



STUDENT HANDBOOK 2020-2021

Weimar Institute Student Handbook, 2020-2021

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All policies of the handbook will be reviewed and updated annually.

This handbook covers the academic year of August 19, 2020 - August 14, 2021.

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The information presented in the following pages is a statement of the policies and procedures at Weimar Institute at the time of printing. However, the policies, prices, and fees may change without prior notice. The Office of Academic Affairs and/or Residence Hall Deans may be contacted for further information in regard to changes or clarification of particular items.

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True education does not ignore the value of scientific knowledge or literary acquirements; but above information it values power; above power, goodness; above intellectual acquirements, character.

—Education 225

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2020-2021 Academic Calendar

Fall Semester

<i>August 19</i>	New Student Dorm Move-In
<i>August 20-21</i>	New Student Orientation
<i>August 24</i>	First Day of Classes
<i>August 24-29</i>	Week of Spiritual Emphasis
<i>September 1</i>	Last day to Register
	Last Day to Add/Withdraw without Charge
	Last Day to Change to Audit without Charge
<i>September 2</i>	Change in Course Enrollment Fee Applies
<i>October 12-16</i>	Midterm Week
<i>October 21</i>	Midterm Grades Due
<i>October 22</i>	Friday Schedule on Thursday
<i>October 22-25</i>	Fall R&R
<i>November 4</i>	Last Day to Withdraw with “W” or Audit
<i>November 13-15</i>	Colloquium Weekend
<i>November 22-29</i>	Thanksgiving Break
<i>December 14</i>	Last Day of Class
<i>December 15-17</i>	Finals
<i>December 30</i>	Final Grades Due

Spring Semester

<i>January 17</i>	New Student Dorm Move-In & Orientation
<i>January 18</i>	First Day of Classes
<i>January 18-23</i>	Week of Spiritual Emphasis
<i>January 23</i>	Nursing Dedication
<i>January 26</i>	Last Day to Register
	Last Day to Add/Withdraw without Charge
	Last Day to Change to Audit without Charge
<i>January 27</i>	Change in Course Enrollment Fee Applies
<i>March 8-12</i>	Midterms Week
<i>March 14-21</i>	Spring Break
<i>March 17</i>	Midterm Grades Due
<i>March 31</i>	Last Day to Withdraw with “W” or Audit
<i>March 26-28</i>	Colloquium Weekend
<i>April 15</i>	Friday Schedule on Thursday
<i>April 15-18</i>	Spring R&R
<i>May 10</i>	Last Day of Class
<i>May 11-13</i>	Finals
<i>May 14-16</i>	Graduation Weekend
<i>May 26</i>	Final Grades Due

Student Services

Welcome to Weimar Institute!

Students inspire us. We love the energy and creativity of the young and young at heart. Yet there is much to learn. Because youthful enthusiasm combined with sage wisdom makes a powerful weapon in this world, we seek to unite our experience with others who seek “To Heal a Hurting World,” to submit to the Lord’s leading and bless the world through Jesus.

While you are a student at Weimar Institute, this handbook will provide an overview of the services provided to students across the campus. It has been designed by the Office of Student Services to furnish you with information about the services provided by this office, and gives a brief overview of other services offered by the various entities on campus. These services may change from time to time, so please check with the appropriate office to learn the most up-to-date information regarding their services and any potential costs.

Program Student Learning Outcomes

- **PSLO #1: Spiritual Leaders**
Students follow Jesus Christ’s example of faith-filled leadership, by rendering love-motivated church ministry that magnifies the universal principles of the biblical Ten Commandments in speech and action.
- **PSLO #2: Health Evangelists**
Students practice and promote physical, emotional, mental, and spiritual healing by leading in collaborative, community-based programming among diverse people groups domestically or internationally.
- **PSLO #3: Faithful Disciples**
Students demonstrate Christian character and practice social intelligence by exercising appropriate behavior and service skills during Total Community Involvement (TCI) programs, social events and other planned activities designed to create a balance between mental, physical, spiritual, and social faculties.
- **PSLO #4: Principled Workers**
Students display a professional commitment to strong moral principles “on the job” and in practical learning experiences by consistently producing quality work, and exercising self-discipline, self-control and diligence.

The Office of Student Services

Director of Student Services

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Residence Hall Deans

Men's Residence Hall Dean

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Women's Residence Hall Dean

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Student Success Coordinator

Mrs. Maryann Krueger
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The Office of Student Services is under the leadership of the Director of Student Services. The focus of this office is to provide a supportive and nurturing campus environment for students. Campus facilities and programs are available to foster student learning and success while providing opportunities and resources for the development of academic, social, and spiritual growth and the development of leadership skills. We believe that the effectiveness of the Institute's programs is enhanced as students embrace the designed curriculum, social programs, and worship opportunities offered to teach them how to "heal a hurting world." To that end, the Office of Student Services exists to meet student needs and help them navigate these exciting years of life in the service of the Master.

Student Services Staff

The Student Services staff includes a Student Success Coordinator, a men's and a women's Residence Hall Dean and the Student Association. The Campus

Chaplain works in close cooperation with the Director of Student Services to ensure that the spiritual needs of students on campus are addressed.

Director of Student Services

The Director of Student Services encourages and welcomes students throughout the semester to seek counsel or advice regarding any campus life issue, either in person, by phone, e-mail or text message. The Student Services staff exists for you, the student. Students are encouraged to share with the Director any issues and/or solutions regarding campus life—clearly, unless student problems or grievances are communicated to administration, a resolution is unlikely. The Director has a great desire and works hard to create a culture of openness, transparency and trust between students, faculty and campus administration.

Residence Hall Deans

The Residence Hall Deans, in many ways, function in a type of quasi-parent role to students on campus. While their primary responsibility is to dorm students, they also are available for non-residential students as well. Both Deans are available throughout the day and early evening and are always available by cellphone, text, or email. The Deans also help to provide an environment of security and confidence for the students. Both Deans' contact information is available in this handbook and will be given to students during orientation at the beginning of each semester.

Student Success Coordinator

The Student Success Coordinator (SSC) is available to help students with academic and organizational needs. If you need help with time management or academic struggles or if you just need someone to talk with to help figure out life's big questions, the coordinator is available for appointments. The SSC is responsible for organizing and implementing programs to promote student growth in academic areas.

Services Offered

Student Tutoring

In addition to scheduled instruction, students are encouraged to seek informal assistance or advice on all academic matters from their instructors. Impromptu meetings immediately before or after class can often work well for quick questions. More in-depth needs may require meeting with instructors during their posted office hours. Beyond this, supplementary tutoring services are provided.

Tutoring services are available in both math and science courses such as General Chemistry, Organic Chemistry, Biology, Cell Biology, Anatomy and Physiology, Physics, and Pre-Calculus. Students may request tutoring through their instructors or contact the Student Success Coordinator for help. Tutoring schedules are available at this link: <https://weimar.edu/student-services/student-success/>

Disability and Academic Support

The Success Center is an inclusive resource for all Weimar students where they can receive either academic and/or accommodative support. We encourage you to learn more about our available resources, such as tutoring, academic mentoring, and assistance in requesting accommodations for both temporary and permanent challenges/disabilities. Accommodations are determined individually for each student through an interactive process and are based on functional limitation as a result of a challenge/disability. Verifiable documentation must be provided by a medical doctor and/or appropriately licensed professional.

Students with Physical Disabilities

Any student with a disability who requires personal attendants or special residential accommodations must submit a written request to the Office of Student Services prior to moving into a residence hall. The request will be reviewed by the Student Affairs Committee to determine how the needs of the student can be best met.

Career Planning

While Weimar Institute does not offer job placement services, our Institute maintains close ties with the organized Seventh-day Adventist Church and graduates have been successful in finding employment in Adventist organizations across the United States and around the world. All counseling with regard to academics, career planning, or tutorial assistance is done directly with the Student Success Coordinator or one of the Institute's academic program chairs. Please contact the Director of Student Services for more information.

Financial Counseling

The Finance Office oversees student finance issues. The Student Finance Representative, Sally Hess, and the Finance Office work together to help students with financial challenges find solutions. Worthy student funds are available to qualified students with financial needs. The Director of Student Services and the

Institute's Chief Financial Officer sit on the Student Finance Committee, which oversees the distribution of worthy student funds.

Mission-Centered Programs

Several programs have been set up that allow students to continue their education and simultaneously be a part of the Weimar Mission "To Heal a Hurting World." These are discussed briefly here and further in the Weimar Institute Academic Handbook, under "Student Assistance Programs" on page 103.

Work-Education

Students are expected to participate in the Work Education and Physical Development program. This program will help students to gain valuable workplace experience, and if faithful, may engender recommendations for future employment. For more information, see Academic Bulletin section on Work Education on page 83

Leadership Development

The Student Association (SA) exists to provide an opportunity for students to develop their leadership skills. It sponsors and organizes a majority of the social activities on campus and works with the campus church to offer opportunities for spiritual growth. Our active SA provides opportunities for student representation on the Academic Affairs Council meetings as well as student governance. Students are charged an "SA fee" (see current student charges for details). SA organizes such events as the International dinner, R&R weekends, agape feasts, weeks of prayer and weeks of spiritual emphasis.

SA forms a representative body that allows every student to make their thoughts and ideas heard. Feel free to communicate your ideas and suggestions for improvements with your student representatives. All of us need to work together as we improve and refine the Weimar experience.

Opportunities to Mentor

The Weimar Institute campus has a homeschool co/op (Grades 1-8) and an academy (Grades 9-12) where students may serve as mentors through academic tutoring, academy game nights, and assistant dean positions in the boys' and girls' dormitories at Weimar Academy. Additionally, these students are around campus and are often watching the "college students." Even when you are not aware, your influence will be felt around the campus. Please take the time to

welcome the younger members of our family, befriend them, and treat them with respect and dignity.

Recreation

Weimar Institute wishes for each student to “prosper in all things and be in health” (1 John 3:2, NKJV) just as they prosper spiritually, emotionally, socially and mentally. Ellen White counsels in the book *Education* that the “student who with limited time and means is struggling to gain an education should realize that time spent in physical exercise is not lost. He who continually pores over his books will find, after a time, that the mind has lost its freshness.” She adds that when students pursue “one line of thought exclusively, the mind often becomes unbalanced. But every faculty may be safely exercised if the mental and physical powers are equally taxed and the subjects of thought are varied” (White, 1903/1902, p. 208-209).

Thus, while competitive activities that restrict potential success to the few are discouraged, we students are encouraged to seek “satisfying alternative activities which avoid unwholesome competitive involvement” (General Conference of Seventh-day Adventists Executive Committee, 1988). Toward this end, we encourage students to plan their weekly schedule to include daily outdoor exercise. Students are encouraged to engage in friendly team games on the Weimar campus soccer field or basketball court.

Many students also take advantage of our 450 acres of forested land covered by over 15 miles of interlocking, groomed trails that wind through manzanita, cedar, and pine groves. The Weimar trails provide students a quiet place for prayer and reflection. The “prayer cove,” which adjoins a quiet creek just off the Coyote Creek trail, is designed specifically for this purpose. Some favorite trails for hiking or running are Owl’s Roost and Bobcat Trail. Another favorite is the 4-mile Frontier Trail that travels up Cardiac Hill to the Cougar Creek Meadow and Fire Bowl and then past the giant tree swing. Maps of the campus trails are available at some trailheads and in the Institute office.

NEWSTART® Principles

Weimar Institute, which is committed to healthy living, recommends to each student the NEWSTART® principles of health. Students are expected to give serious attention to the development and the maintenance of their physical health—understanding that their bodies are temples of the Holy Spirit (see 1 Corinthians 6:19) and that physical health has a direct influence on mental, social, and spiritual well-being. The NEWSTART® health model includes the best in:

STUDENT SERVICES

- Nutrition—a plant-based diet;
- Exercise—consistent and appropriate exercise;
- Water—abundance of pure water;
- Sunlight—frequent exposure to sunlight, especially in the morning;
- Temperance—the exercise of self-control in all things;
- Air—breathing deeply of clean, fresh air;
- Rest—regular and adequate periods of sleep and rest; and
- Trust—an active Trust in God.

Residence Hall Living

Weimar Institute has separate dormitories for men and women. Each dorm has a residence hall assistant(s) that report to the appropriate Residence Hall Dean. The “RA’s” are tasked with ensuring dormitory cleaning schedules and curfew times are observed and with follow-up on necessary minor repairs.

Other Academic Services

Douglass Hall

Douglass Hall comprises most of the Institute’s classrooms, faculty offices and academic administration offices. Douglass Hall is the original “college building,” and has areas for individual and group study. There is a Student Lounge in the hall, which provides students with a common gathering place during the day to interact and study together.

Haskell Hall

Haskell Hall serves as the center for the Weimar Institute Nursing (WIN) and Chemistry programs. A large central meeting area is located within this building, which provides an area for Sabbath activities, chapel, and other student and campus meetings.

Student Center

The Student Center is a place where students can study and socialize. It has an appealing lounge area, kitchen, restroom and recreation area that includes a Ping-Pong table.

Resources for Learning

Computer Lab

A small number of computers are available in the library. A printer is available at the front desk. Please see the front desk for fees.

Internet Access

Many areas on main campus, including the dormitories, have wireless or land-based Internet access (as available). Students are encouraged to use Internet resources to enhance their learning experience.

Library

The library contains approximately 20,000 bound volumes and a variety of resource materials, including periodicals. An extensive Ellen G. White collection is housed in the Ellen G. White Study Center on the lower floor of the library. The Center contains E.G.W. Reference, folio, and index books, manuscripts, periodicals, and information on Seventh-day Adventist history. Students also have access to peer-reviewed journal articles and other periodical articles through the EBSCO's Academic Search and CINAHL which may be accessed through the Populi Library page by clicking on the Links tab. There are also computers hardwired for internet access in the library for student use.

Exercise Building

A small gym equipped with a variety of exercise equipment (spin cycles, treadmills, stair climber, weights, etc.) is available to students. See administration for details.

Weimar (“Weimart”) Campus Store

The Weimart is located near the campus flag pole and provides locally grown fruits and vegetables from Weimar Farms (seasonally), freshly baked bread from the Weimar Bakery, as well as other healthy food and drink items. The market also sells a variety of books, DVDs, CDs, etc. on topics such as health, vegetarian cooking, and Christianity. A small supply of personal items and school supplies are also available.

Weimar Inn

The Weimar Inn offers an excellent place for parents and friends of students at Weimar Institute to stay when visiting. To contact Inn staff, call 530-422-7933, email (inn@weimar.org), or visit the website (<http://weimar.org/health/inn>).

Cafeteria

To ensure the best nutrition for our students, all full-time and part-time dorm students are required to purchase a meal plan. Students are able to choose either a two meal a day plan or a three meal a day plan. The Weimar Institute cafeteria provides whole-food, plant-based meals on a daily basis and uses many fruits and vegetables, some of which are grown on the Weimar campus veganic farm. Students with food allergies may contact the cafeteria staff for special dietary needs related to allergies and other food intolerances such as to nuts and gluten. Once a meal plan is chosen, it cannot be changed during the course of the semester unless the request is related to a medical condition. To requests a reimbursement of the Meal Plan:

- The petition should be presented to Student Affairs Committee in written form
- Student must present a justifiable proven medical condition
- All requests must be accompanied by a document issued by a doctor or health professional in which the medical condition of the student is stated as is relates to food.
- Each case will be evaluated individually

Students desiring to eat in other students' homes or faculty and staff homes are encouraged to do so under the following guidelines: No mixed groups without a parent, faculty or staff present. No females with male adults alone, no males with female adults alone. This includes all students, dorm and village students, while on campus as well as off campus.

Campus Church

The Weimar Campus Church, which meets in Haskell Hall, provides Wednesday evening prayer meeting, Friday evening chapel services, Sabbath morning Bible study classes as well as Divine Sabbath services, a bi-yearly Colloquia, along with mission and outreach opportunities for students.

Outreach

Total Campus Involvement (TCI) is a multi-faceted evangelism initiative that is designed to fulfill our mission to "heal a hurting world." At Weimar Institute, students are taught that our work must begin with the cities that surround us. The program is patterned after Christ's method of evangelism, which "alone will give true success" – {MH 143}. "Christ lived the life of a genuine medical missionary. He desires us to study His life diligently, that we may learn to labor as He labored." – {8T 222.1}

What makes TCI unique is both students and staff work together on the mission field. This is how Christ trained His disciples. “The most complete illustration of Christ's methods as a teacher is found in His training of the twelve first disciples...They were with Him in the house, at the table, in the closet, in the field. They accompanied Him on His journeys, shared His trials and hardships, and, as much as in them was, entered into His work. – {Ed 84}

The essence of TCI is simply to go out into our surrounding communities, find out what the needs of the people are and meet them; thereby creating opportunities to introduce them to Jesus. Our motto is: “The Goal is the Soul.” While benevolent work is good, we do not want to lose sight of the fact that our ultimate goal is to introduce people to Jesus. “We should ever remember that the object of the medical missionary work is to point sin-sick men and women to the Man of Calvary, who taketh away the sin of the world.” {MH 144.1}

Weimar understands the importance of education, but at the same time we do not want to lose sight of our ultimate mission—the saving of souls. The only way for this to be accomplished is by making it a campus-wide priority. For this reason, TCI has been incorporated into the curriculum by allocating one half-day per week for this program to be carried out.

It is necessary to their complete education that students be given time to do missionary work—time to become acquainted with the spiritual needs of the families in the community around them. They should not be so loaded down with studies that they have no time to use the knowledge they have acquired. They should be encouraged to make earnest missionary effort for those in error, becoming acquainted with them and taking to them the truth. {CT 545.3}

Wherever possible, students should, during the school year, engage in city mission work. They should do missionary work in the surrounding towns and villages. They can form themselves into bands to do Christian help work. Students should take a broad view of their present obligations to God. They are not to look forward to a time, after the school term closes, when they will do some large work for God, but should study how, during their student life, to yoke up with Christ in unselfish service for others. {CT 547.2}

In light of this inspired counsel, administrative and board directives have committed to setting aside weekly time for outreach where campus staff and students go out on Wednesday afternoons and evenings. During this time students, staff, and faculty will work together in finding and meeting the needs of those in our surrounding communities. Weekly consistency will be key to developing

spiritual relationships and sharing the gospel. The college outreach coordinator and his/her team will work with others to put together teams and to help these teams identify opportunities for outreach. Weekly opportunities to share what has happened will be given during the midweek and weekend services.

All students students taking 8 credits or more are required to take part of TCI.

Student Rights

Weimar Institute respects the individual rights of all students and their proper use of freedom of speech in a Christian atmosphere. The Institute expects, in return, that students accept responsibility for making positive contributions toward the fulfillment of the Institute's purposes and toward improving the programs. With this expectation, students are encouraged to speak freely and listen courteously in a proper setting, within the context of the Institute's foundation documents, cf. *Weimar Institute Philosophical and Educational Foundations* document, without fear of reprimand or retaliation.

The proper setting to voice concerns, opinions, or points of view is through one or all of the following:

- Meet with a Student Association representative--the SA President may present student concerns to the regularly scheduled FSC meeting.
- Meet with a Student Affairs representative--Director of Student Services, Student Success Coordinator, or Residence Hall Deans
- Meet with the VPAA (by appointment) or send questions anonymously to the email askvpaa@weimar.edu

It is the policy of Weimar Institute to promote learning and a search for knowledge and truth an agreeable atmosphere free of intimidation and harassment.

Professors, in the classroom and elsewhere, must encourage free discussion, inquiry, and expression. All students shall be evaluated academically on the basis of scholastic performance and not on opinions of conduct in matters unrelated to the academic standards of the course.

As work experience is a required part of the Weimar Institute education program, students are entitled to safe working conditions and fair treatment.

Student Grievance Policy

It is the intent of Weimar Institute to provide a thorough review of all student complaints regarding any aspect of a program, facility, or other service provided by Weimar Institute. Students are expected to initially pursue an informal process in resolving complaints. However, if a complaint remains unresolved,

a formal process is available for resolution of the issue. If a staff member has a personal connection to the student involved in the issue, that staff member shall be excluded from the discipline process.

Informal Grievance Procedure

Informal means of resolving complaints are supported as the first step in addressing concerns. Students are encouraged to communicate their concerns openly with faculty members and the Director of Student Services.

It is recommended that informal grievances be discussed and resolved privately between the persons involved. If the parties are unable to arrive at an agreeable solution, both parties should use a mutually acceptable person to arbitrate further discussions. If this process fails to resolve the matter, students may appeal for resolution through the Formal Grievance Procedure.

Formal Grievance Procedure

The formal grievance procedure provides a structured framework of documentation where unresolved conflicts may be addressed. Faculty and staff members shall use extreme care to safeguard student complaints of a personal or sensitive nature. Any student with an unresolved grievance shall follow the appropriate process described below:

STUDENT LIFE: Initially, complaints involving the residence halls should be made informally to the Residence Hall Deans. Unresolved issues regarding student life or non academic issues may then be submitted in writing to the Student Discipline Committee. The Student Discipline Committee will send a written response to the VPAA who will listen to the student's appeal and then make a final decision. The decision will be sent within 10 days of receiving a written complaint.

- 1. NON-ACADEMIC DISCIPLINE:** Students may appeal imposed non-academic discipline in writing to the Students Affairs Committee (SAC) within ten (10) days of disciplinary action. Disciplinary action will be stayed until the SAC has had sufficient time to review the incident. The SAC will return a written review of findings within ten (10) days of receiving a written complaint. The recommendations of the SAC shall be followed without further delay.
- 2. ACADEMIC POLICIES OR PROCEDURES:** Any student with concerns about an academic policy or procedure should first discuss his or her concern informally with the Registrar. If the matter cannot be resolved at this level a written grievance shall be submitted to the

Academic Standards Committee (ASC) within ten (10) days. The ASC shall respond in writing within ten (10) days of receiving a complaint. The Registrar shall ensure the recommendations of the ASC are carried out within thirty (30) days of receipt. A copy of the action shall be forwarded to the VPAA.

- 3. ACADEMIC GRIEVANCES:** Any student with concerns about an academic policy or procedure should first discuss his or her concern informally with the Registrar. If the matter cannot be resolved at this level a written grievance shall be submitted to the Academic Standards Committee (ASC). The ASC committee shall meet to address the item and make a recommendation to the Academic Affairs Council. Once the Academic Affairs Council has made a decision, the Registrar shall send a written response to the student. The Registrar shall ensure the decision of the AAC is carried out within thirty (30) days of receipt. A copy of the action shall be forwarded to the VPAA.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling toll free: (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet web site (www.bppe.ca.gov), and faxing it to the BPPE at (916) 263-1987.

Retention of Records

The Registrar will retain a copy of all documents related to any grievance for no less than ten (10) years. The Registrar will forward a copy of these documents to the VPAA within two days of receipt.

Student Services—Section References

- White, E. G. (1980). *The Adventist Home*. Hagerstown, MD: Review and Herald Publishing Association. (Original work published in 1952)
- White, E. G. (May 14, 1894). *The Family Circle the School of Christ*. Signs of the Times.
- White, E. G. (1991). *Counsels for the Church*. Nampa, ID: Pacific Press Publishing Association. (Original work published in 1957)
- White, E. G. (1983). *The Publishing Ministry*. Hagerstown, MD: Review and Herald Publishing Association.
- General Conference of Seventh-day Adventists Executive Committee (Annual Council, Nairobi, Kenya). (October 7, 1988). *Activities with Elements of Competition*. Retrieved from: <http://www.adven->

tist.org/information/official-statements/statements/article/go/o/activities-with-elements-of-competition/18/

Student Citizenship

The uplifting atmosphere of Weimar Institute is one of the first things a visitor may notice upon arriving on campus. This atmosphere is born of our desire to uphold the Biblical principles in our conduct and policies. Everyone who considers coming to study at Weimar Institute will want their personal demeanor to compliment the general campus atmosphere, so it is important that a student becomes familiarized with this handbook to understand the principles that make this place what it is – and we hope that you'll begin to catch just a little of the joy of Weimar as you peruse its pages!

This atmosphere is not created by a single person, or even just a few. It is the sum of everyone's personal contribution that makes this place such an uplifting retreat. Here's how it works:

"Every soul is surrounded by an atmosphere of its own—an atmosphere, it may be, charged with the life-giving power of faith, courage, and hope, and sweet with the fragrance of love. Or it may be heavy and chill with the gloom of discontent and selfishness, or poisonous with the deadly taint of cherished sin. By the atmosphere surrounding us, every person with whom we come in contact is consciously or unconsciously affected. This is a responsibility from which we cannot free ourselves. Our words, our acts, our dress, our deportment, even the expression of the countenance, has an influence. Upon the impression thus made there hang results for good or evil which no man can measure. Every impulse thus imparted is seed sown which will produce its harvest. It is a link in the long chain of human events, extending we know not whither. If by our example we aid others in the development of good principles, we give them power to do good. In their turn they exert the same influence upon others, and they upon still others. Thus by our unconscious influence thousands may be blessed." (Christ's Object Lessons p.339-340)

From the time of enrollment until the day of commencement and beyond, you'll have the blessing of being a part of the Weimar Institute family and experiencing the opportunity of representing this place wherever you go. The following standards, drawn from the Bible and Spirit of Prophecy, succinctly state some of the most important principles that make this place what it is. They will enrich your life and you'll want to be sure you are well acquainted with them and excited about where they will lead you!

Citizenship Standards

Weimar Faculty and Students choose to:

- Have a life-style of wholehearted devotion to Jesus Christ as Savior, Lord and Friend (Colossians 3:1-3) through Bible study (2 Timothy 3:16-17), prayer (Luke 18:1), and Christian ministry (Ephesians 4:11-13).
- Respectfully cooperate with Weimar Institute policies and positively support the teachings of the Seventh-day Adventist Church (Romans 13:1; Hebrews 13:17).
- Be dedicated to self-discipline in the pursuit of excellence according to the Word of God (1 Peter 2:9; 2 Timothy 2:15). Regular and punctual attendance at religious services, classes, work, and service assignments.

“Self-discipline must be practiced by everyone who would be a worker for God. This will accomplish more than eloquence or the most brilliant talents. An ordinary mind, well disciplined, will accomplish more and higher work than will the most highly educated mind and the greatest talents without self-control” (Christ’s Object Lessons, 335.1)
- Trust God to guide in their personal relationships and uphold Bible and Spirit of Prophecy principles in the area of dating and finding a spouse (Genesis 2:24).
- Regularly and punctually attend religious services, classes, work and service assignments (Hebrews 10:25; Ephesians 5:15-17)
- Reverence the House of God during sacred services by their reverent behavior and appropriate use of technological devices (Leviticus 19:30; Habakkuk 2:20; Mark 11:17; Ecclesiastes 5:1; Matthew 18:20).
- Be honest, both in action and intent, in relation to class responsibilities, work assignments, and personal relationships (2 Corinthians 8:21; Ecclesiastes 9:10).
- Maintain high standards in physical and mental health, ruling out the use of alcohol, tobacco, coffee, mind-altering drugs, and other self-abusive practices (1 Timothy 4:12; Romans 12:1-2).
- Uphold moral principles which prohibit exploiting another person sexually or emotionally, engaging in adultery, premarital sex, or homosexual practices (1 Thessalonians 4:3-5; 1 Corinthians 6:18).
- Dress in a manner that positively reflects the Mission and Vision of Weimar Institute; they realize that both on and off campus they are witnesses for Christ (Deuteronomy 22:5).

“In dress, as in all things else, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming” (Education, 248).

“The dress and its arrangement upon the person is generally found to be the index of the man or the woman” (Review and Herald, January 30, 1900).

“We judge of a person's character by the style of dress worn” (Review and Herald, November 17, 1904).

- Appreciate the best forms of recreation, avoiding those that are not profitable according to biblical standards (1 Corinthians 10:33; 1 Thessalonians 5:21,22; Philippians 4:8).
- Maintain a high respect for others' privacy, property and viewpoints (Romans 12:10; Philippians 2:3,4).
- Commit to thoughtful unity and unselfish integration of personal desires with the needs and schedule of the larger Weimar community (Philippians 2:3,4; Psalm 133:1).

Balance

The mind functions most effectively with balanced mental, physical, social, and spiritual activity. The health of the body can affect the efficiency of the thought processes. Living at peace with God and man frees the mind to concentrate on Christian intellectual pursuits. Students are encouraged to arrange a balanced schedule that allows time for personal Bible study, work, exercise, and timely completion of class assignments.

Mental Development

Weimar Institute was established to foster a disciplined development of the mind for the purpose of intelligently furthering the work of God on earth (see *Christ's Object Lessons*, pages 333-334). Students are expected to train their minds to concentrate on lectures and study material and to actively participate in class discussions. They are encouraged to learn the principles underlying God's laws, to discern truth from error, to solve problems creatively, and to effectively communicate their knowledge to others.

Physical Development

Weimar Institute expects students to give serious attention to the development and the maintenance of their physical health. They should understand that their bodies are temples of the Holy Spirit (I Corinthians 6:19) and that physi-

cal well-being has a direct influence on mental, social, and spiritual health. The NEWSTART® health model, recommended for all staff and students, includes the best in Nutrition, regular Exercise, abundance of pure Water, frequent exposure to Sunlight, the exercise of Temperance, deep breaths of fresh Air, regular and adequate periods of Rest, and an active Trust in God.

Social Development

Weimar Institute takes seriously the development of interpersonal skills and social responsibilities. Social health is as vitally important in preparing for successful Christian ministry and stable Christian homes as academic studies.

While social development is largely a personal responsibility, Weimar Institute offers social events sponsored by the Student Association to help students develop this vital skill.

Spiritual Development

Every function of Institute life is designed to cultivate a life of consistent Christianity. Students who attend Weimar Institute come here because they desire to serve and draw closer to Jesus Christ. Their goal is to enter into a life of service for the Master. This commitment requires an intentional, daily walk. Consider the following counsel:

He who would build up a strong, symmetrical character, he who would be a well- balanced Christian, must give all and do all for Christ; for the Redeemer will not accept divided service. Daily he must learn the meaning of self-surrender. He must study the word of God, learning its meaning and obeying its precepts. Thus he may reach the standard of Christian excellence. Day by day God works with him, perfecting the character that is to stand in the time of final test. (Acts of the Apostles p.483)

See the Spiritual Growth Opportunities section on page 38 for more information.

Statement of Diversity

"In the sight of God all are on an equality, and to the Creator every human being owes supreme allegiance. "

–Ellen G. White, Acts of the Apostles, p. 238

Weimar Institute, is a faith-based, institution of higher education committed to the biblical principles and inspired ideals of the Seventh-day Adventist

Church. The Institute is guided by its Vision Statement – To Heal a Hurting World, which is further clarified in its Mission – to follow Jesus by developing leaders in comprehensive health evangelism through competent modeling and education, in both theory and practice.

These statements reflect not only the Institute's commitment to prepare medical missionaries for all nations, regardless of race, gender, ethnicity or social standing, but also reflects its whole-hearted commitment to the teachings of Jesus Christ by showing others how they can be healed spiritually, socially, mentally, and physically by the acceptance of His teachings.

The SDA church is a worldwide religion of over 19 million members. According to the Pew Research Center, it is the most racially and ethnically diverse religious group in the country (2014, Religious Landscape Study, PRC). One of the main beliefs that fosters such diversity is the doctrine of salvation, which is open to all. Thus Scripture states, "there are no more Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus" (Galatians 3:28). Additionally, all persons were meant to bear the image of God (Genesis 1:27; 9:6; James 3:9). Even though sin has marred each individual, Christ, in His great love, has chosen to die on the cross for all (I John 2:2; John 3:16), that each may receive forgiveness for sin and be reconciled to God. Thus, Weimar Institute, along with the worldwide Seventh-day Adventist church, believes that we each, in unity with one another, make up the "Body of Christ". Just as in the physical body, each member plays a vital irreplaceable role, so in the body of Christ each person has an integral role, with specific God-given talents to be used in the service of all the inhabitants of the earth. All persons in spite of race, creed, gender, socioeconomic background, nationality, or age are not only equal before God, but also have specific purpose.

"Under the figure of the vine and its branches is illustrated the relation of Christ to His followers and the relation of His followers to one another while the branches have a common likeness, they also present diversity. Their oneness consists in their common union with the vine.... "

– Ellen G. White, Testimonies for the Church, Volume 7, p. 171

Weimar Institute is committed to enriching and fostering greater diversity in its community because this fulfills Christ's command to love our neighbors as ourselves (Matthew 19:19; Mark 12:31, Luke 10:27). We support a diverse college and appreciate differences in race, ethnicity, culture, gender, socioeconomic status, class, age, and ability. In submitting to the Lordship of Christ, we seek to eliminate attitudes of superiority and failure to fulfill Christ's charge to reach all peoples. Therefore, we must submit to Christ and love one another as we ap-

preciate individual uniqueness while pursuing the unity for which Jesus prayed (John 17:21).

As a Christian institute, it is our purpose to recruit students, faculty and staff from all variety of cultural, ethnic and socioeconomic backgrounds. We acknowledge that diversity brings greater strength of character to any establishment, and we strive to become truly educated to diverse ideas, practices, and relationships. We encourage engagement and interactions that will foster community. Our goal is to work together as an institute to achieve Unity in Diversity, and to actively work to heal a world that is hurting from not only disease and poverty but also isolation and discrimination.

To this end we aim to treat all faculty, staff, students and applicants with equal opportunity and respect, regardless of race, gender, ethnic origin, nationality or disability. We, as an institution, oppose all forms of discrimination and aim to give all encouragement to develop to their full potential in an environment of love, support and mutual respect.

Student Housing

Housing Policy

The housing policy is designed to assist students in achieving academic success. It has been designed with the desire to provide a protective, nurturing environment for students as they pursue their academic goals. Research consistently demonstrates living in residence halls positively influences student success including higher GPAs, campus involvement, peer networking, and an increased graduation rate. (<http://www.iub.edu/~caep/RePEc/PDF/2010/CAEPR2010-002.pdf>)

By accepting admission, all part-time and full-time students understand they are required to live in a residence hall, with the exception of students living with parents or immediate relatives (including grandparents, aunts, uncles, or siblings who are at least 25 years old). Students living with relatives must live in the relative's primary residence.

First year freshmen, who are not living with their parents locally, must reside in a residence hall.

Students who would like to live outside the residence halls, whether on or off campus, must submit a written request to the Director of Student Services. The request will be reviewed by the Student Affairs Committee for approval if the student meets one of the following criteria:

1. Married, divorced, or widowed students
2. Single parents
3. Students who have earned a Bachelor's degree or equivalent credit hours
4. Students who are 23 years of age or older
5. Students who have established off-campus employment
6. Other living situations approved by Student Services

All requests for on-campus housing are subject to housing availability and campus housing policy. This policy applies during fall, spring, and summer semesters.

Older Students

Students who are over the traditional college age range may be granted privileges not given to younger students by some policies, such as those concerning housing, relationships and off-campus travel.

Off-Campus Housing

For older or married students, provided is a courtesy list of apartment housing in the Colfax and Auburn area surrounding Weimar. Weimar Institute is not responsible to find or assist a student in finding off-campus housing, and has no direct or indirect relationship with any of these establishments. This list should not be viewed as an endorsement or referral.

Cedar Ridge Apartments

301 Canyon Creek Dr.

Colfax CA 95713

530-346-6716

2 Beds 1.5 Baths \$1,225 Deposit + \$1,225 Rent (800 Sq Ft)

Cedars Apartments

201 Cedar Ravine Circle,

Colfax, CA 95713

530-346-6498

2 Beds, 2 Baths \$1,405 Rent (Sq. Ft. Unavailable)

3 Beds, 2 Baths \$1,668 Rent (Sq. Ft. Unavailable)

Auburn Town Homes

13048 Lincoln Way,

Auburn, CA 95603

530-718-1435

2 Beds, 2 Baths \$1450 Rent (990 Sq. Ft.)

2 Beds, 2 Baths \$1500 Rent (1190 Sq. Ft.)

Evergreen Apartments

1115 Evergreen Pl,

Auburn, CA 95603

530-823-6785

2 Beds, 2 Baths \$1,140 (827 Sq Ft)

3 Beds, 1.5 Baths \$2,000 (1,156 Sq Ft)

Dormitory Living

Dormitories have an Assistant Dean (AD) and/or Resident Assistant (RA) that reports to the Residence Hall Dean (RHD). Group living situations provide excellent opportunities to practice personal courtesy, cooperation with others, identify and meet others' needs, and develop social responsibility. All students should respect the privacy, personal feelings, and personal property of roommates and neighbors. While the Institute desires students to have significant freedom in developing interpersonal relationships, dormitory living requires some guidelines for efficiency and personal comfort.

Roommate Bill of Rights

Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you and your roommate demonstrate to each other. As a dorm student, you have certain rights and privileges, and it is your responsibility to extend those towards your roommate. These rights and privileges include the right to:

1. Read and study free from undue interference in your dorm room.
Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, guests of roommate, etc.
3. Expect that your roommate will respect your personal belongings.
4. A clean environment in which to live.
5. Free access to your room and facilities without pressure from your roommate.
6. Personal privacy.
7. Host guests with the expectation that guests will respect the rights of other students and dorm residents.
8. Be free from fear of intimidation and physical or emotional harm.
9. Sound Equipment, such as radios and stereos, musical instruments, keyboards, and amplifiers are permitted in your room on a privilege basis. It is your responsibility to see that the sound equipment is played at a level that will not disturb others. Headphones should be used on all electronic equipment at all times when others are disturbed by the sounds. Residents who do not control their equipment as outlined above will lose this privilege.

Rooms

Most residence hall rooms are double occupancy. If space is available, students may be assigned an individual room. Students who move from one room to another during the school year must make arrangements with the RHD prior to any housing change.

Room Deposit

All residents are required to pay a room deposit when they register for the current year (see current room rates). The deposit will be refunded after a final successful checkout from the residence hall at the end of a student's residency at Weimar Institute. Failure to properly clean and prepare the room for checkout will result in a reduction, or entire forfeiture, of the room deposit refund.

Check-in Procedures

Check-in Form

When you are assigned a room or move into a new room, you must complete a check-in form.

Failure to list any damages before moving into a room may result in charges for undocumented damages when you move out of the room. The completed form must be returned to the RHD.

Keys & Key Deposit

The key deposit is included in the room deposit (see student charges). A student may not make duplicate keys. Misplaced or lost keys are replaced with a charge of \$10 per key. The replacement fee will be charged to the student's account.

Doors & Door Locks

The only item permitted on the exterior of residence hall room doors is a name card listing the residents of the room. Tampering with door locks is prohibited.

Check-out Procedures

1. Contact the RHD in charge of housing
2. Your room should be left in the same condition in which you found it.
3. Have an RA or RHD inspect your room for cleanliness and damages. Your check-in form will be used for this step. Any damages will be noted on the form, and charges will be deducted from your room deposit.

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4. Fill out a forwarding address card including your phone number. This step is not optional. We cannot forward magazines, so you should also send a change-of-address form to each subscription.
5. Return your room key and sign the checkout form.

Deposit Refund

Any student who fails to check out of a residence hall will forfeit a portion of his or her deposit. This deposit will need to be paid again in full before future housing will be honored. Deposits will be refunded to those who have checked out, cleared their student account, and are not returning to the residence halls for the following semester. Those with an outstanding balance with the Institute will have their deposit applied to their account. Students remaining in dorm housing over the summer will not receive a refund. Their deposit will be held in trust until the fall semester.

Improper Check-outs

Fines for failure to adequately clean your room or pack up all your belongings will be determined by the RHD. These fines will be deducted from your room deposit. Students will be fined \$10 for failing to return their room key.

Eviction Policy

Weimar Institute residence hall housing is designed for currently enrolled, full-time students. When a student ceases to be enrolled in classes during a school term, he or she must vacate residence hall housing. If at any time, and for any reason, a student is found to be inappropriately residing in the residence hall, the student will receive written notice from a RHD that he or she has 48 hours to vacate the dormitory.

This policy also applies during summer periods if a student does not retain his or her status as a student. If the student does not vacate housing within the 48 hour time period, his or her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the RHD in conjunction with the Office of Student Services and the Finance Office.

Summer Sessions

The policies in this handbook apply to all students year round, which includes semester and summer breaks. Some changes may occur with regard to summer curfew and other personal responsibilities. Please speak with a RHD for

details. Anyone who is on campus working to payoff a tuition balance owed to the Institute is considered a “student” under this policy.

Curfew, Night Checks & Campus Leaves

Curfew

“Curfew” begins in the residence halls at 9:30 p.m. Sunday-Friday; and at 10:00 p.m. Saturday evenings. Students are required to be in their assigned dormitory at curfew. Students who are not present during the “night check” by the RA will be reported to the RHD. Common areas of the dormitories may only be used for quiet, individual study from curfew through 6:00 a.m. the following morning.

After curfew, except for emergencies, students must receive permission before leaving the dormitory. This permission should be obtained from the RHD before curfew (see Late Leaves below). Such occasions are to be the exception and not the rule.

Curfew Pass

A curfew pass permits students to be out of the dorm an extra hour in the evening for the following reasons: 1) family or personal emergencies, 2) special occasions, or 3) out-of-town travel. Late leaves for “special occasions” will not be considered during Sabbath hours (sundown Friday until sundown Saturday). Family or personal emergencies will always be given due consideration. All curfew pass requests must be made well in advance of the actual event.

Should a student have an emergency that prevents him or her from returning to the residence hall by curfew, the student must call and speak with the RHD to make appropriate arrangements for a curfew pass to be out of the dorm after the RA’s night check. If the RHD cannot be reached, the student must contact the other RHD.

Grace Period

Because of the discrepancies between individual watches and residence hall clocks, a grace period of 5 minutes is given at curfew every evening. The grace period will not excuse habitual late curfew violations.

Campus Leaves

Long-distance and overnight travel should be minimal, since students are expected to be actively involved in campus worship services, regular church attendance, and school activities. Each student is allowed home leaves, provided that his or her church and campus responsibilities have been met. No leave

from campus should infringe upon any special schedule, such as colloquium weekends, weeks of spiritual emphasis, board weekends, etc. All leaves must be arranged in advance with a RHD upon approval of the work supervisor.

Students are responsible for checking the school's master calendar and determining which weekends they are required to be on campus for mandatory scheduled events.

Students leaving campus within a thirty-mile radius do not need permission from the Deans to leave campus. If it is a mixed group, students must notify the Deans of who is going. One female should not travel with two or more males alone. Anytime the travel destination is more than 30 miles from campus, students are required to notify the deans of those traveling with them as well as the destination.

Campus Leave Policy

Any time a student leaves campus overnight, including school-sponsored trips, permission must be obtained from the RHD before leaving the campus. Students are encouraged to seek approval well in advance of an overnight leave. Approval is not necessary for overnight events involving the entire student body, such as R&R.

Dorm students are expected to remain off campus during the dates listed on the leave request. If a leave must be cancelled or the student returns earlier than expected, the RHD is to be informed and the student should be in the residence hall by curfew. A change in a student's intended destination during the granted leave must also be reported to the RHD.

Requests for weekend leaves must be submitted by curfew on Thursday evening. Exceptions will be considered by the RHD on a case-by-case basis.

Other things to consider when requesting an overnight leave are:

1. If a proposed leave from campus includes missing a work or class appointment, it is the student's responsibility to notify the affected faculty member and work supervisor.
2. If an emergency situation makes it impossible to return to the residence hall by the date and time stated on the leave, it is the student's responsibility to call the RHD to request an extension of time.
3. Overnight leaves must adhere to the principles outlined for "Mixed Groups" (under the Personal Relationships heading) and have clear evidence of appropriate chaperoning. Falsification of overnight leave information and details will result in disciplinary action, including the possibility of suspension or dismissal.

Violation of this policy will result in the cancellation of any requested leaves and the suspension of future overnight leave privileges for the offending student.

Chaperoning

At least two staff members or chaperones, either married or of the same gender, approved by a RHD are required when overnight travel or activities are being planned.

Guests

Residence halls, including lobbies, are never opened for mixed visiting. Exceptions for special events may be made by consultation with the RHD.

Prior arrangements must be made with the RHD for all guests who wish to stay overnight in the dormitory. Family members may be allowed to stay in the student's dorm room for three nights free of charge. Family members who wish to stay more than three consecutive days must obtain approval from the RHD.

Approved same-gender guests, who are not family members, are charged a fee per night when visiting overnight in a student's room (contact the Academic Administration office for current prices) and may stay up to three nights per semester. Additional guest accommodations are available at the Weimar Inn.

Family members and visitors who are lodging in one of the dormitories must adhere to Weimar Institute policies during their stay.

Residence Hall Services and Facilities

Air Conditioners and Heaters

Some dormitories have individual-room air conditioners and heaters. Operation should be limited to the controls on the outside panel of the unit. Delphia and Bayith dorms have central heating and cooling. Personal space heaters may be permitted with the approval of the RHD. Space heaters with open heating elements are prohibited in the dorms. Personal air conditioners are also not permitted in the dorms. Students may purchase a fan for use in their assigned rooms. Students with heating/air conditioning units in their rooms must not leave these units running with the room windows open. This practice wastes precious financial resources. Failure to do so will result in a fine deducted from their room deposit.

Bicycle Storage

Bicycles may be stored in student dorm rooms or another location at the direction of the RHD. Bicycle hooks should not be placed in ceilings, walls, or any

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other part of a student's dorm room. Weimar Institute assumes no responsibility for bicycle security. Bicycle locks, if desired, are to be supplied by each owner. A bicycle rack is available in front of some of the dorms for convenience. Bicycles remaining on campus after their owners have left school will become the property of Weimar Institute and may be sold unless the student has made prior arrangements with the RHD. Please see the bicycle usage policy under Transportation, on page 57.

Blinds & Curtains

All blinds, curtains or other fixtures attached to dorm room walls are the property of Weimar Institute and may only be installed Plant Services personnel. If your room has window coverings provided, these coverings may not be removed. Special requests for a change in window coverings may be submitted to the RHD, who will in turn forward it to Plant Services if the request is approved.

Bulletin Boards

All material placed on lobby bulletin boards in any of the residence halls must be approved by a RHD or an RA.

Chores

Students living in the residence halls are required to help maintain the dormitory in a neat, clean, and well-functioning manner. A variety of chores are assigned to students each week on a rotational basis. If a student fails to do an assigned chore for a particular week, or does not complete the chore in an adequate fashion, he or she will be assigned additional chores the following week. Continual failure to perform assigned chores may be subject to disciplinary measures.

Cooking in Dorm Rooms

The US Consumer Product Safety Commission reports: "Cooking equipment causes 72% of dorm fires. Students should cook in designated areas only, and never leave cooking equipment unattended when in use." For this reason, Weimar Institute prohibits cooking in all dormitory sleeping areas. The use of hot plates, rice cookers, electric skillets, etc. is prohibited in dorm rooms. Food preparation shall be done in the Bayith kitchen (women) or the Hillside kitchen (men). The RHD's will confiscate any cooking appliances used in violation of this policy.

Additionally, insects and rodents are attracted by open and uncovered, standing food and trash. Students will be fined for dirty dishes and open food containers observed in their rooms or common areas of the dorm as well as trash

cans that have not been dumped and are overflowing onto the floor. Dirty dishes found stacked in dormitory bathrooms will be discarded.

Electricity

Students are encouraged to help control the electric bill. To conserve energy, please turn lights and other appliances off when not in use. If you leave campus overnight for any reason, please turn off all electrical devices. Obviously, refrigerators should be left running.

Hillside Dorm has heaters / air conditioners in each room. Students leaving the heater / air conditioner on while the room windows are open will be fined \$10 per occurrence.

Firearms & Weapons

All guns, rifles, slingshots, starting pistols, paint and air guns are strictly prohibited on campus, in the residence halls or in student vehicles. Possession of all martial arts weapons and knives, larger than a pocketknife, are also prohibited. Because Weimar views weapon possession as a serious offense, discipline will be imposed on violators of this policy.

Kitchens

Use of campus kitchens is privilege and not a right. Students are expected to be present while food is cooking to prevent fire hazards and are responsible for clean up when finished. Bayith (women) and Hillside (men) are equipped with a kitchen for student use. Contact the RHD with questions regarding the current policy and use of these facilities.

Laundry Facilities

Laundry rooms are located in each of the residence halls as well as coin-operated machines in the laundry room between Hilton dorm and the Weimar Market. These facilities are available Sunday through Friday afternoon. Students are prohibited from doing laundry during Sabbath hours. Detergent is available for purchase at the campus store, better known as the "Weimart."

Laundry hours for all residence halls are from 6:00am to 9:00pm, Sunday through Thursday. Students who do laundry on Fridays must ensure the process is finished before the Sabbath hours begin. Laundry may be done on Saturday evenings after sundown, but must be finished by 9:00pm. Laundry shall not be done during Sabbath hours, sundown Friday to sundown Saturday.

Mail

Mail is delivered each day, Monday through Friday, to the student residence halls. Outgoing mail deposited in the campus mailroom by 9:30 a.m., Monday through Friday, will go out the same day.

Mailing Address

Letters, Magazines, cards, etc. should be mailed to:

Name of Student
Weimar Institute
PO Box 486
Weimar, CA 95736

Packages (except Amazon orders) should be mailed to:

Name of Student
20601 West Paoli Lane
Weimar, CA 95736

Amazon orders should be mailed to:

Name of Student
20601 Paoli Lane
Colfax, CA 95713

Medical Expenses & Insurance

Weimar Institute does not provide medical or dental insurance for students. Each student is required to provide for his or her own medical insurance. Students are also responsible for scheduling and arranging any personal medical appointments. The Institute carries accident insurance for each enrolled student in the event an accident occurs on campus.

Pets

There is no provision for keeping pets in dormitory rooms. Fish are an exception if all roommates and the RHD are in agreement. Parents and friends who visit residents must leave their pets at home.

Pianos

If your residence hall has a piano, it may be played only between the hours of 8 a.m. and 7 p.m.

Protection of Personal Property

The Institute is not responsible for stolen items or money. It is the responsibility of individual students to keep automobiles, bicycles, and dormitory rooms locked and valuables secreted away.

Roofs

Roofs are not designed for foot traffic and the risk of injury from falling cannot be overlooked. Except in cases of emergency, any student who is on the roof of an Institute building without authorization will be fined \$200.

Room Décor & Posters

Most dorm rooms are furnished with a desk, chair, bed and dresser for each student. These items are not to be removed from the room, nor are they to be added to without agreement between the roommates and permission from the RHD. Some dorm rooms contain bunk beds. Bunk beds are not to be separated or taken apart without permission from the RHD.

Posters or pictures of nude or partially clothed bodies are inappropriate room décor. These items will be confiscated and the owner will be disciplined. Similarly, all posters, pictures or other decorations that promote a lifestyle contrary to Seventh-day Adventist beliefs and teaching (alcoholic beverage slogans, rock music groups, inappropriate movie graphics, etc.) will not be permitted in any of the residence halls.

Live trees can be a fire hazard, and are not allowed in any of the residence halls.

Student rooms are to be decorated in accordance with Institute standards. Pictures, posters, and wall hangings are not to be nailed, tacked, stapled, screwed, or taped to the walls or woodwork. 3M Command Strips or Poster Putty may be used to hang posters and pictures. Contact the RHD if you have questions.

Room Repairs

All dormitory room damage or repairs must be reported to the appropriate RA as soon as practicable. The RHD will arrange repairs through Plant Services.

Sick Policy

If a student suffers a minor illness that requires him or her to miss classes or a work assignment, the student is responsible for notifying teachers and their work supervisor. If necessary, the student should also contact the RHD or RA to ensure he or she receives meals from the cafeteria.

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In the event of more serious medical situations, students should notify the RHD or RA as soon as possible.

Telephones

Generally, everyone today has access to a personal cell phone or other related services via the Internet. Weimar Institute does not provide phone services for students. Please contact the RHD if you need to use a phone in the event of an emergency.

Windows & Screens

Windows are not designed as entry or exit points for dorm rooms. Such use is prohibited. Students who use windows as a means of exit or entry after night check will be subject to disciplinary action.

Window screens are not to be removed except in the event of an emergency. Removing screens to pass items into a room is prohibited. Tampering with or removal of a screen or screen seal will result in a \$100 fine.

Summer Work and Housing Policy

The summer work program is a privilege that Weimar Institute offers to those students who are currently enrolled for the fall program and who would like the opportunity to lower their school debt and/or build credit for the upcoming academic year. In an effort to provide structure and efficiency, organization to the housing process, and allow for the continued ability for students to work during summer break, the following policy has been developed.

1. Students desiring summer session work must complete a Summer Work and Housing Application. The applications must be completed during pre- registration for summer school, even if students are not taking classes. This includes those working for non-Weimar Institute businesses, such as Stallant Healthcare and Nedley Health Solutions. All applications for summer work must be received before the registration deadline or a late fee of \$175 will be incurred. Only students taking summer classes may work part time and are required to submit an application to work as well.
2. The Summer Work Coordinator (SWC) will determine where students will be placed based on current Institute needs and the student's work profile and preferences. Every effort will be made to assign students to their preferences.
3. In order to participate in the summer work program students are required to commit to work 40 hours per week, per pay period, with an

accumulated 280 hours of work over a seven week period. Students may work longer if desired but must continue to work 40 hours per week to stay in the dorms. The seven weeks must be consecutive and can start and end at any time, as long as the seven weeks are fulfilled within the summer session.

4. One vacation request may be submitted during the summer session to the work supervisor and SWC. The request should be submitted as early as possible and will be considered on a case by case basis. The request must be approved by both the work supervisor and summer work coordinator.
5. Full time workers, as specified above, will receive the discounted room rate of \$50 per month. If the hours are not met they will be charged \$10 per day for the entirety of their stay and will not be prorated. Room fees will be prorated as needed for partial months. The room must be completely vacated to receive proration, this includes all personal belongings.
6. Students enrolled in summer classes may work part time but are not required to do so. Dorm fees for students taking classes during the summer are \$35/week.
7. Part time work is prohibited except by students taking summer classes.
8. If summer students would like to stay in the dorm before or after summer classes they will be required to work 40 hours per week and pay \$35 per week dorm fees.
9. Students may not transfer to another department without the approval of the SWC. All requests for work transfers require a completed transfer form and submitted to the SWC. The transfer form must be signed by both the student and the work supervisor, regardless of who is requesting the transfer. Transfers are dependent upon availability of positions at the time of request and the student is required to continue working until notified of approval of the transfer. The SWC will contact the student and supervisor regarding the transfer within five business days. The link for the transfer form will be available on Populi, through Student Services or the Registrar.
10. The SWC is responsible for overseeing full time workers and summer student work hours, for completion of the work requirement, and reporting any deficiencies to the Deans and the business office.
11. All timecards are to be submitted to your supervisor no later than 1pm on Mondays, at the end of each pay period. You will be considered in breach of contract if your timecards are not submitted on time and may lose the privilege of working during the summer session.

STUDENT HOUSING

12. Students who are pre-enrolled for full time (12+ credits) fall classes and working for non-Weimar Institute companies, such as Stallant Healthcare and Nedley Health Solutions, may stay in the dorms for the reduced rate of \$50 per month. The requirements are as follows: required to work full time, 40 hours per week, and must submit a pre-set, monthly payment on their student account at the Business Office. The payment will be determined by the Financial Advisor during pre-registration.
13. Failure to meet the 40 hours per week criteria will result in the \$10 per day charge for the entire stay.
14. Non-Weimar Institute employees may request time off for a one-week vacation but may not stay on campus during vacation time. The room fee will not be waived for vacations and the Deans must be notified in advance.
15. If the non-Weimar Institute Employee fails to make their monthly payment on the proscribed date they will lose the privilege of living in the dorm.
16. Non-Weimar Institute employees will have dorm privileges after summer students and full time Weimar Institute employees have been placed.
17. International students needs will be considered on a case by case basis but in general will follow the above guidelines.
18. All summer students and full time workers are required to vacate the dorms by the specified date of dorm closure unless other arrangements have been approved by the Deans.
19. The dorms are not available to students under the age of 18 during the summer months.
20. Students are under obligation to adhere to all other Weimar Institute policies and procedures during the summer session as specified in the Student Handbook.

Semester Breaks

Students who wish to stay during Thanksgiving and Spring breaks to study or work should make arrangements with the appropriate Residence Hall Dean. Students who want to stay on campus for the Christmas break, must request permission to stay, find work and have approval from both their work supervisor and Resident Hall Dean.

There will be no charge for students who remain in the dormitory during Thanksgiving or Spring breaks. Students who have approval to stay and work on campus during the Christmas break will be charged \$10/day for their entire stay.

Students may not stay in staff homes with students or college age young people of the opposite sex.

Students may not stay in homes of young married students.

Spiritual Growth Opportunities

To help students build a solid Christian character, better familiarize themselves with the Word of God and grow daily closer to Christ, Weimar Institute offers a number of worship opportunities. Faculty and staff expect that students will regularly attend these periods of worship. The importance of these appointments with God cannot be overstated. “Our Saviour himself, bearing the test for humanity, acknowledged that of himself He could do nothing. We must also learn that there is no strength in humanity alone. Man becomes efficient only by becoming a partaker of the divine nature.” (Conflict and Courage, p.83)

The following specific events are planned to nurture personal and corporate spiritual growth:

Personal Devotions

“Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God” (Matthew 4:4). It is by the spiritual food, and not the physical, that we are to live. A consistent devotional life is the foundation to a strong relationship with the Lord, and Weimar Institute offers numerous possibilities for the students to develop this relationship. Students are encouraged to read and study their Bibles, to spend time in earnest prayer, in thoughtful contemplation and in joyful praise. Students are invited to take advantage of the numerous trails around Weimar to enrich themselves in nature and find a quiet place to spend time with the Lord.

Weimar Institute understands and recognizes that not all students will have a consistent devotional life and so encourages students to engage with other students and/or faculty and staff to enquire about how to develop a deeper devotional life.

Corporate & Dormitory Worship

Dormitory students are required to attend scheduled morning worship services, whether in the dormitory or corporately in Haskell Hall. Village students are encouraged to attend these worship services, but are not required with the exception of Town Hall Meetings. Worship format and times are determined by Institute faculty and staff.

Evangelism

Jesus commissioned his followers to “Go” into the world, “teaching all nations” (Matthew 28:19). He said to Peter (and to all of us), If you love me, “ feed my

sheep” (John 21:16), some of whom are “not of this fold” (John 10:18). As part of Weimar Institute’s curriculum, regular time is set apart for students to play a part in fulfilling the great commission and helping others find Jesus.

Weimar Institute provides numerous opportunities for students who are less comfortable with certain aspects of outreach to attend evangelism training classes. While there will be a variety of activities and outreach events provided throughout each semester, students are encouraged to engage in personal outreach efforts as a means of gaining experience in the Lord’s vineyard. This will increase their ability to confidently interact with others of different faiths and nourish their own spiritual life.

Sabbath Services

The Sabbath is God’s time for mankind to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the Institute gives primary attention to worship, rest, Christian fellowship, and service from sundown on Friday until sundown on Saturday. During these hours students are expected to refrain from secular entertainment, music, shopping, restaurant dining, business transactions, sports, scholastic studies, work, and other similar activities. Food delivery and sports viewing are also not appropriate Sabbath activities.

During a student’s freshman and sophomore years on campus, he or she is expected to attend the campus church weekly. Each student is also encouraged to join the Weimar Campus Church to participate in the ministry of the church. Request to attend off-campus church services should be submitted by Thursday evening at curfew.

Any student who desires to engage in ministry at another local area church may submit a request to the Director of Student Services for consideration. The Director of Student Services, in consultation with the Pastor of the campus church, will either grant or deny the request. To qualify for an exception to this policy a student must:

1. Show evidence of regular, productive involvement in the local campus church.
2. Document a plan demonstrating a desire to engage in ministry at one of the local area churches.

Small Groups

Prayer bands, Bible study groups, small groups, and similar student-initiated activities are encouraged and supported.

Guest Speakers

All potential guest speakers addressing the student body or a group of students for a special event must have prior approval. Recommendations for speakers should be submitted to the DSS. Speakers will be considered by the VPAA and/or Campus Pastor.

Student Leadership Opportunities

Assistant Dean

The Assistant Dean position is a wonderful opportunity for leadership growth and ministry opportunities within the dormitory setting. We encourage students feeling called to ministry to speak with the Resident Hall Dean. Students seeking this position should meet the following criteria:

- Evidence of a personal relationship with Jesus
- Demonstrates spiritual leadership qualities
- Exemplary role model to other students in punctuality, dress, decorum, and academics
- Good communication skills
- Inclusive socially, actively looks out for the needs of others
- Upholds the schools policies
- Positive and cheerful attitude
- Supportive of the deans and their role
- Maintains confidentiality
- Impervious to peer pressure and able to address concerns with peers when necessary
- Respected by faculty, staff and students

Student Association

The Student Association (SA) is comprised of the Executive Committee (ECOM) and dorm/village representatives. The Participation in the SA offers students an opportunity develop leadership skills and better the college experience for themselves and the entire student body. Student representatives are elected for a variety of student government positions. However, unelected students who desire to serve in an elected SA role in the future, or those who are just interested in adding a pair of helping hands to carry the load, are invited to assist those who hold elected offices.

In order to be eligible to serve on ECOM, the student must have attended Weimar Institute for one year. A student may serve up to two years on ECOM. After two years of service, the student is no longer eligible to serve on ECOM but may serve in the SA as a representative. The presidency is reserved for upperclassmen who have previously served on SA.

STUDENT LEADERSHIP OPPORTUNITIES

Student leaders (SA officers, Teaching Assistants and RAs) must maintain a 2.5 GPA and have no grade lower than a “C-” in all current courses. If grades do not meet this standard the student must meet with advisor and student success to come up with a plan of remediation. Students on academic probation, or who have been on academic probation within the previous six months, are not eligible for these positions.

Student leaders are expected to demonstrate a personal commitment to the principles and standards of Weimar Institute and maintain a good citizenship record.

Student Responsibilities

Attendance

In addition to classes, all dormitory students are expected to attend the following:

1. Daily worship
2. Total Community Involvement
3. Midweek Service
4. Friday evening vespers
5. Sabbath Services
6. Town Hall Meetings are mandatory for all students (dorm, village, non-traditional)

Any student who leaves a meeting early, without permission from an RHD, will be considered absent for that event. Permission to miss these meetings is left up to the discretion of the RHDs. Students who do not comply with regular attendance will be counseled by the RHDs and if necessary referred to Student Affairs Committee.

Students are reminded that worship services are of utmost importance and are a vital part of the Weimar Institute experience.

Exercise

Students are encouraged to develop the habit of engaging in regular outdoor recreational pursuits. In keeping with the College's commitment to biblical values, we believe that the best forms of recreation take place in nature, free of the artificial stimulus of competitive team sports and games. The ideal form of recreation involves the working of the soil and the cultivation of plants in close imitation of the Edenic model (Education, p. 211), but students may also gain significant benefits from other non-competitive activities such as hiking, cycling, skiing, backpacking, trail running, camping, rock climbing and mountaineering. Weimar's extensive trail system offers students an attractive venue for hiking and trail running.

Rest

Adequate rest is essential to the maintenance of physical, mental, social, and spiritual health. Late night study and/or socializing should be an exception to the rule and not a habit. The Institute encourages students to regularly retire by approximately 9:30 p.m., and to rise early in the morning for devotional time, exercise, and study. For details, see page 27.

Study Time

Most students should expect to spend a minimum of two hours of study time outside of class for each hour spent in class. This time should be spent studying assigned materials for class preparation and homework afterwards. Thus, if a student were taking 16 credits, it would be reasonable to expect to spend an additional 32 hours of study per week. Open times during the day, evenings, early morning hours, and unstructured weekend time provide opportunities for concentrated study. Each student must make study time a priority to keep up with class assignments and to allow time for genuine and deep learning.

To build a foundation for this type of academic study, we commend to students the Bible. It is good to remember that earnest Bible study is the best activity for true cultivation of the intellect.

The mind occupied with commonplace matters only, becomes dwarfed and enfeebled. If never tasked to comprehend grand and far-reaching truths, it after a time loses the power of growth. As a safeguard against this degeneracy, and a stimulus to development, nothing else can equal the study of God's word. As a means of intellectual training, the Bible is more effective than any other book, or all other books combined. — Education, p. 124.

The intellectual training needed to develop deep, thoughtful skills can be best developed through a committed, consistent study of the Bible each morning. We recommend this as a builder of intellectual capacity and study effectiveness, but also as a builder of character and revealer of truth.

Textbooks

While the works of Ellen White and some theology textbooks may be available at the Weimart, most textbooks and required reading are not available for purchase on campus. These books can be obtained on websites such as [Amazon.com](https://www.amazon.com).

Responsibilities to Others

Our behavior affects those around us. At times, and in keeping with the biblical principles (see Phil 2:3), we must set the needs of others ahead of our personal desires. As Christians, we must also live up to the commitments we have made. With this in mind, students are reminded to pay particular attention to the following obligations:

1. Adherence to the Institute's dress code

2. Following evening curfew and quiet time policies
3. Faithfully carrying out and satisfactorily completing dormitory cleaning chores
4. Reporting on time for Cafeteria chores
5. Maintaining a clean and orderly room
6. Appropriate use cell phones/computers during worship services

It is the desire of faculty and staff that all students will uphold Weimar Institute's commitment to be a school that reflects Christ and heaven's values.

Dress & Personal Appearance

Principles

Faculty and students of Weimar Institute are asked to dress in a manner that positively reflects the Mission and Vision of Weimar Institute. Students should remember that they are always witnesses for Christ—both on and off campus. Since no dress code can cover all contingencies, students and faculty are expected to exercise Godly judgment in their choice of clothing based on the following principles of modesty (1 Peter 3:3-5), professionalism (Titus 2:7), and functionality (1 Timothy 2:9).

Dress Requirements

Event	Formal	Business Casual
Church	✓	
Vespers (Friday Night)	✓	✓
Prayer Meeting (+ TCI Apparel)	✓	✓
Classroom (+ Dark Wash Jeans)	✓	✓

Categories

This list includes items that would be acceptable attire for various events as notated above. Dark wash, brown, black and maroon jeans are acceptable for classroom attire. Faculty, staff, and students are encouraged to wear their very best for Friday night and Sabbath services. For those involved in presenting during Sabbath services, please refer to the Church policy. The college may apply these dress categories (formal, business casual, and casual) to any college sponsored event, if necessary.

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Male	Female
Formal	
<ul style="list-style-type: none"> • Suits / 3-piece suit • Button up dress shirt with tie • Ties/ bow ties • Appropriate shoes/socks • Dress sweater • Turtlenecks with suit • Vest with tie • Cardigan 	<ul style="list-style-type: none"> • Dresses • Skirts • Blouses • Dress shoes • Cardigans
Business Casual	
<ul style="list-style-type: none"> • Chinos • Dress shirts • Polo • Sweaters • Appropriate jacket • Close toes shoes • Dress shoes (appropriate footwear during intemperate weather includes rain-boots and hiking boots) • Dark wash jeans (not for vespers) 	<ul style="list-style-type: none"> • Chinos • Dresses • Skirts • Dress slacks • Sweaters • Sandals • Dress shoes (appropriate footwear during intemperate weather includes rain-boots, dress boots, and hiking boots) • Dark wash jeans (not for vespers)
Casual	
<ul style="list-style-type: none"> • Denim pants • Shorts • Hoodies • Flip flops • Board shorts • Tennis shoes • Joggers 	<ul style="list-style-type: none"> • Jeans • T-shirt (only appropriate logos) • Hoodies • Shorts • Skirts • Flip flops • Board shorts • Tennis shoes • Joggers

Hairstyles

Hairstyles should be clean, neat and gender appropriate. Hair color should be traditional and natural. Students are to refrain from having hairstyles that pertain to that of the opposite gender. Students are also to avoid messy dreadlocks, man buns, mohawks, artistically shaved hair designs, and other flamboyant hairstyles.

Jewelry

All students are to refrain from wearing jewelry. This includes all forms of rings, bracelets, friendship bands, necklaces, chains, medallions, earrings, and pierced body jewelry. An exception is made for medic alert chains or bracelets.

Makeup

Makeup, when used, should enhance natural beauty in color choices and application.

Tattoos

Tattoos are not permitted. Existing tattoos should be covered and hidden from public view where possible.

Appropriate Public Attire

Well kept, beautiful clothing that is not frayed or torn and that does not unnecessarily accentuate or reveal body parts is appropriate for public attire. Acceptable clothing includes shorts to the knee, dresses and skirts below the knee at all times, non-revealing tops, and shirts with sleeves. Please refrain from wearing tight fitting jeans or pants, tops that show cleavage, ripped/faded clothing, or leggings as pants. Students are to also refrain from wearing clothing containing logos and/or language that repudiates Weimar Institute's standards.

Dress Code Enforcement

Infractions

1. **Self Accountability:** Students are encouraged to keep themselves and their fellow students accountable to the principles outlined in the above policy.
2. **Verbal Warning:** A constructive conversation seeking to help the student, not hinder/reprimand¹. Faculty can send student back, student receives a tardy/late/affects attendance grade
3. **Written Warning:** A letter will be sent out to the student, and will be maintained on the student file.

¹ Students must take responsibility for reasons as to why they cannot meet dress code and approach staff before class with reasoning.

STUDENT RESPONSIBILITIES

- 4. Disciplinary Meeting:** Meeting organized with senior/admin staff. It should be noted that violation of dress-code policy will be treated just as a violation of other policy and can result in serious disciplinary action.

Personal Relationships

Institute Expectations

Developing an exclusive friendship is something to anticipate and plan for. Factors to be considered include spiritual and emotional maturity, personal values, education level, practical skills development, financial stability, age and openness to counsel. The Institute policies are a guard to help each student follow the calling of the Lord. For Further information on principles for relationships go to <http://weimar.edu/student-services/relationships>. These principles are designed to be an aid and not a hindrance to students as they navigate this important phase of life. See Selections from the testimonies for Students and Workers of Our Sanitariums, p. 3

Interest

Any student who is 20 years of age and older and feels they are ready to explore a relationship should first counsel with their parents and then a trusted faculty or staff member to help determine their personal readiness for courtship. Weimar Institute will take into consideration the wishes of any parent who feels he or she is unable to support their son or daughter's desire to enter into courtship.

Courtship

Once the students have individually counseled with a faculty/staff member and obtained parental support, the couple is ready to move into courtship. Courtship opens the door for couples to get to know one another in a more intentional way and determine compatibility in marriage. Couples are encouraged to spend time together during church services and worships, in open areas on campus such as the Student Center, the picnic tables in front of the cafeteria, or "walking the loop." When alone, students must resist the desire to engage in displays of physical affection, such as holding hands, cuddling and kissing, until they have committed to engagement. Couples are expected to avoid secluded places such as isolated classrooms, offices and campus trails.

Student Services will provide couples with a list of faculty and staff members who have chosen to volunteer as mentors and counselors for students who are courting. Couples will commit to meet weekly with their chosen mentors/counselors. These meetings are designed to help couples determine compatibility and chart the course for their relationship.

If a couple decides to end their courtship, individual counseling options will be provided for students to navigate through this often difficult time.

Engagement

When a couple has made a commitment to marriage, ongoing counseling and mentorship will continue. During this time, the couple will be guided through a premarital counseling program based on the materials published by the Seventh-day Adventist Church. As a word of caution, all couples need to consider the impact their behavior will have on their friends and other students. Remember, we are counseled by Paul, to "abstain from all appearance of evil" (1 Thess. 5:22).

Guarding the Mind and Entertainment

Weimar Institute urges students to follow the counsel given in Philippians 4:8, whether they are occupying the mind with study or leisure activities. Paul counsels: “Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, if there be any praise, think on these things.”

Weimar Institute expects that students who feel called to attend classes on this campus will strive to maintain a consistent, principled life at all times. This commitment extends beyond the campus and includes personal behavior while off campus as well as Internet and media use. Enrollment at Weimar Institute establishes the student as a representative of its principles.

Entertainment, Movies & Sporting Events

Weimar Institute discourages participation in activities for mere amusement or personal entertainment. Live drama, feature films, entertainment-oriented programs, televised sporting events, and gaming are prohibited. While the staff members have neither the time nor desire to micromanage students electronic devices, a level of maturity and discretion is expected to accompany usage of these devices. Evidence of participation by students in any of the above listed activities will be addressed by staff. All forms of electronic media and reading material are to be used only in ways that clearly uplift the human spirit and respect the rights of others.

Cell Phones and Mobile Devices

Cell phones and mobile devices must be silenced during classes, convocations, music events, worship services, and in the library. Text messaging is inappropriate during public meetings. Students are expected to use their phones responsibly. The inability to use phones responsibly could result in disciplinary action.

Distribution of Information

Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, or any other form of written communication must first receive permission from the Vice President for Academic Affairs (VPAA).

Internet Use & Electronic Devices

The Weimar Institute Internet system is provided as an aid to help students in their academic pursuits. Misuse of the system will result in the restriction of its use and possible discipline.

Students are required to submit specific identifying information for all electronic devices using Weimar's Internet services. Such information will be used to regulate the fair distribution of Internet services to all users on the campus. If a student uses false information to register one of his or her devices, or seeks to avoid detection of his or her identity by registering false information, he or she will be subject to disciplinary measure. This policy also applies to library computers as well.

Computer & Network Use Policy

Preamble

The computing, network and information resources of Weimar Institute are intended to support the mission of teaching, scholarly activity and service for the Institute's students, faculty, and staff. Appropriate use of the computer and networking facilities by members of Weimar's academic community should always reflect academic honesty and good judgment in the utilization of shared resources and above all, the highest Christian ethical standards.

Responsible use of resources

Passwords and similar authorization information should not be disclosed to any individual (whether family, faculty, or student), with the exception of an authorized system administrator performing account maintenance activities for which the password is required. Users must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied. No activities that would tend to compromise system security and viability are acceptable. Examples of prohibited behaviors include but are not limited to Trojan horses, port scanning, and the launching of or knowing of transmission of viruses or worms.

Personal Usage

No member of the Weimar community may use any resource owned or maintained by Weimar to run a business or commercial service, or to advertise for a commercial organization or endeavor.

Harmful Activity

Individuals must not use their Weimar computer privileges to cause harm to any person or computer, whether internal or external to Weimar. Examples of harmful activities include but are not limited to, disabling other's computers, altering information integrity and email spamming.

Network Privacy

Users should be aware that their use of Weimar's computing and network resources is not completely private. Those responsible for maintaining Weimar's computing and network resources have the right to allocate resources at their discretion. They also may control access to its information and the devices on which it is stored, manipulated, and transmitted in accordance with Weimar Institute policy and the laws of the State of California and the United States. Authorized systems administrators also may access others' files for the maintenance of network computer and storage systems, for the maintenance or security of networks. They may also access others' files and data on network devices or in transit.

Investigation and Sanctions

Serious or persistent violations of this code will be investigated and may result in temporary or permanent restrictions including the suspension of computer and network privileges.

Personal Responsibility for Content

The content of any files or services made available to others over the network is the sole responsibility of the person with ownership of, or administrative authority over, the computer providing the service. It is this person's responsibility to be aware of all applicable Federal laws, State laws and Weimar policies. This person is liable for any violations of Federal or State laws, or Institute policies.

Internet File Sharing at Weimar Institute

In order to avail itself of protection provided to an Internet Service Provider (ISP) under the Digital Millennium Copyright Act, Weimar Institute must do its part to ensure that illegal file-sharing of copyrighted software, music, etc. is not taking place over our network. The use of peer to peer file sharing applications including, but not limited to, KaZaA, Gnutella, Bit Torrent, Direct Connect, and Limewire to share such files constitutes a violation of this policy and of U.S. Copyright Law. In addition, file-sharing applications consume a massive amount of Weimar's network resources. Students suspected of participating in these activities will be subject to investigation and sanctions as mentioned above.

Pornography

Pornography, in all its forms, is very addictive and will not be tolerated on campus. When there is a struggle with pornography students are implored to seek assistance. Students who desire help in this addiction need to seek counseling from an RHD or a trusted faculty or staff. Upon receiving counseling this behavior is expected to cease immediately. Students who do not seek help or cease this activity will be subject to discipline up to and including expulsion from the school.

Social Media

Social media outlets such as Facebook, Instagram, Twitter, etc. have great potential for ministry and professional networking, as well as social interaction. With the ability to contact vast numbers of people through these mediums, Weimar Institute holds its students responsible for the content of their social media postings. Weimar students not only represent themselves, but they are also representatives of the Seventh-day Adventist Church and its supporting ministries. For this reason students must abide by the following guidelines for social media usage:

1. You should take time to evaluate personal comments before posting them on social media sites. Questionable content may be misunderstood by others which will reflect negatively on you, the Church, Weimar Institute and more importantly, on the Lord.
2. If you are involved in an emotional incident and feel the need to share information with others, think before you act. Posting comments on social media sites should only be done after you have had sufficient time to process a situation you feel passionate about. Impulsive, reactionary, and/or defensive posts are discouraged as many times they may misrepresent your true feelings.
3. Posting emotion-laden rants on social media sites is not a substitute for following the steps of reconciliation outlined in Matthew 18. Therefore, posting defamatory personal comments will not be tolerated.
4. Remember that your posts have an affect on the larger world around you. People will measure the standards of Weimar Institute, the SDA church and many times Christianity by your behavior.
5. Failure to abide by these guidelines may result in disciplinary measures.

Examination of Electronic Devices by Staff

The Institute reserves the right of faculty and staff members to examine the content of any computer, hard-drive, phone or other electronic device used to access the Internet via the Institute's Internet system for illegal activities and pornographic materials. Students consent to this authorization when they access the Institute's Internet system.

Transportation

Student Vehicle Policy

The basic principles behind the development and enforcement of the vehicle policies include concern for personal safety and the appearance of the environment. There are many factors in considering traffic safety on campus including our many pedestrians, both the very young and the elderly. These policies apply to motor vehicles and bicycles. Please use common sense and remember that vehicle operation on the Weimar Institute campus is a privilege, not a right.

To safeguard the physical integrity of the people who make use of the sidewalks and driveways and be in compliance with the limits of the campus insurance policy:

- Off-road vehicles are prohibited on campus. This includes motorcycles and any other type of motorized vehicle for off-road use.
- Bicycles are only allowed on paved roads, they must be used as a means of transport and not in a reckless manner that puts the integrity of people at risk.
- The use of skates or skateboards is not allowed inside the facilities of the Weimar Institute.

Vehicle Registration

All students (both village and dorm) who bring a vehicle/motorcycle to campus during the semester will need to register their vehicle at the college office. The college office will then issue a parking sticker that must be displayed on the lower, left-hand side of the rear window or be readily seen on motorcycles. Vehicles may only be operated by the licensed driver making the application.

Students wishing to lend their personal vehicles out must register the names of each additional driver. Additional drivers must provide proof of licensure and insurance. These guidelines apply to both dorm and village students. Students of Weimar Institute are expected to take their vehicles with them when they leave during the summer and when they graduate. Any vehicle left behind without the specific prior approval of the Student Affairs Committee may, after due notice, be impounded off campus at the student's expense.

Operation

Vehicles are to be operated at a speed of less than 5 miles per hour on the loop and 10 miles per hour on the roads to the farm and academy. These speed limits

are posted. Vehicles should keep to the right side of the roadway. All STOP signs must be obeyed. Pedestrians have the right-of-way at all times. Motor vehicles are never to be driven unless the person has a valid driver's license. Weimar Institute vehicles are not to be driven by any student unless he or she is an approved Weimar Institute driver and is instructed to drive by their immediate supervisor or Outreach Coordinator.

Sidewalks are not to be used as driveways. The wide sidewalk above Bayith, Princess, and Hilton dormitories, Sidewalk Road, may be used with approval of the deans only when moving in or out of the dormitories or unloading large items that cannot be carried from the parking area. This sidewalk is not to be used for picking up or dropping off passengers. Several homes and office doors open onto this sidewalk therefore, speed should not exceed 5 miles per hour.

Parking

All on-campus vehicles must have student parking permit visible on windshield. The vehicles are to be parked in the lower parking lot located next to Hillside Dorm or in the parking lot across from the old chapel. There is no other student parking on the main campus. Loading and unloading in other designated parking areas is permitted for 15 minutes only.

Bicycles

Bicycles should only be used on roadways, not on lawns or sidewalks. The only exception would be, Sidewalk Road, where bicycles should not exceed a walking speed. Bicycles are not to be parked inside the buildings, on porches, or on the sidewalk. Each student must assume responsibility for the security of his own bicycle and must register it with the residence hall dean. Students under 18 must wear a helmet.

Skateboards & Scooters

Skateboards or scooters are not allowed on campus.

Valuables

Do not leave valuables in your car. Weimar Institute is not responsible for stolen items.

Weimar Institute Vehicles

To drive a Weimar Institute vehicle, you must be at least 18 years of age, possess a valid driver's license, and be listed as an approved driver. You are responsible to

STUDENT RESPONSIBILITIES

return the vehicle in good and clean condition, park the vehicle in its designate space, complete the vehicle use log, and return the keys and vehicle log to the Administration Office.

Accidents

Students driving on campus in Weimar Institute vehicles or their own will be responsible for any damage done due to wrecklessness or irresponsibility. In other words, drive safely, sanely, and carefully.

Violators

Anyone who violates the traffic safety rules will be subject to citations and/or fines. Tickets will be issued for speeding, careless driving or other moving traffic violations, or for parking in undesignated parking areas. Generally, the first ticket will be a warning, the second will result in a fine of \$25.00 or more, and the third will result in the loss of the privilege of having a vehicle on campus. Careless driving practices may result in the loss of the privilege of driving on campus.

Transportation To and From Weimar Institute

Students are responsible for their own transportation to and from Weimar Institute. Students needing transportation from airports or other points beyond Colfax or Auburn should seek to use available public transportation. Students have commonly used SuperShuttle when necessary (<https://booking.supershuttle.com>).

Disciplinary Measures

The following procedure(s) will be followed when a student fails to comply with the policies in this handbook, or acts in a manner not befitting the spiritual or academic environment of the Institute, or endangers his or her general safety or the safety of others. Policy violations shall be documented as indicated below:

Minor Policy Violations

The appropriate RHD, staff member, or advisor observing a minor policy violation shall counsel the offending student. The corrective action shall be considered a “verbal” warning. The RHD, staff member or advisor shall document the incident for recordkeeping purposes via memo for record (MFR) and provide a copy to the student. The Director of Student Services shall retain a copy of the MFR, such that, if the offense is not repeated during the academic year, and the student has no further behavioral problems, the MFR shall be destroyed. Continuous violation of Institute policies will be referred to the Student Affairs Committee, and if necessary to the Student Discipline Committee. Minor policy violations are (but not limited) dress code, all dorm policies, cafeteria chores, and inappropriate phone use.

Major Policy Violations

For major policy violations, the Student Discipline Committee shall convene to investigate the policy violation. The offending student shall:

1. Appear before the committee
2. Be informed of the conduct for which he or she has been summoned
3. Be given an opportunity to offer a defense and explain why he or she should not be disciplined

The Student Discipline Committee shall deliberate either in or outside of the student’s presence regarding the conduct, and may meet on multiple occasions, if required, to ensure fairness.

Suspension/Dismissal

When the Student Discipline Committee determines suspension or dismissal from the Institute is appropriate, the recommendation shall be forwarded to the VPAA for final resolution. Upon examination of the relevant evidence, in counsel with the committee chair and the Director of Student Services, the VPAA shall make a decision and proceed with implementation.

STUDENT RESPONSIBILITIES

The Student Discipline Committee shall determine what measures should be taken to uphold Weimar Institute's policies. If the Committee decides to handle the matter informally, the procedure for Minor Policy Violations shall be followed. However, if the Committee decides to handle the matter more formally, their findings shall be documented via MFR and a copy shall be placed in the student's academic file. The student shall also be given a copy of this document. If a student fails to attend a meeting of the Student Discipline Committee, he or she may be suspended or expelled.

Students may appeal the findings of the Student Discipline Committee in writing to the VPAA within ten (10) days of disciplinary action. The VPAA shall provide a written response to the student within five (5) days of receipt. All decisions of the VPAA are final.

Safety & Security

Criminal Behavior

Assault

Weimar Institute has a zero tolerance policy for either physical and/or verbal assault against its staff members or students. Any student involved in this type of behavior will be subject to discipline up to and including expulsion from the school. In the event of an actual crime, the Placer County Sheriff's Department will be contacted. For additional information regarding assault see the sections titled Sexual Assault and Sexual Harassment on page 62.

Hazing

Hazing includes, but is not limited to, any act directed toward an individual, or any coercion or intimidation of an individual to act or to participate in something which a reasonable person would perceive is likely to cause physical or psychological injury and where such act is a condition of initiation into, admission into, continued membership in, or association with any group, whether that group is a formal or informal entity. For more information see California Penal Code, 245.6.

Any student who plans or engages in hazing or commits any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest will be subject to disciplinary action up to and including expulsion from the Institute (See California Education Code 32050-32051).

Any student who throws projectiles of any kind at any person, building, or vehicles will also be subject to disciplinary action. Any type of prank or game that may potentially damage Institute property, personal property or cause injury will not be tolerated, and will result in confiscation of the items in use. Any student engaged in such activity will be fined for any damage to buildings or other property. Criminal prosecution may also occur.

Pornography

Distribution and production of pornography and sexting that violate the law will be referred to the Placer County Sheriff's Department.

Sexual Assault

Sexual assault is a crime punishable by law. Sexual assault includes all forms of rape, attempted rape, and non-consensual sexual physical contact. Both men and women may be a victim of these crimes. Any sexual activity without the consent of both parties is a crime.

Weimar Institute condemns such acts, and will take stern and swift action following the requirements of the law against the perpetrator. Any student, faculty member, or staff member guilty of such activity shall be subject to discipline, including dismissal and criminal prosecution.

If you are a victim of sexual assault:

1. Go to a safe place. Call a close friend to be with you for support.
2. Call one of the RHD's. If a sexual assault is reported to institute personnel, appropriate steps will be taken to immediately investigate the incident. If circumstances warrant, the Placer County Sheriff will be notified.
3. It is the responsibility of all faculty and staff members of the Institute to report any known cases of sexual assault immediately to one of the following:
 - VPAA
 - Director of Student Services
 - RHD
 - NEWSTART® Clinic Medical Doctor
4. If you plan to report an incident, do not shower, change clothing, or eat or drink anything. These behaviors may destroy vital evidence.
 - Due to limited medical treatment capability, the Weimar NEWSTART® clinic cannot meet the legal requirement for treatment of rape or sexual assault victims.
5. The following resources are available to all crime victims:
 - Placer County Sheriff: (530) 889-7800
 - Placer County Victim/Witness: (530) 889-7021
 - Placer County SART: (916) 543-2533
6. Sexual assault is a traumatic event. As such, all Weimar staff and faculty must respect confidentiality by limiting the discussion to people involved in the case.
7. Weimar Institute will facilitate counseling services as needed

Sexual Harassment

Weimar Institute is committed to creating a safe and collegial environment that is conducive to learning and personal and spiritual growth. Toward this end, students, volunteers, faculty, and staff (or other persons providing services for Weimar Institute) should never place another student or colleague in a position of embarrassment by the use of language or actions that carry either overt or subtle sexual overtones. Such behavior is not only a violation of the Christian principles that Weimar Institute espouses, it is also a violation of state and federal law.

1. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, and/or other verbal or physical contact of a sexual nature when: Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or,
2. Submission to, or rejection of, such conduct by an individual is issued as a basis for employment or academic decisions affecting an individual; or,
3. Such conduct has the purpose, or effect, of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

As such, sexual harassment at Weimar Institute will not be tolerated in any form. If a student encounters such behavior from a member of the faculty or staff at Weimar Institute or from a fellow student the following steps should be taken:

1. Such an encounter should be reported to the Director of Student Services or one of the RHD's. These staff members will seek to ensure the student's right to privacy and the alleged offender's right to due process.
2. Students, faculty, or staff members who are aware of any incidents of sexual harassment are also responsible to report such incidents.
3. An investigation will be made for the purpose of seeking to establish whether there is a reasonable basis to accept the allegations as fact.
4. The accused will be fully informed as to the nature of the allegations and will be given reasonable opportunity to respond to the charges.
5. If it is determined that the allegations are valid, immediate and appropriate disciplinary action will be taken—up to and including dismissal.
6. If it is determined that the allegations are unfounded, steps will be taken to restore the reputation of the accused. If it is determined that the accuser was intentionally dishonest, he or she will be subject to discipline.

Substance Abuse

Weimar Institute is a drug-free campus that actively seeks to provide an environment in harmony with the philosophy of the Seventh-day Adventist Church, as well as state and federal laws. Weimar Institute has a zero-tolerance policy on the use of drugs, alcohol, and tobacco.

Theft

Students must take precautions to protect their personal belongings. Rooms should be kept locked when not occupied and names should be put on personal property. Weimar Institute is not responsible for items stolen while students are at school.

Any student who takes the property of another, without permission, will be disciplined immediately and subject to suspension or dismissal from the Institute. If it is determined that an actual theft occurred, the Placer County Sheriff's Department will be contacted for appropriate action. Thievery will not be tolerated.

Note: Possession of lobby furniture, vacuum cleaners, tools, or other residence hall property, without permission from the RHD, will result in disciplinary measures. Anyone in possession of an unauthorized master or room key will be subject to discipline or dismissal.

Vandalism

Any deliberate damage done to any campus property will result in fines, restitution and possible criminal prosecution.

Emergency Safety Procedures

Fire Drills

The residence halls are required to hold periodic fire drills. When the alarm sounds, the law requires that all residence halls be evacuated as promptly as possible. Students should follow the fire escape route posted on the back of their room door. Students must remain outside the dorm at the designated fire assembly point until the alarm has ceased sounding or you are given other directions by an RHD or other faculty member.

Students must check in with their RA or RHD at the location listed on the back of their door so they can ensure everyone is accounted for. Students may not return to the dorm until receiving permission from the RHD.

Fire Hazards

The following items are considered a fire hazard and are prohibited in the residence halls:

1. Candles
2. All combustible chemicals
3. Electric cooking appliances (other than microwaves)
4. Halogen lamps
5. Incense
6. Objects with open flames
7. Oil lamps
8. Fireworks
9. Torches

Hallways must be free from obstructions at all times. Room or hall doors are not to be propped open or blocked.

Tampering with Fire Equipment

Tampering or misuse of emergency fire equipment such as alarms, smoke detectors, escapes, hoses and extinguishers can create a serious fire hazard and is a violation of Institute regulations and state and county fire ordinances. Any student who tampers with emergency equipment will be subject to disciplinary measures and will be held responsible for any damages caused by fire or smoke as a result of his or her behavior. A fine of \$250 will be levied for all such violations.

Fireworks

Selling, possessing, or using fireworks or similar combustibles are a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items are subject to disciplinary action and confiscation of the item.

Individual Safety

Mental/Emotional Health

If for any reason a student is discouraged or depressed, they should talk to the RHD. The RHD can refer them to appropriate counseling to help with depression. Students who express suicidal thoughts need immediate evaluation and possible referral to a therapist. Our campus chaplain is also available to counsel students by appointment.

Emergencies

In the event of an emergency such as a fire or medical emergency, students should call 911 and then inform one of the RHD's. In the case of a minor security issue that is not life-threatening or in the event a student witnesses a suspicious individual or other activities on campus he or she should notify the RHD immediately.

Right of Entry

The Institute reserves the right of entry for a RHD, his or her representative, or an Institute security officer to enter and inspect a student's room at any time of the day or night. Students consent to this policy when they move into any of the residence halls or other residences on campus.

Changes to this Handbook

Policies in this handbook are subject to change after printing. Students will be notified of any changes either by email or in writing within 10 days. Students shall not be held accountable for policy changes until personal notification has occurred.

Dormitory policies may be found in this handbook. The RHD's have the authority to enforce, amend or modify these policies in consultation with the Student Affairs Committee and Academic Affairs Council. Students will be notified of any changes by email or in writing.

Violation of Policies in the Student Handbook

A copy of the Student Handbook is available to each student either in hardcopy, online or both. Students are responsible for reading this manual, understanding its content and abiding by its principles and guidelines. Student assent to these policies is given by the student's attendance at Weimar Institute. Personal disagreement with any policy or guideline in this document is not a valid reason to violate Weimar Institute policies. Violations of this policy manual will be handled in the manner described in the section titled Disciplinary Measures.

Conclusion

Congratulations. You've reached the end of this booklet. We hope you've come to understand that Weimar Institute is a very special place and caught a glimpse into the Inspiration-based principles that make it this way.

We hope you've enjoyed your journey through our handbook. Feel free to refer to it often, and to ask staff if you have any questions about what you've read. Weimar Institute is a place of deep spiritual blessing. It's a joyful place and a place that we hope you will call "home."

WEIMAR

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