



# **UNDERWOOD UNIVERSITY STUDENT HANDBOOK**

## **2020- 2021**

**Volume VIII, No. 1**

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## **AUTHORIZATION AND ACCREDITATION**

Underwood University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on November 5, 2019. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **Transnational Association of Christian Colleges and Schools**

15935 Forest Road  
Forest, VA 24551  
Phone: 434-525-9539  
tracs.org

Underwood University is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). This authorization must be renewed annually.

### **Georgia Nonpublic Postsecondary Education Commission**

2082 East Exchange Place, Ste. 220  
Tucker, Georgia 30084-5305  
770-414-3300  
gnpec.georgia.gov

GNPEC has approved the following Underwood University teaching sites:

- 2855 Rolling Pin Lane, Suwanee, GA 30024
- 1830 Water Place, Atlanta, GA 30339 (Marietta Extension)

Underwood University is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. Underwood University has been certified by the US Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to issue Form I-20 and to enroll F-1 visa nonimmigrant international students.

While Underwood University is a faith-based Christian institute of higher learning, it maintains no official denominational affiliation.

This publication is the *Underwood University Student Handbook 2020-2021, Volume VIII, No. 1*. Underwood University reserves the right to update, edit, change, replace, remove, and/or insert material into the Student Handbook at any time. Such changes and updates will be reflected in the Volume number. Any errors of fact in this Handbook are wholly unintentional and will be corrected upon discovery. If any questions as to accuracy arise, please contact the Underwood University Department of Academic Affairs for clarification. This Handbook was last updated January 2020.

# WELCOME FROM THE PRESIDENT

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I, along with the faculty and staff extend a friendly welcome to you who have chosen to further your studies in our school. We believe that this will be not only an opportunity for you to enhance your learning, but also allow each of you to share your life of faith with others on campus and in the nearby community.

The purpose of this publication is to give clear information and guidance for students with regard to their academic, social and spiritual life, and conduct. Students will become clearly aware of the institution's purpose, which explains the school's mission statement, objectives, values, and philosophy. Also, included in this handbook is an overview of the academic regulations and requirements of the University

Our community is open to various ways in which we may be helpful while you are studying at Underwood University. On behalf of all those at our school, I sincerely welcome you.

A handwritten signature in black ink, appearing to read 'R. Yoon'.

Richard Yoon, JD

Founder & President, Underwood University

## ABOUT UNDERWOOD UNIVERSITY

### MISSION STATEMENT

As a Christ-centered institution of higher learning, Underwood University seeks to reflect God's teaching, wisdom and love in all that we do; to teach and inspire students to become preeminent professionals in their chosen careers; and to foster selfless leaders for our communities and society at large.

### INSTITUTIONAL GOALS

1. Produce professionally competent, creative, and community-minded graduates.
2. Provide a learning environment that meets current academic standards and fosters intellectual innovation among faculty and students.
3. Offer a Christ-centered learning experience.
4. Network, partner with, and engage churches, citizens, businesses, and governmental entities to enhance the development, careers, and service opportunities of our graduates and alumni.
5. Be a model of an efficiently-managed and financially ethical Christ-centered institution of higher education.

### CORE VALUES

- Advance knowledge, truth and professional skills for the welfare of humanity.
- Seek to find personal and professional fulfillment in serving the community and society at large.
- Identify the needs of others and utilize the knowledge and professional skills to fulfill those needs.
- Cultivate meaningful and lasting relationships between and among the administration, faculty, students and alumni.
- Respect and love for human diversity is key to creating a more harmonious and effective society at large.
- Honesty is the cornerstone for developing a successful career and fulfilling life.

### PHILOSOPHY OF EDUCATION

Underwood University believes that it is incumbent upon an institution of higher learning to cultivate the whole person; not merely to pass along knowledge, but to instill a sense of social responsibility and the desire to use one's education as a force for good. Our students gain the



education that they need both to be ambassadors of God's Word and professionals of the highest caliber. We send our graduates out into the world with the desire to make society better, more humane, and more just.

### **BIBLICAL FOUNDATIONS STATEMENT**

We believe in the divine inspiration and power of the Bible as the authoritative Word of God, and it is our guide in all matters.

We believe in the triune Godhead: one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

We believe in God the Father, the first person of the Divine Trinity; sovereign and eternal, who is worthy of honor, adoration, and obedience.

We believe that divinity and humanity are united in the person of Jesus Christ, the Son of God and Redeemer of mankind, who gave his life that we may be forgiven our sins and become worthy to enter the Kingdom of Heaven.

We believe that the Holy Spirit is the third person of the Godhead, who dwells within and seals all believers in Christ. The Holy Spirit gives spiritual gifts to all believers, through which they may come to a deeper understanding of God and can help bring the light of Christ to the world.

We believe in the redemptive sacrifice of Jesus Christ for the sins of the world, through His physical death, burial, resurrection, and ascension into heaven. Christ is the key to our salvation, and only through him may we enter the Kingdom of God. The sacrifice, death and resurrection of Christ redeemed humanity from the eternal penalty of sin, through the grace of God.

We believe in the return of Christ to earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

We believe that it is the purpose of the faithful Christian to imitate Christ insofar as we are able; to serve others with love and compassion, to concern ourselves with the well-being of our fellows, to love and honor God as our Father and Creator, and to follow His calling through the Holy Spirit. We follow the command of Christ found in Matthew 22:37-39:

*Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind.  
This is the first and great commandment. And the second is like unto it, Thou shalt love thy  
neighbor as thyself.*

**Underwood University Biblical Foundations Understanding**

Underwood University is a Christian institution of higher learning. We do not discriminate against those of other religions, and will not refuse to enroll a student based on his or her religion. It must be understood, however, that, as a Christian faith-based university, our mission and policies are based on biblical principles, and we ask members of the Underwood University community, of whatever faith, to understand, respect, and abide by these principles. As evidence of this, students are asked to sign the Biblical Foundations Statement upon enrollment, indicating that they understand and will abide by its principles during their time at Underwood.

**NON-DISCRIMINATION POLICY**

Underwood University does not discriminate against applicants based on race, national origin, age, sex, disability or religion, in accordance with Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. Admittance decisions are made without regard to race, color, gender, handicap, or national or ethnic origin. Underwood University, does, however, reserve the right to refuse admission to those applicants who do not meet its standards of moral character or academic ability. Additionally, while Underwood welcomes applications from everyone, it should be noted that, as a Christian university, Underwood requires all applicants to sign an acknowledgement of its Christian philosophy of education and its Biblical Foundations.

**Reasonable Accommodation Policy**

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Underwood University will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the Office of Administration. Documentation of disability may be required in order to receive appropriated modifications. Service animals are permitted on the Underwood University campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the visitor parking lot.

## I. ACADEMIC INFORMATION

### Academic Advising

Each student will be assigned an academic advisor regarding the completion of all course and degree requirements. Academic advisors provide counsel regarding course selection and planning, time allocation, and class scheduling for future semesters. Advisors may also provide career counseling and guidance, personal counsel as needed, and supply a personal or academic reference in the future. Students are strongly encouraged to meet with their academic advisors regularly.

### Registration

Underwood University attempts to make the registration process as efficient as possible. Registration appointment assignments are based on the number of credit hours each student has completed to date, plus credit hours in process. Registration priority is given to students graduating within the upcoming academic year. Official registration must be completed before a student may attend class. Students should make every effort to register during the registration period assigned to them. Those who register late run the risk of not getting into courses or sections if they are at capacity, and courses may sometimes be canceled due to insufficient enrollment. Additionally, a late registration fee is charged to students who register after the registration deadline.

Registration is not considered complete until all tuition and fees have been paid in full (unless other approved arrangements have been made). Students who do not complete their registration by paying tuition and fees by the appropriate payment deadline will be dropped from all courses and will lose registration priority. Students who attempt to enroll in courses that are not required by their degree program may be denied registration to those courses if such registration would impede access for students who are required to take the course.

### Drop/Add

During the first week of each semester, students may make schedule changes – dropping or changing courses. Courses cannot be added after the first week of classes without the approval of the Registrar's Office.

### Full-Time Status

Any bachelor's-level student who is satisfactorily pursuing a degree program at a minimum enrollment of twelve (12) hours per semester will be certified as a full-time student. Master's students are considered full-time if they are enrolled in nine (9) credits or more each fall and spring semester. Doctoral students must maintain a pace of academic work at nine to twelve credit hours per semester. International students must maintain Full-time status, in accordance with United States' Immigration regulations. Students should contact the Registrar's Office for certification of student status and enrollment. When required, "good standing" will be defined and applied to a student who is making satisfactory academic progress as outlined in this Handbook and who is not on any kind of probation.

### TRANSFER STUDENTS AND TRANSFER OF CREDITS

Students transferring from an accredited or otherwise officially recognized college or university must follow the general application policies and procedures.

#### General Criteria for Transfer of Credits

Students should not assume that credits will automatically transfer to or from any educational institution. Before signing an enrollment agreement, all students are advised to verify with Underwood University Admissions Department any requested transfer of credits and to determine whether or not the University will accept any credits earned at another educational institution. Undergraduate course credits with a grade of C (2.0 on a 4-point scale) or higher earned at accredited colleges and universities will **generally** be accepted at full value, to the extent that the courses are comparable to Underwood University's stated requirements, as decided by the Admissions Committee, but no guarantee of any transfer will necessarily be made, nor should it be assumed. Graduate course credits must have a grade of B (3.0) or higher to be eligible for transfer. Applicants should note that in any case, no more than 75% of the credits towards an undergraduate degree may be transfer credits, and that graduate degree program students must complete a minimum of 50% of credit hours toward their degree at Underwood. The accreditation status of the institution from which credit was earned will be taken into account, but is not the sole deciding factor in approving or denying a credit transfer.

#### Transfer from Accredited Institutions

An official transcript from the institution attended showing satisfactory course completion is required. Transfer hours are not accepted into non-degree programs or for courses that do not meet UU program requirements. Accepted transfer credits based on a quarter system rather than a semester system will be converted at a 67% equivalency rate, rounded to the nearest whole number. As noted above, no more than 75% of the overall credits towards a degree may

be transfer credits. Accreditation status and faculty qualifications of the institution, course content correspondence and the instructional level of courses taken will also be considered. Credit will not be awarded for ability-to-benefit learning, prior experiential learning, College Level Examination Program (CLEP) exemptions, etc. A student may appeal a denial of credit transfer to the Office of Admissions if the student feels that all information was not taken into account, but must be prepared to defend his or her position with new information pertinent to the denial. Appeals that do not provide new information will not be considered.

### Transfer from Unaccredited Institutions

Credits earned at unaccredited institutions will not be automatically rejected, but applications from students wishing to transfer credits to Underwood from unaccredited institutions must undergo additional evaluations. The UU Admissions Committee will look at these criteria, in addition to the standard application criteria:

- Evaluation of the institution's catalog
- Authorization or official exemption of the institution by its home state
- Evaluation of faculty credentials
- Assessment of course content and level of instruction

Underwood University reserves the right to refuse admittance to transfer applicants whose previous institutions do not meet UU standards or that are considered by the Council for Higher Education Accreditation (CHEA) to be "diploma/degree mills."<sup>1</sup>

### Transfer-out Procedure

Students wishing to transfer from Underwood University to another institution must complete and submit a transfer-out form by the last date of one of these deadlines:

- Spring Semester transfer period: from the last day of the semester until May 31.
- Fall Semester transfer period: from the last day of the semester until December 15.

Additionally, the following requirements must be met:

- An original acceptance letter from the school to which the student is transferring must be submitted with the transfer request.
- Discharge any and all financial obligations to Underwood University.
- Return any and all checked-out library materials, and be cleared by the library.
- Provide all documents required to complete student files, including immunization certificates, updated financial support affidavits or bank statements showing evidence of financial ability, recommendation letters or any other documents or items required to

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<sup>1</sup> See [http://www.chea.org/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=45&MenuKey=main](http://www.chea.org/4DCGI/cms/review.html?Action=CMS_Document&DocID=45&MenuKey=main)

complete files. File completion requirements may vary according to student status; contact the Registrar for details.

- Be cleared by the UU Registrar and be able to demonstrate no outstanding balances on Underwood University accounts.
- Return Student ID cards to the Admissions Office.
- Submit a Transfer-Out Request form to the Admissions Office.

International students who seek to transfer to a new institution must follow both Underwood University policies and SEVP regulations. In addition to the above requirements, students with F-1 visas must pay an additional I-20 transfer application and processing fee of \$500 to Underwood University.

#### Definition of a Credit Hour

Underwood University bases its definition of a credit hour on the standard “Carnegie Unit.” A semester unit of credit is equal to a minimum of three hours of work per week for a semester. Carnegie definition is based upon a minimum semester length of 16 weeks. Thus, a “unit” of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 16 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework.

#### **WITHDRAWAL OR LEAVE OF ABSENCE**

Students who choose to withdraw from Underwood University must submit proper notification to the Registrar’s Office. Withdrawing students who qualify and who appropriately notify the Registrar’s Office will receive a tuition refund in accordance with Underwood University’s refund policy.

#### Leave of Absence

A leave of absence is a special category of withdrawal that may be requested by a student who intends to withdraw temporarily, for a period up to but not exceeding one year from the end of their last term of enrollment. Students who need a leave of absence must meet with their academic advisor(s) and be cleared for a leave of absence by the Registrar’s Office.

#### Readmission Following Withdrawal

Readmission after a period of absence exceeding one year requires reapplication through the Admissions Office. Readmission following a withdrawal or leave of absence of more than one

year is subject to the approval of the Registrar and/or the Director of Admissions, and in certain cases the Director of Student Affairs. Students readmitted following a withdrawal are subject to the program requirements noted in the Catalog relevant to the semester when they re-enter.

### **GRADUATION POLICY**

Underwood University program graduation requirements are detailed in the respective program sections of the *Catalog*. Program graduation requirements are subject to change; students should ensure they have the latest version of the *Catalog* for the most up-to-date information.

#### **Graduation Application**

All students expecting to complete their academic program in a given semester must apply for graduation in the semester prior to their expected graduation.

#### **Graduation Procedures**

All graduation requirements must be met by the end of the first week of a given semester for graduation that semester. A student may not graduate or participate in commencement while under any probationary or disciplinary action. A minimum grade point average of 2.0 is required for graduation in all degree programs. Degrees are conferred in May, August, and January. The graduation ceremony is held each May. Students who satisfactorily complete their course work in the summer session will receive degree conferral in August. Students who complete their degree requirements in December and receive degree conferral in January may participate in the commencement ceremony the following May. *Cum laude* distinctions may be conferred based on a student's GPA: a minimum grade point average of 3.95 qualifies for highest honors, 3.85 for high honors, and 3.60 for honors.

#### **Degree Program Time Limit**

Students should plan to complete a reasonable number of courses and hours each year in order to finish their programs within the stated time limit for each degree program. Leaves of Absence do not extend the time limit for program completion. Rather, the time limit is calculated from the date of initial matriculation. Any student who fails to complete a program within the stated period of initial enrollment will be discontinued from the program. Any extension beyond the time limit for a program requires the submission of an aggressive completion plan and approval by Academic Advisor and Director of Academic Affairs. Such extensions are not automatic. The completion plan must give a detailed schedule for the completion of remaining courses within the shortest reasonable time.

## ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the **entire** scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether or not the student assignments are completed. **The maximum absence allowance is three (3) class sessions in a semester.** Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Office of Academic Affairs for further evaluation, which may result in academic discipline proceedings.

Class attendance is of particular importance to international students, who must be able to prove that they are enrolled and attending classes on a full-time basis in order to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the Director of Academic Affairs, who will notify students that they are jeopardizing their visa statuses. **Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's visa status.**

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

All Underwood University students enrolled in theological degree programs (full- or part-time) are required to attend weekly chapel services during the semester. Chapel attendance and participation constitute the Institutional Requirement (IR) portion of these degree programs (see individual degree program requirements for details). This requirement is shown in the Course Listings as WS300 Institutional Requirement (undergraduate) and WS500 Institutional Requirement (graduate). Failure to attend or to report attendance is considered to be a violation of the chapel attendance policy. Repeated violations will result in a warning letter from the Director of Student Affairs that will be placed in the student's file.

All students are encouraged to attend chapel, regardless of their degree program, for fellowship and worship.



## Absences

### Excused Absences

Underwood University recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, the student is expected to bring a signed letter from a physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Academic Affairs as to whether they are excused or not. All excusal requests **MUST** be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Academic Affairs, and that possession of documentation does **NOT** guarantee excusal.

### Absence from Exams

Students who are absent from a mid-term or final exam **MUST** provide the same evidence as for an excused absence to the Director of Academic Affairs, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Academic Affairs as to whether or not to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is **REQUIRED**, but does **NOT** guarantee excusal.

### Academic Assessment System and Grading

The grade received for a course is indicated by a standard A-F scale:

Grade Symbol	Numerical Equivalent	Point Value
A	94 – 100	4.0
A-	90 – 93	3.7
B+	87 – 89	3.3
B	84 – 86	3.0
B-	80 – 83	2.7
C+	77 – 79	2.3
C	74 – 76	2.0
C-	70 – 73	1.7
D+	67 – 69	1.3

D	64 – 66	1.0
D-	60 – 63	0.7
F	Below 60	No credit awarded

A grade of **D-** (minus) is not generally considered as passing. Students who complete a required course with a grade of D- will usually be required to retake the course. Grades of **F** award no credit points. Grades of D- or F are, however, recorded on transcripts and are used in determining a student's GPA. Elective courses that have been failed may be retaken or replaced with another suitable elective course, but the failing grade still stands and will be recorded on official transcripts and used in calculating GPAs. Certain grade symbols reflect a student's enrollment status at Underwood University or otherwise indicate non-credit actions:

<b>Non-credit Symbol</b>	<b>Meaning</b>
AU	Audit
I	Incomplete
NC	No Credit
TR	Transfer Credit
W	Withdrew
P	Pass

### Repeating a Course

When a student retakes a course, either to rectify a failure or to improve a grade, both grades will be included in the student's cumulative grade point average (GPA).

### Grade Appeals

Students who have been assigned a grade for a course must follow Underwood's grade appeal process if they feel that the grade has been unfairly assigned:

1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal (these dates will vary from semester to semester and year to year, but are generally around the last week of April and the first week of December).
2. Students must complete a Grade Appeal Form (available on the UU website or from the Admissions Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.

3. The form and any additional documentation must be sent to the Office of Academic Affairs within the prescribed deadline (see 1, above).
4. The Director of Academic Affairs will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the DAA believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the DAA, and any other persons deemed appropriate by the Office of Academic Affairs. This committee will review the evidence presented by both student and instructor, and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the DAA and the instructor in question of its decision, and make recommendations to the DAA as to the possible adjustment of the grade (e.g. changing a minus grade to a plus grade; increasing the grade by a full letter grade or more, retaking of an exam or test, etc.).
5. If at any point in this process, the DAA or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
6. The DAA will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the DAA's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the DAA deems necessary.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) COMPLIANCE**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a federal regulation that protects the privacy of student education records. It applies to all schools that may receive funds from the US Department of Education. In accordance with FERPA, certain information designated as "directory information" may be released without prior consent of the student, unless the student has forbidden its disclosure, in writing, to the Registrar's Office. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. The written request must be submitted no fewer than two weeks prior to the beginning of any academic term. It will stay in effect until rescinded in writing by the student. The University will assume that a student does not object to the release of Directory Information unless the student files this written notification.

**Under FERPA regulations, NO OTHER STUDENT INFORMATION, including attendance rates, grades, test scores, etc. may be given to ANYONE (including parents, spouses, financial sponsors, etc.), other than the student him- or herself, without the student's express written permission.** Students may waive their rights under FERPA by completing a Waiver Form, available in the Registrar's Office.

**Student Right to Information Security**

All information pertaining to a student's personal life is regarded by the Underwood community with a deep sense of respect and responsibility. Every member of the Underwood University community has an obligation to protect students from unnecessary inquiry by government agencies, industry, and other groups and individuals into official and unofficial records. Private information such as disciplinary and counseling matters will be released only with the student's knowledge and written consent. Requests for private information about a student should be referred to the Director of Student Affairs. A FERPA Waiver Form is available in the Registrar's Office.

**Insurance and Health Care**

Underwood University does not require students to have health insurance coverage, nor does it offer student insurance. Some students may be required to hold insurance (I-20 International students, etc.). The Underwood University Office of Student Affairs will do everything it can reasonably do to assist students in finding health care coverage if requested. Underwood does not and cannot provide any health care except immediate first aid. If you need medical help, please consult the Campus Emergency Plan, elsewhere in this Handbook, for contact information for local hospitals.

## II. ACADEMIC STANDARDS

Students who fail to meet Underwood University's academic expectations may be warned, placed on probation, suspended, or dismissed. The length of suspensions is subject to determination by the Director of Academic Affairs (in consultation with the student's academic advisor, if the DAA deems it necessary). Decisions regarding lengths of suspensions may not be appealed. Students on academic suspension or dismissal status are not eligible for refunds of tuition or fees.

### **Satisfactory Academic Progress (SAP)**

It is in the best interests of both student and institution that students maintain good academic standing at UU. Students may do this demonstrating that they are making Satisfactory Academic Progress (SAP); in other words, that they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). For undergraduate coursework at UU, the minimum required cumulative (credits earned at Underwood University) GPA is 2.0; equivalent to a "C" average. Graduate students are required to maintain a minimum cumulative GPA of 3.0 (equivalent to a "B" average) to meet UU standards of Satisfactory Academic Progress.

Undergraduate students who do not meet the SAP standard are subject to being placed on Academic Warning status, and will be required to raise their GPA to at least the required standard within one semester. Those who fail to do so will be placed on Academic Probation status, and risk being suspended from the University. A detailed explanation of these academic discipline policies may be found in the Underwood University *Student Handbook*, under "Academic Discipline Policies for Undergraduate Students." The *Student Handbook* is available for download on the Underwood University website.

Graduate students who fail to meet SAP standards will be automatically placed on Academic Probation, and will be required to meet with their academic advisor, the Director of Academic Affairs, and/or their major professor in order to work out a plan of action to remedy the situation.

### ***Special Note for International Students***

**Students attending Underwood University on F-1 visas should make certain that they understand the above Satisfactory Academic Progress policies. Failure to maintain SAP places your status as an enrolled student in jeopardy, and thereby jeopardizes your F-1 visa status as well. See page 14 of this Handbook.**

## ACADEMIC DISCIPLINE POLICIES FOR UNDERGRADUATE STUDENTS

Undergraduate students who fail a course in any term will be issued an academic warning letter concerning their performance, with copies of the notification sent to the student's advisor, the office of Academic Affairs, and the Vice President. Students who fail the same course a second time will be automatically placed on academic probation for a period of not less than one full semester. Students who fail the same course a third time will be subject to academic dismissal. Students who fail five or more courses during their enrollment at UU will be placed on academic probation for a period of not less than one full semester. Students who fail ten or more courses in total will be subject to academic dismissal.

### Academic Warning

If a student's overall GPA falls below 2.0, the student will be sent a letter from the Office of Academic Affairs, informing the student of the problem and notifying them of an *ad hoc* Academic Discipline Committee, composed of the Director of Academic Affairs, the student's academic advisor, and such of the student's faculty instructors or other UU personnel as the DAA and the academic advisor may deem necessary. The student will be required to appear before this Committee, and may at this time appeal the Committee's decision if and only if he or she can produce evidence of a legitimate reason for his or her inability to meet the minimum GPA (severe illness, etc.). The evidence presented by the student must be documented in some legitimate fashion (doctor's notes, etc.). Evidence not accompanied by legitimate documentation will not be accepted. If the student's evidence is accepted by the Committee, the student will be placed on Academic Warning status, and will be allowed to continue coursework, but will be advised to maintain close contact with his or her advisor and instructors. If, after the subsequent semester, the student's GPA has risen to or above the minimum standard, he or she will be removed from Academic Warning status, and enrollment and coursework will continue as usual. If, after the subsequent semester, the student's GPA does not meet the minimum, a second Academic Discipline Committee will be convened, and the student will be placed on Academic Probation, as outlined below.

### Academic Probation

Academic probation status indicates that a student has failed a particular course twice in succession; or that his or her GPA has dropped below the required minimum. If the student does not or cannot produce satisfactory evidence as to why his or her GPA has fallen below the minimum standard, or fails to meet the minimum GPA after being on Academic Warning status for one semester, the student will be placed on Academic Probation. The Academic Discipline Committee will review the student's record and will design an Academic Recovery Plan (ARP) to help the student raise his or her GPA. The terms of this plan will vary on a case-by-case basis

subject to the decisions of the Director of Academic Affairs, but generally, the student will be allowed one semester to bring their GPA up to the minimum standard and to complete the tasks outlined in the ARP. These tasks may involve extra study, tutoring, additional work in research and writing, or other such work as the student's advisor and instructors deem suitable. All involved parties will sign the ARP, and the student will be placed on Academic Probation for the following semester. Regular checks throughout the semester, scheduled by the Academic Discipline Committee, will be performed to ensure student compliance with the ARP. If, at the end of the semester, the student has fulfilled all the requirements of the ARP and his or her GPA meets or exceeds the minimum requirement, the student will be taken off Academic Probation and placed on Academic Warning status, as noted above. Their program of study may proceed as normal, and if minimum GPA standards are met, no further action will be taken. If a student is taken off Academic Probation and placed on Academic Warning status and again fails to meet the minimum GPA, the process of Academic Warning and Probation will restart.

### Academic Suspension

Academic suspension occurs when a student fails to earn the required minimum GPA for two consecutive semesters and following academic probation; or otherwise fails to meet the requirements of the ARP. The student will be suspended for a minimum of one semester, during which time they will be ineligible to enroll in, register for, or attend classes at Underwood University. At the end of the term of suspension, the student may re-apply for enrollment at UU, but, if accepted, will be on academic probation for a term of at least one semester. A student applying for readmission under these circumstances must be interviewed by the Director of Academic Affairs before a decision approving or disapproving the readmission is made. If a re-enrolled student fails to earn the required minimum GPA during the probationary period after readmission, he or she will be dismissed from the University and will not be eligible for readmission.

### Academic Dismissal

Academic dismissals may occur when a student has failed to meet the GPA requirement after a period of academic suspension, has failed the same course more than three times, or has failed ten or more courses in total while attending Underwood University. Academic dismissal means that the student completely loses his or her enrollment status at Underwood University. A student who has been so dismissed may reapply to UU after a period of not less than one academic year (two consecutive semesters), but will be required to reapply as a new incoming student, and the application is subject to special approval by the Director of Academic Affairs. Students who do not obtain the approval of the DAA will not be readmitted. Academically dismissed students may also qualify for readmission to UU as a degree student after submitting

a GPA of a satisfactory level earned at another institution during the period of dismissal, subject to the approval of the DAA.

If an academically-dismissed student is accepted for re-enrollment, he or she will be enrolled on a probationary basis, and will be required to maintain the minimum GPA and to report their progress regularly to their academic advisor, or to meet any other requirements the DAA sees fit to impose. Any required classes failed by the student prior to re-enrollment must be retaken. **Readmission after academic dismissal will be granted only once.** Students academically dismissed a second time from UU will not be eligible for readmission under any circumstances. Academic probations and dismissals will be recorded on the student's official transcript.

### **ACADEMIC DISCIPLINE POLICIES FOR GRADUATE STUDENTS**

It is, again, in the best interests of both UU and its students that academic standards be maintained. This is especially true of graduate students, who are naturally held to a higher standard of academic excellence than undergraduates. The process for demonstrating Satisfactory Academic Progress for graduate students is both simpler and stricter than for undergraduates. Graduate students are expected to show a much higher level of academic autonomy and maturity than undergraduates, and to monitor their own academic progress. A graduate student whose grades are slipping is expected to be proactive in identifying the problem and seeking help. This policy is not intended to impede the student, but rather to encourage graduate students to take responsibility for their own academic progress and to demonstrate maturity, autonomy, and control over their own careers.

#### **Satisfactory Academic Progress**

A **minimum** GPA of 3.0 is required of students in UU's graduate programs.

#### **Academic Probation**

There is no Academic Warning policy as such for graduate students, nor is there a formal process for developing an Academic Recovery Plan, as there is for undergraduates. An overall semester GPA of less than 3.0 will automatically place the student on Academic Probation status. The student will remain on probationary status until such time as the student has raised the GPA to at least the minimum, subject to the limitations below. **The process for addressing graduate-level academic deficiency is begun and controlled by the student.** A graduate student whose GPA drops below the minimum is expected to arrange meetings with his or her major professor, academic advisor, and/or the Director of Academic Affairs as soon as possible (generally within the same semester that the reduction in GPA occurs) in order to remedy the situation. Note that a student may not graduate or participate in commencement while under any probationary or disciplinary action, and that any and all documentation pertaining to



academic disciplinary action will be kept permanently in the student's file at UU, and probations, suspensions, and dismissals will be noted on the student's transcript.

If a graduate student on academic probation fails to meet SAP requirements or fails to meet with their advisor, major professor, or the DAA within the semester that the slipping GPA first occurs, the student may be subject to **immediate dismissal from UU, without appeal**. Once so dismissed, no re-enrollment to Underwood University will be approved.

#### Academic Probation Review

After the student approaches their major professor, advisor, or the DAA for help with a slipping GPA, an *ad hoc* Academic Discipline Committee will be convened by the Director of Academic Affairs, comprised of the DAA, the student's academic advisor or major professor, and such other members of UU graduate faculty or administration as the DAA sees fit to emplace. The student will be allowed to present evidence of any special circumstances that may have affected their GPA at the first meeting of this Committee. Once any such evidence is presented, it will be reviewed by the Committee, along with the student's academic performance history, to determine further actions. The Committee may come to any of several decisions:

- They may accept the student's explanations as to special or extenuating circumstances, and elect to allow the student to continue their coursework contingent upon the student maintaining SAP from that point on.
- They may elect to keep the student in Academic Probation status for a period which may be limited or indefinite, subject to re-evaluation at a later date set by the Committee.
- They may elect to develop, with the student, an action plan by which the student can raise their GPA. This plan must be agreed upon by all parties, and signed to that effect. The plan will also include a time limit and an agreement as to subsequent steps to be taken if the student meets or fails to meet the plan requirements.
- They may elect to prohibit the student from enrolling in or registering for classes for the subsequent semester (Academic Suspension), and to be placed on Academic Probation status upon his or her return. The probationary period is subject to any such terms as the Committee sees fit to impose.
- In extreme circumstances, they Committee may elect to suspend the student indefinitely, or to dismiss the student from UU.
- Other decisions and subsequent actions may be made by the Committee, as circumstances warrant.

In all events, the Committee's decision shall be final, and the student will not be allowed to appeal the decision.

**ACADEMIC DISCIPLINE POLICY FOR INTERNATIONAL STUDENTS (F1 VISA HOLDERS)**

International (F-1) students are subject to Underwood University's policy that all students must maintain an overall grade point average (GPA) of 2.0, equivalent to a "C" average (see the UU Student Handbook, page 15; and or the UU Catalog, page 29). In addition, international students must show passing grades in all courses taken each semester, as failing a course means that the student is not making "normal academic progress," as demanded by SEVP regulations.

Generally, International students who receive a failing grade in one or two courses must make up any grade of "F" during the academic term immediately following the one for which the student received the failing grade or grades (this may include Summer Session), by retaking the course or courses failed (if on the academic schedule) or by taking an extra course or courses in addition to the student's regular course load. If at the end of this academic term, the student has failed to bring his or her GPA up to the minimum required by the Satisfactory Academic Progress policy, and/or if the student again fails a course or courses, he or she will be dismissed from the University and will have his or her visa status revoked, without appeal.

An international student who receives more than three or more failing grades in a single semester will be immediately dismissed from the University and will have his or her visa status revoked, without appeal.

### III. ACADEMIC PROCEDURES

#### Final Exams

The requirement of a final examination for a course is determined at the discretion of the professor or department. If a final exam is given, all students must complete the examination. For students graduating in a given semester or participating in the commencement ceremony, arrangements must be made with the professor to complete the final examination early.

#### Missed Exams

All examinations and quizzes must be completed as scheduled. Appropriate exceptions will be made in case of properly documented illness or other personal emergencies, however, the exam or quiz must be made up within a maximum of ten days, or the grade will be reduced one or more letter grades, at the discretion of the instructor. If an examination is missed for emergency reasons other than illness, a makeup exam or quiz may be taken within ten days, but the grade will be reduced by one or more letter grades, at the discretion of the instructor.

**Instructors are under no obligation to allow students to make up exams for non-emergency or unexcused reasons.** A make-up exam **may or may not** be allowed by the instructor in these circumstances. If allowed, a grade penalty of one or more letter grades will be assessed. The exact amount of the penalty is determined by the instructor and the Director of Academic Affairs.

If the school is closed (for weather or other such emergencies that are beyond the students' control) on the day or at the time of an exam, the exam will take place on the next day that the school is open, and no penalty will be assessed for such a delay. Students missing such a delayed exam are subject to the terms above.

#### Course Extensions

Students are required to complete all course work during the semester or session during which courses are taken. It may be necessary for some students to reduce the number of courses taken each semester to accomplish this goal. Additional time to complete course work, if approved, will normally not exceed the amount of time lost because of extenuating circumstances. The amount of time granted by the Registrar's Office is final, and no additional time will be allowed. In no case will an extension be granted beyond one year.

Students desiring additional time to complete course work must apply to the Office of Academic Affairs for an extension. Financial and grade penalties may apply to students who do not petition for extensions before the end of the semester or session. All extension work is to be turned in to the Office of Academic Affairs, not to the professor, by the appropriate

deadline. Course work will be forwarded to the professor after it has been recorded as submitted on time by the Office of Academic Affairs.

## IV. FINANCIAL INFORMATION

Students are ineligible to register for classes and cannot receive a diploma or a transcript until all outstanding balances with Underwood University are current or have been paid in full. Students whose accounts are delinquent will not be recommended for placement until the matter has been resolved.

### General Fee

A nonrefundable general facility fee is charged each semester to all students. This fee covers the student's library usage fee, Student Government Association fee, online and network access, campus use fee and other administrative costs.

### Tuition and Fees

Students accepted to Underwood University agree to pay all charges on their UU accounts when due, and agree to abide by the Fees and Refund Policies stated below. Tuition and fees must be paid in full at the time of registration.

#### Tuition

Bachelor's programs	\$180 per credit
Master's programs	\$250 per credit
MFA Program	\$330 per credit
MBA Program	\$400 per credit
DBA Program	\$600 per credit

#### Fees

Application Fee (non-refundable)	\$100
Registration Fee	\$100
General Facility Fee	\$100
Technology Fee	\$200 per semester
Art Facility Fee	\$200 for first semester; \$75 per semester thereafter
Course Audit Fee	\$100 per credit hour
Late Registration Fee	\$200 - \$300
Graduation Fee	\$300
Late Graduation Application Fee	\$50
Official Transcript Fee	\$20
Student ID Reproduction Fee	\$50
Document Fee	\$20 per document
Document Revision Fee	\$50
Document Retrieval Fee	\$10
Insufficient Funds Charge	\$50

#### Doctor of Business Administration Program Fees

Continuation Fee	\$600 per semester
Seat Holding Fee	\$500 per semester (credited to tuition upon return)

International students only

SEVIS I-20 Processing Fee	\$200 per I-20
I-20 Transfer Application and Processing Fee	\$500
I-20 Change of Status Fee	\$700
SEVIS I-20 Reissuing Fee	\$50 per I-20
OPT Fee	\$500
I-20 Extension Fee	\$200 per I-20
International Student Fee Reinstatement Fee	\$395
USCIS Request for Evidence Fee	\$500
	Level 1: \$200
	Level 2: \$400
	Level 3: \$800

**REFUND POLICY**

UU's refund policy complies with the regulations set forth in the Amendments to Education Law Section 5002 of July 1990, and with current GNPEC Minimum Standards and Criteria.

**Refunds for Withdrawal from All Classes**

Students who withdraw from all classes after the first day of the semester are entitled to a partial tuition refund, prorated against the percentage of the semester that has passed since the first day of the semester (see "Tuition Refund Schedule," below).

**Refund Approval Contingencies**

The following conditions apply when requesting a refund of tuition:

- Students who withdraw before the beginning of a semester or upon the first day of the semester will receive a refund of all monies paid, with the exception of the non-refundable registration fee. After the start of a semester, students who withdraw from UU remain liable for
  1. Registration fee
  2. The cost of any textbooks or supplies accepted by the student
  3. Tuition liability as of the student's date of withdrawal from the university. Total tuition liability is limited to the semester during which the student withdrew or was terminated, in addition to any completed prior terms.
- Partial withdrawals are not eligible for tuition refunds.
- To be eligible for a refund, written notification of withdrawal must be submitted to the Office of the Registrar.
- In addition to the policy stated here, Underwood University will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion

of the course or program of study; and may, at its sole discretion, grant a tuition refund beyond the amount prescribed in this Section.

- There are no refunds for late charges, administrative charges, scholarships, or late fees.
- Students who are involuntarily withdrawn or dismissed from UU for academic or other disciplinary reasons are not entitled to refunds of any kind.
- In addition to the policy stated here, Underwood University will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study; and may, *at its sole discretion*, grant a tuition refund beyond the amount prescribed in this Section.

### Tuition Refund Schedule

The amount of a tuition refund is determined on a pro-rata basis, up to 50 % completion of the semester days to the student's withdrawal date or the last date of attendance by the student, whichever is later. If the student withdraws after completing 50% of the semester, no tuition refund shall be made. This tuition refund policy applies to full withdrawals only; partial withdrawals are not eligible for tuition refunds. Underwood University will pay the refund within thirty days of the date of official withdrawal, assuming all refund policies have been followed.

### Payments

Each semester has a payment deadline. The deadline will be announced throughout the academic year and are posted online on Underwood University's webpage. If payment is not received by the appropriate payment deadline, classes for the semester will be dropped due to nonpayment. If students register for a class for a current or upcoming semester and it is after the appropriate payment deadline. The following payment options are currently available:

- Cash payments may be made in person at the Office of the Registrar (DO NOT MAIL CASH).
- Paper checks are accepted in person at the Office of the Registrar or by mail. Checks should be made payable to "Underwood University." UU accepts personal checks or bank-issued cashier's checks. Personal checks cannot be starter or counter checks, and must have the payer's information printed on them. No post-dated checks will be accepted.

### SCHOLARSHIPS

Underwood University may grant scholarships to students based upon their academic records, attendance records, service to the community and commitment to the welfare of their fellow students and the UU community. Granting of scholarships at Underwood is non-discriminatory and is done irrespective of a student's race, color, national origin, age, disability, sex, gender identity, religion or sexual orientation. All scholarships are funded by Underwood University itself. Recipients of scholarships are selected from student applicants or upon the recommendation of faculty or administration. The Scholarship Committee is comprised of the

President, Director of Academic Affairs, Director of Admissions and Director of Student Affairs. The decision to grant a scholarship is contingent upon the consensus of all members of the Committee.

The Committee considers four factors in making a scholarship award decision:

1. Academic record
2. Attendance record
3. Service to the community
4. Personal attributes or leadership characteristics.

Students who meet the standards given below and who wish to apply for a scholarship may pick up an application from the Office of the Registrar. The completed application, along with a personal letter of recommendation from an Underwood University faculty member and an essay written by the applicant, should be handed in to the Office of the Director of Academic Affairs, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award. Please note: Underwood does not award cash scholarships, nor is need or hardship taken into consideration. All scholarships are merit-based, according to the guidelines given below, and are awarded solely as tuition credits. Single-semester or single-year scholarships may be reapplied for at the end of the award period, unless otherwise stated in the award letter.

There are two scholarships available to those who meet the criteria:

#### Academic Achievement Scholarship

The recipient must be a full-time student with at least two semesters of academic record at Underwood. The student's overall GPA must be at least 3.95 out of 4.0. A recommendation letter from a faculty member is required. The selection and granting of the scholarship is made each semester and the recipients are awarded \$500.00 toward their tuition. No cash award is made.

#### President's Scholarship

The recipient of the President's Scholarship must exhibit extraordinary commitment to leadership in his or her respective community and must demonstrate selfless dedication to the needs of the Underwood community, and to society, nation, and world. The application for this Scholarship must be accompanied by a personal essay and recommendation letter from a member of UU faculty or administration. The selection and granting of the Scholarship is made by the Committee with the final determination of the amount of the grant by the President. Awards may range from a \$500.00 per semester tuition credit to full coverage of all costs of education while attending Underwood University.

#### Student Services



## V. STUDENT LIFE and RESOURCES

Underwood University wants you to have a great experience attending our institution. The Administration of the University is here to help you. The Office of Student Affairs exists to support students academically, spiritually, intellectually, and socially. If you need help with an academic issue, if you have a question about balancing your life and your studies, or if you just need someone to talk to, the Office of Student Affairs is there for you, providing advice and counseling. The OSA is focused on your well-being as a student, and wants your time at Underwood to be as rewarding and fruitful as possible.

Underwood University's Chaplain is available to help students with spiritual matters. UU Administrative Offices (Admissions, Registrar, International Student Affairs) can help you with enrollment, getting set up with classes, student visas and change-of-status procedures, etc. Please do not hesitate to ask a member of UU faculty or staff if you need help with any situation. We are here for you!

### Cost of Living

Living in the Suwanee area is not terribly expensive, but knowing the general cost of living here is useful for planning a budget. The average cost for an apartment in the Suwanee area is \$1425 per month (as of April 2019).<sup>2</sup> Public transportation is available, although you will find life easier with a car. Gwinnet County Transit (GCT) provides bus service for the area.<sup>3</sup> The Metro Atlanta Rapid Transit Authority (MARTA) provides bus and rail service for the city of Atlanta.<sup>4</sup> There are many taxi services in Gwinnett County, but you should be aware that taxi fares can get expensive. In order to drive in the US, you must obtain a driver's license.<sup>5</sup> More information about cost of living in the area can be found online.

### Area Attractions and Activities

There is a lot to see and do in Atlanta and the surrounding area. No matter what you enjoy doing, Atlanta has something for you. Downtown Atlanta has many attractions, from the Georgia Aquarium to Zoo Atlanta to CNN Center to Zoo Atlanta. Stone Mountain Park is not far away, and there are many other parks and local historic sites to explore. Atlanta has excellent shopping, from antique stores and thrift shops to designer fashion. Atlanta is very much a

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<sup>2</sup> <https://www.rentcafe.com/average-rent-market-trends/us/ga/suwanee/>

<sup>3</sup> <https://www.gwinnettcounty.com/portal/gwinnett/Departments/Transportation/GwinnettCountyTransit>

<sup>4</sup> <http://www.itsmarta.com/>

<sup>5</sup> <https://dds.georgia.gov/your-georgia-drivers-license>

sports town, whether you like football, soccer, baseball, basketball, or even rugby or lacrosse, Atlanta has a sports venue for you.

The Northeast Georgia Mountains are about two hours north of the city and offer excellent outdoor adventure, with some world-class hiking trails, including the southern end of the Appalachian Trail; camping in the Chattahoochee-Oconee National Forest; or rafting down the Nantahala or Chestatee rivers. Northeast of Atlanta is Lake Lanier, a man-made lake more than 150 square kilometers in area, offering excellent water sports, swimming, fishing and so on.

Atlanta was a center of Civil War action and one of the birthplaces of the Civil Rights Movement, and historic sites abound in the area, from the Margaret Mitchell House to ancient Native American mounds. Make some time to explore this interesting city!

### Chapel

The administration and faculty strongly believe in the vital contributions of chapel and a ministry of encouragement, worship, and community development. Prayer needs, campus announcements, and items of general interest are shared during this community time of rest, relief, and renewal. During the fall and spring semesters chapel is held regularly (days and times may differ each semester).

All Underwood University students enrolled in theological degree programs (full- or part-time) are required to attend weekly chapel services during the semester. Chapel attendance and participation constitute the Institutional Requirement (IR) portion of certain degree programs (see individual degree program requirements for details). Failure to attend and report attendance is considered to be a violation of the chapel attendance policy. Repeated violations will result in a warning letter from the Director of Student Affairs that will be placed in the student's file. Non-theological degree students are encouraged to attend chapel for fellowship and worship. Chapel services are held at each commencement. All non-graduating students are encouraged to attend commencement services and ceremonies to show support for graduating students.

### Opportunities for Ministry, Outreach, and Volunteering

There are many churches, charitable organizations, animal shelters, and other volunteer services in the Atlanta area. You can volunteer here at the University, too, helping in the Library, with grounds maintenance, assisting in Chapel, and other opportunities. If you want to get out and make a difference, please contact the Office of Student Affairs or the Chaplain, and they will assist you in finding opportunities for engaging in ministry and mission work or volunteer service.

### Student Government Association (SGA)

The Underwood University Student Government Association (SGA) gives the student body a

voice in University Administration. All students are eligible for membership in the Student Government Association (SGA) of Underwood University. SGA is responsible for matters of general student concern. The President, Vice President, Secretary, Manager, and Treasurer of SGA are elected through a general campus election. Under the supervision of the Office of Student Affairs, SGA coordinates interactions between campus organizations, student body, faculty, and administration. Representatives of the SGA may be called upon to make recommendations during curriculum review, and whenever an administrative committee requires student input. The President of the SGA reports findings and information gathered by the SGA to the Director of Student Affairs. The President of the University meets with SGA leadership once per semester to discuss issues and developments. More information about SGA may be obtained from the Office of Student Affairs.

### **PARKING and CARS ON CAMPUS**

Students should park their cars in the large lower parking lot. Spaces in front of the entrance to the school are reserved for faculty, staff, and the disabled. **Students parking in staff, faculty, or handicapped spaces are liable to be towed at the student's expense.** Underwood University reserves the right to have towed any vehicle it considers improperly parked. **Students should enter and leave the campus via the lower parking lot entrance.; the Rolling Pin Lane entrance SHOULD NOT BE USED BY STUDENTS.** Students should exercise caution when arriving or leaving the campus, and drive slowly, looking out for pedestrians. Students should also be aware that large trucks regularly enter and leave the bakery behind the campus, and that they must be cautious near these trucks.

### **GRIEVANCE POLICY**

Underwood University hopes that student complaints can be resolved before serious problems develop. Students should therefore present a primary grievance to the relevant instructor or administrator and seek resolution. However, if a satisfactory resolution cannot be found, or if an issue persists, the student may bring a written and signed summary of the complaint to the Director of Student Affairs (for non-academic concerns) or the Director of Academic Affairs (for academic concerns). Either Director may choose to convene an *ad hoc* grievance committee meeting to attempt to resolve the issue. If the decision of the committee, the Director of Student Affairs, or the Director of Academic Affairs does not resolve the matter to the student's satisfaction; or if the student does not believe a discussion with either Director is appropriate, the student may proceed to the formal grievance stage by presenting a written grievance to the President for adjudication. All primary grievances must be filed within 30 days of the original issue that caused the grievance. Underwood University administration will attempt to resolve all grievances in a timely manner, but cannot guarantee a response timeframe. All records regarding grievance proceedings will be kept on file in the office of the President. If the student is not satisfied with the President's final decision, the student may then appeal to TRACS or GNPEC by contacting them at the relevant address:

**Transnational Association of Christian Colleges and Schools**

15935 Forest Road  
Forest, VA 24551  
Phone: 434-525-9539  
tracs.org

**Georgia Nonpublic Postsecondary Education Commission**

2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084-5305  
(770) 414-3300 Fax (770) 414-3309

<https://gnpec.georgia.gov/student-complaints>

**Please note that GNPEC and TRACS regulations require that the University's internal grievance policies must be followed completely before a student complaint will be considered.**

## VI. LIBRARY SERVICES

The mission of the Underwood University Library is to support the curricular and research needs of students studying at Underwood University. The goal of Library Services is to help students achieve success while in college and to foster mastery of research skills for lifelong learning. It is understood that the library, by its nature, supports academic programs by partnering with them to enhance student learning, program development, faculty research, and other professional activities. The library is the cornerstone of a successful college, because it provides access to a wealth of information and offers support services that enable students, faculty, and staff to utilize and evaluate this information.

The library's collections and services continue to benefit from the enormous changes in technology. The library's goals reflect continued and enhanced use of technology to improve the access to the collection, the quality of the collection, educational services, and ease of use. The exponential growth in information combined with rapidly changing technology has resulted in an information environment that is extremely complex. The goals focus on resources and services to assist patrons in finding their way through this information maze.

### Location and Hours of Operation

The library is located in the Main Building of Underwood University, 2855 Rolling Pin Lane, Suwanee, GA 30024. At present, the hours of operation for the library are Monday through Friday (9:00am to 5:00pm). The hours of operation are reviewed by the Academic Affairs Committee and changed when necessary.

### Library Resources

The library contains many different kinds of items available for use by all members of the Underwood University community. Currently the library has approximately 8,086 items including audio visual materials. The library has access to electronic databases via EBSCOhost. These materials are available for patron use subject to the guidelines of the library outlined elsewhere in the Library Handbook. Copies of the Library Handbook may be obtained from the Library or downloaded from [www.underwooduniversity.com](http://www.underwooduniversity.com).

### Interlibrary Loans

Every effort will be made to secure interlibrary loans for items requested by students. All copyright laws of the United States government will be observed and obeyed. Students will be responsible for all costs incurred with the interlibrary loan process and will be responsible for any and all fines should any be applicable. To apply for an interlibrary loan see the Director of Library Services or one of the assistants for the proper forms. All required information must be supplied before the process of interlibrary loan can begin.

### Other Libraries

Geographically, Underwood University is located within easy driving distance of many prestigious university libraries. While most libraries will not allow check-out privileges, many will allow students to use their facilities. See the Director of Library Services for more information. Students are encouraged to obtain library cards for their local libraries which will afford them access to quality databases as well as a broad range of curricular resources.

## VII. CODE OF CONDUCT AND DISCIPLINE POLICY

Underwood University expects its students to be of high moral character, and to behave accordingly. The UU Code of Conduct governs student behavior on- and off-campus, and its Academic Integrity policies govern classroom behavior and maintenance of grade point averages. Penalties for violation of academic integrity, academic discipline, and/or Code of Conduct policies range from warnings to permanent expulsion from UU. All students are required to sign a document attesting to the fact that they have read, understood, and will abide by the Code of Conduct.

### Standards of Moral Conduct

As representatives of Jesus Christ, UU students are responsible for demonstrating a lifestyle consistent with His character. They are expected to be men and women of high moral character whose sexual conduct is consistent with the standards of Scripture.

### Appearance and Dress

Underwood University recognizes the right and freedom of each student to develop personal standards. However, given that the community recognizes students at the University as Christian leaders, certain standards of conduct and appearance are required of the student body. The appearance of Underwood University students while on campus is expected to reflect modesty, maturity, discretion, and respect. Students are expected, whether in classes or in chapel, to dress with neatness and cleanliness following these standards.

### Right to Privacy and Security

The faculty, staff, and students of Underwood University have a right to and a high expectation of personal privacy and security. Highly personal and sensitive materials exist on campus that must be protected. Therefore it is strictly forbidden for students, without permission, to access another's computer, to open files, go into a desk, briefcase, book bag, purse, or similar item, or to read or examine papers on a desk that is not their own. Such activity is not only immoral, but in some cases it may also be illegal, and will be regarded as cheating or plagiarism. Students violating this policy are subject to the disciplinary procedures stated in this handbook, up to and including dismissal from the University.

### General Behavior

Students are expected to conduct themselves with decorum, as mature adults. This means that following social rules of basic etiquette and respectful behavior. Students should be aware of their classmates and their surroundings, and refrain from creating excessive noise in hallways or common areas when classes are in session. Space is provided in the common room on the first floor of the building for students to congregate, make phone calls, and converse. Students

on breaks from class must respect the fact that other classes may still be in session, and keep noise to a minimum when near classrooms.

In class, students are expected to listen to the instructor and to not talk while the instructor or another student is speaking. Carrying on conversations during lectures is distracting and unfair to the other students in the class. Talking during quizzes, tests, and exams is absolutely forbidden. **Students who talk during tests will be assumed to be cheating, and will be dealt with appropriately** (see “Academic Misconduct,” below).

### Electronic Etiquette

Students should refrain from using cell phones, laptop computers, or other devices in a manner that distract others in the class. Playing games, browsing the Internet, using email, instant messaging, or text messaging, etc., are considered unacceptable when class is in session. Unless permitted by the professor, students should turn off all electronic devices during tests and quizzes. Generally speaking, it is a good idea to silence or turn off your phone whenever you are in class. Instructors may have different specific policies regarding electronics in class. These policies should be outlined in the course syllabus, but if you are not sure, ask the instructor. Additionally, there is to be no online gaming, media streaming, bitcurrency mining, torrenting, or related activities using UU networks.

### Anti-Harassment Policy

1. Harassment of any kind is not permitted at Underwood University. Harassment is defined broadly to include verbal, physical or visual conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, age, gender, national or ethnic origin, or disability. Examples of harassment include (but are not limited to) slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual’s race, color, religion, age, gender, national or ethnic origin, or disability.
2. Any written or graphic material, including any electronically transmitted or displayed material, which denigrates or shows hostility toward any person, is considered harassment. Underwood University will not tolerate conduct that affects or interferes unreasonably with an individual’s working or academic environment or performance, or which creates an intimidating, hostile or offensive working or academic environment.
3. Sexual harassment may include explicit sexual propositions; displaying sexually suggestive objects, pictures or materials; sexual innuendo; sexually-oriented verbal abuse; sexually suggestive comments; unwanted contact; sexually-oriented kidding, teasing or practical jokes; jokes about specific gender traits; and foul or obscene gestures or language. See below for more specific policies regarding sexual harassment. See the Sexual Harassment Policy below.



4. **REPORTING PROCEDURES:** All employees and students have the responsibility to ensure that Underwood University's non-discrimination and anti-harassment policies are effective. Any University employee or student who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify the Director of Academic Affairs. Underwood University will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

### Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Every student, staff, and faculty member has the right to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, or disability; therefore sexual harassment of students, staff, or faculty by any member of the University community will not be tolerated. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace, especially when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person
3. The conduct has the purpose or effect of substantially interfering with a student's studies or a staff or faculty member's performance of duties; or of creating an intimidating, hostile, or offensive work or learning environment.

Any person experiencing or observing sexual harassment as described herein should report the incident immediately to the Director of Student Affairs.

### ACADEMIC MISCONDUCT

All students are advised to refer to the Attendance Policy, Withdrawal Policy, and the University Standards outlined in the Catalog and in this Handbook. Underwood University considers certain types of academic misconduct to be serious enough for review of a student's status at the University. All students should be aware of standards of academic integrity, as they are understood and applied in the United States. It is especially important for international students to understand that certain academic activities that may be commonplace, ignored, or even encouraged in their home country may be considered serious academic offenses in the USA. Such offenses include:

### Plagiarism

A student plagiarizes if he or she gives the impression that the ideas, words, or work of another person are the ideas, words, or work of the student. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, work, or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying passages from textbooks without permission or acknowledgement
- Reusing in whole or in part the work of another student
- Obtaining materials from the Internet and submitting them, modified or otherwise, as one's own work
- Submitting work derived in whole or in part from the work of another person, whether or not the work has been modified

### Cheating

A student is considered to be cheating if he or she does not abide by the conditions of a particular learning experience, item of assessment, or examination. In the case of UU students, this refers to the Academic Honesty policy each student has agreed to hold to. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities;
- Copying the answers of another student in an examination or allowing another student to copy answers in an examination
- Taking unauthorized materials into an examination
- Taking an examination on behalf of another student or having another person take an examination on behalf of a student;
- Removing any examination materials from an examination room unless given specific permission to do so;
- Improperly obtaining and using information about an examination before the examination;
- Making changes to an assignment that has been marked and then returning it for re-marking claiming that it was not correctly marked.

### Collusion

A student colludes when he or she works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student. Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person
- Using the notes of another person to prepare an assignment
- Using for an assignment the resource materials of another person that have been

annotated or parts of the text highlighted or underlined by another person;

- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

### Other

A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically
  - withholding books from the library in such a way as prevents other students having access to the books at the time they may need them
  - defacing books from the library
  - stealing books from the library
- Any disruption of classes;
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies, or research.

Faculty members are required to report all incidents of academic misconduct, and every incident will be investigated by an Academic Discipline Committee, convened by the Director of Academic Affairs and the President, and comprised of such members of UU faculty and administration as the DAA sees fit. This Committee will consider the facts of each particular case and make a recommendation as to its disposition. Penalties for academic misconduct range from failing the piece of work in question to expulsion from the university. The Committee's decision in these cases will be final.

### ***Academic Integrity Special Note for International Students***

**Some students may come from countries with educational cultures that do not consider such actions as collusion or copying information from another student to be issues of academic integrity. However, these students must understand that in the USA, as with most western countries, collusion or copying is considered to be an academic "crime," and can and will be heavily penalized. Please familiarize yourself with the details of the Academic Integrity policy in this Handbook, and if you have any questions regarding these policies, do not hesitate to contact the Director of Academic Affairs, your faculty advisor, or another member of Underwood University administration.**

## VIII. CAMPUS SAFETY AND SECURITY

### Drug- and Alcohol- Free Campus Policy

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. This is inconsistent with UU's desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug-Free School and Community Act Amendments of 1989), Underwood University maintains certain policies regarding a drug- and alcohol-free campus. These policies are outlined below.

### General Policy on Possession of Controlled Substances

The unlawful possession, use, or distribution of controlled substances is prohibited on Underwood University property or as part of any University activity. Employees or students found to be in violation of this drug- and alcohol-free environment policy will be subject to appropriate action, including but not limited to termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Director of Student Affairs, Director of Academic Affairs, or Administration Office so that the matter can be investigated. UU will report any illegal activities to relevant local, state, or federal authorities, and will cooperate to the best of its ability with such authorities in investigations of violations of this policy.

### Drugs and Medications

Unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited by state law under the Georgia Controlled Substances Act. Any UU constituent who violates the above policy is therefore subject not only to disciplinary action under the UU Code of Conduct, but to possible criminal prosecution. The only exception to this policy is for medications that have been legally and properly prescribed by a physician. Those in possession of such medications and related paraphernalia (e.g. insulin needles) must keep these items on or near their persons at all times, and should only use or take such medication when necessary and as privately as possible. Used medical paraphernalia must be removed from campus and disposed of properly. UU waste receptacles are not for medical waste, and disposal of medical waste in these receptacles constitutes a biohazard. This policy does not apply to legal, over-the-counter, non-controlled medications, such as aspirin, acetaminophen, cold remedies, etc., although such medications should also be used privately and only when necessary.

### Alcohol

Underwood University abides by all state and local laws regarding the possession, consumption, sale or distribution of alcoholic beverages. No alcoholic beverages of any kind are to be brought onto UU campuses or properties without authorization. The legal drinking age in Georgia is 21. Any UU student or employee under the age of 21 who purchases, attempts to purchase, or knowingly possesses an alcoholic beverage, on-campus or off-campus; or a student or employee over 21 who purchases, attempts to purchase, or otherwise furnishes alcoholic beverages for a person under the age of 21, is in violation of state law and of University policy, and subject to discipline under the UU Code of Conduct and to possible criminal prosecution.

### Tobacco

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** on in all UU buildings and on all UU premises, except in designated outdoor areas. These areas contain fireproof ashcans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

### Weapons

Weapons of any kind or facsimiles thereof are prohibited on Underwood University property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found to be in possession of such items on UU property are subject to disciplinary action up to and including dismissal from the University and legal action where appropriate.

### Communicable Disease Policy

Underwood University follows the health and safety guidelines set forth by the Georgia Department of Public Health and by the US Centers for Disease Control as they relate to communicable diseases. Communicable diseases prevalent in the US and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, meningitis, mumps, chickenpox, tuberculosis, acquired immune deficiency syndrome (AIDS; including ARC and HIV), other immunodeficiency-related viral infections such as Human T-cell lymphotropic virus types I and II (HTLV-I and II), and sexually transmitted diseases such as Chlamydia, herpes, syphilis, and gonorrhea. These diseases pose primary risks to the infected person and secondary risks to those who come in contact with the infected person.

Cases of communicable diseases at UU will be handled with concern for the individual as well as for the University community. Any student, staff, or faculty member who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the Vice President and to the Director of Student Affairs. All information thus reported shall be strictly confidential. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.

In all cases of communicable disease, Underwood University reserves the right to impose restriction of campus activities on the infected individual, based on all available relevant information. Such decisions will generally be made by the Vice-President and the Director of Student Affairs.

#### Hazardous Chemicals and Machinery

Under no circumstances are students or unauthorized faculty and staff to handle or use any materials, such as cleaners, paints, etc. or any machinery such as vacuums, floor cleaners, etc. or any machinery or devices not directly related to their job or work. Specific permission is required for students to handle chemicals in the arts studio, and no student or staff member without such permission is to handle these. Similarly, the kiln in the arts studio is for use by art students and instructors ONLY, and no unauthorized persons are to enter the firingroom.

#### Children on Campus

Underwood University cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the Underwood University campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

#### Animals on Campus

No pets or animals of any other kind are allowed on UU property without prior authorization from UU Administration. Service animals are permitted on the Underwood University campus with the prior authorization of UU Administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

#### Visitors to the Campus

Visitors are welcome to Underwood University. Visitors are responsible for any children that accompany them. All visitors (i.e. anyone who is not a student, faculty member, or staff

member of UU) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Underwood University is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

## CAMPUS EMERGENCY PLAN

### IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

#### General Emergencies

Underwood has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. In the event of a medical emergency, the situation should be reported immediately to the University business office, and 911 must be called. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately get to a safe place if possible and **CALL 911**; then call the Underwood Office at 770-831-9500
- Give the Underwood Office as much information as possible regarding the emergency.

The Underwood office will:

- Identify the nature and scope of the emergency;
- Establish priorities and coordinate crisis response efforts;
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency
- Determine the times and means to report efforts and progress to the campus community.

#### Emergency Contact Numbers

##### **Gwinnett Medical Center Lawrenceville**

24-Hour Emergency Room 678-312-4357

Gwinnett Extended Care Center 678-312-3000

**Counseling & Psychiatry of Gwinnett** 770-978-9393

**Emory University Hospital** 404-712-2000

Emergency services	404-712-7100
Toll Free Information	800-75-EMORY
<b>Gwinnett County Police</b>	<b>911</b>
Non-emergency	770-513-5700
<b>Suwanee City Police</b>	<b>911</b>
Non-emergency	770-945-8995
<b>Georgia State Patrol</b>	404-624-7700
Poison Information Center (Statewide)	800-222-1222
Road Conditions (Statewide)	877-694-2511

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. UU's Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, UU Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are mounted in all public areas and classrooms. These cameras record all activity 24/7, and are equipped with infrared capability for recording in the dark. UU reserves the right to use these cameras in the investigation of any incident on campus, and will provide recordings to relevant authorities when necessary.

**IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.**

**EMERGENCY AND CRISIS PROCEDURES**

The following procedures should be followed in the event of emergencies:

**Fire**

In all cases of fire, UU Administration must be notified as soon as possible. Fire alarm pulls are located throughout the building; pull the alarm and then call 911.

- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are



no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify UU Administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

### Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, "Are you ok?" and "What is wrong?" If the victim can speak, take note of what they say and report it to medical professionals when they arrive.
- Check breathing and give CPR if necessary and **ONLY IF YOU ARE PROPERLY TRAINED**. Do

not attempt CPR unless you have been trained.

- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.
- In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Academic Affairs.

### Gas Leak

In the event of a gas leak:

- Call 911 and notify UU Administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

### Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event Gwinnett County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Director of Campus Security and Facilities will immediately notify the Vice President and/or the President. The Director of Academic Affairs will be notified and all classes will be immediately informed. General precautions should be followed:

- Remain indoors
- Go to the safest area in your building (see list below).
- Stay away from windows. Windows need not be opened.
- Close and vacate all offices with outside windows.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.
- Remain in the safest areas: Stairwells and hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Director of Campus Security and

Facilities will notify the Vice President and/or the President, who will determine if further action should be taken.

#### In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate a building will be announced by UU Administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

#### Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the Underwood University website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via Underwood University website, the main campus telephone number, and broadcast over major television and radio stations. If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

#### Chemical Spill or Radiation Release

Underwood University is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway, and are susceptible to accidental release in the aftermath of collisions or fire. These toxic substances can be carried in cloud form and, depending upon variable winds, could affect the UU campus.

#### In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to UU Administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.

- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify UU administration immediately. Do not touch or approach any potentially hazardous substance.

### Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact UU Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by UU Administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

### Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident

- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

UU students or employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to UU Administration.

### Active Shooter Situations

In the extremely unlikely event of an active shooter on the UU campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

**DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.**

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU, AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons, but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them, but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is, and must take

every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THE POLICE SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone, and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

### Hostage Situations

Hostage situations are also extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

### Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each floor has evacuation maps posted on the wall.

### Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

### Campus Closings

Campus closings will be reported via email, SMS, the UU website, and on local radio, TV and internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that UU is open and operating.

### Campus Crime

Underwood University asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings

and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to UU administration and to the police. The Emergency Plan detailed in this Handbook explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. Underwood University therefore asks all members of its community to be alert, use common sense, obey all UU rules and regulations, and to follow all requisite local, state, and federal laws.

**Remember: All Underwood students and personnel have the right to safety and to feel unafraid on the Underwood university campus.**

### **SPECIAL INFORMATION REGARDING SEXUAL ASSAULT**

It is extremely unlikely that crimes of a sexual nature will be committed at UU. However, it is estimated that 11.2% of all university students in the US experience sexual assault through physical force, violence, or incapacitation.<sup>6</sup> The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

#### **Forcible sex offenses**

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the

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<sup>6</sup> David Cantor, Bonnie Fisher, Susan Chibnall, Reanna Townsend, *et al.* Association of American Universities (AAU), Report on the AAU Campus Climate Survey on Sexual Assault and Sexual Misconduct (September 21, 2015).

purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

#### Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Underwood University will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal UU investigation or through legal action, will be summarily and permanently expelled from Underwood University. UU will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes. **ALL UNDERWOOD UNIVERSITY INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.**

***DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF UNDERWOOD UNIVERSITY STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.***

#### **IF YOU ARE SEXUALLY ASSAULTED:**

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify UU administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise "clean up."
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.



- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

## GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN)  
1-800-656-HOPE or [www.rainn.org](http://www.rainn.org).
- State: Georgia Network to End Sexual Assault (GNESA)  
404-815-5261 or [www.gnesa.org](http://www.gnesa.org)
- Local: Gwinnett Sexual Assault Center & Children's Advocacy Center(GSAC-CAC)  
770-476-7407 or [www.gsac-cac.org](http://www.gsac-cac.org)

## STUDENTS WITH DISABILITIES

### Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Underwood University will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with disability must submit written requests for modifications or auxiliary aids to the Office of Administration. Documentation of disability may be required in order to receive appropriated modifications. Students with documented disabilities may park in the reserved spaces in the visitor parking lot (all others must park in the lower parking lot).

Underwood University cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent it places an undue financial or administrative burden on the University. Underwood University assumes no responsibility for personal care attendants, health-care providers, personal devices, individually prescribed devices, and readers for personal use or study, or private tutors.



## STUDENT ACKNOWLEDGMENT OF UNDERWOOD UNIVERSITY DISCIPLINARY POLICIES

I, \_\_\_\_\_ (name), hereby acknowledge that I have read, understand, and will comply with all Underwood University disciplinary policies. I understand my responsibilities as a student of Underwood University, and I hereby pledge to abide fully by all provisions of the Code of Conduct. I understand that, in the event of my violating any of these provisions, or any other University Policy, I may be subject to academic discipline, up to and including dismissal from Underwood University. I understand that Underwood University will report any conduct that violates local, state, or federal law to the appropriate authorities.

If I am an international student, attending Underwood University on an F-1 visa, I understand that certain violations of the Code of Conduct and the Academic Discipline policy, as outlined elsewhere in this Handbook, may result in my expulsion from Underwood University, and that such dismissal will result in the University terminating my F-1 visa status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_  
(Authorized Underwood University Representative)

*PLEASE SIGN AND RETURN THIS FORM TO THE REGISTRAR'S OFFICE.*

## **BIBLICAL FOUNDATIONS STATEMENT ACKNOWLEDGEMENT**

Welcome to Underwood University! We are glad that you have decided to further your academic ambitions with us. As you are aware, Underwood is a Christian, faith-based institution of higher learning, and as such, our mission and our institutional policies are founded in biblical principles. The Biblical Foundations Statement below lists the principles upon which Underwood was founded and upon which it operates. Please read this Statement carefully, along with the agreement at the end of this form. By signing this form, you agree that you will respect and abide by the Biblical Foundations Statement during your time at Underwood.

### **BIBLICAL FOUNDATIONS STATEMENT**

We believe in the divine inspiration and power of the Bible as the authoritative Word of God, and it is our guide in all matters.

We believe in the triune Godhead: one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

We believe in God the Father, the first person of the Divine Trinity; sovereign and eternal, who is worthy of honor, adoration, and obedience.

We believe that divinity and humanity are united in the person of Jesus Christ, the Son of God and Redeemer of mankind, who gave his life that we may be forgiven our sins and become worthy to enter the Kingdom of Heaven.

We believe that the Holy Spirit is the third person of the Godhead, who dwells within and seals all believers in Christ. The Holy Spirit gives spiritual gifts to all believers, through which they may come to a deeper understanding of God and can help bring the light of Christ to the world.

We believe in the redemptive sacrifice of Jesus Christ for the sins of the world, through His physical death, burial, resurrection, and ascension into heaven. Christ is the key to our salvation, and only through him may we enter the Kingdom of God. The sacrifice, death and resurrection of Christ redeemed humanity from the eternal penalty of sin, through the grace of God.

We believe in the return of Christ to earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

We believe that it is the purpose of the faithful Christian to imitate Christ insofar as we are able; to serve others with love and compassion, to concern ourselves with the well-being of our fellows, to love and honor God as our Father and Creator, and to follow His calling through the Holy Spirit. We follow the command of Christ found in Matthew 22: 37-39:

*Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.*

**I hereby agree that I have read and understand the information contained in the above Biblical Foundations Statement, and that I agree to respect and abide by its tenets during my tenure as a student of Underwood University.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

***This form is to be kept in the student's file along with other relevant admissions paperwork.***

*Revised June 2018*