



Tabor College Undergraduate Studies

**STUDENT LIFE**

## **MISSION**

The Student Life Office exists to nurture the holistic development of students through intentional relationships, programs, and services which promote the integration of faith, learning and living.

At Tabor we are serious about classroom and non-classroom learning. Thus, there is an Office of Academic Affairs and an Office of Student Life. Both offices work together on certain programs, which lead to close cooperation and integration of a student's total academic and non-academic program.

The Office of Academic Affairs is responsible for courses, credits, majors, degrees, grades, teacher evaluation, and independent study.

The Office of Student Life is responsible for the following:

1. Chapel
2. New Student Orientation
3. Residence Life
4. Career Services
5. Personal Counseling
6. Student Government
7. Social and Cultural Activities
8. Campus Ministries
9. Student Organizations and Clubs
10. Student Publications
11. Lifestyle Guidelines
12. Student Success and Retention
13. Student Conduct and Discipline
14. Transportation

## **CHAPELS**

Chapels are planned by the Student Life Office. Chapels include liberal arts and community building activities of various kinds. Speakers, concerts, missions messages, touring groups, and videos are all part of the chapel program.

Chapels are scheduled each Tuesday and Thursday at 11 a.m. and occasionally in the evening and on weekends. Refer to the Student Handbook for specific requirements.

## NEW STUDENT ORIENTATION

Several special programs during the summer and fall are planned to help new students become acquainted with Tabor.

**Early Registration.** New students may preregister during designated times in spring and summer. The early registration days are designed to assist students to get a step ahead of the process in the transition process.

**Orientation.** Freshmen are scheduled to arrive on campus several days prior to the first day of classes. During these days, many events are planned to acquaint new students with the campus, college-level academics, faculty, and student leaders. Registration is finalized during this time.

TC101 Introduction to the Tabor Experience. This is a course dealing with aspects of campus life and the college experience within the context of continued orientation, which is offered during the first semester, and is required for all freshmen.

TC 310 College, Christianity and Culture is a one hour course required of all new transfer students.

## TRANSPORTATION

If necessary, Tabor College will provide transportation for new students from their places of arrival (i.e., airport, train station, bus station) to the campus. This service will be provided at no charge at the beginning of their first semester. The arrival point should not exceed a 60-mile radius of Hillsboro. Student Life will try to arrange transportation for any student at any time with a charge for the mileage.

## RESIDENCE HALL LIVING

Tabor is a residential college. As such, all full-time students are required to live in college residences unless one or more of the following conditions exist. The student must:

1. be 23 years of age prior to beginning of school year
2. be living with parents
3. be a fifth-year senior
4. be a married student
5. be a student with dependents
6. have unusual circumstances (see details below)

**Full-time students age 22** prior to the beginning of a semester (considered the first day of regularly scheduled classes) who would otherwise be required to live on campus may apply for off-campus residency. If granted, students must continue to purchase a meal plan from the campus food service greater than the declining balance deposit plan, and their Tabor College financial aid program scholarships and grants will be limited to one-third of tuition. President's and Dean's Scholars will be exempted from this financial aid policy. Students wishing to apply may pick up an application in the Student Life Office at least two weeks prior to the beginning of the semester.

***Unusual Circumstances.*** Students wishing to live off campus who do not qualify by the above conditions or feel they have unusual circumstances to be considered should follow the following procedures.

1. Make a request to the Director of Housing.
2. The Director of Housing will evaluate the student's circumstances and will make a decision to grant, or deny, or in the case of perceived financial difficulties may refer the matter to the Director of Student Financial Assistance to evaluate the need for financial assistance.
3. The Director of Housing or the student may refer the request to the Housing Appeals Committee.

To build a positive atmosphere in which close living can be constructive, a Rooming Agreement has been developed which students must sign before they move into their rooms.

Rooms may be occupied by new students on the first day of Orientation and by returning students on the day preceding registration. Residence halls are closed during the Christmas break, spring break, and summer. Rooms are to be vacated by 6 p.m. following Commencement, or within 24 hours of the beginning of any school break. All students living in the residence halls during Interterm must be enrolled in a course.

A comprehensive deposit is required. Further details are available in supplementary financial information.

Soliciting of any kind by non-students on the Tabor College campus is not allowed. This includes sales parties. Only soliciting that is initiated, arranged, and directed by students is allowable. Non-student sales personnel may not be present.

## **CAREER SERVICES**

One significant aspect of college life is the opportunity to get to know oneself better, explore a variety of future career options, and prepare to enter the job market. To facilitate these tasks, Career Services exists to help students achieve their highest potential as servants of Christ by providing quality, relevant career services through:

- Career counseling and training
- Job search advisement and services
- Career resources and information

Resources and services to accomplish this mission include: individual career counseling, TC 103 (Career Planning Seminar course), career resource library, ACCK Teacher Interview Day, teacher credential service, resume writing workshops and assistance, a career website, and more.

## PERSONAL COUNSELING

Informal relationships are an important part of the Tabor College experience. Students should feel free to talk to any faculty or staff member about personal matters or issues that concern them.

Students who are desiring or in need of professional counseling/mental health care may be referred to Prairie View. Prairie View is the local mental health center which provides counseling from a Christian perspective. Financial assistance may be available through Prairie View and/or the Student Life Office. Please contact the Student Life Office for more information regarding professional counseling.

## HEALTH SERVICES

**Medical Services.** Tabor College does not have a school nurse; however Hillsboro has a well-equipped, well-staffed hospital. Referrals are made to a physician when deemed necessary or requested by the student. Students are encouraged to continue treatment with their family or personal physician whenever this is possible.

**Health Insurance.** Enrollment in the Student Medical Insurance Plan is mandatory unless proof of coverage by a substitute plan is presented at registration. The requirement will include the name of the insurance company, policy number, and parent's signature verifying the information. See the supplementary financial information for further details.

## STUDENT GOVERNMENT

The goal of student government at Tabor College is to maximize student responsibility within the limits of College policy. The main vehicles of student government on campus are the Student Senate and student representation on College committees. Student government is designed to cultivate the talents and abilities of students through leadership experience.

## STUDENT SENATE

The Student Senate is the representative body of the Associated Students of Tabor College (ASTC). ASTC has a constitution and formulated bylaws pertaining to its operation.

The Student Senate's role in institutional decision-making, both academic and Student Life can be highly significant as it represents and forms student opinion. Student Senate's official function includes:

1. Establishing and monitoring budget monies drawn from student fees
2. Electing and monitoring student representatives to various committees such as APC and SLC, as well as to the Tabor College Board of Directors
3. Responding to and initiating policy through the V.P. of Student Life, Learning and Formation.

The Student Senate's more pervasive function relates to leading and gathering student opinion and proposing or developing programs based upon that student opinion.

## REPRESENTATION ON COLLEGE COMMITTEES

Although the faculty is the body that ultimately makes decisions about academic and student life policies, two very important committees formulate the policies.

Academic decisions are formulated by the Academic Policies Committee (APC), which consists of both students and faculty. Students on this committee are the Student Senate Representative at large and additional students elected by the Student Senate. APC is chaired by the Academic Dean.

Student Life policies originate in the Student Life Committee (SLC), which also consists of students, faculty, and administrative personnel. Students on this committee are the Student Senate Vice President and additional students elected by Student Senate. The committee is chaired by the V.P. of Student Life, Learning and Formation.

## STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) is responsible to plan, under the direction of the Student Senate, social events for the year, including banquets and recreational activities.

The Office of Student Life works directly with SAB, whose membership consists of a representative from Campus Ministries Council, a representative from the Multicultural/International Student Union, class vice presidents, and the following appointed positions: president, vice president, secretary, treasurer, publicist, technician, and appointed representatives at large.

## CAMPUS MINISTRIES COUNCIL

Campus Ministries Council (CMC) directs and coordinates the efforts of student ministries. The council consists of an elected executive, a member at large, and one member of each of its various ministry groups.

## STUDENT ORGANIZATIONS AND CLUBS

There are many activities outside the classroom that are enjoyable and educationally important. These include clubs and organizations which add to students' learning.

***Class Organization.*** Freshman class elections are held during September. Sophomores, juniors, and seniors elect their officers the preceding spring. Elected are a president, vice president, and Student Senate representatives. The presidents and Student Senate representatives serve on the Student Senate. The vice presidents are members of SAB.

***Intercollegiate Athletics.*** Tabor is a member of the National Association of Intercollegiate Athletics (NAIA), as well as the Kansas Collegiate Athletic Conference (KCAC). Varsity teams include: football and baseball for men; volleyball and softball for women; and men's and women's cross country, soccer, basketball, tennis, and track and field.

***Intramural Activities.*** Students may participate in a variety of sports in the intramural program, including: touch football, coed outdoor and indoor soccer, coed sand and indoor volleyball, basketball, racquetball, floor hockey, tennis, plus numerous tournaments and other activities.

***Multicultural/International Student Union.*** This organization is open to all students interested in the concerns of ethnic and racial minorities on campus and students interested in sharing their cultural experiences, bringing a better understanding to the College and community.

**Business Club.** (Public Relations Student Society of America and American Marketing Association) is open to all students interested in any area of business. Its purpose is to provide students with an opportunity to see and interact with business professionals, provide and present programming which is career oriented, and expose students to Christian business professionals, allowing students to discuss with them how they live out their faith in the workplace.

**Science Club.** This club is open to all students interested in any area of the natural and mathematical sciences.

**Student Music Association.** Collegiate Music Educators National Conference (C-MENC) is open to music and music education majors and other interested students. The main event of the year is the state music convention. Membership in C-MENC provides the student with subscriptions to the Music Educator's Journal and Kansas Music Review.

**New Organizations or Clubs.** These may be formed upon student demand and approval of the V.P. of Student life.. Such groups receive charters as campus organizations by submitting constitutions to the V.P. of Student Life. Each official group must also designate a faculty sponsor.

## STUDENT PUBLICATIONS

A campus newspaper, *The View*, is published throughout the year under the direction of Student Senate. A yearbook, the *Bluejay*, is published each year.



## COMMUNITY COVENANT

Tabor College is a Christian college and therefore has established certain lifestyle guidelines of behavior that reflect its moral and Christian commitments as an institution. While attending Tabor College, all students and their visitors are asked to conform to the lifestyle guidelines set forth by the College. It is important that students understand the lifestyle guidelines supported by the College before they agree to be students. Violations will be considered offenses toward the College and subject to disciplinary action. Full time students are expected to sign the Community Life Covenant which is available online and reprinted in the Student Handbook.

Tabor College maintains that laws established by this country and state are necessary for personal safety and order. Therefore,

- vandalism
- theft
- dishonest acts
- fraud
- unlawful and unauthorized entry of locked premises
- possession of unauthorized keys
- use of explosives (including firecrackers)
- tampering with fire-safety equipment
- sale, use, or possession of narcotics, or hallucinogenic drugs (including marijuana)
- and any other violations of civil law will be considered violations of Tabor lifestyle guidelines

At Tabor College we are also concerned with the physical and mental well-being of all individuals. Therefore, all students enrolled at the College are to follow these lifestyle guidelines. There will be no:

- sale, use, or possession of alcoholic beverages or tobacco in any form;
- firearms and guns of any size on College property;
- threats of physical abuse;
- burning of substances (including candles) in or in close proximity to the residence halls;
- or playing games that include trading of money.

Tabor College Hillsboro is a residential college, which involves living in a close community. This provides an opportunity for the development of friendships on one hand and tensions on the other. Therefore, students are to:

- Respect others' needs for study time or sleep by maintaining "Quiet Hours" from 11 p.m. to 8 a.m.;
- Maintain healthy and mature interpersonal relationships, and respect the privacy of the opposite sex by not entering their residence complexes, except during stated open house hours.

Open houses times allow students the opportunity for inter-visitation in the residence halls. Additional special open houses are designated by the Student Life Office.

Open house times are as follows:

Open house hours in female residence halls are:

- Mondays and Thursdays from 7 p.m. to 11 p.m.
- Saturdays from 1 p.m. to 7 p.m.

Open house hours in male residence halls are:

- Tuesdays from 7 p.m. to 11 p.m.
- Fridays from 7 p.m. to midnight
- Saturdays from 1 p.m. to 7 p.m.

Students are encouraged to govern their own conduct and must accept responsibility for their behavior. Students should be aware of the commitment nature of being enrolled at Tabor College. Since students choose to come to Tabor College they are to honor their commitment (whether or not they personally agree with such standards).

## NONTRADITIONAL STUDENTS

Students over the age of 25 are considered nontraditional students. They make up a growing number of our student body. Special considerations are made for them regarding tuition and enrollment requirements. Although these students are not required to sign a lifestyle commitment (unless they live on campus), they are expected to live according to the lifestyle guidelines whether or not they personally agree with such standards.

## TABOR COLLEGE POLICY STATEMENT ON SUBSTANCE USAGE

Consistent with its obligations under federal law and in keeping with its commitment to provide a drug-free environment, Tabor College has formulated the following policy regarding substance abuse.

***Applicability.*** This policy applies to all Tabor College students.

***Prohibitions.*** Tabor College strictly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on any property of the College or as part of any activity associated with the College. Tabor College also prohibits the transport, manufacture or promotion of drugs, drug paraphernalia, or look-alike (simulated) drugs on its campus or as part of any activity associated with the College.

***Fitness for Examinations and Testing.*** Tabor College reserves the right to require that a student submit to a physical examination or clinical testing, designed to detect the presence of drugs when there are reasonable grounds for believing that the student is under the influence of or improperly using drugs in violation of this policy. If a student tests positive, the institution expects the student to be open to professional counsel and referral.

***Legal Sanctions.*** Illegal use or possession of drugs or alcohol may also be subject to criminal prosecution. Tabor College will refer violations of proscribed conduct to appropriate authorities for prosecution.

***Student Assistance.*** Tabor College recognizes the importance of assisting students in dealing with substance abuse problems and offers counseling programs in dealing with such matters. The Student Life Office provides informational materials and confidential counseling. Referrals can be made to confidential area resources for counseling and treatment. Only those who have a need to know shall have access to such information.

A concerted effort will continue to be made concerning drug and alcohol usage. This instruction will be in the form of seminars and workshops that will be available to all students. It is the intent of the College to provide for a positive approach to the drug/lifestyle problem. However, if the student refuses to cooperate, suspension or dismissal is a possible consequence. Due process according to College policy will be followed.

## **STUDENT CONDUCT AND DISCIPLINE**

Students at Tabor College have committed themselves to live within a community. This means that students should be willing to demonstrate care in their relationships above and beyond the lifestyle standards already listed.

All students at Tabor College must sign the “Community Life Covenant”. Violation of this commitment may result in disciplinary action which could lead to suspension from the College.

Tabor College is committed to a style of confrontation with care. This means that the College is more concerned with how offenders have affected their own lives and the lives of others by their behavior than with the offenses they have committed. Tabor College is concerned with the maturity and spiritual growth of all its students, and feels that the discipline process can be an important aspect for growth.

## **DISCIPLINARY PROCESS**

***Confrontation.*** Violations dealing with residence life are usually handled by the Resident Assistant and Resident Director. Lifestyle violations may be referred directly to the Office of Student Life. The V.P. of Student Life will hear the case and, after appropriate processing, render a decision. The student may appeal the decision to the Student Appeals Committee according to the criteria stated under “Appeal Procedure.”

***Appeal Procedure.*** All disciplinary and academic actions, such as appeals of sanctions within residence halls, student discipline, academic dishonesty, grade appeals, and academic suspension, are subject to appeal.

Disciplinary appeals must be submitted in writing to the V.P. of Student Life within 24 hours of notification of any decision and should include the offense committed, the discipline assigned, and complete reasons for the basis of the appeal.

Academic appeals must be submitted in writing to the Academic Dean within two weeks of notification, providing specific details and all appropriate information and reasons for such an appeal.

The Student Appeals Committee consists of three faculty members, one from each division; V.P. of Student Life, Academic Dean and two students selected by the Student Senate. One of the students is the Student Senate President, and neither student may have been on disciplinary probation. In the event of a conflict of interest of any board member, the Academic Dean will appoint a replacement.

All information from preceding discussions and any new information shall be made available to the Student Appeals Committee upon request.

The responsibility of the Student Appeals Committee is to review the case, to determine whether appropriate procedures were followed, and to uphold or revise the decision and determine an appropriate response. All appeal decisions are final and subject to no further appeals.

***Off-Campus Students.*** All off-campus students must sign a “Community Life Covenant” with Tabor College. Off-campus students will be subject to discipline whenever a violation occurs.

***Search Procedure.*** All students living in the residence halls are subject to room and vehicle search. All searches must adhere to the following procedure:

1. There must be reason to believe that the “Lifestyle Commitment” has been violated.
2. A search warrant must be signed by 1) a Resident Assistant and the Resident Director, or 2) the V.P. of Student Life.
3. If at all possible, a student will be present during the search, preferably the occupant of the room.

All searches will be conducted to verify a violation of the “Lifestyle Commitment” and to confiscate stolen items or illegal substances (i.e., drugs, tobacco, alcoholic beverages). If an illegal substance is confiscated or if there is reason to believe that a violation of lifestyle has occurred, the matter will be brought before the Office of Student Life.

## DEFINITIONS OF DISCIPLINE

***Disciplinary Probation.*** Disciplinary probation will include certain restrictions. Failure to comply with requirements of probation could result in immediate suspension or dismissal. A copy of the disciplinary probation letter will be sent to the academic advisor, the parent/guardian of the student, and the Athletic Director in the case of athletes.

***Disciplinary Suspension.*** Indicates that a student may reapply after an absence from the College. Usually, a semester must elapse before the student is allowed to apply for readmission. The reapplication process is done through the Office of Student Life.

***Disciplinary Dismissal.*** Indicates that the student will not be readmitted.

***Other Forms of Discipline.*** A partial list of other consequences and responses that may be assessed are admonition and warning, restriction of privileges, assignment of a work project (restitution hours), imposition of a fine, recommendation of a change in residence, recommendation that a college residence hall contract be denied for the coming year, restitution for damages or injuries, a required letter of apology, removal from a student-held office or prohibiting holding office for a stipulated period, and not being allowed to represent the College in extracurricular activities (such as intercollegiate athletics).

***Student Life Right-To-Know.*** In accordance with the Student Life Right-To-Know and Campus Security Act (Public Law 101-542), a statistical report for crime on the campus of Tabor College for the past three academic years is printed in the Student Handbook, available in the Student Life Office.