript must be provided.
6. The student must provide a syllabus for each course.
7. Courses grades must be 80% or higher to be considered for transfer credits.
8. Finally, the student must validate the transfer of unaccredited courses by earning at least a 2.0 grade point average during the first 24 credit hours of study at SUM.

On a case to case basis SUM Bible College and Theological Seminary and College may enter into an articulation of agreement with an unaccredited institution. Such agreements may only be entered taking into consideration of SUM's policy on transfer credits.

This transfer policy is subject for annual review.

PRACTICAL FIELD MINISTRY TRANSFER CREDIT POLICY

SUM Bible College and Theological Seminary (SUM) will accept one year's worth of SUM practicum credits or up to 6 Practical Field Ministry (PFM) transfer credits, requirements provided the following conditions are met.

- ▶ Student completes the remaining 13 practicum credits requirements with SUM in order to obtain a BA degree with the college. Students who are eligible to receive the maximum 6 PFM transfer credits may complete the remaining 13 practicum credits through the following:
 - ▶ 6 credits are earned at the rate of 2 PFM credits per trimester during the student first year with SUM via 2 PFM credits per trimester (1 credit/practicum)
 - ▶ 4 credits are earned during the first two years at SUM by participating in two consecutive Mardi Gras Outreaches (2 credits/Mardi Gras)
 - ▶ 3 credits are earned at the rate of one PFM credit per trimester through Internship during the students final year (1 credit/ Internship)
 - ▶ A student will only receive PFM credits for practica in which all requirements have been met. In order to receive PFM transfer credit from an unaccredited college, the student must provide the following documentation:
 - Practicum description

- Participation in 40 hours of PFM per requested transfer credit
 - Grade earned. Courses grades must be 80% or higher to be considered for transfer credits.
- ▶ All of the required documentation must be accompanied with the Ministry Leader's signature and contact information in order for the student to be eligible for transfer credit consideration.

Note: This PFM Transfer Credit Policy is subject for annual review.

EXPERIENCE-BASED LEARNING CREDIT

SUM recognizes the validity of learning through life experience, joining hundreds of other colleges and universities, as well as keeping with the practical nature of the Pentecostal-charismatic tradition.

Students seeking **Experience-Based Learning Credit**² will register for the course **Portfolio Development** in their first Fall trimester. Generally, credit is given for Experiential Learning in specific course areas such as Biblical Preaching, Counseling, or other church ministry. Students must apply these credits toward the requirements of their particular degree plan. Students receive a Manual of Experience-Based Learning when they enroll in the course, **Portfolio Development**.

At the close of the trimester, students submit their portfolios for evaluation to the Portfolio Assessment Committee in consultation with the Chief Academic Officer of SUM Bible College and Theological Seminary. After the committee evaluates the student's portfolio, they will approve or deny credit for the portfolio based on the courses for which it will suffice. The decision of the Portfolio Assessment Committee is considered final. Sufficient documentation must be submitted and verified for the evaluation.

A student may apply for practicum credits and other course work, not to exceed 25% of the degree program, 34 credits for the BA program. Credits may not substitute for the Mardi Gras Outreach. Experience-based learning credits are not available for the AA degree or any graduate degree. Experience-based learning credits generally will not transfer to other institutions because they often have their own policy. SUM Bible College and Theological Seminary is not bound by the decisions of other institutions for such credits and will make an independent evaluation.

SUM's program does not allow for experiential credits for academic credits in a graduate level

²

program.

ADVANCED PLACEMENT COURSES

Students with outstanding academic achievement in high school may apply for college credits through Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP), taken during their sophomore, junior or senior years.

The student must enter SUM for study no later than five years after graduation from high school.

Students are encouraged to submit all successful scores to the SUM Registrar for consideration. In the event a student transfers to another institution, credits approved for acceptance within SUM must be evaluated by the particular receiving institution.

General Education credits will be awarded according to the broad field of study, such as: English, science, history, math, art, language, etc.

Typically, accepted scores are:

Program	Scores
Advanced Placement (AP)	3, 4, and 5
International Baccalaureate (IB)	5 or higher
College Level Examination Program (CLEP)	50 or higher

TRANSFERRING SUM CREDITS TO OTHER COLLEGES

The transferability of credits you earn at School of Urban Missions (DBA SUM Bible College and Theological Seminary) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in the following educational programs is also at the complete discretion of the institution to which you may seek to transfer:

- Associate of Arts in Biblical Studies
- Bachelor of Arts in Biblical Studies
- Master of Arts in Biblical Studies
- Master of Arts in Christian Leadership
- Master of Divinity

If the credits, degree or diploma that you earn at SUM are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SUM to determine if your credits, degree, or diploma will transfer.

GRADUATION REQUIREMENTS

The SUM curriculum requires the following credits for graduation:

Program	Classroom Credits	Experiential Ministry Credits
Associate of Arts	74	16
Bachelor of Arts	120	19
M.A in Christian Leadership	38	NA
M.A. in Biblical Studies	56	NA
Master of Divinity	90	

Each BA graduate candidate must fulfill the following:

1. Earn a cumulative GPA of 2.0 or greater for BA.
2. Submit a spiritual growth reflection paper on Canvas to be reviewed by the Chief Academic Officer
3. Take the Bible Knowledge Exit Exam
4. Take the Graduating Student Survey
5. Successfully complete Christian Service requirements (
6. Financial Aid Exit Counseling

Each MA or M.Div graduate candidate must fulfill the following:

1. Earn a cumulative GPA of 2.5 or greater
2. Submit a spiritual growth reflection paper on Canvas to be reviewed by the Chief Academic Officer
3. Take the Graduating Student Survey
4. Successfully completed Leadership Symposium Requirement
5. Successfully completed Capstone Project Requirement

GRADUATES WITH HONORS

Graduating seniors will be honored for outstanding academic achievement as indicated by their Grade Point.

BACHELOR'S LEVEL PROGRAM

Average (GPA) as follows:

Latin Honors	Honors	GPA Range
Summa Cum Laude	Highest Honors	3.75-4.00
Magna Cum Laude	High Honors	3.50-3.74
Cum Laude	Honors	3.25-3.49

MASTER'S LEVEL PROGRAMS

Graduating MA students will be honored for outstanding academic achievement as indicated by their GPA as follows:

Latin Honors	Honors	GPA Range
Summa Cum Laude	Highest Honors	3.850-4.00
Magna Cum Laude	High Honors	3.700 – 3.849
Cum Laude	Honors	3.50 -3.699

The determination of GPA will be based on grades including the final trimester of the final year. The indication of honor will be indicated next to the graduate's name on the commencement program and a gold seal indicating the honor will be affixed to the diploma.

Students with the two highest GPA for the academic year will be designated Valedictorian (highest) and Salutatorian (second highest). Appropriate recognition will be granted these students. In addition to the GPA, these students must reflect the highest SUM standards of Christian faith and holy living.

SPECIAL AWARD FROM ABHE

Every year SUM's accrediting body ABHE allows its member organizations to nominate recipients of the Delta Epsilon Chi, the Honor Society of the ABHE. This award is taken from Romans 16:10 symbolizing Tested and Approved in Christ. The purpose of this award is to encourage and recognize graduating seniors and alumni from among the accredited institutions of the Association for Biblical Higher Education who have distinguished themselves by: Intellectual Achievement, Christian Character and Leadership ability.

NOMINATIONS:

- ▶ Restricted to ABHE member institutions who are accredited.
- ▶ Nominations must be made by the faculty at the beginning of the final semester before graduation and may include both scholastic and honorary members.
- ▶ Not more than 7% of the graduating class of any given year may be nominated
- ▶ Each institution is allowed to nominate at least one qualified graduate for membership in each category.

SCHOLASTIC MEMBERSHIP:

- ▶ For graduating Seniors
- ▶ Nominees must exhibit Christian character and leadership ability.
- ▶ Nominees must have achieved a cumulative grade-point average of at least 3.3 on a 4-point scale or its equivalent.

HONORARY MEMBERSHIP

- ▶ For Alumni
- ▶ Nominees must have exhibited outstanding intellectual achievement, Christian character, and leadership ability.
- ▶ Nominees must have graduated at least 10 years prior to the nomination.
- ▶ Nominees must not exceed number of scholastic nominees.
- ▶ No more than 3 can be nominated in any given year.

GRADUATION & BACCALAUREATE

All candidates for graduation are encouraged to attend all meetings, practice, services, and ceremonies. All other students still living on campus are encouraged to support the graduates by attending all baccalaureate and graduation ceremonies.

ACADEMIC & CLASSROOM POLICIES

ATTENDANCE

Students are expected to attend all class sessions and be punctual for each session. Absences will be adjudicated following the SUM attendance policy. If a student is absent 25% or more of the scheduled class time in a trimester, the student will be automatically withdrawn from the course. Students with issues beyond their control which have affected their attendance (e.g.: National Guard duty, death in the family, documented health issues, etc.) may request that directed research be substituted for the missed classroom time. NOTE: A directed research fee may apply.

Students arriving 15 minutes late per class session will be counted absent. A student may be late for the first half of a class session and be counted present for the second half. A student may be present for the first half of a class session and be counted absent for the second half if the student fails to return from break or leaves before the class is dismissed.

Due to the nature of the digital classroom, online students should preclude any technical difficulties by logging in 5 minutes early.

If a student needs to leave the classroom for personal reasons (restroom or drink of water), they should not exceed 10 minutes of absence. A student who leaves before the instructor dismisses the class will be counted absent.

Mission trips and ministry activities will not be counted as excused absences and should not be scheduled to interfere with class attendance. Exceptions include ministry responsibilities involving unavoidable circumstances such as officiating at funerals.

Attendance is required in all class sessions.

ACCUMULATED ABSENCES

If a student misses more than 25% of a class within a trimester, the student will be automatically withdrawn from the course.

Course Location	Absence Limit
On-Campus	5.5 Lectures
Online	2.75 Lectures

LEAVE OF ABSENCE POLICY

Students must sometimes interrupt their studies for a variety of reasons (illness, car accidents, death in the family, a natural catastrophe, or employment hardships, etc.). Students choosing to take a leave of absence should first contact their cohort/academic advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to SUM Bible College & Theological Seminary (SUM).

A student may leave SUM by either withdrawing from the university (this means leaving the university with no intention of returning) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention of returning). Notifying instructors or no longer attending classes does not complete the process.

A Leave of Absence form must be filled out by the student. If a student is unable to fill out the LOA Form, an academic advisor may submit it on the student's behalf. Further instructions on how to correctly file the LOA form may be found at sum.edu.

The Academic Department is responsible to communicate any approved LOA's to the Financial Aid Office, within two weeks of the student's Last Day of Attendance, in order for proper procedures to be taken in the handling of Title IV aid. The length of time for the leave of absence is determined by the student's action plan and must be agreed upon by the college and the student but is not to exceed the 180 days in any 12 month period as mandated by the Department of Education and must resume their coursework at the same point in the academic program that they began the LOA. The student may not receive any additional Title IV funds until they have completed the coursework required for the term in which the LOA occurred. If future developments warrant an amendment to the action plan, the student must submit a revision to the action plan which will be approved or rejected by the college.

Title IV recipients who fail to fulfill the LOA action plan and have exhausted the appeals process may be subject to a revised loan repayment schedule including the expiration of the grace period granted under the terms of the repayment of Title IV Loans. SUM will report the student's last day of attendance in accordance with Federal Regulations.

When the college grants a leave of absence, an official letter will be given to the student and a copy placed in the student's permanent records. In a timely manner, the student will provide updates on the action plan's progress to the college. If the student fails to honor the agreement, the college will withdraw the student from the academic program and inform the appropriate government agencies of the official withdrawal from the college. The student will be notified of the college's action and will have 30 days to file an appeal which details the student's reasons for reinstating the leave of absence. The college's executive committee will rule within 10 days its decision to accept or reject reinstatement.

Students: Approval cannot be assumed. You will be notified of the decision.

EXAMINATIONS

Typically, every trimester mid-term and final examinations are administered. Other exams may be scheduled by the professor at his/her discretion. Make-up exams are not given without a physician's excuse, military service, or other extreme circumstance. SUM has a no late submissions policy for all assignments.

INCOMPLETE AND EXTENSION

Exams, presentations, written assignments, projects, etc. will not be accepted after the due date. If a student has extenuating circumstances, the student must appeal to the Academic Dean's Office. Extenuating circumstances must rise to the level of such things being extremely ill, necessitating hospitalization or confinement to bed, or if an emergency arises beyond the student's control like an act of nature or power outage or internet outage for International Students. Extensions must be requested in writing before the end of the term and may be granted by consent of the instructor and Academic Dean. The Academic Dean will establish an appropriate due date by which the student must submit all outstanding assignments. If the student fails to submit the outstanding assignments by the agreed upon date, the student's achieved grade will be entered into the student's permanent record.

DIRECTED RESEARCH

SUM offers our students a high-quality education that complements their ministry and family life through offering a uniform educational experience that is achieved through a consistent classroom curriculum. For this reason, it is highly recommended that students register and attend regular classes each trimester these courses are offered. However, on a case-to-case basis a Directed Research may be allowed under the following circumstances:

- ▶ In a situation where a student has transferred from another college, Directed Research may be available to make up any deficiencies in credits.
- ▶ In the rare event when, due to conflict in schedule, a student cannot register for a course when it is offered, and cannot wait until the next time the course is offered, they may take the course as a Directed Research.
- ▶ In circumstances when a course is not offered as a regular class and the student needs to make up any deficiencies in credits to graduate.

A Directed Research, then, is an independent study where the student completes the assigned reading and projects, and the instructor grades the work. The student earns credits for the course, outside the constraints of time and place. The student has 12 weeks to complete the Directed Research course, and will be charged \$100 per credit, in addition to normal tuition.

Any requests for Directed Research must be made in writing to the Academic Affairs Committee for consideration, and approved before it may begin. If the student fails to complete the course in the allotted 12 weeks, he or she must request an extension of time. The student will be required to pay an additional fee to continue the project.

ADMISSION TO CLASS

Admission to class is not final until the student has completed registration and satisfied the business office. Credit will not be given for any course in which the student was not properly registered. Faculty members must prohibit attendance into a class for which a student has not properly registered.

LIBRARY SERVICES FOR COHORT AND ONLINE STUDENTS

ABHE requires that distance education students have access to library services.

Students at SUM's U.S. and International Cohorts have access to the American Theological Library Association (ATLA) database of online journals, OmniFile Full Text Mega, and EBSCO's Religion and Philosophy Collection.

U.S. Cohort students may request materials from the main campus through the Interlibrary Loan service; materials will be sent via USPS with students incurring the cost of returning the items back to the Oakland Campus. Additionally, most Cohort Advisors make arrangements for tutoring and study hall for students who would like extra attention.

DISMISSAL

Students should respect their instructor or any substitute instructor, as well as fellow students. Students who are disruptive or inattentive will be dismissed from the room and receive an absence for that day.

FOOD & DRINK

Food and drink are not allowed in the classroom, except for water. Water must be in containers normally used for water, i.e., no soft drink cups or coffee cups. Open food containers of any kind visible in the classroom will be confiscated.

DIGITAL CLASSROOM

Cohort and online classes should be considered a college campus classroom and students should act accordingly. Food should not be eaten during classroom hours and drinks should be limited to water. Students should dress appropriately for class, not walk around during class

or talk in class apart from discussion.

TECH ITEMS

CELL PHONES

The use of cell phones for any reason is prohibited in the classroom unless used specifically for class (e.g.: Cohort or online students who call into class). Phones must be turned off before class begins. If a cell phone is heard ringing, student will be sent from the classroom and receive an absence for the period.

AUDIO HEADSETS

Audio headsets are prohibited for use in the classroom except when required for class. If a student is seen wearing headsets not directly related to class, he/she will be asked to remove them.

LAPTOPS

Laptops may only be used for official classroom instruction. If a student is seen using their laptop for any other purpose (Facebook, playing games, etc.), the student will be marked as absent for the period.

TRASH/ RECYCLING

All trash must be cleaned up and placed in trash bin before leaving the classroom. Place recyclables in proper receptacle.

COPYRIGHT PROTECTED MATERIALS

SUM Bible College and Theological Seminary, as a non-profit educational institution, is entitled by law to use materials protected by the U.S. Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLAGIARISM

Plagiarism consists of:

- ▶ Use of another's ideas without giving credit;
- ▶ Quoting material from published or unpublished works, or purchased, or oral presentations without giving proper citation;

- ▶ Paraphrasing published or unpublished material, written or oral, without proper citation;
- ▶ Copying another student's paper without that student's permission;

SUM uses the TurnItIn.com service to check students' work for potential plagiarism by comparing it against a broad text comparison database. Material, whether published or unpublished, or purchased, copied from another writer must be identified by use of quotation marks or block quotation, and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author.

CHEATING

Cheating is engaging in dishonest behavior such as:

- ▶ Allowing another student to copy one's paper;
- ▶ Using unauthorized notes or material when taking an examination;
- ▶ Copying answers to examination questions;
- ▶ Engaging in securing unauthorized copies of examination questions (including aiding another person in doing so); are subject to the action or penalty indicated previously in the section on plagiarism;
- ▶ Students copying and submitting another person's class work and/or homework as their own, or submitting assignments as having originated from themselves but has been performed by another person, are guilty of plagiarism – which is cheating.

CONSEQUENCES

Any student found guilty of plagiarism or cheating as described above, or anything similar, will face:

- ▶ Faculty discipline on the first offense along with a filed "Plagiarism/Cheating Report";
- ▶ Academic Affairs discipline on successive offenses. Such discipline will be:
 - Second offense—Receive an "F" for the course;
 - Third—Dismissal from the institution.

PERSONAL DISCUSSION WITH PROFESSOR

If a student needs to discuss anything, i.e., questions about grades, policies, requests for extensions, etc., an appointment must be made to meet with the professor either in person,

phone call or digital conference. Matters of personal concern generally should not be discussed in the classroom.

COURSE ASSIGNMENTS

All assignments will be accomplished according to the course instructor's requirements as stated in the syllabus.

No handwritten work will be accepted unless specifically permitted by the instructor.

LATE ASSIGNMENT SUBMISSION

Unless an extension is obtained, no work will be accepted after the due date.

All faculty of SUM are required to follow the Late Assignment Policy for all assignments.

1. NO late assignments are accepted after the due date.
2. Late assignments may be considered only under extreme circumstances like sudden sickness or other tragic eventualities. In this case the student is to write a formal letter of request for extension of deadline for turning in assignments. The letter should be addressed to the Chief Academic Officer, and should be accompanied by supporting documents (i.e., doctor's certificate or any other certification) verifying the validity of the student's claim.

Student variance to this policy:

Faculty or Instructors DO NOT have the authority to replace or modify the terms

Faculty will use the following approved statements in all SUM syllabi:

Late assignments are not to be considered for grade after the published due date and a "zero" will be recorded in the grade book. If a student has an excuse which he/she would like to have considered, the student must make an appeal to the Academic Affairs Committee. See Late Assignment Appeals Form on website or the College Student Life Handbook.

ASSIGNMENT EXTENSION POLICY

If a student becomes extremely ill, necessitating hospitalization or confinement to bed, or if an emergency arises in which the student is unable to complete an assignment, a Request for Extension may be completed and submitted to the Chief Academic Officer for approval. If approved, student will secure instructor's signature and return the form to the Academic Office.

The student is to turn all approved late work in to the Chief Academic Officer's office. Assignments will not be accepted after the extension date and the student will receive a grade of "F."

The instructor has the prerogative to deduct points for late work, even though an extension may have been granted.

EXAMS / TESTS / QUIZZES

If an exam has been missed, students must apply for an extension in the Chief Academic Officer's office. All approved late exams must be made up within one week from the date of the missed exam. Any exam not made up within the specified time will receive a grade of "F."

INTERNET ACCESS AND USE

SUM Oakland campus provides internet access for academic research and brief email use only. Unless authorized by an instructor, students are not to access the internet during class sessions. Doing so during class time, without authorization, will result in the student receiving an "absent" mark for the class period.

Under no circumstance are students allowed to use the Internet for inappropriate use including, but not limited to, the following:

- ▶ Misuse of copyright material;
- ▶ Violation of license agreements;
- ▶ Displaying or dissemination of sexually explicit material of any kind;
- ▶ Access or dissemination of literature that contains hate materials, obscenities or any illegal activities;
- ▶ Chat rooms;

Students who violate these rules and/or copyright infringement laws will be responsible for all civil fines and legal ramifications.

Students are allowed to use the Internet for emailing, research, social media and blogging, etc.

SUM prohibits illegal downloading and distribution of copyrighted materials such as music and other media. Violation of any of the above will result in the student being placed on strict probation, required counseling by the SUM approved counselor, study material pertaining to the violation, and any other deemed necessary by the Student Life committee. A second violation will result in the student being expelled from the College.

MISSION TRIP POLICY

Students are prohibited from participating in mission trips during regularly scheduled trimesters. They are encouraged to use their summer to schedule such trips. Students are expected to abide by the SUM attendance policy. Absences will be adjudicated following the SUM attendance policy. If a student is absent more than 25% of the schedule classes, it will be an automatic failure.

EDUCATIONAL RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

SUM Bible College and Theological Seminary is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (FERPA). This Act guarantees students, parents, and guardian's access to certain educational records and restricts the college in the area of release and disclosure of those records to third parties. The College releases no information to third parties except as noted below or upon receipt of an original signed request by the student. The college accords all the rights under the law to students who are declared independent.

Educational records are kept by the college to facilitate the educational development of students. The law defines education records as: "Educational records are those records which: (1) are directly related to a student, and (2) are maintained by an educational agency or institution." Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

The Act provides that information may be released to personnel within the institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others. All SUM students are asked to sign a FERPA Agreement with SUM upon enrolling in the college which indicates whether the student permits the College to give out directory information about a student's attendance and graduation.

For more information concerning FERPA please visit:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or call (202) 260-3887.

PRIVACY RIGHTS

Students at SUM have the right to examine their school records, such as high school or college transcripts, SAT scores, and their academic record at SUM. SUM annually informs students of the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. They are:

1. The right to know what records are kept, under whose jurisdiction, and for what period of time;
2. The right to inspect and review your education records within forty-five days of the day the college receives a request for access. Applicants for admission and those denied admission do not have access rights;

3. The student should submit to the Registrar written requests that identify the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed;
4. The right to request an amendment of the student's education records that he/she believes is inaccurate or misleading. The student may ask the college to amend a record that he/she believes is inaccurate or misleading. He/she should write the college official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify him/her of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility;
6. The right to change student I.D. number. Should you wish to change your Student I.D. number, obtain, complete, and submit in person the appropriate form to the Registrar. Two forms of identification are required. These may include: Your SUM Student I.D. card, your driver's license, a voter registration card, a marriage license, a court order, or your social security card;
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The FERPA office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office at 510-567-6174 Oakland Campus.

SECURITY POLICY

Under the Clery Act, students at the SUM Bible College and Theological Seminary have the right to examine Oakland's crime statistics. This information is located in the Student Life Office. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education.

The SUM Bible College and Theological Seminary publishes and distributes an Annual Campus Security Report to current and prospective students and employees.

This report is required to provide crime statistics, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

STUDENT RECORDS

At its discretion, and as appropriate, SUM Bible College and Theological Seminary may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Directory information includes name, address, phone number, e-mail address, date and place of birth, dates of attendance, degrees and awards received, honor roll qualification, major field of study, declared concentration of study, full-time or part-time enrollment status, class standing, spouse name, photograph, weight and height of athletic team members, and any other similar information. Such information may be furnished to legitimate inquirers.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received each year in the Registrar's Office prior to September 2. Forms requesting the withholding of directory information are available in the Registrar's Office.

The SUM Bible College and Theological Seminary assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. You may find additional information at www.ed.gov/offices/OM/fpco/ferpa/.



STUDENT RECORD RELEASE AUTHORIZATION (FERPA)

Under the *Family Rights and Privacy Act (FERPA)*, students have the right to restrict the release of certain records (grades, billing, tuition, fees, financial aid, and other student information) maintained by SUM Bible College and Theological Seminary ("SUM"). Fill out and sign this form (found at sum.edu/forms to grant SUM permission to release your student records to a specified third party.

Student's First Name

Student's Last Name

Student's Date of Birth

I understand that:

- 1) I have the right not to consent to the release or disclosure of my education records
- 2) I have the right to inspect and review such records upon request
- 3) This consent to release or disclose will become valid upon acceptance and will expire upon graduation or after I cease to be a student for six months or until revoked by me, in writing, and delivered to the Oakland Campus Office, whichever comes first.
- 4) I understand that in order for SUM to release information to the individuals named below, this release must be executed.

I understand that individuals in the position of **SUM Cohort Advisor** and **Visionary Leader** are authorized to receive my records.

1. INDIVIDUALS WHO MAY RECEIVE THE RECORDS ABOVE

I authorize all SUM offices to release my records to these listed individuals (Section 1) when they provide my password (Section 2).

Full Name	Relationship to Student

2. AUTHENTICATION

Please provide a password which will be used to verify permission to access your record. Share this password with your authorized third-party. When you or the individuals listed above request record information, this password must be provided.

_____ The password may be letters (words) and/or numbers. It must not be longer than 9 characters.
Password

Student Name	Student Signature	Date
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NOTIFICATION OF GRADES

Grades can be reviewed online through the online portal software. Only official transcript copies are final grades. As provided under the Family Educational Rights and Privacy Act (FERPA) students may request an appointment to review their records. Parents or other guardians are furnished copies of dependent student report cards only as provided under FERPA; but may request an appointment to review their dependent child's records. Non-dependent-student parents may only receive a grade report after the non-dependent student signs a FERPA release form.

TRANSCRIPT REQUESTS

Permanent student records are administered by the Registrar. Students may submit the Transcript Request Form found on sum.edu/forms to request copies of their transcripts to be sent to other institutions and organizations. There is a \$10.00 fee for each official transcript. Transcripts will not be sent to other institutions until all obligations to the library, residence halls, Registrar's Office, and Business Office are met.

COHORT TRANSFERS

Although attendance at Cohort Sites (unless they are approved extension sites) is voluntary, SUM relies on its Cohort Sites to provide the student ministry and student life systems necessary to graduate. Students wishing to transfer from one cohort site to another must:

- ▶ complete their trimester at the cohort site where they began that trimester,
- ▶ complete the SUM transfer form (Appendix 11) signed by: Visionary Leader, Cohort Advisor, SOA Committee, and
- ▶ the form must be filed with the Oakland Student Life Office no later than 45 days prior to the trimester in which the transfer will take place.

Students under SOA may not be considered for transfer to Oakland or to other SUM cohorts unless they are being sent to Oakland by their cohort advisor for remedial purposes. The purpose of transfer form is to ensure that the student is clear of all disciplinary issues at their current cohort and is not changing cohorts for the purpose of circumventing the Servant of All system.

STUDENT MINISTRY OFFICE

WELCOME

SUM's Student Ministry Program is a leader among Bible colleges for providing practical hands-on ministry opportunities in a wide variety of settings/locations from inner cities to suburban areas. If you have a passion for ministry we have a location for you! The Student Ministry handbook is designed to help familiarize the student with the Student Ministry program of SUM and its Cohort sites throughout the United States, and the nations of the world. The Student Ministry Office focuses on three distinct areas: Practicum, Outreach, and Internship.

INTRODUCTION

BIBLICAL FOUNDATION FOR STUDENT MINISTRY

"And Jesus said to them, 'Go into all the world and proclaim the good news to the whole creation. The one who believes and is baptized will be saved; but the one who does not believe will be condemned.'" (Mark 16:15-16, NRSV)

SUM's Student Ministry Office is driven to reach the lost (Luke 19:10) and to provide pastoral covering for SUM students (John 10:10-16; 21:15-17). SUM responds to Jesus' challenge by providing opportunities for students to practice what they learn in the classroom in real-life ministry. Students yield to the Holy Spirit's guidance and gift, performing signs and wonders in imitation of Jesus and the early church (John 14:12; Rom. 8:29; Mark 16:17-20; Acts 3:1-7; 4:7-10; 1 Corinthians 12:4-11; Galatians 3:5; 1 Peter 4:10-11.)

College professors and experienced pastors mentor and minister alongside the students. Students will learn foundational ministry skills and exercise their gifts and calling in many types of service within their church and community (1 Corinthians 12:27-31; Romans 12:3-8).

First- and second-year students participate in activities of evangelism and social concern (i.e., practicum & outreaches). Students residing on the SUM Oakland campus are assigned practicums by the Dean of Student Ministry, and students residing at an SUM Cohort are assigned practicums by their respective Cohort Advisor and Visionary Leader.

Third-year students prayerfully consider the kind of ministry God is calling them to, and will serve under an experienced minister for one year.

MISSION STATEMENT

The Student Ministry department has a twofold function.

1. Integrate experiential learning into SUM's academic programs so that students learn to

be effective witnesses of the gospel (a) through a lifestyle that is consistent with the Word of God and (b) through confident but humble proclamation of the gospel message.

2. Cultivate and graduate students who are ready to lead in their respective areas of calling.

These functions are accomplished by providing students with opportunities for hands-on ministry, under the mentorship of College appointed men and women of God.

INTRODUCTION TO GOALS AND LEARNING OUTCOMES

SUM believes that no school can adequately prepare men and women for front line ministry without first exposing them to the stresses and pressures of real life ministry situations under the guidance of experienced leaders. The student ministry program is designed to provide this experience. Each week students feel the pain of lost humanity and learn to deal with a multitude of ministry issues from a biblical perspective.

A wide variety of ministry opportunities are presented in this handbook. Students, under the guidance of the Holy Spirit, are able to co-labor with SUM faculty, local pastors and ministries that are directly impacting the world with the Gospel. This mentoring provides a vital opportunity for students to glean insights and practical experience from those who are on the cutting edge of ministry. SUM seeks to fulfill the following goals and learning outcomes:

GOALS

SUM seeks to:

1. Increase a student's exposure to the wide variety of ministry opportunities and the importance of working together with God to fulfill His purposes.
2. Develop a student's basic competence in Christian service and ministry that will allow him/her to discover his/her ministry gifts and increase his/her skills through supervised training, experience, and spiritual development.
3. Expand a student's understanding of the many facets of various ministries.
4. Increment interpersonal skills for functioning as team members with fellow workers.
5. Refine a student's ability to effectively share his or her faith and testimony.
6. Facilitate a student's opportunity to gain experience leading people to Christ.

LEARNING OUTCOMES

The following Learning Outcomes apply to Student Ministry Related Courses.

Program-Level Outcomes	Course-Level Outcomes (Measurements)
The student will acquire knowledge specializing in biblical studies.	<p>Appreciate the Bible as the authoritative rule for Christian faith and practice.</p> <p>Practice consistent exegesis and application of Scripture.</p> <p>Evaluate a variety of theological positions in the light of Scripture.</p> <p>Express the significance of major Bible passages related to each major theological doctrine.</p> <p>Express the grand narrative of Scripture, culminating in the redemptive work of God in Jesus.</p> <p>Locate major geographical features of historical Bible lands.</p>
The student will acquire knowledge specializing in effective Christian ministry.	<p>Value biblical leadership.</p> <p>Acquire knowledge for ministry development in diverse settings.</p> <p>Effectively communicate the gospel. (Develop quality Spirit-empowered preaching and teaching skills)</p> <p>Develop a ministry plan. (Outlining goals, philosophies, strategies, administration steps for such things as finances, management, and legal issues)</p> <p>Develop disciple-making skills.</p> <p>Value participation in the Kingdom of God through various local churches.</p>
The student will integrate broad knowledge in general education for a Christian worldview.	<p>Differentiate among the basic components of human behavior, growth, and development.</p> <p>Illustrate the various cross-cultural contributions of the creative arts for the enhancement of current and relevant Christian ministry.</p> <p>Demonstrate quantitative reasoning, defined as application of critical mathematical skills to the evaluation and interpretation of numerical data in the context of a discipline or an interdisciplinary problem to draw conclusions that are relevant to ministry.</p> <p>Implement technology skills to enhance ministry through media, correspondence, presentations, organization, and research.</p>

	<p>Review personal and interpersonal leadership principles that guide life and organizations.</p> <p>Access and use information ethically and legally in a manner that shows an informed perspective (information literacy).</p>
<p>The student will demonstrate critical thinking skills to resolve issues in contemporary culture through the five-fold ministries of the Church.</p>	<p>Describe how diverse cultural structures and social organizations impact the presentation of the gospel and the work of ministry.</p> <p>Integrate various contemporary ministry models in light of cultural issues.</p> <p>Interpret and apply the biblical text in current contexts using sound methodology.</p> <p>Analyze and evaluate worldviews.</p> <p>Locate, evaluate, and disseminate pertinent information.</p>
<p>The student will cultivate through spiritual formation convictions, desires, and passions to demonstrate the love of Jesus to people in varied cultures and worldviews.</p>	<p>Demonstrate appreciation for God’s supernatural work in the world.</p> <p>Passionately embrace the Christian worldview while being respectful of those who hold diverse perspectives.</p> <p>Hold with conviction a personal Christian philosophy of ministry.</p> <p>Express an understanding of one’s unique gifts, personality, experiences, and passions as individuals in the Kingdom of God.</p> <p>Demonstrate one’s faith in Christ through the well-being of the whole person.</p> <p>Demonstrate one’s appreciation of God’s saving and miraculous works and how they are part of what God is doing in the world.</p> <p>Reflect on one’s development as a believer, according to the biblical standards for faith and conduct.</p>

PRACTICUM

DEFINITION OF PRACTICUM

A practicum is a supervised “hands-on” opportunity to minister the Gospel to individuals by various means and methods. Practicum is about the Praxis of Ministry as opposed to the Theory of Ministry. The Practicum experience is a systematic approach to train students to apply in real life what they are learning in the classroom. A practicum meets 4 hours weekly and one credit is earned per trimester, per practicum.

ELEMENTS OF AN SUM PRACTICUM

The purpose of the ministry practicum is to broaden the student's ministry experience and to challenge students with tasks that are new to them. These new experiences will take a student from their comfort zone and will create opportunities for the student to learn dependency on the Holy Spirit for their ministry. Elaborated Practicum clarifications include:

1. A minimum of four hours each week in active ministry. A student may volunteer over and above the required time if he or she wishes to do so.
2. The student can be trained in a number of areas, such as conducting bible studies, preaching, teaching, worship, evangelism, ministry events planning, etc.
3. The student should not be used as a janitor, runner, secretary, etc. While some of these tasks may be included in the practicum, the student should have the opportunity for front-line, hands- on ministry such as preaching, teaching, witnessing, discipleship, leading worship, praying for the sick, visitation, etc.
4. The ministry leader should personally observe and mentor the student as well as provide training and de-briefing of ministry activities.
5. It is expected that the leader meet with the student weekly to give feedback regarding his or her progress in the practicum. This may be during the four hour practicum period.
6. If the student is absent from more than two practicum sessions, he or she will automatically fail the practicum.

PRACTICUM SUPERVISION

All practicum are supervised by the Campus Director or the Cohort Advisor or their designated practicum leader. Leaders are responsible for teaching, guiding and evaluating the student's ministry. SUM encourages its students to depend upon the Holy Spirit, to practice sound biblical teaching and to respect, obey and cooperate with Practicum Leaders, communicating clearly any successes, struggles or situations which should be brought to the attention of the Dean of Student Ministry or the Cohort Advisor or designated practicum leader.

GRADUATION REQUIREMENTS

Each student must have a minimum of 19 Practical Field Ministry credits to graduate. These 19 units are earned as follows:

Year	No. of Credits	Type
1 & 2	12	Two Practical Field Ministry (1 credit each) courses per term for 6 terms
1 & 2	4	Two Mardi Gras Outreaches (2 credits each)
3	3	Three Church Internship courses (1 credit each)

Full time students are required to complete two credit hours of Practical Field Ministry per trimester. A student will only receive credit for those student ministry practica in which all requirements have been met.

PRACTICUM REQUIREMENTS

PRAYER JOURNAL (40%)

The prayer journal reflects the student's personal devotions. Devotions should include a scripture reading and time of prayer. Journals should answer the following questions:

Scripture verses read today:

Personal reflection on the scripture I read: ("What is God showing me or teaching me through this Scripture?")

“How will I apply these verses in my life and ministry today?”

"My prayer focus for today is _____”

OBJECTIVES

Prayer Journals are guided by the following objectives:

To develop a disciplined, regular and accountable devotional time.

To build a sensitivity and spiritual awareness of what the Holy Spirit is doing in and through you.

To help the student to track patterns of spiritual growth and areas of shortcomings in his or her life.

(Examples: documenting times of explosive faith and trust in God; the Lord’s deliverance from seasons of depression; chronicle of struggles and testing in your spiritual walk; obstacles and overcoming them in student ministry; etc.)

To aid students in disciplining themselves through a consistent time of prayer.

JOURNAL ENTRIES / INSPECTION SCHEDULE

SUM students use the preferred journals available for purchase from the SUM bookstore or through Amazon.com, or any similar prayer journal. Prayer Journals are handwritten and must be legible. Prayer journals are to be completed DAILY, seven days per week! Trying to “catch up” days missed by recording multiple days from memory at one sitting is neither honest nor correct. Continuation of the Prayer Journal is encouraged during holidays and breaks but not mandatory.

Cohort Advisors will determine the best method for weekly VERIFICATION. NOTE: the VERIFICATION is not checking for content, just for completion, to see that specific entries have

been made on a daily basis.

SUM Oakland Students will bring their prayer journal to the Student Ministry chapel each Tuesday. Alphabetical stations will be set up and students will report to their designated area. A staff member or an assignee of the Student Ministry Office will review each journal to record the number of days students completed their assignment. If it becomes apparent that the journal is not being kept properly, then the reviewer may direct the student to speak with the Dean of Student Ministry or their Cohort Advisor.

To expedite the reviewing process, the following instructions must be followed.

Do not write journal notes on the top line(s) of your journal

For each journal day, center the date on the middle of the top line. If multiple pages are used, you only need to write the date on the first page.

In the outer most top-margin, record the number of the assignment. In this manner, journals

Week	Day	Assignment Number
1	1	(W1 / D1)
1	2	(W1 / D2)
1	3	(W1 / D3)
1	4	(W1 / D4)

The second week of entries would read:

Week	Day	Assignment Number
2	1	(W2 / D1)
2	2	(W2 / D2)
2	3	(W2 / D3)
2	4	(W2 / D4)

Students are encouraged to follow a written Bible reading plan and, where possible, integrate class reading requirements into the written Bible reading plan. Several resources are available online, such as www.youversion.com.

REFLECTION PAPERS (40%)

Reflection papers chronicle the experiences, hopes, fears, lessons learned, victories won, & struggles with each practicum. They are what they sound like—reflection papers on each practicum session. Reflection papers are submitted and graded weekly with following criteria:

Length should be between 120 and 150 words typed Times New Roman 12 font

Must be written at collegiate level.

Reflection papers are to be logged into SUMoodle by 5PM each Wednesday. Late papers will NOT be accepted.

Graded by rubric presented on SUMoodle

EVALUATIONS (20%)

At the 5th week and the 10th week (i.e., Mid-term and Final) the Cohort Advisor, the Dean of Student Ministry, or the Practicum Leader will fill out an evaluation of each student participant in each practicum. Each evaluation counts as 10% of the grade and is the responsibility of the student to be sure they are submitted by their evaluator. Evaluations will be graded on attendance, participation, attitude, abilities, etc. (Please see Student Evaluation form.)

PRACTICUM OPTIONS

Practicum options run the gamut of ministerial functions. However, an evangelizing practicum is required each year prior to the SUM annual Mardi Gras outreach. See categories of practicum options below.

Chaplaincy	Pastoral	Worship		
Hospitals	Associate	Musicians		
Convalescent	Youth	Vocalists		
Prison	Children	Exhortation		
Media Ministry	Hospitality	Bereavement	Benevolence	Teaching
Sound	Ushering	Funerals	Homeless	Assistant
Lighting	Cooking/	Counseling	Orphan	Tutoring
PowerPoint	Serving	Disaster Relief	Widow	Bible Studies

4 There are diversities of gifts, but the same Spirit. 5 There are differences of ministries, but the same Lord. 6 And there are diversities of activities, but it is the same God who works all in all. 1 Corinthians 12:4-6 (NKJV)

MAIN CAMPUS: OAKLAND CITYWIDE INVASION

Oakland Citywide Invasion is a systematic, yet flexible, approach to reaching lost souls for Christ; students working as teams under direct supervision will evangelize neighborhoods,

people groups, and individuals through: mime, interpretive dance, concerts in parks, preaching from street corners, door to door witnessing, face painting, balloon twisting, personal invitations to key events, setting up and hosting key events, drama, puppets, sharing testimonies, hosting healing crusades, et al.

When challenged to take his Gospel back into the Church House, the Great 18th-Century English Revivalist, John Wesley, said, “The World is my Parish.” Over a fifty-year ministry, God used John Wesley to save Great Britain from, perhaps, her darkest hour as a nation. Put simply, Wesley did it by preaching on street corners, following up on converts, and creating meetings for those with various levels of interest (i.e., Societies, Classes, and Bands); and Wesley reduplicated his efforts by training hundreds of others to emulate his efforts.

For over a decade SUM in Oakland has played a part in changing Oakland’s Sobrante Park Neighborhood from the second worst killing field in Oakland (17 murders per/year on average) to one of the safest neighborhoods. SUM has contributed through personal evangelism, large outdoor meetings, food giveaways, safe public Events, fasting and prayer, community clean-up, door to door evangelism, tutoring in public schools, targeted youth outreach, and a general commitment to be salt and light in the world.

COHORTS

There is virtually no limit to the number and types of practicum offerings that might be acceptable as practicum units. The goal of SUM education is to impact regions with the Gospel: whatever it takes to accomplish that goal is fair game when it comes to practicum offerings. Each Cohort Advisor in concert with their Visionary Leader will be best able to design practicum offerings that advance the Kingdom of God in their city or region. Practicum offerings should grow endemically from the life of the Cohort Host Church.

PRACTICUM EXAMPLES

Practicum examples that have been used over the years include:

Door to Door and Street Evangelism, Tent Crusades, Homeless Shelters, Children’s Ministries, Youth Ministries, Prison Ministry, Drama Teams, Schools - Tutoring, Hall Monitors, Sports/Coaching, Church Planting, Drug Addition Recovery, Elderly Ministry, Gang Member Outreach, Benevolence Ministry, Home Cell Discipleship, Outstation Ministry (See Below), Cross-Cultural Ministries, College Campus Outreach, Y.W.A.M., Major Event Coordinators (See Below), etc.

SPECIAL

OUTSTATION/MAJOR EVENT COORDINATORS/MARDI GRAS/SUMMER MISSION TRIPS
OUTSTATION MINISTRY

An Outstation Practicum is a practicum--traditionally reserved for second year students and/or those who are already serving in full-time ministry--to get credit for ministries that they are already involved in at their local church. Outstation practicum units are approved exclusively by the Campus Director or the Cohort Advisor and Cohort Student Ministry Administrator. Outstation practicum units are useful for students who are coming to SUM with transferable educational units, and, as such, will not have the two full years to earn their normal 16 practicum units before they begin their third year of Internship units. In addition to the normal practicum units, transfer students will need to add practicum units during the school year and, in some cases, during the summers to fulfill their practicum unit requirements.

OUTSTATION REQUIREMENT/PROCEDURES

- ▶ Request: An Outstation Ministry Application form, available on-line in the Student Handbook, must be filled out and approved by the Cohort Advisor and Cohort Student Ministry Administrator to qualify for an Outstation practicum credit.
- ▶ The Student will submit the Outstation Practicum Description Form which describes the ministry and practicum Leader chosen by the student. This choice will be subject to approval by SUM through the Cohort Advisor or Cohort Student Ministry Administrator. It may be that SUM will not approve the student's choice based on past or current knowledge of the ministry in question and its compatibility with SUM. Disapproval does not imply that the ministry is disreputable in any way, but only that it may be difficult to align the goals of the SUM practicum with the ministry in question. Students are encouraged not to ask questions concerning the decision, and to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the decision not to approve the Outstation Practicum choice.
- ▶ An Outstation Practicum cannot be offered more than two consecutive Trimesters unless special permission has been granted by the Cohort Advisor and Cohort Student Ministry Administrator on a case by case basis.
- ▶ Only one Outstation Practicum will be granted per student/per Trimester, without special permission being granted from the Cohort Student Ministry Administrator, or Cohort Advisor.
- ▶ The possibility for an Outstation Practicum is only available for second year students.

MAJOR EVENT COORDINATORS

Outreach Coordinators are selected by the Campus Director or the Cohort Advisor to serve for 3 Trimesters coordinating large events for the college or host ministry. Three to four students are selected based upon their administrative gifts and callings. These students must be prepared to spend more than 40 hours of supervised ministry in a given trimester developing,

planning, promoting, and executing a specific outreach of the hosting church. Outreaches in Oakland that have qualified for Student Coordinator Practicum units include: Harvest Fest Outreach Coordinator (a Halloween Alternative); WOW JAM Outreach Coordinator; Christmas Outreach Coordinator; Mardi Gras Coordinator; Easter Outreach Coordinator; and, Citywide Healing Crusade Coordinator. Cohort sites will have similar outreaches in which students could serve.

MARDI GRAS

COURSE DESCRIPTION

The Mardi Gras Outreach is an SUM evangelistic effort conducted during the last four days of Mardi Gras in New Orleans. SUM students, faculty, and administration share the Gospel of Jesus Christ with people from all walks of life who are searching for truth, acceptance, love, and significance in all of the wrong places.

COURSE GOALS

- ▶ To challenge the student in their walk and witness for Jesus Christ.
- ▶ To show the student a clear delineation between the world and the church.
- ▶ To help the student “cross the line” in their Christian walk and witness.

COURSE REQUIREMENTS

Requirement	Grade Worth
1. Pre-Mardi Gras Morning Prayers	25%
2. Outreach / Conference Participation	25%
3. Daily Prayer Journal	25%
4. Personal Reflection Paper	25%

The value of the Mardi Gras Outreach lies in continual and committed participation. Therefore, to pass the course, the student must earn 75% or more in each of the four course requirements. Earning 74.99% or less in any of the four course requirements will result in a 0% (F) for the course.

DETAILED DESCRIPTION OF COURSE REQUIREMENTS

1. PRE-MARDI GRAS MORNING PRAYERS [25%]

Students will participate in morning prayers for two weeks prior to Mardi Gras. SUM Oakland student chapels will begin at 7am for concerted prayer for the Mardi Gras outreach. This is a requirement and attendance will be taken. Monday morning prayers are not required, but recommended. Students are encouraged to fast at least a portion of this time. Cohort directors will agree upon a time for their prayer focus and verify student participation. Cohorts will provide 6 mandatory hours of prayer for the outreach.

SUM Oakland Mardi Gras Prayer Schedule:

Tuesday, February 7 – Friday, February 10, 2017 at 7 AM – 7:45 AM PDT

Tuesday, February 14 – Friday, February 17, 2017 at 7 AM – 7:45 AM PDT

SUM Cohort Mardi Gras Prayer Schedule:

To be determined by each Cohort Advisor.

2. OUTREACH / CONFERENCE PARTICIPATION [25%]

Students will participate in the entire Mardi Gras Outreach, including all plenary seminars, appropriate break-out sessions, corporate meals, all outreach endeavors, and all other activities. All students will cooperate with, be submissive to, and will receive both instruction and direction from the Mardi Gras Outreach leadership in all areas pertaining to the Mardi Gras experience. The need for a “pseudo-military” approach to Mardi Gras is in the best interest of all the students, and will help to maintain the stellar witness that SUM has always exhibited during the New Orleans Mardi Gras event.

3. DAILY PRAYER JOURNAL [25%]

Students will keep a daily prayer journal during their Mardi Gras experience. The preferred journal will be included in a packet that you receive when you arrive in New Orleans for the event. [Bring the prayer journal that you normally use in case the pages available in the prayer journal you are given are not sufficient for what God is speaking to you.] For credit to be given, your journal must be legible. Make sure that your prayer journal answers the following questions.

Daily Prayer Journal Expectations

- a. Scripture verses read today: _____
- b. Personal reflection on the scripture: ("What is God showing me or teaching me through this scripture?")
- c. How will I apply these verses in my life today?
- d. My prayer focus for today is...
- e. Personal reflections of each day's experiences (challenges, fears or lessons learned).

NOTE: Regular Practicum 'Reflection Papers' will be incorporated into the Prayer Journal requirement. These should be short personal reflections.

4. PERSONAL REFLECTION PAPER [25%]

Students will write a personal reflection paper entitled: “My Mardi Gras Outreach Experience.” This paper should include a Title Page followed by a Table of Contents, and be between 3-5 pages of 12-pt font Times New Roman text, double-spaced, with one-inch margins.

Your reflection paper must include cultural exposure and should answer the following questions:

- a. What lessons did the Lord teach you during the Mardi Gras Outreach?
- b. How has this experience affected your burden for the lost?
- c. How has this experience affected your personal witnessing?
- d. What Scriptures became more meaningful to you before, during, or after this outreach? Please explain.
- e. Describe the most memorable experience you had at Mardi Gras (a person you witnessed to, a chapel experience or another testimony).
- f. Describe the most memorable experience you had with the SUM group or your partner (fellowship time, camaraderie, friendship established, lessons learned together, aggravation resolved, a corporate meal, etc.)
- g. Summarize your personal reflection of your experience at Mardi Gras 2017.

NOTE: Your reflection paper may include excerpts from your daily prayer journal, but should not be a 'cut and paste' of the materials in your Prayer Journal. As an SUM student, you need to critically reflect upon, analyze and synthesize your personal experiences and summarize the impact Mardi Gras has had on your spiritual development.

The Personal Reflection Paper may be submitted electronically to your Cohort Advisor or their designee (unless they prefer hard-copy submissions), or (in the case of SUM Oakland students), to the Dean of Student Ministry (rterry@sum.edu).

MARDI GRAS SCHEDULE (2016-2020)

Year	Start Time & Date	Finish Date & Time
2016	Check in 4PM, Thurs., Feb. 4th	Free Day, Weds., Feb. 10th
2017	Check in 4PM, Thurs., Feb. 23rd	Free Day, Weds., Feb. 29th
2018	Check in 4PM, Thurs., Feb. 8th	Free Day, Weds., Feb. 12th
2019	Check in 4PM, Thurs., Feb. 24th	Free Day, Weds., March 2nd
2020	Check in 4PM, Thurs., Feb. 16th	Free Day, Weds., Feb. 22nd

SUMMER MISSIONS PRACTICUM

Students can earn up to two credits by completing a Summer Mission Practicum anywhere in the world whether US or overseas. The student must receive prior-approval by submitting the Mission Practicum Agreement, Description, and Application Forms to Cohort Advisor and Cohort Student Ministry Administrator before a student can officially enroll in a Summer Mission Practicum. The minimum requirement is two week accumulating 40 hours of hands on ministry per unit. Up to 2 units (4 weeks accumulating 80 hours of Ministry) can be earned on

any one Summer Mission Trip.

PARTICIPATION OUTREACH ACTIVITIES

Students will be required to attend and participate in all activities scheduled during the trip whether witnessing, street evangelism and preaching or leading Bible Studies or doing humanitarian works.

DAILY PRAYER JOURNAL

Students will keep a daily prayer journal. The preferred journal is the text book (journal) for SUM Practicum.

Other Journals must be bound in a diary, composition book or notebook. Handwritten journals must be legible or no credit will be given. Prayer Journals will answer the following questions:

- ▶ Scripture verses read today:
- ▶ Personal reflection on the scripture: ("What is God showing me or teaching me through this scripture?")
- ▶ "How will I apply these verses in my life today?"
- ▶ "My prayer focus for today..."
- ▶ Personal reflections of each day's experiences (challenges, fears or lessons learned).

PERSONAL REFLECTION PAPER

Students will write a five-page personal reflection paper entitled: "My Mission Trip Experience." This paper should include a title page followed by a page left intentionally blank, and at least five pages (no more than seven) pages of double-spaced text with one-inch margins and a 12-point font size.

Your reflection paper should answer the following questions:

- ▶ What lessons did the Lord teach you concerning the Summer Missions Practicum?
- ▶ How has this experience affected your burden for the lost?
- ▶ How has this experience effected your personal witnessing?
- ▶ What scriptures became meaningful to you before, during or after this outreach? Explain why.
- ▶ Describe the most memorable Outreach experience you had during the trip (a person

you witnessed to, a chapel experience or other testimonies)

- ▶ Describe the most memorable experience you had with the SUM group or your partner (fellowship time, camaraderie, etc.)
- ▶ Summarize your personal reflection of your Mission experience.

NOTE: Your five page reflection paper may include excerpts from your Daily Prayer Journal, but should not be a 'cut and paste' of the materials in your Prayer Journal. Students are encouraged to reflect critically, analyze and synthesize their personal experience and summarize the impact the Mission Trip has had on their spiritual development. The Personal Reflection Paper will be submitted electronically to the Campus Director or to your Cohort Advisor.

This paper is DUE by 4:00 pm the Friday following your return. No late work will be accepted. Evaluation Students must submit a Practicum Leader Evaluation Form which allows the Supervisor leader to reflect on the student's growth during the trip. This form should be given to the Supervisor leader before the trip begins. Upon completion of the Mission Trip, the Practicum Leader Evaluation Form must be turned in to the Campus Director (if an Oakland Student) or to the Cohort Advisor (if a cohort student).

GRADING

Assignment	Percentage
Outreach Participation	25%
Daily Prayer Journal	25%
Reflection Paper	25%
Evaluation	25%

PRACTICUM SELECTION

One goal of Practicum is to ensure that students learn how to share their faith with the lost, and another priority is for students to receive exposure to a wide variety of ministry expressions in hopes that this broad exposure will help them decide where they might best serve in the future. In light of these facts, an evangelizing practicum is required during the trimester immediately prior to Mardi Gras. In all, SUM wants each student to have a minimum of 4 different types of ministry expressions during their first two years at SUM. The mandatory evangelizing practicum during the trimester immediately prior to Mardi Gras is necessary to equip the students for the SUM Mardi Gras Outreach. At least three other forms of practicum

experiences must be accomplished during the first two years of practicum. Work with the Campus Director in Oakland, or your Cohort Advisor for a list of possible practicums in your area.

PRACTICUM OVERALL GRADE

Full time students are required to complete two credit hours of Student Ministry per trimester. Part-time students are required to complete at least 4 hours per week of Student Ministry practicum (Please see table below). Any hours of ministry over and above the required amount will be on the student’s own time, and cannot be counted for course work requirements. All first and second year students enrolled in the winter trimester in which the Mardi Gras festival occurs are required to participate in the Mardi Gras Outreach. A student will only receive credit for ministry practicum in which all requirements have been met.

GRADING

- 40% = Daily Prayer Journals (Checked weekly)
- 40% = Reflection Papers (Recorded after each session; turned in and graded weekly.)
- 20% = Practicum Leader Evaluations (Mid-term and Final Evaluations)

PRACTICUM/CHRISTIAN SERVICE SATISFACTORY COMPLETION CHART (PCSSCC) ALL CREDITS COMPLETED OR ENROLLED

Credit Hrs.	8-16	16-24	24-32	32-40	40-48	48-56	56-66	66-74	74-82	82-90	90-98	98-106	106-114	114-122	122-130	130-136	136+
Practicum Credits	2	3	4	5	6	7	8	9	10	11	12						
Internship Credits											1			2			3
Mardi Gras Credits				MG 1*				MG2	1*							2*	
Christian Services	1		2		3		4		5		6		7		8		9

“MG1 and MG2” represents the appropriate sequence for when the student should complete the Mardi Gras Practicum Event – 1 and 2 represent the latest time they can be completed.

ATTENDANCE & PUNCTUALITY

Students are expected to attend all class sessions and be punctual for each session. Absences will be adjudicated following the SUM attendance policy. If a student is absent more than 25% of the scheduled classes (i.e., misses more than 2 practicum sessions, for example), it will be an automatic failure.

Attendance will be checked twice each time the class meets (two sessions per day). Additionally, due to the team aspect of most practicum, there is strong incentive to never miss a single session: we work as a body, and when one part of the body is not functioning properly (or is absent) the effectiveness of the body suffers.

Students arriving 15 minutes per class session late will be counted absent. If a student needs to leave the practicum for personal reasons (restroom or to drink water), 5-10 minutes should be sufficient. A student who leaves before the instructor dismisses the practicum will be counted absent. Three tardies will equal one absence. Bottom Line: Be present at every session; be on time for every session.

PRACTICUM PERSONAL REQUIREMENT GUIDELINES

Because of the nature of ministry, it is essential that students respect and obey the directions of the practicum leader. Ministry, by nature, involves meeting and working with people from the community. Areas of personal preparation are important for anybody who wants to be successful in ministry. Recommendations for Individual Preparation:

Students should prepare themselves for each practicum by:

- ▶ **Seeking God's wisdom for preparation.** Students may not believe themselves to be gifted or enabled to be evangelists, but all Christian leaders must fulfill the Great Commission (Mark 16:15-18) and be prepared to train, equip and lead others (2 Timothy 2:2). A realistic self-examination and personal and spiritual preparation are necessary for understanding the ministry requirements of each practicum.
- ▶ **Personal Testimony.** Students should be prepared to share their testimony (1 Peter 3:15). It is expected that Students will understand the scriptural basis for the Good News and be able to share their own testimony based on personal experience and founded on the scriptures. Students should be prepared to share their testimony in many different situations, such as the "30-second elevator" testimony, "cold-call" testimonies (to strangers) and, more particularly, to develop the ability to identify with a person and relate the student's personal testimony to what is known about the person being witnessed to.
- ▶ **Evangelistic Tools.** Students should be able to utilize gospel tracts, practical illustrations or other evangelistic tools ("gospel magic", "wordless book"; Romans

Road, etc.). Students are encouraged to find and use a tract or evangelistic tool of their choosing. Students are also encouraged to write their own tracts and to submit them for evaluation to their Cohort Advisors or to the Dean of Student Ministry for consideration as tools to be used during practicum, or, simply for personal use.

- ▶ **Reading / Personal Study.** Students are encouraged to read practical helps or inspirational writings on the topic of evangelism and spiritual development to understand better the nature of the spiritual warfare they are engaged in (Ephesians 6:10-18), understand the personal cost which may be demanded of them (2 Corinthians 11:21b-30 & 12:6-9), and the end result of their spiritual labors (2 Corinthians 3:4-8).

Practical Considerations: As with any “on the job” training experiences, students may feel “pushed” to participate in ministry they may not feel prepared or capable to perform or “stretched” personally and spiritually by their ministry opportunity. The Prayer Journal will be a valuable resource to record personal progress through these growing experiences. There are, however, times when a student will need to communicate frustrations. Speak to the person directly related to your concern in a non-emotional and rational manner. If speaking the truth in love (Ephesians 4, Philippians 2:1-14) does not satisfactorily address your concerns, it is appropriate to address the Dean of Student Ministry or Student Life.

Do —

1. Arrive to practicum assignments on time;
2. Always exemplify the highest Christian values;
3. Be helpful, honest, courteous, and obedient;
4. Dress according to SUM class/chapel dress codes, including appropriate identification;
5. Pray for opportunities and “spiritual appointments”; look for opportunities to witness;
6. Look for opportunities to serve;
7. Always record reflection papers in a timely manner (while practicum is still fresh);
8. Strive for consistency in devotional time, keeping your prayer journal up to date.

Do NOT —

1. Do not be obnoxious;
2. Do not be late;
3. Do not wear ear phones or dark sunglasses (mirrored or obscuring the eyes); and do not use cell phones (except when absolutely needed to communicate with leadership);
4. Do not complain about your assignment;
5. Do not pair off as a couple while on practicum assignments, or date while on assignment,
6. Do not act inappropriately;
7. Do not argue with supervisor or other students. Disagreements or frustrations should be addressed in an appropriate manner.

MISCELLANEOUS ISSUES CONCERNING PRACTICUM

SERVANT OF ALL ACCOUNTABILITY REQUIREMENTS

Students under “Servant of All” academic supervision (i.e. those either with Will Improve or Warning Ratings) will attend Academic Accountability classes in addition to their two practicum classes.

TRANSPORTATION

Students will be expected to provide their own transportation to their ministry assignments away from campus, unless it is provided by the SUM (main Campus) or Host Ministry (Cohort Site). The college does not provide any remuneration for involvement in (Practicum) student ministries.

ASSIGNMENT ADJUSTMENTS

Students are expected to remain with and complete the ministry assigned for practicum throughout the trimester. If a change becomes necessary, the student must contact the Campus Director or the Cohort Advisor for approval prior to any changes being made.

OUTREACHES DEFINED

Outreaches are major events in which students have opportunities to share their faith, and demonstrate acts of kindness to the surrounding community. SUM hosts three events which are mandatory for all SUM Staff, Administration, and Students. No credit is earned for participation in the Outreaches, in that this is SUM’s opportunity as a family to give back to our communities during the Holidays. Outreaches can last 4 – 8 hours, and may be broken into different shifts. Student who fail to attend will be placed on SOA disciplinary steps.

It would be hard to estimate the impact these Events are having on our community offering hope as crime continues to decrease in our East Oakland community. We are witnessing the miracle of community transformation as people are being saved, healed, and delivered through the power of Jesus Christ proclaimed through his servants.

VARIOUS OUTREACHES

Oakland. (All events are free to the public)

HARVEST FEST

Harvest Fest, a safe alternative to Halloween is a festival of games, activities, evangelistic

drama, music and other performances as well as loads of free candy!

CHILDREN’S CHRISTMAS CELEBRATION

Children and their families gather for games, music, drama, and thousands of free toys, and Christmas Stockings stuffed with candy as the greatest story ever told unfolds before their eyes.

EASTER OUTREACH

Children win prizes, play games, and listen to an evangelistic message told by their favorite puppets. The event culminates with Oakland’s Largest Easter Egg Scramble!

COHORTS

Cohorts will have the option to schedule up to 3 events with their local church. These events should flow from existing church outreaches.

STUDENT DRIVEN / BIRTHED OUTREACHES

From time to time, SUM students have taken the initiative to do various outreaches. Outreaches that are student birthed must have the permission of the Campus Director or Cohort Advisor, and have buy-in from the majority of the SUM student body at the given location. Events in the past that have been student driven are as follows: Citywide Healing Crusade (Bring Your Brokenness to Jesus and Be Healed!), Music Festivals in the Park, The Oakland Awakening—Summer 2011, and Youth Crusades.

“FINAL” WORD OF EXHORTATION

Ask God to use your efforts powerfully this year through SUM’s Oakland Citywide Invasion, and Cohort Practicum. Wouldn’t you rather have spent your life in a noble cause than die having attempted nothing great? The greatest reserve of lost potential is found in most graveyards; let’s leave it all on the field with the land of the living and not measure out our “sacrifice” in portions that can change no one. Decide to do all that you can do for the one who died for you. That One is still committed to Luke 19:10, “For the Son of Man has come to seek and to save that which was lost.” Let’s join Him in that grand quest!

EXAMPLES OF EVALUATION FORMS

[See following pages.]

STUDENT EVALUATION FORM

(This form must be completed by the Practicum Leader, Cohort Director, or Direct Supervisor of the Student)

Name of Student _____

Name of your Organization or Ministry _____

Name of Practicum Leader _____

Email Address of Practicum Leader _____

Phone # of Practicum Leader _____

Please use the following scale:

		1	2	3	4	5	N/A
		Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable
1	Cooperation with the Practicum Leader?	1	2	3	4	5	N/A
2	Cooperation with others?	1	2	3	4	5	N/A
3	Desire to learn?	1	2	3	4	5	N/A
4	Punctuality?	1	2	3	4	5	N/A
5	Personal appearance?	1	2	3	4	5	N/A
6	Interest in spiritual development & ministry?	1	2	3	4	5	N/A
7	Level of commitment to the Practicum?	1	2	3	4	5	N/A
8	Demonstration of leadership skills?	1	2	3	4	5	N/A
9	Presents the message of the Bible clearly and accurately?	1	2	3	4	5	N/A
10	Presents the message of the Bible understandably and relevantly in a way that non-believers can understand and relate to?	1	2	3	4	5	N/A
11	Communicates the gospel in a way that takes account of the life situation of those to whom they minister?	1	2	3	4	5	N/A
12	Acceptance of correction?	1	2	3	4	5	N/A
13	Dependability?	1	2	3	4	5	N/A
14	Maturity Level displayed?	1	2	3	4	5	N/A
15	Uses ministry methods that are Biblical?	1	2	3	4	5	N/A
16	Able to address a variety of non-Christian beliefs when sharing the gospel with non-believers?	1	2	3	4	5	N/A
17	Ministers in a way that fits their own personality and gifting?	1	2	3	4	5	N/A
18	Shows problem solving skills during the practicum?	1	2	3	4	5	N/A
19	Passion and Confidence?	1	2	3	4	5	N/A
20	Friendliness?	1	2	3	4	5	N/A
	Totals						

Any Additional Comments?

Student Signature	Date	Reviewer's Signature	Date
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STUDENT EVALUATION FORM OF THE PRACTICUM LEADER

(This form must be completed by the student and evaluates the Practicum or Cohort Leader)

Name of Student _____

Name of Practicum Leader Being Evaluated _____

Name of the Organization or Ministry _____

Email Address of Practicum Leader _____

Phone # of Practicum Leader _____

Address of Practicum Site _____

Please use the following scale:

1	2	3	4	5	N/A
Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable

	1	2	3	4	5	N/A				
1	Practicum Leader's cooperation with you?				1	2	3	4	5	N/A
2	The compassion of the Practicum Leader?				1	2	3	4	5	N/A
3	Punctuality & commitment of Practicum Leader?				1	2	3	4	5	N/A
4	Personal appearance?				1	2	3	4	5	N/A
5	Interest in spiritual development & ministry?				1	2	3	4	5	N/A
6	Devotional habits?				1	2	3	4	5	N/A
7	Passion & friendliness?				1	2	3	4	5	N/A
8	Dependability & Confidence?				1	2	3	4	5	N/A
9	Ability to Communicate?				1	2	3	4	5	N/A
10	Adaptability to change?				1	2	3	4	5	N/A
11	Leadership abilities?				1	2	3	4	5	N/A
12	Preparation for individual sessions?				1	2	3	4	5	N/A

13	Ability to support and affirm others?	1	2	3	4	5	N/A
14	Spiritual understanding of the Practicum Leader?	1	2	3	4	5	N/A
15	Accessibility & reception?	1	2	3	4	5	N/A
16	Any Additional Comments?	1	2	3	4	5	N/A
Totals							

Student Signature

Date

Reviewer's Signature

Date

STUDENT EVALUATION OF PRACTICUM / INTERNSHIP EXPERIENCE

Students of SUM Bible College & Theological Seminary complete this survey to help faculty and staff provide a better practicum experience for those who will follow. Your considered and candid responses to the following questions will help us to develop the highest quality and most relevant practicum experience for those who will follow.

Please submit this completed form to the Student Ministries Department.

Please use the following scale:

1	2	3	4	5	N/A
Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable

1	The Practicum/Internship inspired me to reflect on my call to the ministry.	1	2	3	4	5	N/A
2	I recognized my call to the ministry through my services at the Practicum.	1	2	3	4	5	N/A
3	The Practicum/Internship was very relevant to my call to ministry.	1	2	3	4	5	N/A
4	The Practicum/Internship experiences were beneficial.	1	2	3	4	5	N/A
5	The Practicum/Internship leadership supervised me intimately.	1	2	3	4	5	N/A
6	The Practicum/Internship leadership stimulated my passion for ministry and people.	1	2	3	4	5	N/A
7	The Practicum/Internship leadership spent enough time with me.	1	2	3	4	5	N/A
8	The Practicum/Internship leadership is spiritually inclined and helped me spiritually.	1	2	3	4	5	N/A
9	My passion for the ministry was aroused through my Practicum/Internship.	1	2	3	4	5	N/A
10	My Practicum/Internship sessions helped me to understand the work of the ministry.	1	2	3	4	5	N/A

11	Any Additional Comments?	1	2	3	4	5	N/A
Totals							

Student Signature
Date
Reviewer's Signature
Date

PRACTICUM LEADER SURVEY

On behalf of the students and faculty of the SUM Bible College and Theological Seminary, we would like to thank you for your investment into the spiritual lives of our students. Please help us improve our training program by completing this survey and returning it to the Student Ministry Department.

May God richly bless you for the time and effort you have poured into our students.

Please submit this completed form to the Student Ministries Department.

Please use the following scale:

1	2	3	4	5	N/A
Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable

1	How best would you rate the spiritual level of SUM students that serve in your organization?	1	2	3	4	5	N/A
2	Did you recognize the spirit of servant-hood in the students that served under you?	1	2	3	4	5	N/A
3	Did you recognize unity, compassion and commitment in the students who served under you?	1	2	3	4	5	N/A
4	The student of SUM brought strength and transformation to community/school/ministry.	1	2	3	4	5	N/A
5	SUM students are always welcome to serve in our community/school/ministry.	1	2	3	4	5	N/A
6	The leadership skills of SUM students transformed my community/school/ministry	1	2	3	4	5	N/A
7	We offered SUM students the tools they needed to serve in our community/school/ministry.	1	2	3	4	5	N/A
8	I have no hesitation of recommending SUM students to others in our community/school/ministry.	1	2	3	4	5	N/A
9	The presence of SUM students inspired the children whom they served.	1	2	3	4	5	N/A
10	Our community/school/ministry knows SUM as a Bible College for training indigenous leaders.	1	2	3	4	5	N/A
11	Any Additional Comments?	1	2	3	4	5	N/A

Totals							

Student Signature Date Reviewer's Signature Date

SUMMER MISSIONS PRACTICUM AGREEMENT

As an SUM student, he or she is preparing to enter into full-time ministry, missions, or Christian leadership. The purpose of a SUMMER Missions Practicum is to broaden the student's ministry experience during the summer. These new experiences will take a student from their comfort zone and will create opportunities for the student to learn dependency on the Holy Spirit. The SUMMER Missions Practicum includes the following characteristics:

- ▶ A minimum requirement of two week accumulating 40 hours of hands on ministry per unit. No more than 2 units (4 weeks minimum accumulating 80 hours of Ministry) can be earned for each approved Summer Mission Practicum.
- ▶ The student should not be merely considered a janitor, runner, secretary, etc. While some of these tasks may be included in the practicum, the student should have the opportunity for front- line, hands-on ministry such as preaching, teaching, witnessing, discipleship, leading worship, praying for the sick, visitation, etc. Where needed, the missionary leader can train the student in areas of bible studies, evangelism, deliverance, and a host of other ministry disciplines.
- ▶ The ministry leader should personally observe and mentor the student as well as provide training and de-briefing of ministry activities.
- ▶ It is expected that the leader meet with the student daily, weekly, or bi-weekly at a scheduled
- ▶ time to give feedback regarding the student's practicum progress.
- ▶ If the student misses practicum as required by the sponsoring missionary/leader (for reasons other than severe illness, for example) the student will automatically fail the practicum.

The ministry leader is responsible to provide a midterm and term-end evaluation within one week of the end of midterm and final end of term, respectively. Spring trimester term-end evaluation should be complete immediately, due to final year-end great submission requirements.

On the form below, the mission leader should write a detailed description of what ministry activities the student will be doing each week and a time-frame, if known. Also, indicate the time and day of the week you will meet with the student. Please return the application and ministry description to the Dean of Student Ministry or cohort director.

I agree to meet the above requirements for the SUMMER Missions Practicum.

Mission Ministry Leader
Signature

Date

Student Signature

Date

SUMMER MISSIONS PRACTICUM APPLICATION

Student	_____	Date of Birth	_____		
Passport #	_____	Issue Date	_____	Expiration Date	_____
Insurance Group	_____	Group #	_____	Blood Type	_____
Known Allergies	_____				
Sending Church / Mission	_____				
Address	_____	City, State	_____	Zip & Country	_____
Phone #	_____	Email	_____		
Supervising Missionary	_____	Phone #	_____	Email	_____
Type of Ministry	_____				
Trip Description	_____				

Start Date of Trip	_____	End Date of Trip	_____		
Req. Int'l Shots	_____				
Part of a Team?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sponsoring Group	_____		
Contact	_____	Title	_____		
Phone #	_____	Email	_____		
Has Travel Advisory / Consular Advisory Been Checked? (http://travel.state.gov)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Preferred Languages	_____				

Req. Ministry
Skills

Student Signature

Date

Ministry Leader Signature

Date

Cohort Advisor Signature

Date

Chief Academic Officer Signature

Date

Dean of Student Ministry Signature

Date

OUTSTATION PRACTICUM AGREEMENT

The purpose of the ministry practicum is to broaden the student's ministry experience and to challenge students with tasks that are new to them. These new experiences will take a student from their comfort zone and will create opportunities for the student to learn dependency on the Holy Spirit for their ministry. The highlights of the Outstation Practicum include:

A minimum of four hours each week in active ministry over a ten week period. A student may volunteer over and above the required time yet will only earn one unit. The student can be trained in a number of areas, such as conducting bible studies, preaching, teaching, worship, evangelism, ministry events planning, etc.

The student should not be used as a janitor, runner, secretary, etc. While some of these tasks may be included in the practicum, the student should have the opportunity for front-line, hands-on ministry such as preaching, teaching, witnessing, discipleship, leading worship, praying for the sick, visitation, etc.

The ministry leader should personally observe and mentor the student as well as provide training and de-briefing of ministry activities.

It is expected that the leader meet with the student weekly to give feedback regarding his or her progress in the practicum. This may be during the four hour practicum period.

If the student is absent from more than two practicum sessions, he or she will automatically fail the practicum.

The ministry leader is responsible to provide a midterm and term-end evaluation within one week of the end of midterm and final end of term, respectively. Spring trimester term-end evaluation should be complete immediately, due to final year-end great submission requirements.

On the form below, the ministry leader should write a detailed description of what ministry activities the student will be doing each week and a time-frame, if known. Also, indicate the time and day of the week you will meet with the student. Please return the agreement, application and ministry description to the Dean of Student Ministry or Cohort Adviser.

I agree to meet the above requirements for the SUM Outstation Practicum.

Mission Ministry Leader Signature

Date

Student Signature

Date

OUTSTATION MINISTRY PRACTICUM APPLICATION

In order to receive ministry credit this form must be completed and returned to: Dean of Student Ministry.

Date		Student	
Pastor / Ministry Leader		Church / Ministry Name	
Address		City, State Zip	
Phone #		Email	

Ministry Type

Is the student applying for more than one practicum? Yes No

Number of Hours/Week Involved
(Each Practicum is 4hrs/wk for a 10wk Trimester) _____

Day(s) Involved _____

Student Signature	Date
Ministry Leader Signature	Date
Cohort Advisor Signature	Date
Chief Academic Officer Signature	Date
Dean of Student Ministry Signature	Date

OUTSTATION PRACTICUM GRADE SHEET

Trimester Term	_____	Date	_____
Student	_____	Pastor / Leader	_____
Church / Ministry	_____	Address	_____ _____

In order for the student to receive credit for this course, this form must be completed by the outstation ministry leader and submitted to the Dean of Student Ministry, or Cohort Advisor.

OUTREACHES

Event planning
Drama team
Labor team, Etc.

NOTE: Students may not miss any more than two practicum classes. SUM Student Ministries Office should be notified when a student misses one class. Students who are more than 10 minutes late are considered absent, unless they have communicated with their supervisor.

PRACTICUM ATTENDANCE SHEET

Week	Attendance
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Leader Signature

Date

Student Signature

Date

CHURCH INTERNSHIP

INTRODUCTION TO INTERNSHIP

In fulfillment of the mission of Jesus Christ and SUM Bible College and Theological Seminary, the student is required to take Church Internship course during the final. SUM's mission is to continue to provide hands-on ministry opportunities suitable to the call of God on each student throughout their SUM experience. Based on the student's call, he or she would work alongside a leadership that is approved by the Dean of Student Ministry or Cohort Advisor who will mentor, guide, and assist the student to develop a Senior Year Project demonstrative of the student's call of God and/or course concentration. The Church Internship course is accordingly designed to meet the academic concentrations offered by SUM.

MISSION STATEMENT

Church Internship is a practical learning experience program for final year students involving hands-on ministry opportunities in the marketplace, mission field, and Church settings in fulfillment of the Great Commission and the personal mission of Jesus Christ in the world (Matthew 28:18-19; Mark 16:15-16; Luke 10:1-3; John 4:35-38; Isaiah 61:1-3; and Luke 4:18-19).

REQUIREMENTS OF INTERNSHIP

The student must fulfill the following...

1. Select an Internship Leader and provide Site Information
2. Propose a Senior Year Project for grading by the Dean of Student Ministry or Cohort Advisor
3. Describe succinctly in outline form the Senior Year Project in writing and submit to the Dean of Student Ministry or Cohort Advisor
4. Develop a Purpose/Mission Statement of the Senior Year Project and submit to the Dean of Student Ministry or Cohort Advisor for approval and implementation
5. Submit a weekly Senior Year Project Development Report (200 words on SUMoodle)
6. Submit the Internship Leader's Trimester Evaluation of the student's (attendance, involvement, and development) of the Senior Year Project
7. Submit the Student's Trimester Evaluation of Internship Leader (mentoring, coaching, spiritual and academic resources, etc.).

COURSE DESCRIPTION

This course provides the student opportunities in church, ministry, and community settings for practical ministry involvement and development suitable to the call of God of the student.

The student will develop an exclusive project, "Senior Year Project," which is expressive of his or her calling, to be publicly exhibited at the end of the school year, during finals week.

The student will select an Internship Leader who will help him or her in the planning, organizing, and development stages of the Senior Year Project. (The Internship Leader will be responsible in supervising and evaluating the student's attendance, preparation, and development of the Senior Year Project during each trimester and accordingly submit them to the Dean of Student Ministry or Cohort Advisor).

If the Internship Leader chosen by the student is not already on a list of Internship Leaders approved by SUM, the Student will submit the Site Information Form which describes the ministry and Internship Leader chosen by the student. This choice will be subject to approval by SUM through the Cohort Advisor or Dean of Student Ministry. It may be that SUM will not approve the student's choice based on past or current knowledge of the ministry in question and its compatibility with SUM. Disapproval does not imply that the ministry is disreputable in any way, but only that it may be difficult to align the goals of the SUM internship with the ministry in question. Students are encouraged not to ask questions concerning the decision, and to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the decision not to approve the Internship choice.

The student will show evidence of an organized documentation of the planning, organizing, and developmental stages of his or her Senior Year Project during finals week for grading by the Dean of Student Ministry or Cohort Advisor.

At the end of the school year, however, the student will publicly display his or her Senior Year Project for viewing and celebration

(In order to accomplish these goals, the student will, at the end of each trimester, show evidence of his or her learning experience, involvement and development of the Senior Year Project for grading by the Dean of Student or Cohort Advisor).

COURSE REQUIREMENTS

Church Internship is designed for students in the final year of their studies and are registered for the Bachelor of Arts degree completion at the SUM Bible College and Theological Seminary.

The student would have completed his or her second (2nd) year of studies.

The student would have completed his or her Practicum requirements (14 credits) and approved by the Dean of Student Ministry or Cohort Advisor.

The student will select and work under a reputable leadership (pastor or head of department) approved by the Dean of Student Ministry or Cohort Advisor.

The student will provide the name of Internship Leader and Internship Site Information to Dean of Student Ministry or Cohort Advisor.

The student will, in consultation with the Internship Leader, propose, outline, describe, and develop a Senior Year Project demonstrative of his or her call to the ministry, or concentration such as Global Mission, Church Planting, Pastoral Ministry and Youth Ministry.

The student will meet weekly with his her Internship Leader who will offer mentorship in the areas of student's calling and the development of his or her Senior Year Project.

The student will submit a weekly Senior Year Project Development Report (200 words) for grading by Dean of Student Ministry or Cohort Advisor.

The student will publicly exhibit his or her completed Senior Year Project during finals week for viewing and celebration.

The student will submit a completed Leader's Trimester Evaluation (attendance, involvement, and development) of the Senior Year Project to the Dean of Student Ministry or Cohort Advisor for grading.

(The Senior Year Project Exhibition is a day scheduled for all Internship students to publicly exhibit their individual projects. During this time, students will invite their Internship Leaders, families, and friends to celebrate his or her accomplishments).

COURSE CREDIT

A student who successfully completes the Internship each trimester will earn one (1) credit. However, the total credit to be earned throughout the Internship year is three (3) credits.

TIME REQUIREMENTS

The Internship Leader and the student will collaborate in developing a suitable time to facilitate the mentorship and development of the Senior Year Project each week.

The recommended total hours per week for Church Internship are four (4) hours.

A minimum of one (1) hour MUST be personally spent with the Internship Leader per week in mentorship, discussing, or developing the Senior Year Project.

A minimum of three 3 hours must be spent on your Senior Year Project under the guidance and supervision of your Internship Leader. However, the student is responsible to complete his or her Senior Year Project and any other requirements by their scheduled due dates.

The Internship Leader is NOT responsible for the completion of the student's Senior Year Project at any time.

LEARNING OUTCOMES

Students who undertake Church Internship course at SUM with a B.A. in Biblical studies should be able to:

Cognitive Learning Outcomes

- ▶ Distinguish ministry methods that are Biblical.
- ▶ Write a ministry plan that outlines his/her ministry goals and the strategies as to how he/she plans to achieve these goals.
- ▶ Demonstrate the ability to integrate the acquired knowledge, learning experience, and leadership skills in his or her church or ministry.

Affective Learning Outcomes

- ▶ Identify and embrace a method of ministry that fits their personality, gifting, unique strengths and weaknesses.
- ▶ Express a passion for the ministry.

Professional Skills Outcomes

- ▶ Apply problem solving skills.
- ▶ Employ leadership and team building skills.
- ▶ Qualify for ministerial credentials from a recognized church body and faith community.
- ▶ Apply the mentoring relationship experientially to develop his or her church or ministry.

GRADING REQUIREMENTS

Students will earn the full points allocated to the following items upon their successful completion:

TRIMESTER 1

Assignment	Percentage
Internship Leader Agreement and Site Information form	5%
Proposed Senior Year Project	15%
Description and Outline the Senior Year Project	35%
Purpose Statement of Senior Year Project	15%
Leader's Trimester Evaluation of the student (Attendance, involvement, and development) of the Senior Project)	20%
Student's Trimester Evaluation of Leader (Mentoring, coaching, resources, etc.)	10%

TRIMESTER 2

Assignment	Percentage
Weekly Senior Year Project Development Report (200 words)	50%
Leader's Trimester Evaluation of the Student (Attendance, Involvement and development) of the Senior Year Project	30%
Student's Trimester Evaluation of Leader (mentoring, coaching, resources, etc.)	20%

TRIMESTER 3

Assignment	Percentage
Weekly Senior Year Project Development Report (200 words)	20%

Leader's Trimester Evaluation of the Student (Attendance, Involvement and development) of the Senior Year Project	20%
Student's Trimester Evaluation of Leader (mentoring, coaching, resources, etc.)	10%
The student will publicly display his or her completed Senior Year Project during Finals Week for viewing and celebration	50%

STANDARD INTERNSHIP FORMS [See following pages.]

INTERNSHIP AGREEMENT

Prepared for Prospective Internship Leaders

1. Purpose of Agreement.

This agreement serves to articulate the terms of an Internship program between SUM Bible College and Theological Seminary, and In order to provide guidelines to the Internship Leader and student.

2. Parties.

The parties to this agreement are as follows: SUM Bible College and Theological Seminary (“SUM”), Internship student enrolled at SUM Bible College and Theological Seminary, (“Intern”), Dean of Student Ministry or Cohort Advisor, and (“Internship Leader/Mentor”),

3. SUM agrees to:

Provide Internship Leader/Mentor with prospective Interns within 21 days after the start of the fall trimester.

Supply Internship Leader/Mentor with the Internship guidelines and syllabus per trimester so that they are integrated into the Internship experience of the student

4. The Internship Leader/Mentor agrees to:

Provide mentoring to the Internship student at a minimum of one hour per week following the signing of the contract. Mentoring includes (1) spiritual/pastoral support, (b) inclusion into meetings and activities, (3) networking with other members of the ministry/church community, (4) role modeling, and (5) leadership development. The Internship Leader/Mentor will meet with the Dean of Student Ministry or Cohort Advisor of SUM to coordinate the Internship assignments.

Offer the Internship student a scope of ministry opportunities that will (1) introduce the Internship student to various aspects of church/ministry life, (2) allow the Internship student to utilize his/her gifts, and possibly (3) assign a particular area of ministry or a specific **event/ministry project to the Internship student.**

5. The Internship Student agrees to:

Attend weekly services and mentoring sessions on a regular basis and on time. The amount of invested time must, at the minimum, meet School’s designated requirements. The Internship Student is responsible for securing his/her own transportation to and fro the Church/Ministry site.

Communicate relevant concerns directly with the Internship Leader/Mentor. In the event of

attending or honoring a particular appointment or session, then he/she is to contact and receive confirmation from the Internship Leader/Mentor at a minimum of 48 hours prior to the scheduled meeting time.

Maintain a growing relationship with Jesus Christ and authentically demonstrate this through character, conduct, and conversation (attitude, words, and behavior while engaged in the Internship program at a ministry site and the School respectively.

Fulfill ministry tasks in a manner worthy of his/her calling and to keep Internship Leader informed of ministry and academic progress.

Abide by all the rules and policies of both the Church/Ministry and SUM.

6. Problem Resolution:

If either the Internship student and/or Internship Leader encounter any difficulty with the fulfillment of the terms of this agreement, then the Internship student and/or Internship Leader must contact the Dean of Student Ministry or Cohort Advisor for administrative intervention and support.

7. Termination of Agreement:

This agreement may be terminated with the mutual consent of both parties that have signed hereafter. Any consent must be conveyed in writing to the Internship Leader and Dean of Student Ministry or Cohort Advisor.

This agreement, as of _____ (MMDDYY), has been entered into by and among:

Internship Student

Internship Leader

Dean of Student Ministry or
Cohort Advisor

INTERNSHIP SITE INFORMATION FORM

Date _____ Student _____

Pastor / Ministry Leader _____ Church / Ministry Name _____

Address _____ City, State Zip _____

Phone _____ Email _____

Ministry Type _____

How many years have you been in ministry? _____

Do you agree with the SUM Statement of Faith? Yes No

Explain divergences:

How long have you known the student? _____

What has been the nature of your relationship to the student?

Please give names and contact information of two ministry references:

Reference #1 _____

Reference #2 _____

INTERNSHIP STUDENT EVALUATION FORM

(This form must be completed by the Student's Internship Leader at the end of each trimester)

Name of Student _____

Name of your Organization or Ministry _____

Name of Internship Leader _____

Email Address of Internship Leader _____

Phone # of Internship Leader _____

Please use the following scale:

	1	2	3	4	5	N/A					
	Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable					
1	Cooperation with the Internship Leader?					1	2	3	4	5	N/A
2	Cooperation with others?					1	2	3	4	5	N/A
3	Desire to learn?					1	2	3	4	5	N/A
4	Discerning and demonstrating Biblical precedent for their ministry?					1	2	3	4	5	N/A
5	Progress on completing project according to written outline?					1	2	3	4	5	N/A
6	Integration/application of class work, ministry experience & mentorship to internship?					1	2	3	4	5	N/A
7	Level of commitment to the Internship?					1	2	3	4	5	N/A
8	Demonstration of leadership skills?					1	2	3	4	5	N/A
9	Understanding of their own strengths and weaknesses?					1	2	3	4	5	N/A
10	Acceptance of correction?					1	2	3	4	5	N/A
11	Use of ministry methods that are Biblical?					1	2	3	4	5	N/A
12	Ability to overcome unexpected roadblocks and hurdles ?					1	2	3	4	5	N/A

							A
13	Application of the principles learned from you to the project?	1	2	3	4	5	N/A
14	Ministering in a way that fits their own personality and gifting?	1	2	3	4	5	N/A
15	Problem solving skills during the internship?	1	2	3	4	5	N/A
16	Passion for the project chosen?	1	2	3	4	5	N/A
17	Preparation to be officially credentialed as a Minister/Missionary?	1	2	3	4	5	N/A
18	Any Additional Comments?	1	2	3	4	5	N/A
Totals							

Student Signature

Date

Reviewer's Signature

Date

STUDENT EVALUATION FORM OF THE INTERNSHIP LEADER

(This form must be completed by the student and evaluates the Internship Leader)

Name of Student _____

Name of Internship Leader _____

Name of the Organization / Ministry _____

Email Address of Internship Leader _____

Phone # of Internship Leader _____

Please use the following scale:

1	2	3	4	5	N/A
Unacceptable	Poor	Average	Above Average	Excellent	Not Applicable

How well did the Internship Leader help you to...

	1	2	3	4	5	N/A
Discern ministry methods that are Biblical?						
Develop your ministry plan?						
Integrate what you have already learned and experienced into your Internship Project?						
Identify a ministry method that fits your personality, gifting, strengths and weaknesses?						
Acquire a passion for the ministry?						
Improve problem solving skills?						
Cultivate leadership and team building skills?						
Apply the mentoring relationship experientially to my ministry?						
Qualify for ministerial credentials from a recognized church body and faith community?						

How would you rate the Internship Leader on....

	1	2	3	4	5	N/A
Punctuality & commitment?						
Leadership abilities?						
Preparation for individual sessions?						

Ability to support and affirm others?	1	2	3	4	5	N/A
Spiritual understanding?	1	2	3	4	5	N/A
Accessibility & reception?	1	2	3	4	5	N/A
Interest and confidence in you as a future minister?	1	2	3	4	5	N/A
Ability to Communicate?	1	2	3	4	5	N/A
Additional Comments:	1	2	3	4	5	N/A

Student Signature

Date

Reviewer's Signature

Date

APPENDICES

APPENDIX 1 - SOA EVALUATION FORM

STAGE 1. STUDENT SELF-EVALUATION

*All students must complete and sign the Servant of All (SOA) Self-Evaluation before taking final exams.
SOA Committee interviews will be conducted with students whose records require review.*

Student Name	Term	Student ID #			
I have read and agree to the SOA policy in the Student Handbook.		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please use the following scale:					
1	2	3	4	5	N/A
Hardly Ever	Occasionally	Sometimes	Frequently	Almost Always	Not Applicable

Area	Self-Evaluation Question	Student Rating
Finances	I am aware of any outstanding debt to SUM.	
	I am aware of any outstanding debt for Federal student loans.	
	I have prepared a monthly budget based on my finances.	
Academics	I have submitted all my course assignments on-time.	
	I have submitted to SUM's Code of Conduct (C.R.E.E.D).	
	I have maintained a 2.0 GPA or above.	
Student Ministries	I have attended practicum.	
	I have completed my reflection papers and prayer journal.	
	I have attended weekly worship services at a local church.	
Student Life	I have fulfilled my P.E. & Christian Service each week.	
	I have attended and arrived on-time for chapels.	
	I have maintained healthy relationships in my household.	
Success Plan	I have completed and adhered to the Success Plan I created	
Total Score		

Student Signature

Date

STAGE 2. SOA COMMITTEE EVALUATION

The Cohort Advisor will complete this portion of the SOA Evaluation.

Area	Comments (Optional)		Pass/Fail
Finances			
Academics	Term GPA:	Cumulative GPA:	
Student Ministries			
Student Life			

STUDENT STATUS

The Cohort Advisor recommends the student status as:

Status	The student...	Next Steps
Approved	...has satisfied all SOA requirements.	Advisor Notifies Students
Will Improve	...commits to improve on all SOA requirements.	Advisor Notifies Visionary Leader
Warning	...is on probation and has one term improve.	Discipline Committee Review
Suspension	...is temporarily suspended from SUM.	Executive Committee Review
Expulsion	...is permanently expelled from SUM.	Executive Committee Review

Will Improve: If you recommend your student status for anything beyond Will Improve, please email this form to the Assistant to the Dean of Student Life (Crystal Gonzales) and cc: the Dean of Student Life (Raymond Hudson).

Warning, Suspension or Expulsion: If a student has reached one of these statuses, follow all previous SOA steps and, in addition, submit a Cohort SOA Recommendation to the Student Life Office. Please attach all past SOA Evaluation Forms to show completion of the process.

Advisor Name

Advisor Signature

Date

APPENDIX 2 - BOMB THREAT REPORT FORM

Date & Time Call Received _____

Person Receiving Call _____

Exact Words of Threat _____

Questions to Ask

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Caller Description

Name of Person Giving Call (If Available) _____

Gender Male Female _____

Age Young Middle Aged Old _____

Tone of Voice _____

Accent (If Any) _____

Describe any Background Noise _____

Is Voice Familiar? Yes No _____

If "Yes," whom does it sound like? _____

Remarks _____

APPENDIX 3 - DEMONSTRATION ADVISORIES

A. DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

IDENTIFY SELF AND POSITION

“This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have been previously called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. (In no event will the Administration of this College accede to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the President, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to disciplinary actions.”

B. DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

IDENTIFY SELF AND POSITION

“You have been previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, the Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”

APPENDIX 4 - SAFETY INCIDENT REPORT FORM

Incident Description (What, Where, When, How?)

Name & Contact Information of Informant

Point-Person on Safety Response

Names of Team Members (If Needed)

College Actions (List)

APPENDIX 5 - STUDENT HEALTH / EMERGENCY CONTACT CARD

Student's Name		Date
DOB	Age	Phone
Cell #		Work #
Email Address		
In case of an emergency please contact the following persons.		
Primary Emergency Contact		
Relationship		
Address, City, State Zip		
Phone #	Cell #	
Secondary Emergency Contact		
Relationship		
Address City, State Zip		
Phone #	Cell #	
Physician		
Medical Condition		
Medications		
Physical Limitations		
Allergies		
Student Signature		Date

APPENDIX 6 - VISITOR REQUEST FORM

I, _____, request permission to entertain a guest in the SUM Bible College and Theological Seminary's dormitory apartments. I understand that while guest in on campus or in the apartments, I am responsible for their actions. Approval must be granted by the President of Student life one week prior to the requested visit. There is a \$10.00 per night fee payable in advance in the Business Office.

Guest Name _____

Student Name _____ Request Date _____

Approved Dean of Student Life _____

Denied

Business Office

Receipt # _____ Date _____

Printed Name _____ Signature _____

GUEST AGREEMENT

I hereby agree to hold the SUM Bible College and Theological Seminary harmless for injury, accident, or loss during my visit to the campus and apartments. I agree to abide by all school rules and regulations.

Printed Guest Name _____

Guest Signature _____ Date _____

APPENDIX 7 - APARTMENT RENTAL AGREEMENT

Mailing Address 735 105th Ave., Oakland, CA 94603
Physical Address P.O. Box 14145, Oakland, CA 94614
Phone 510-567-6174

GENERAL RULES FOR TENANTS

SUM will provide living quarters at 685 Carey Avenue, Oakland, CA for married students and staff as available. Each apartment is for one family and may not be subleased or shared. Overnight guests are not allowed in student apartments without consent from the Business Office. A refundable deposit of \$500 is required prior to moving into the apartment. This is refundable subject to the terms of this agreement.

Rent for each staff apartment is set at \$1,000 per month plus a \$10 per month assessment to cover lawn maintenance and upkeep. Rent for each student apartment is \$500 plus a \$10 per month assessment to cover lawn maintenance and upkeep. Rent is due on the first business day of each month.

A late fee of \$50 may be assessed for payments made after the 7th of the month. Each apartment receives a separate gas and utility bill which comes to the school office. A copy of the bill is provided for each unit and payment is expected with the rent.

You will receive advance notice for routine items such as checking smoke alarms and monthly inspections. Each apartment must be maintained to reasonable housekeeping standards and in compliance with school regulations. If it is necessary to enter your apartment in the event of an emergency, an authorized school representative will enter with a spare key, and you will be informed of the entry as soon as possible. SUM does not provide insurance coverage for the contents of your apartment. The school is not responsible for loss resulting from fire, theft, earthquake, or any other peril. You are strongly urged to secure a renter's insurance policy to cover your personal property.

Please keep your apartment deck and the area outside your front door clear at all times. Promptly report maintenance or repair items to the business office and complete the necessary forms. Be very prompt in reporting safety issues such as electrical problems or water leaks. When you use the common laundry area, please leave the washer clean and the lint filter in the dryer empty. Empty the lint filter after every load. Do not store items in the laundry area. Please do laundry on your assigned day unless you make arrangement with the other tenant assigned to the day. Please observe the laundry rules posted near the machines.

Nothing is to be stored under the deck. Toys, bicycles, etc. cannot be stored outside. Each occupant is responsible for the safety and upkeep of the property. Gates must be kept locked at all times. Please keep windows and doors locked, especially when you are away. Small

children must be supervised at all times.

No alterations to the units are permitted without expressed written permission from the business administrator. This includes attached shelving, satellite equipment, window air conditioner installation, painting, wall paper etc. Repairs to walls, etc. must be done by school maintenance staff.

No pets or fish tanks are allowed. (Service animals such as a seeing-eye dog are permitted.)

Telephone service must be arranged for by the individual tenant at their own expense and SUM is not liable any telephone expense.

Please crush all plastic containers and flatten all boxes before placing in the garbage dumpster to help us keep costs down. Odd size items, old furniture, Christmas trees, etc. must be disposed of separately at the tenant's expense. Please be considerate of other residents as sounds do carry between the units. One car is allowed per unit for parking inside the lot. If you have a second vehicle, you may park it inside the fence at the college. The apartment parking lot is for residents only. Visitors must park on the street. All tenants must give 30 day notice of their intent to leave the apartment. (The exception to this time frame is in the event of expulsion from school, in which case, the student will have 48 hours to vacate the premises.) A standard fee of \$100 will be deducted from the deposit to cover carpet cleaning. In order to receive a refund of the balance of your deposit, the following conditions must be met:

APARTMENT CHECK OUT EXPECTATIONS

- ▶ All light fixtures must be clean with working bulbs in all fixtures.
- ▶ Walls need to be checked for nail holes and scratches. No large holes or screw holes are acceptable. Carpets will be cleaned and the \$100 deducted from you deposit.
- ▶ Hard surface floors clean including corners and edges.
- ▶ Counter tops and kitchen sink must be clean. There must be two sink drain baskets.
- ▶ Refrigerator must be clean inside and out. There should be 2 ice cube trays in the refrigerator.
- ▶ Stove top must be absolutely clean, including area under the burners. If necessary, replace the rings under the burners or you will be charged for their replacement. The broiler pan must be clean.
- ▶ Oven must be clean. Vent/hood area must be clean. The floor under the stove drawer and the drawer must be clean. (Do not move the stove.) If you have used shelf liner, please remove and be sure that all shelves are clean.
- ▶ Walls and woodwork clean. Vertical blinds and windows clean.
- ▶ In bathroom be sure toilet, tub, shower, and sink are clean.
- ▶ Medicine cabinet must be clean.

You will be held to a high standard of cleanliness in the check out process; however, allowance will be made for normal wear and tear of the facilities.

Your deposit, minus the carpet cleaning charge and outstanding utility bill will be refunded upon satisfactory check out completion. Additional charges will be assessed against your deposit if the condition of your apartment requires extra repair beyond what would be considered normal wear and tear or if additional cleaning must be done. If that exceeds the amount of the deposit, you will be billed for that additional amount.

SUM is a school for the training of pastors, teachers, and missionaries; therefore, it is assumed that our apartment residents will not participate in activities which are contrary to the highest biblical standards. Certain activities are inconsistent with the standards that SUM seeks to uphold in the training of Christian leaders and are therefore not permitted. It is presumed that residents will engage only in those activities that represent the highest ideals of the Christian faith. Further explanation may be found in the student handbook. I have read and agree to abide by the contents of this document.

APPENDIX 8 - MAINTENANCE / REPAIR REQUEST

Please complete this form and deliver it to the Business Office

Name:
Date:
Describe the Problem:
When Did This Problem Begin? _____
Signature:
OFFICE USE ONLY

Reviewed by:

Date:

Resolution

Work/Repair Completed

Date: _____ **BY:** _____

APPENDIX 9 - FAMILY EDUCATIONAL RIGHT & PRIVACY ACT RELEASE FORM



STUDENT RECORD RELEASE AUTHORIZATION (FERPA)

Under the *Family Rights and Privacy Act (FERPA)*, students have the right to restrict the release of certain records (grades, billing, tuition, fees, financial aid, and other student information) maintained by SUM Bible College and Theological Seminary ("SUM"). Fill out and sign this form (found at sum.edu/forms) to grant SUM permission to release your student records to a specified third party.

Student's First Name

Student's Last Name

Student's Date of Birth

I understand that:

- 1) I have the right not to consent to the release or disclosure of my education records
- 2) I have the right to inspect and review such records upon request
- 3) This consent to release or disclose will become valid upon acceptance and will expire upon graduation or after I cease to be a student for six months or until revoked by me, in writing, and delivered to the Oakland Campus Office, whichever comes first.
- 4) I understand that in order for SUM to release information to the individuals named below, this release must be executed.

I understand that individuals in the position of **SUM Cohort Advisor** and **Visionary Leader** are authorized to receive my records.

1. INDIVIDUALS WHO MAY RECEIVE THE RECORDS ABOVE

I authorize all SUM offices to release my records to these listed individuals (Section 1) when they provide my password (Section 2).

Full Name	Relationship to Student

2. AUTHENTICATION

Please provide a password which will be used to verify permission to access your record. Share this password with your authorized third-party. When you or the individuals listed above request record information, this password must be provided.

_____ The password may be letters (words) and/or numbers. It must not be
Password longer than 9 characters.

_____ Student Name _____ Student Signature _____ Date

APPENDIX 10 - U.S. SUICIDE & CRISIS HOTLINES

United States National Suicide & Crisis Hotlines	http://suicidehotlines.com/national.html 1 (800) SUICIDE (784-2433) 1 (800) 273-TALK (273-8255)
New Hope Telephone Counseling Center (24/7)	http://newhopeonline.org/
Dr. Robert H. Schuller's Crystal Cathedral	(714) 639-4673
College Students Crisis ULifeline	http://ulifeline.org/main!Home.html
Drug & Alcohol Addiction Helpline (24/7) Free and Confidential	1 (866) 535-9821 http://alcohol.addictionblog.org/top-10-national-drug-or-alcohol-use-hotlines/
National Directory of Hotlines and Crisis Intervention Centers	1 (800) 999-9999
Drug and Alcohol Rehab/Treatment Referral Service	1 (800) 662-HELP
Alcoholics Anonymous	http://www.aa.org/
Narcotics Anonymous	http://www.na.org/
Al-Anon & Alateen Crisis Line	1 (800) 356-9996
National Cocaine Hotline	1 (800) COCAINE
National Heroin Hotline	1 (800) 9-HEROIN
National Marijuana Hotline	1 (888) MARIJUA
National Suicide Prevention Lifeline	1-800-273-TALK
Drug-Free Workplace Help	1-800-WORKPLACE

APPENDIX 11 - SUM LOCATION TRANSFER FORM

Student Name:	ABHE ID:
Current Cohort:	Current Cohort Advisor:
Desired Cohort:	New Cohort Advisor:

Reason for Request

If more space is needed include an attachment.

Current Cohort Advisors: Please checkmark the student's status for SOA evaluation below to help evaluate the student's request, and write any comments about the student's character.

Academics: Approved Will Improve Warning Suspension / Expulsion

Cumulative GPA _____ Current GPA _____

Student Life: Approved Will Improve Warning Suspension / Expulsion

Please indicate areas that students underachieving:

Student Ministry: Approved Will Improve Warning Suspension / Expulsion

Please indicate specific areas that students are underachieving:

Student Signature	Date
Chief Academic Officer Signature	Date
Dean of Student Life Signature	Date
Dean of Student Ministry Signature	Date
Cohort Director Signature, Cohort Site	Date

APPENDIX 12 - SUM AFFIRMATION STATEMENT

MISSION STATEMENT

SUM Bible College and Theological Seminary equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their respective communities.

Changed lives, Indigenous leaders, Leaders that Produce Change.

The mission of the SUM Bible College and Theological Seminary is guided by the following core values, institutional goals and objectives which form the basis of the educational program.

Core Values	Goals	Objectives
Bible	Promote a collegiate climate in which the Bible is central to every area of life.	Submit to biblical authority in all institutional matters.
Urban Community	Understand distinct, ethnic, racial and cultural diversity that is represented in urban communities.	Sensitively approach multicultural issues with the gospel of Christ.
Heritage	Appreciate our Evangelical-Pentecostal-Charismatic heritage in relation to urban communities.	Integrate its mission (urban communities) with its legacy (Evangelical-Pentecostal-Charismatic heritage) when planning direction.
Intellectual Development	Facilitate intellectual development appropriate to an AA, BA and MA degree granting institution.	Exhibit college-level competency in academic and ministry/service programs and instill a desire for lifelong learning.
Spiritual Dynamics	Declare the centrality of spiritual dynamics relational to a believer's maturation.	Facilitate student growth that examples character and behavioral development worth of a biblical calling.
Ministry Service	Affirm the value of merging classroom principles and practical field application in the learning environment.	Develop a servant / minister theology appropriate for urban communities.
Individual	Value the gifting, calling and dignity of each individual as God's creation.	Provide equal access and success for students to develop knowledge and skills essential for ministry.

Diversity

Recognize the full worth of the diversity that is part of the human experience.

Incorporate the relevance of diversity within a worldview that touches the whole Christian life.

SERVANT OF ALL PHILOSOPHY

SUM Bible College and Theological Seminary has taken God’s educational mandate to a new level of intensity by uniting its institutional programs and rallying the student body under the philosophical banner “Servant of All.” SUM’s administration, faculty, and staff came to realize that excellence in academic and ministerial accomplishments must be built upon a biblical framework of ethics and character building habits. The scriptural imperative behind the institution’s action comes from the words of Jesus: “and whosoever would be first among you, shall be servant of all” [Mark 10:44 (ASV)]. The Servant of All philosophy embraces the spiritual, educational, financial, societal, and physical development and emphasizes the leading of the Holy Spirit in growing student discipline, passion, and characters.

STATEMENT OF FAITH

As a Bible college of evangelical persuasion and Pentecostal/charismatic heritage, SUM affirms the following statement of faith. WE BELIEVE...

The Bible is our all-sufficient rule for faith and practice. This Statement of Faith is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, 1 Corinthians 1:10, Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

1. THE SCRIPTURES INSPIRED

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13, 2 Peter 1:21).

2. THE ONE TRUE GOD

The one true God has revealed himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4, Isaiah 43:10, 11; Matthew 28:19, Luke 3:22).

THE ADORABLE GODHEAD

(a) Terms Defined

The terms trinity and persons, as related to the Godhead, while not found in the Scriptures, are

words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We therefore may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three persons, and still be absolutely scriptural (examples, Matthew 28:19, 2 Corinthians 13:14; John 14:16,17).

(b) Distinction and Relationship in the Godhead

Christ taught a distinction of persons in the Godhead which He expressed in specific terms of relationship, as Father, Son, and Holy Ghost, but that this distinction and relationship as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:35; 1 Corinthians 1:24; Matthew 11:25-27; 28:19; 2 Corinthians 13:14; 1 John 1:3,4).

(c) Unity of the One Being of Father, Son, and Holy Ghost

Accordingly, therefore, there is that in the Father which constitutes Him the Father and not the Son; there is that in the Son which constitutes Him the Son and not the Father; and there is that in the Holy Ghost which constitutes Him the Holy Ghost and not either the Father or the Son. Wherefore the Father is the Begetter, the Son is the Begotten; and the Holy Ghost is the One proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11, 21; Zechariah 14:9).

(d) Identity and Cooperation in the Godhead

The Father, the Son, and the Holy Ghost are never identical as to person; nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The Son is in the Father and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Ghost is from the Father and the Son proceeding as to nature, relationship, cooperation and authority. Hence no person in the Godhead wither exists or works separately or independently of the others (John 5:17-30, 32, 37; 8:17, 18).

(e) The Title, Lord Jesus Christ

The appellation Lord Jesus Christ is a proper name. It is never applied in the New Testament either to the Father or to the Holy Ghost. It therefore belongs exclusively to the Son of God. (Romans 1:1-3, 7; 2 John 3).

(f) The Lord Jesus Christ, God with us

The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, He is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is "Immanuel," God with us. (Matthew 1:23; 1 John 4:2, 10, 14; Revelation 1:13, 17).

(g) The Title, Son of God

Since the name Immanuel embraces both God and man, in the one person, our Lord Jesus Christ, it follows that the title Son of God describes His proper deity, and the title Son of Man, His proper humanity. Therefore, the title Son of God belongs to the order of eternity, and the title Son of Man to the order of time (Matthew 1:21-23; 2 John 3; 1 John 3:8; Hebrews 7:3; 1:1-13).

(h) Transgression of the Doctrine of Christ

Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title Son of God solely from the fact of the Incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1,2,14,18,29,49; 1 John 2:22,23; 4:1-5; Hebrews 12:2).

(i) Exaltation of Jesus Christ as Lord

The Son of God, our Lord Jesus Christ, having by himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

(j) Equal Honor to the Father and to the Son

Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it an unspeakable joy in the Holy Ghost to ascribe unto the Son all the attributes of deity, and to give Him all the honor and the glory contained in all the names and titles of the Godhead except those which express relationship (see paragraphs b, c, and d), and thus honor the Son even as we honor the Father (John 5:22,23; 1 Peter 1:8, Revelation 5:6-14, Philipians 2:8,9; Revelation 7:9,10; 4:8-11).

3. THE DEITY OF THE LORD JESUS CHRIST

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

1. His virgin birth (Matthew 1:23; Luke 1:31, 35).
2. His sinless life (Hebrews 7:26; 1 Peter 2:22).
3. His miracles (Acts 2:22; 10:38).
4. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
5. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).

6. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Heb. 1:3).

4. THE FALL OF MAN

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).

5. THE SALVATION OF MAN

Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.

(a) Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

(b) The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

6. THE ORDINANCES OF THE CHURCH

(a) Baptism in Water

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4).

(b) Holy Communion

The Lord's Supper, consisting of the elements bread and the fruit of the vine is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of His suffering and death (1 Corinthians 11:26); and a prophecy of His second coming (1 Corinthians 11:26); and is enjoined on all believers "till He come!"

7. THE BAPTISM IN THE HOLY SPIRIT

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the

endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1 Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), the operation of the gifts of the Spirit (1 Corinthians 12:4-10) and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

8. THE INITIAL PHYSICAL EVIDENCE OF THE BAPTISM IN THE HOLY SPIRIT

The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Corinthians 12:4-10,28), but different in purpose and use. We further recognize and respect differing opinions on the initial physical evidence and encourage all believers to expect the operation of the Spirit in their lives and gifts of the Spirit in their churches.

9. SANCTIFICATION

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; 1 Thessalonians 5:23; Hebrews 13:12). Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: "Be ye holy, for I am holy" (1 Peter 1:15, 16)

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5). Sanctification applies to all areas of one's life including marriage, which God has ordained to exist between one man and one woman (Gen 2:18-24), with absolute marital fidelity in all respects, including sexuality (Romans 1:26-32; 1 Cor. 6:9-11; Galatians 5:19).

10. THE CHURCH AND ITS MISSION

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and the church of the firstborn, which are written in heaven (Ephesians 1:22, 23; 2:22; Hebrews 12:23).

Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being as part of the Church is:

1. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19, 20; Mark 16:15, 16).
2. To be a corporate body in which man may worship God (1 Corinthians 12:13). To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:11-16; 1 Corinthians 12:28; 14:12).

SUM exists expressly to give continuing emphasis to this reason- for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3, 4).

Adds a necessary dimension to a worshipful relationship with God (1 Corinthians 2:10-16; 1 Corinthians 12-14).

Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22-26; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29).

11. THE MINISTRY

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in: (1) evangelization of the world (Mark 16:15-20), (2) worship of God (John 4:23, 24), and (3) building a body of saints being perfected in the image of His son (Ephesians 4:11, 16).

12. DIVINE HEALING

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4, 5; Matthew 8:16, 17; James 5:14-16).

13. THE BLESSED HOPE

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51, 52).

14. THE MILLENNIAL REIGN OF CHRIST

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21, 22; Zephaniah 3:19, 20; Romans

11:26, 27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3, 4).

15. THE FINAL JUDGMENT

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46, Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

16. THE NEW HEAVENS AND THE NEW EARTH

"We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness" (2 Peter 3:13; Revelation 21, 22).

PENTECOSTAL PERSPECTIVE

SUM Bible College and Theological Seminary identifies with the Evangelical-Pentecostal-Charismatic church heritage and maintains a thoroughly pneumatic view of the church and the world. We believe that the Spirit purifies and empowers every believer to serve in the advancement of the Kingdom of God. We have a supernatural world view and expect to experience the presence of God in our lives and ministries. Believing that the gifts are distributed to all members of the Body of Christ, we make ample provision for the miraculous and for the gifts of the Spirit to be evident in our many activities.

SUM Bible College and Theological Seminary's Standards of Conduct

The Student Handbook is an official publication of the SUM Bible College and Theological Seminary. This handbook has been designed to familiarize every student with vital information pertaining to school activities, policies, and requirements of Student Life and Student Ministries Offices at the Oakland, cohort sites, and foreign fields throughout the United States and World. It will provide ample information that will offer a measure of understanding of the student's basic responsibilities to the school as well as opportunities afforded. SUM reserves the right to alter or institute policies as necessary to permit efficient administration of the College.

The standard of conduct is the central criterion to all behavior expectations. An important part of preparation for ministry is the development of attitudes, practices, and behaviors appropriate to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, including breaks between trimesters and summer breaks, and in interpersonal and community relationships. The institution expects its members to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

Personal commitment is required for all who are preparing for and involved in the service of our Lord Jesus Christ. A lifestyle consistent with an effective Christ-like witness of integrity and Christian values is expected of each community member:

1. **The Bible:** Foster and promote a collegiate spiritual lifestyle in which the Bible is central to every area of life. Recognize and submit to biblical authority in all institutional matters.

Communion with the Father. To personally know the Father we must have consistent communion with Him. Jesus Christ gave us the example to pray regularly and consistently and the Scriptures encourage us to "pray continually" (1 Thess. 5:17) including prayer in the Spirit (1 Cor. 14).

Mentorship. God's Word instructs believers to follow the example, "and observe those who walk according to the pattern you have in us" (Phil. 3:17). As part of the Servant of All Program, SUM provides each student with a mentor that models positive values and spiritual principles.

Although the expectations and needs of each student vary, the mentoring program encourages the development of those goals through a caring relationship that responds to needs of each student.

Church Attendance. SUM encourages students to maintain an active church life and to attend Sunday church services. Believers are instructed not to forsake “assembling together” as they submit themselves to the life and leadership of a local assembly (Heb. 10:25, I Cor. 16:13-16). It is expected that all members of the School of Urban Missions Bible College and Theological Seminary’s community will establish a church home and regularly attend worship services.

Christian Service. The Father has called every believer to do the work of ministry (Eph. 4:16-18). The Word declares “we are His workmanship, created in Christ Jesus for good works” (Eph. 2:10). It is anticipated that all members of the community will be involved in some expression of Christian service in Jesus’ name and that all are encouraged to exercise spiritual edification of gifts for the body. To develop a basic competence in Christian service and ministry that will allow students to discover their ministry gifts and increase their skills through supervised training, experience, and spiritual development.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the following are expected of community members:

1. **Maintain a Blameless Testimony.** SUM is a school for the training of pastors, teachers and missionaries; therefore, it is assumed that our students will live by and uphold the highest standards of Christian faith and practice. Students should not participate in any activity that would cause SUM or the Christian community to be seen in a bad light, both on and off campus or Cohort site. To maintain a blameless testimony as Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, unlawful possession, use, or distribution of illicit drugs and alcohol; and profanity, obscenity, and dishonesty including plagiarism are equally unworthy and to be shunned.
2. **Respect for Peers and Authority.** SUM expects every member of the community to demonstrate love, respect, and honor to all other members of the community, whether it is with one’s colleagues or with those in authority (Rom. 12:10, I John 4:21, I Pet. 2:17, Heb. 13:16-17).
3. **Discrimination/Harassment.** In valuing the rights of all individuals and their contributions (I Cor. 10:24), we acknowledge all forms of racial and gender discrimination to be in violation of God’s laws (Acts 10:34). SUM is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.
4. **Dating and Marriage.** It is imperative that SUM students not only live above reproach, they must not appear to be in inappropriate relationships or involved in inappropriate behavior. God’s Word does not condone either pre- or extra-marital sexual activity (I

Thess. 4).

5. **Appearance and Dress.** The Bible establishes a number of principles that bear upon appearance decisions including: moderation so as not to offend others (I Cor. 8), emphasizing the care and beauty of the inner person rather than outer adornment (1 Tim. 2:9; 1 Peter 3:3 and respecting others (Romans 12:10). Neatness, cleanliness, and appropriateness are qualities appreciated by others and provide a positive role model for those to whom we minister. Scripture calls believers to be examples to those around them (1 Tim. 4:11-12) and to give no offense to others (I Cor. 10:32).

Trustees, Faculty, Administration, College Students and Seminary Students are required to acknowledge their agreement with and support for the Standards of Conduct of the institution by signing their affirmation annually.

APPENDIX 13 - INCIDENT REPORT

SUM staff may use this Incident Report to record an incident that puts student/campus safety at risk.

Inc. Date, Time	_____	Report Completed By	_____
Incident Location	_____	Position / Title	_____
Reported By	_____	Reported To	_____
Reporter Phone	_____	Reported To Phone	_____

RECORD OF INCIDENT

How did the incident happen? (Who, What When, Where, Why, How)

WITNESSES

Witness 1 Name	_____	Witness 2 Name	_____
Witness 1 Phone	_____	Witness 2 Phone	_____
Witness 1 Comments	_____	Witness 2 Comments	_____

ACTION TAKEN

_____	_____	_____
Name of Person Completing Report	Signature	Date

APPENDIX 15 - SUM COMMUNITY COVENANT

I have read, understand, and respect the above Statements including the Mission Statement, Institutional Goals, Institutional Objectives, Philosophy, and Statement of Faith. I have also read the Student Handbook and understand that they are a guide for my behavior both on and off campus while I am a member of SUM Bible College and Theological Seminary. I recognize that failure to abide by these lifestyle commitments may lead to disciplinary action.

Please check appropriate status:

- Trustee
- Faculty
- Administration
- College Student
- Seminary Student

Student Name

Student Signature

Date

