



**Cornerstone**  
UNIVERSITY®

## **Student Handbook**

## Introduction

This student handbook is intended to provide students with information relating to student life at Cornerstone University. The handbook includes sections on campus information, general policies, residential policies and residence life response information. Each student is expected to be familiar with the policies and regulations set forth in this entire handbook, as well as in the Cornerstone University catalog. These expectations are intended to foster an atmosphere that supports individual and corporate flourishing, thus furthering the mission of Cornerstone University as a student-focused, Christ-centered community.

The Cornerstone University Student Handbook is published annually by the Office of Spiritual Formation & Christian Community. Students are held accountable for the most recent printing.

*Rights Reserved. The President and the officers of Cornerstone University reserve the right to change regulations affecting students should it be deemed necessary in the interest of the students or of the university to do so. The only official interpretations of student policies and regulations are those that are made in writing by the President and/or Vice President of Spiritual Formation & Christian Community or designee.*

*Cornerstone University admits students of any race, color, national and ethnic origin, disability, or veteran status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.*

For More Information/Contact Details:

Office of Spiritual Formation & Christian Community

Cornerstone University

1001 E Beltline Ave. NE

Grand Rapids, MI 49525-5897

(616) 977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Our Identity, Mission, & Vision

### Identity (Who We Are...)

Cornerstone is a Christ-centered University with a passion for global influence through the transforming power of the gospel.

### Mission (Why We Exist...)

Cornerstone University exists to empower men and women to excel as influencers in our world for Christ by offering a student focused learning community where Jesus Christ is central.

### Vision (What We Aspire To...)

We aspire to create a thriving community of fully devoted followers of Jesus in a spiritually contagious, academically excellent, richly resourced and culturally diverse learning environment that attracts outstanding students, faculty and staff who influence our world for Christ, his Church and his Kingdom.

## *Section 1: Information*

### **Accounting and Finance Office**

The Accounting and Finance Office is located in the Welch Administration Building and is open Monday through Friday from 9am-4pm. At the office students can make payments on a school bill, buy meal passes for family and friends, and cash checks (personal checks up to \$75, payroll checks up to \$100, larger checks may be cashed with 48-hour notice). Students must show their ID card when cashing a check.

#### **Contact Information**

616-222-1445

[business.office@cornerstone.edu](mailto:business.office@cornerstone.edu)

### **Athletics**

The Athletics Department is located in the Bernice Hansen Athletic Center. The intercollegiate athletics program includes men's and women's basketball, men's and women's bowling, cheerleading, cross-country, men's and women's soccer, baseball, softball, track and field (indoor and outdoor), men's and women's golf, men's and women's tennis, and men's and women's volleyball. Cornerstone University is a member of the NAIA (National Association of Intercollegiate Athletics) and the WHAC (Wolverine Hoosier Athletic Conference). The fitness center is located in the Hansen Athletic Center.

#### **Contact Information**

Director of Athletics, Aaron Sagraves

[aaron.sagraves@cornerstone.edu](mailto:aaron.sagraves@cornerstone.edu)

*Athletic Department Website:*

[www.cugoldeneagles.com](http://www.cugoldeneagles.com)

### **Benevolence Funds**

A limited amount of funding is available for short-term emergency needs (such as assistance with medical expenses, travel expenses for family situations, or similar needs). Requests can be made confidentially through Tate Radaz, the Executive Director of Spiritual Formation & Christian Community, for review by the Benevolence Fund Committee.

#### **Contact Information**

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.Radaz@cornerstone.edu](mailto:Tate.Radaz@cornerstone.edu)

## Bookstore

The Cornerstone University Bookstore is located in Warren Faber Hall and offers new and used textbooks, textbook rental, and CU merchandise. The bookstore is open Monday through Thursday from 9am-6pm and on Friday from 9am-5pm.

### Contact Information

616-254-1663

*Website:*

<https://cornerstone.slingshotedu.com/>

## Campus Safety

Campus Safety is a 24-hour/7-day a week service operation that provides safety, security, and emergency services to our university community, including its citizens and guests. Their officers are also equipped to provide motor vehicle battery boosts, to assist with vehicle lockouts, and to provide other services. The Campus Safety office and their switchboard is located in the front of Faber Hall.

### Get Help

"Blue Light" emergency call boxes are located throughout the campus and are for emergency situations. Or, in an emergency, call 9-1-1 from any telephone and Campus Safety if possible. Calling 9-1-1 from an on-campus phone will also automatically alert the Campus Safety switchboard.

### Contact Information

Director of Campus Safety, Brian Crowell  
616-222-1525 or 616-949-5300 (option 1)

[Brian.crowell@cornerstone.edu](mailto:Brian.crowell@cornerstone.edu)

## Campus Telephone Usage

While individual residence hall rooms are not equipped with "land-lines", campus telephones are available within each residence hall. Microsoft Teams is utilized as the primary "land-line" for making calls on campus. "Blue Light" call boxes are available throughout the campus for use in emergency situations.

### Contact Information

Technology Support: 616-222-1510

[technology.support@cornerstone.edu](mailto:technology.support@cornerstone.edu)

## Center for Career and Life Calling

The Center for Career and Life Calling provides service in three major areas to assist students as they prepare for their future careers: career development (career choice, self-marketing, etc.), career preparation (resume review, cover letters, networking, etc) and employment opportunities (part-time and full-time). Career and Life Calling is located in the Upper CORUM and is open Monday through Friday from 8am-5pm.

### Contact Information

Director of Career and Life Calling, Helene Hale  
[career@cornerstone.edu](mailto:career@cornerstone.edu)

*Search for Internships & Jobs:*

<https://cornerstone.joinhandshake.com/login>

## Center for Academic Success

The Center for Student Success, located in the Verna Miller Center for Student Success, is an academic support and disability accommodations center that serves as a catalyst for learning and instruction. The Center for Academic Success provides academic support to all students, with resources available for both in-person and online studies. Academic success requires more than just knowledge of academic subjects—it requires awareness of university academic support options and full accessibility. Peer academic tutoring, professional academic coaching, The Writing Center, study skills development, test-taking strategies, academic probation support, and academic mentorship are just a few primary academic support services provided by the Center for Academic Success.

### Accessibility Services

Citing the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act, Cornerstone University is committed to ensuring all students have full access to their coursework by providing reasonable academic, residential, dietary and/or allergen accommodations to qualified students with a documented disability. To establish eligibility for disability-related reasonable accommodations and services, students must complete our Accessibility Services application and provide recent and detailed documentation of disability/disabilities. Students are encouraged to apply as early as possible, as the review and approval process may take 2-4 weeks to complete. Incoming freshmen are encouraged to submit their application and documentation in the semester preceding their enrollment as a Cornerstone University student.

Contact information

Director of Academic Success | 504 Administrative Officer, Mario Adkins  
[academic.success@cornerstone.edu](mailto:academic.success@cornerstone.edu)  
616.222.1596

### University Advising

Students are assigned to a professional or faculty advisor who offers counsel and direction and assists with registration. A schedule of registration dates is posted on the Registrar's page of MyCU. The upcoming course schedule is available in the Course Catalog in Self-Service for planning, typically four weeks prior to the first day of registration. While the university offers helps with planning a student's program, each student is responsible for meeting his or her graduation requirements. All students must register at the scheduled time and cannot be

admitted to classes without formal registration. Students unable to complete their registration, according to the registration schedule, may register late, through the end of the drop/add period.

#### Contact Information

Executive Director of Advising and Student Success, Melissa Canup

[advising@cornerstone.edu](mailto:advising@cornerstone.edu)

616.222.1409

#### Contact Information

616-222-1596

*Confidential Fax Number:* 616-222-1595

[student.success@cornerstone.edu](mailto:student.success@cornerstone.edu)

Director of Academic Success | 504 Administrative Officer, Mario Adkins

[Mario.adkins@cornerstone.edu](mailto:Mario.adkins@cornerstone.edu)

616.222.1596

## Counseling Services (The Well)

The Well offers a variety of confidential services including individual and group counseling, premarital and marital counseling, resource materials, crisis intervention, and referrals to off-campus service providers. All services are Christ-centered, biblically-based, and held to the highest professional and ethical standards. The Well is located in the Verna Miller Center for Student Success and is open Monday through Friday from 9am-4pm. Counseling appointments are available at an affordable rate and can be made by calling the office.

### Get Help

Students in need of immediate assistance should contact their Resident Assistant or Resident Director. If unavailable, please contact Campus Safety at 616-949-5300 (on campus ext. 0). They will be able to put students in contact with the Residence Life staff Professional on duty. They will work on an appropriate response in consultation with the Director of Counseling, Health, and Wellness.

In an emergency situation, students should contact 9-1-1 or Campus Safety 616-949-5300 (ext. 1).

#### Contact Information

616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Disability Accommodation

Academic, housing, or dining accommodations are granted on the basis of determined need and documentation of disabilities. The purpose of accommodations is to provide equal access to educational opportunities for students with disabilities and does not intend that academic standards be lowered or essential elements of programs or courses be changed. Students who have questions about their eligibility for accommodation, required documentation for disabilities, or grievance procedures for this policy should contact the Director of the Center for Student Success.

## Contact Information

Center for Academic Success: 616-222-1596

[student.success@cornerstone.edu](mailto:student.success@cornerstone.edu)

Website:

<https://www.cornerstone.edu/academics/student-disability-services>

## Drug Free Schools and Community Act

Cornerstone University complies with the Drug Free Schools and Communities Act of 1989. Cornerstone students agree to the policies outlined in the student handbook, requiring abstention from the possession, distribution, and use of alcoholic beverages and illegal drugs. Failure to adhere to these standards will result in disciplinary action up to and including suspension, dismissal, and possible referral for prosecution.

## Community Rationale

The use of illicit drugs and alcohol present major health risks such as potential addiction, acute and chronic illness, and in some cases, death. The concern for these risks is higher for young adults who are still both physically and emotionally young in their development. Corollary risks associated with alcohol abuse and drug use (and the impaired judgment that can occur) include injuries to self and others, accidents, drunk driving, and an increased prevalence of atmospheres conducive to sexual violence.

## Legal Rationale

In addition to the policies outlined in the student handbook, municipal, state, and federal laws strictly outline penalties for the illegal use, possession, or distribution of alcohol and drugs. Specific references to the laws are available in the Office of Spiritual Formation & Christian Community.

## Get Help

Alcohol and drug information, referral, counseling, and rehabilitation programs are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Residence Life staff, the Health Services staff, or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## E-Mail

Each student is assigned a Cornerstone University (@cornerstone.edu) e-mail address and is responsible for information sent to and from this address, as well as information posted to the My Cornerstone app (available for download or at [my.cornerstone.edu](https://my.cornerstone.edu)).

### Contact Information

Technology Support: 616-222-1510

[technology.support@cornerstone.edu](mailto:technology.support@cornerstone.edu)

## Emergency Contacts

Cornerstone University is committed to maintaining a healthy, secure environment that allows members of the campus community to thrive. Our Campus Safety division is manned 24/7/365 throughout the year and a member of our Residence Life staff is accessible at all times.

### Contact Information

In an emergency situation, students should contact 9-1-1 and then Campus Safety (dial 0 from any campus phone, or 616-222-1525 from all other phones. “Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

## Emergency, Medical and Bereavement Absences

Students dealing with illness, injury, bereavement, or other situations necessitating an extended absence from Cornerstone are encouraged to contact the Office of Spiritual Formation & Christian Community for assistance. A communication plan will be implemented, ensuring that various campus constituencies (faculty, health services, The Well, residence life personnel) are apprised of essential information regarding the student’s absence without compromising confidentiality. Additionally, the network accessed by Spiritual Formation & Christian Community will be equipped to address ongoing medical needs, counseling, and pastoral care as necessary.

Academic issues (including completion of missed assignments, tests, exams, and course material) must be coordinated by the student with their professors and instructors. Spiritual Formation & Christian Community staff cannot make academic accommodations for the student, but can serve as an additional point of contact, as can the staff members at the Center for Academic Success.

If the situation necessitates a withdrawal from the University, students should contact Emory Eddie (Director of Student Success) to coordinate the appropriate paperwork.

### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

Academic Success: 616-222-1409

[advising@cornerstone.edu](mailto:advising@cornerstone.edu)



## Enrollment Periods

Enrollment periods begin with the first day of classes or when a student checks into the residence hall (whichever comes first) and end with the completion of final exams, commencement, or when a student checks out of the residence hall (whichever comes last).

## Facilities & Physical Plant

Facilities & Physical Plant oversees grounds, housekeeping, and maintenance, vehicle reservations, and facilities management at Cornerstone University. Work orders for maintenance, housekeeping, or grounds issues can be submitted online which is accessible through the My Cornerstone app.

### Contact Information

616-222-1420

[facilities@cornerstone.edu](mailto:facilities@cornerstone.edu)

*Work Orders:*

<https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The university intends to forward such records on request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

### Contact Information

*The name and address of the office that administers FERPA is:*

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave.

Washington, DC 20202-4605

*Questions about this policy can be directed to:*

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Global Opportunities

Global opportunities to serve, learn, and grow through involvement in service-oriented mission trips are provided through the Office of Spiritual Formation and Christian Community. These trips will be communicated to the entire student body with applications for involvement. Commitments to these trips include pre-trip preparations and post-trip debriefing and expectations. These trips are typically fundraised by those involved in the trip.

### Contact Information

Associate VP of Spiritual Formation and Christian Community, Kevin S. Hall

[Kevin.hall@cornerstone.edu](mailto:Kevin.hall@cornerstone.edu)

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.radaz@cornerstone.edu](mailto:Tate.radaz@cornerstone.edu)

## Health Insurance

Students are expected to maintain appropriate health insurance coverage as mandated by federal law and to provide documentation of that insurance to Health Services. F-1 international students will be automatically enrolled in a US-based policy to ensure adequate coverage during their studies at Cornerstone.

### Contact Information

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

## Health Services

Health Services is located in the Verna Miller Center for Student Success and is available to any full-time traditional undergraduate students who are ill or injured while on campus. Our campus nurse is supported by office personnel

and an excellent referral network. Services are available during office hours (Monday, Tuesday, Thursday, and Friday from 9am-4pm).

### Get Help

Students needing immediate assistance should contact their Resident Assistant or Resident Director. If unavailable, they contact Campus Safety at 616-949-5300 (option 1) who will connect them with the Residence Life staff Professional on duty. They will work on a timely response in consultation with Health Services. In an emergency situation, students should contact 9-1-1 or Campus Safety 616-222-1525.

### Contact Information

616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

## Intramurals

Intramural sports serve as a means of enriching the Cornerstone experience by offering students, faculty, and staff the opportunity to develop new relationships, team building and sportsmanship skills, along with promoting personal health. The following sports are offered at various times throughout the academic year: Flag Football, Ultimate Frisbee, Volleyball, Dodgeball, Broomball, Indoor Soccer, Basketball, and Slow-pitch Softball.

### Contact Information

Assistant Director of Community Life, Meghann Patterson

[Meghann.patterson@cornerstone.edu](mailto:Meghann.patterson@cornerstone.edu)

## Library

Miller Library provides both physical and virtual resources to support the academic programs of the University. A current student ID card is required to check out material, to make photocopies, and access subscription databases from off campus. Inter-library loan is a service provided to all students free of charge.

There is a Curriculum Materials Center (CMC) and Junior Library on the Library's second floor especially suited to Education students. The library also has research assistance available during posted library hours and by e-mail.

For library hours, policies, and details about library resources please refer to the Miller Library website.

### Contact Information

616-222-1458

[reference@cornerstone.edu](mailto:reference@cornerstone.edu)

Website: [library.cornerstone.edu](http://library.cornerstone.edu)

## Lockers

Lockers are available in Warren Faber and the Bernice Hansen Athletics Center on a first come first serve basis. Cornerstone University is not responsible for lost or stolen articles stored in lockers. Locks should be used at all times. Failure to remove locks may result in the lock being removed by campus safety. If you need a locker for the semester, please contact Spiritual Formation & Christian Community.

## Lost and Found

The primary “Lost and Found” is located in the Office of Spiritual Formation & Christian Community on the second floor of the Corum Student Union building. All unclaimed items are disposed of at the end of each semester. Miller Library, Bernice Hansen Center and the Campus Safety office also retain Lost and Found items.

### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Mail Room

The University Mail room is located in the CU Store in Faber. They send and receive all campus mail.

Magazines and/or catalogs that do not meet CU’s media discernment criteria will be referred to Residence Life personnel for follow-up.

### Contact Information

616-254-1352

[Shanda.fredericks@cornerstone.edu](mailto:Shanda.fredericks@cornerstone.edu)

## Media Rights

Unless otherwise communicated with Spiritual Formation & Christian Community or the Marketing Department, students grant permission to Cornerstone University to use their photograph on its website or in other official university electronic and printed publications and advertisements without further consideration. The university may also crop or treat the photograph at its discretion.

### Contact Information

[Spiritual.formation@cornerstone.edu](mailto:Spiritual.formation@cornerstone.edu)

[marketing@cornerstone.edu](mailto:marketing@cornerstone.edu)

## Mentoring Program

The mentor program facilitates mentoring relationships by matching students with a peer, faculty, staff or alumni mentor in the Cornerstone community. To request a mentor or to explore the possibility of serving as a peer mentor, contact Tate Radaz in the Office of Spiritual Formation & Christian Community.

### Contact Information

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.Radaz@cornerstone.edu](mailto:Tate.Radaz@cornerstone.edu)

## Non-Discrimination Statement

Cornerstone University does not discriminate on the basis of race, national origin, sex, age, disability or veteran status in any of its education policies and programs that it operates. The Associate VP for Spiritual Formation &

Christian Community (Kevin Hall) is designated as the University's Title IX Coordinator. He may be contacted with any inquiries pertaining to the University's policy prohibiting discrimination or Title IX requirements.

Policies and Procedures are listed on the MyCU resources within Spiritual Formation and Christian Community.

### Contact Information

AVP for Spiritual Formation & Christian Community | Title IX Coordinator, Kevin S. Hall

616-977-5583

[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

## Recreational Facilities

A wide variety of recreational facilities are available for students including sand volleyball, an intramural athletic field, a walking/jogging path, outdoor basketball court, broomball facilities, and an 18-hole disc golf course. The Bernice Hansen Athletic Center offers open gym times in the field house, racquetball courts, and the fitness center with Cybex machines, free weights, and aerobic exercise machines. The recreational facilities are open to all currently enrolled students. Hours and specific regulations are published and posted.

### Contact Information

Bernice Hansen Athletic Center: 616-222-1425

Aaron Segraves, Athletic Director: 616-977-5415

[Aaron.segraves@cornerstone.edu](mailto:Aaron.segraves@cornerstone.edu)

Community Life, Meghann Patterson: 616-977-5583

[Meghann.pattersone@cornerstone.edu](mailto:Meghann.pattersone@cornerstone.edu)

## Registrar's Office

The Registrar's Office assists students with questions relating to class registration, program evaluations, graduation requirements, requests for transcripts, and changes of address. The office is located in the Welch Administration Building and is open on Monday through Friday from 8am-5pm.

### Contact Information

616-222-1431

[registrar@cornerstone.edu](mailto:registrar@cornerstone.edu)

## School Cancellations/Inclement Weather

In case of inclement weather, students will be alerted through the RAVE alert system for emergency alerts. Cancellation notifications will be provided through the MyCU app. Students are asked to refrain from calling the university switchboard regarding school cancellations, delays, or schedule changes. In all cases, students should exercise their own discretion regarding their traveling safety.

In case of a tornado alert, the following procedures will be carried out:

Tornado Watch: An official member of the university will declare what immediate action is to be taken by the student body, faculty and staff. The RAVE system and other sources will attempt to keep university personnel informed of threatening weather conditions.

**Tornado Warning:** A continuous siren may be sounded by public safety authorities which indicates that a tornado or conditions like it may be imminent. Additional notification will be provided through the RAVE system. Because of the nature of the buildings on our campus, individual safety can best be secured by taking immediate shelter in the closest secure building available, and positioning oneself in the lowest and most central area of the building while staying away from windows and doors, glass, and the potential for falling objects.

### Contact Information

All students are requested to sign up for our RAVE automatic text messaging and email service. This will enable Cornerstone to provide them with immediate emergency and advisory messages affecting the campus and surrounding areas. Students may sign up for this service on the Cornerstone app.

## Small Groups

Small groups designed to build community and facilitate discipleship are available for on-campus and off-campus students through the Office of Spiritual Formation & Christian Community.

### Contact Information

Assistant Director of Chapel & Campus Ministries, Rebekah Alvaro

[Rebekah.alvaro@cornerstone.edu](mailto:Rebekah.alvaro@cornerstone.edu)

## Student Definition

For the purposes of this handbook, a “student” is defined as an individual registered for any number of credit hours as a traditional undergraduate student at Cornerstone University.

## Spiritual Formation & Christian Community

The Office of Spiritual Formation & Christian Community is located on the second floor of the Corum Student Union and oversees the co-curricular components of the university with the goal of challenging students to become more fully devoted followers of Jesus Christ.

### Contact Information

616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Student Financial Services

Student Financial Services is located in the Miller Hall Building, with office hours from 8am-5pm, Monday through Friday. Its purpose is to serve God by helping students and their families manage the cost of an undergraduate degree. They welcome questions about billing, financial aid, loans, scholarships, and other financial matters.

### Contact Information

616-222-1424

[financial.aid@cornerstone.edu](mailto:financial.aid@cornerstone.edu) (general questions)

[sfbilling@cornerstone.edu](mailto:sfbilling@cornerstone.edu) (billing questions)

## Student Government

Cornerstone University Student Government functions as an active liaison between students and administration and is a project-oriented organization that mobilizes the energy of students to address campus and community concerns.

CU Events also contributes to a student-focused community by planning activities and events to engage students in the life of the university and to connect them to opportunities in Grand Rapids. Student Gov. is led by two elected students, a President and a Vice President, under the oversight of the Executive Director of Spiritual Formation & Christian Community. It includes representatives from each class, also.

### Contact Information

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.radaz@cornerstone.edu](mailto:Tate.radaz@cornerstone.edu)

## Student Leadership Opportunities (CU LEAD)

Cornerstone University provides a wide variety of volunteer and paid student leadership positions. These positions exist primarily for the experiential education of the student holding the position and secondarily to accomplish the work within Spiritual Formation & Christian Community. Opportunities for student leadership are advertised to the entire traditional undergraduate student body. Offers for specific positions are made based on a thorough application and interview process.

Positions within Spiritual Formation & Christian Community are part of the CU LEAD leadership development pathway. All leadership opportunities include training components as well as practical experience. The CU LEAD program and information about applying for these opportunities can be found on the CU LEAD page on MyCU.

Detailed information and a list of student leadership opportunities is available from the Office of Spiritual Formation & Christian Community and on the Handshake website.

### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

*Handshake Website:*

<https://cornerstone.joinhandshake.com/login>

## Transcripts

Current students may obtain an unofficial copy of their transcript through Web Advisor. Students may also obtain official transcripts of academic records through the Registrar's Office. Requests should be made in writing and must be accompanied by the student's signature. A transcript request form is available for this purpose. A fee of \$5 is charged for each transcript. The office will process a transcript request when all the student's financial obligations to the university have been met. Transcripts are printed on a regular basis. Additional academic information is available in the Cornerstone University academic catalog.

### Contact Information

Registrar's Office: 616-222-1431

[registrar@cornerstone.edu](mailto:registrar@cornerstone.edu)

## Wellness Resources

In addition to The Well and Health Services, Cornerstone offers proactive wellness facilities, including a massage chair and prayer room. These facilities are located in the Verna Miller Center for Student Success and are open Monday, Tuesday, Thursday, and Friday from 9:00-11:30am and 12:30-4:00pm.

### Contact Information

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

*Massage Chair/Prayer Room Reservations:*

<https://portal.cornerstone.edu/student-services/hlth>



## Section 2: General Policies

### Academic Integrity

As a Christian institution of higher education, Cornerstone University seeks to maintain the highest standards of academic integrity. The faculty trusts the integrity of Cornerstone students and encourages them to maintain the integrity of the faculty-student relationship. Academic dishonesty, therefore, is a serious breach of university standards and will result in substantial penalties. Violations of academic integrity include:

- **Plagiarism:** Willfully submitting as part or all of one's own work material that is copied or paraphrased from another source, including on-line sources, without proper acknowledgment of that source.
- **Cheating:** Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include but are not limited to: looking at a peer's exam, altering a graded exam, using notes without permission, etc.
- **Fabrication:** Submitting altered or contrived information in any academic assignment. Examples include but are not limited to: falsifying data, text material, or sources.
- **Facilitating academic dishonesty:** Helping another student violate this policy. Examples include but are not limited to: allowing one's work to be copied, working together on an assignment where collaboration is not explicitly allowed, doing work for another student.

*See "Contact Information" for details on responses to Academic Integrity violations.*

### Contact Information

Violations of the academic integrity policy will result in the following actions:

#### First offense

Faculty Response:

- File a written report with the Dean.
- The student will receive no credit for the assignment or test on which he or she has been dishonest.

Dean Response:

- A file will be created recording the student's violation of Academic Integrity policy.

#### Second offense

Faculty Response:

- File a written report with the Dean.

Dean Response:

- The student's file will be updated to reflect a second violation of the Academic Integrity policy.
- Written notification will be given to the faculty member who reported the Academic Integrity policy violation indicating that the student who violated the Academic Integrity policy will fail the course.
- Written notification will be given to the Vice President for Academics (or other appropriate individual as

determined by the Dean or policy) who will implement an accountability and mentoring plan for the student (often in collaboration with the Associate VP of Spiritual Formation & Christian Community).

### **Third offense**

Faculty Response:

- File a written report with the Dean.

Dean Response:

- The student's file will be updated to reflect a third violation of the Academic Integrity policy.
- Written notification will be given to the faculty member who reported the Academic Integrity policy violation indicating that the student who violated the Academic Integrity policy will fail the course.
- The student will face suspension or dismissal from the university.

### **Appeals Process**

- A student who feels that he or she has been unfairly accused or unjustly treated may appeal the decision to the appropriate division chair. Such appeals shall be made in writing within seven days of notification of the decision.
- If a professor or student deems that the case has not been resolved satisfactorily and that a more comprehensive university response is needed, he or she may appeal to the Dean.
- Final appeals shall be made to the Vice President of Academics
- In the case of a successful student appeal, the record of the offense will be expunged from the student's file.

### **Education Regarding Academic Integrity Policy**

Cornerstone University shall make all students and faculty aware of this policy by publishing it in the Student Handbook and the Faculty Handbook. Furthermore, faculty will reference the policy in their course syllabi. However, ultimate responsibility for knowledge of and compliance with this policy rests with the student.

*For further information contact:*

Contact your School Dean or  
VP of Academics, Bradford Sample  
[Bradford.sample@cornerstone.edu](mailto:Bradford.sample@cornerstone.edu)

## **Alcohol**

Students are expected to refrain from the purchase, possession, distribution, or use of any alcoholic beverages during enrollment periods at Cornerstone University.

### **Biblical Rationale**

Scripture clearly addresses certain issues relating to alcohol use. Drinking to excess is portrayed as dangerous, unwise, and inappropriate for the follower of Christ. Underage drinking, in addition to being unwise, specifically violates our biblical responsibility to obey the laws of our country.

While moderate consumption of alcohol is not prohibited in Scripture, it does fall under the category of freedoms that, at times and in certain contexts, need to be relinquished for the good of others and for the health of the community. By enrolling at Cornerstone, students voluntarily agree to willingly relinquish what may be individually "permissible" for a season.

## Community Rationale

One of the key learning goals of our community is to help students grow in spiritual, emotional, physical, and mental health. Numerous studies indicate that alcohol issues - particularly underage drinking and alcohol abuse negatively influence this process.

Our desire is to provide an environment - both on campus and off campus - that allows every student to thrive. Recognizing that our student body represents a variety of constituencies, backgrounds, and life experiences, we have made the choice to define a clear, easily understood standard regarding the purchase, use, or distribution of alcoholic beverages during enrollment periods.

## Legal Rationale

Cornerstone complies with the Drug Free Schools and Communities Act of 1989. In addition to the policies outlined in the student handbook, municipal, state, and federal laws strictly outline penalties for the illegal use, possession, or distribution of alcohol and drugs. Specific references to the laws are available in the office of Spiritual Formation & Christian Community.

## Get Help

Alcohol and drug information, referral, counseling, and rehabilitation programs are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff, the Health Services staff, or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Animals

Students are not permitted to have animals on campus at any time, with the exception of approved tropical fish (permitted only in freshwater aquariums with capacities not exceeding 30 gallons). Regulations prohibit all dogs, cats, and other pets from campus unless they fit one of these categories:

- officially authorized for demonstration purposes
- in conjunction with law enforcement efforts
- pre-approved and permitted in Cornerstone University housing as a reasonable accommodation under the "Service and Emotional Support or Therapy Animals" policy in collaboration with the accommodations officer.

## Get Help

Please refer to the Disability Accommodation section of the handbook for more information on approved accommodations.

The Service and Emotional Support or Therapy Animals policy can be found on the MyCU portal in resources within SFCC.

Please refer to the Disability Accommodation section of the handbook for more information on approved accommodations.

Campus Safety: 616-949-5300 (option 1)

Center for Student Success: 616-222-1596

Campus Housing: 616-977-5583  
[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

## Bicycles

Any bicycle stored or operated on campus must be registered with Cornerstone University's Department of Campus Safety. Registration will be used to track down missing bicycles, and to contact owners of bicycle that are assumed to be abandoned and/or are secured in an improper manner or location.

### Contact Information

*If a bicycle is lost or misplaced, please contact:*  
Campus Safety: 616-949-5300 (option 1)

Any bicycles left unattended on campus after the conclusion of the Spring semester that are not registered with Campus Safety will be assumed to be abandoned and discarded at the discretion of Campus Safety or Campus Services.

## Bullying

Bullying in any form, written, verbal, physical, or in electronic forms, is prohibited at Cornerstone. Bullying includes but is not limited to hostile, aggressive, and/or intimidating behavior that is severe, pervasive, or persistent such that it is intended or a reasonable person would know is likely to cause causes actual physical or detrimental mental health effects OR causes a reasonable person fear of physical harm or substantial emotional distress and undermines the person's ability to work, study, or participate in educational or other activities. For more information, contact the Director of Residence Life and Conduct for the full bullying policy, which may also be found on MyCU resources.

### Biblical Rationale

Scripture's clear and consistent message is that we are to think of and treat others as better than ourselves. We are to live as good neighbors and in Christ's love towards one another. In the fruits of the Spirit, we are to have kindness, goodness, gentleness, and self-control.

### Community Rationale

For Cornerstone University to be a "thriving community of fully devoted followers of Jesus" requires that we give careful attention to any interactions and attitudes towards one another. Bullying directly disregards our community covenant.

We encourage all members of our community to report any incidents of bullying they witness or experience. Reports can be made to the university's Office of Spiritual Formation & Christian Community, where the conduct and care team will investigate and address the situation in a

timely and confidential manner.

### Legal Rationale

Our policy aligns with other Michigan bullying laws such as those found within MCL380.1310B.

### Get Help

If you have experience bullying, please report it immediately to any staff of Spiritual Formation and Christian Community or you may contact any of the following individuals for confidential assistance:

AVP for Spiritual Formation & Christian Community, Kevin S. Hall

[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Chapel Attendance

Chapel sessions will be Mondays, Wednesdays, and Fridays at 10am. Students are expected to attend at least 25 chapel services or chapel credit opportunities per semester for full-time students.

Required Chapel Credits:

- 12 or more academic credits: 25 chapel attendances required per semester.
- 7-11 academic credits: 12 chapel attendances required per semester.
- 0-6 academic credits: 6 chapel attendances required per semester.
- Dual enrolled and consortium students are welcome to attend chapel but are fully exempt from chapel requirements.

Evensong on several Sunday evenings throughout the semester also count towards chapel credit as well as other opportunities as established by the Executive Director of Spiritual Formation & Christian Community. These opportunities will be communicated throughout the semester.

Opportunities for credit also exist by completing a reflection paper after listening or viewing a recorded chapel for the current semester.

Failure to meet the chapel credit requirement will result in a \$10 fine for each missed credit.

Chapel Integrity: Though students may experience difficulties managing time and attending chapels, students are never permitted to scan in and out for chapel and not attend the service. Such action is dishonest, unfair to those who are in attendance, and will be treated as a conduct violation warranting of disciplinary procedures. Do not scan in if you are unable to attend the service and instead seek other ways to gain chapel credit by contacting the Assistant Director of Chapel Ministries and Spiritual Formation.

*See "Contact Information" for additional details.*

### Biblical Rationale

The Bible points to worship, teaching, and corporate gatherings as significant events within a Christian community. While Cornerstone University is not a church, we deeply value the opportunity to draw together and worship the Lord while learning from His Word.

## Community Rationale

A key component of our community is time together. Chapel serves as one of the few gathering points that draw our entire campus community - faculty, staff, and students - together. We believe not only that each student needs the experience of these gatherings, but that each student's participation is needed at these gatherings. Required chapel sessions ensure that these gatherings appropriately retain a prominent place in our campus calendar, and in the individual calendars of our community members.

## Contact Information

Chapel Attendance Details:

Students are to use student IDs to scan in and out for chapel credit. Scanners are found by all entrances to the seating area, and a successful scan is registered once the scanner light turns green. Students must scan on the way in and on the way out at the conclusion of the service in order to receive chapel credit. If a student does not have an ID on their person, they are allowed up to 2 times that they can verify their attendance in person before leaving chapel with a staff member of Spiritual Formation & Christian Community before emailing [chapel.feedback@cornerstone.edu](mailto:chapel.feedback@cornerstone.edu) and copying the staff member who can verify their attendance. All students are to carry their IDs with them when they are on campus. A lost ID should be replaced immediately at campus safety. For problems or questions with check-in, email [chapel.feedback@cornerstone.edu](mailto:chapel.feedback@cornerstone.edu).

Accommodations may be made for certain situations. All academic-related accommodations or exemptions are approved through school deans when commitments are directly related to course requirements (e.g., internships for credit, student practicum, clinicals). Talk to your school deans or designee for these situations, which will automatically update your chapel app requirements based on your class registration. Non-academic accommodation requests should utilize the form communicated by Chapel Ministries and Spiritual Formation by Drop/Add. For more, email [chapel.feedback@cornerstone.edu](mailto:chapel.feedback@cornerstone.edu).

Missed chapel option for reflection paper: If towards the end of the semester you are running the risk of not meeting Chapel requirements you may: Review the chapel audio (located on the Cornerstone Chapel Spotify and SoundCloud accounts) and submit a reflection paper. (Reflection papers should be submitted to [chapel.feedback@cornerstone.edu](mailto:chapel.feedback@cornerstone.edu)) *The rubric for guidelines for reflection paper can be found on MyCU (SFCC resources)*

Fines for missed chapel credits: At the end of the semester, fines are automatically applied to your bill which can be paid on self-service or at the accounts receivable desk.

*For further information contact:*

Executive Director of Spiritual Formation & Christian Community, Tate Radaz  
[Tate.Radaz@cornerstone.edu](mailto:Tate.Radaz@cornerstone.edu)

Assistant Director of Chapel Ministries and Spiritual Formation, Rebekah Alvaro  
[Rebekah.alvaro@cornerstone.edu](mailto:Rebekah.alvaro@cornerstone.edu)

## Church Attendance

Students are encouraged and expected to become actively involved in a local church and attend regularly. To facilitate church attendance, no student activities will be scheduled for Sunday mornings. A listing of local churches is available from the Office of Spiritual Formation & Christian Community or from Campus Ministries staff members. For help navigating finding the right local church for you, check the resources in Spiritual Formation & Christian Community called “what church should I go to,” along with a list of area churches.

### Biblical Rationale

Participation in a local church is a key (and commanded) component of a Christian’s spiritual growth. Church involvement allows opportunities for believers to exercise spiritual gifts and provides an environment of accountability and mentoring that leads to personal spiritual growth. The church is a key agent of God’s work on earth and each member of the Body of Christ is assumed to be an integral and interdependent part.

### Community Rationale

Our campus community at Cornerstone offers opportunities for worship, Bible study, accountability, and service. However, Cornerstone University is not a church. All members of the community - faculty, staff, and students - are both encouraged and expected to be involved in an Evangelical local church home.

### Contact Information

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.Radaz@cornerstone.edu](mailto:Tate.Radaz@cornerstone.edu)

## Conflict Resolution

When conflicts develop between a student and another individual, every attempt should be made to resolve that issue privately. Willingness to forgive and a desire for reconciliation must characterize one’s behavior toward others. Spiritual Formation & Christian Community staff along with school Deans are available to help students navigate conflict from a biblical perspective.

### Biblical Rationale

Scriptural instructions point to the wisdom of a gentle answer in response to wrath, to private resolution of conflicts, and to a community characterized by being “quick to listen, slow to speak, and slow to become angry.” Conflicts should be resolved in a timely manner and should be marked by a willingness to extend the forgiveness that we have received from Jesus Christ.

### Community Rationale

Small unresolved conflicts, fueled by gossip and speculation, can escalate quickly in the Cornerstone University. It is in the best interests of the parties involved in the conflict to resolve the issue quickly.

### Get Help

Assistance in conflict resolution and mediation can, if necessary, be provided through Spiritual Formation & Christian Community and/or The Well staff.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Copyright Integrity (video/TV)

A Public Performance License is required to show movies publicly on campus at CU. It is legal to show movies in a residence hall lounge without a Public Performance License if the event is not advertised outside the residence hall where the movie is being shown, an admission fee is not charged, and CU televisions or equipment are not used to show the film in an official full campus or public manner.

### Biblical Rationale

As Christians, we take Scriptural commandments regarding theft and the laws of our country seriously. Issues of copyright violation are against the law and are an act of theft.

### Community Rationale

While publicly viewing material licensed only for personal use may not seem like a major issue, our community desires to be above reproach. We want to encourage one another toward responsible, ethical choices both through our policies and through our examples.

### Legal Rationale

Cornerstone University's policy complies with the Federal Copyright Act of 1976.

## Dance

Students are expected to use discretion and biblical wisdom in their choice of venue, music, and style of dancing. Dancing that is sexually suggestive or detrimental to the community is not permitted.

All dances on Cornerstone's campus must be sponsored by a recognized CU Student Organization or be approved in writing by the Office of Spiritual Formation & Christian Community. Music selections, activities, decorations, and the general environment are expected to reflect discretion and biblical wisdom.

### Biblical Rationale

Dance is a part of God's good creation and expresses His creative nature. While it is clear that there are negative aspects of dance and certain types of dancing do not honor and glorify God, we believe that dance is an important aspect of God's good creation and can be used as an expression of joy, happiness and worship.

### Community Rationale

Key issues for students to consider as they approach dance include the context of dance and forms of dance. In response to questions about context and form, we have chosen to continue to raise important scriptural principles and exhort our community members to follow them closely as they engage in dance – and all other choices.

Several questions can be posed to guide in this decision making process, which include: (a) Is the location of the dance conducive to the use of discretion and biblical wisdom? (b) Is the music at the dance conducive to discretion and biblical wisdom? and (c) Are the activities surrounding the dance conducive to discretion and biblical wisdom?



### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Dress/Clothing

Students are expected to reflect discretion in their clothing choices. Clothing should not be sexually suggestive or revealing and should be appropriate to the environment in which it's worn. Apparel advertising or promoting items that are biblically inappropriate or detrimental to the community is not permitted. These inappropriate items may include but are not limited to drug references, inappropriate double entendres, or negative messaging that affects the unity of our Christian community such as political propaganda or other negative sentiments.

### Biblical Rationale

Scripture reinforces the principle of discretion in dress throughout numerous passages as a means of expressing personal humility and propriety. Clothing choices can be a vehicle for individual expression and artistic style, but an emphasis on fashion should not take priority over the cultivation of spiritual character. We ought also to promote the unity of our Christian community.

### Community Rationale

Our attention to the appropriate clothing for each context demonstrates commitment to one another as brothers and sisters in Christ. In a society that is often sexually charged and suggestive, discretion in clothing choices contributes to a campus atmosphere where spiritual growth can thrive.

## Drones / Unmanned Aircraft Systems

Operation of drones or unmanned aircraft systems (UAS) is only permitted over the campus of Cornerstone University by students, faculty, staff, vendors/contractors and all visitors by obtaining prior authorization from the Office of Campus Safety. Recreational use of UAS/drones on campus is NOT permitted. Authorization to operate UAS/drones within the air space of University property will be granted if:

- UAS/drone is used for educational/demonstration purposes for class credit.(Please coordinate/communicate the details of the event(s) with the Office Campus Safety.)
- UAS/drone use directly benefit the mission of the University,
- UAS/drone use meets all legal, public safety and ethical responsibilities, and,
- UAS/drone use operates within all Federal Aviation Administration (FAA) requirements.

*See "Contact Info" for approval procedures.*

### Community Rationale

Recent popularity of owning and using Unmanned Aircraft Systems (UAS), popularly referred to as drones, as a recreational activity, and the potential for abuse of individual privacy and safety, requires that we establish institutional policy and procedures that establish acceptable operation of UAS/drones on campus. While recreational activity is valued, a higher sensitivity to individual privacy and safety is the major emphasis of this policy. Educational and/or professional use of UAS/drones is permitted with approval to operate according to guidelines as stated above.

## Legal Rationale

UAS/drone use must operate within all Federal Aviation Administration (FAA) requirements.

## Contact Information

To obtain authorization to operate a UAS/drone, a written request must include the following:

1. Name of the individual, and/or company if vendor/contractor, who will operate;
2. The University department utilizing the UAS/drone;
3. Specific dates and times of use;
4. Rationale or justification for using the UAS/drone on University property; and,
5. A 333 exemption, Certificate of Waiver or Authorization (COA)
6. Other documentation indicating the operator of the UAS/drone is permitted to do so by the FAA.

Use of UAS/drone for purpose of video, photos or other media production must comply with the following:

- Any intentions of using the UAS/drone for media purposes must be conveyed to Cornerstone University in advance of operating the drone.
- No reproduction, retransmission or other distribution of the images emanating from the drone device may take place without the express written consent of Cornerstone University.

Operators of UAS/drones must comply with the following for safety reasons:

1. Operate in open areas only;
2. DO NOT operate over areas that present a considerable risk of injury or damage to:
  - People, and/or
  - Property, and/or
  - Structures.
3. Operate only BELOW a maximum of 400 feet altitude.
4. Operate ONLY within the line of sight.
5. Operate ONLY outdoors and NOT inside buildings.
6. Operate ONLY during daylight hours.
7. DO NOT operate over areas where there is a reasonable expectation of privacy. (This includes flying near windows, or over an emergency incident.)
8. Clearly display the FAA registration number for UAS/drones weighing more than 0.55 pounds.

## Policy Violations:

Violations of this policy by CU employees and/or students may result in disciplinary action. Operators of UAS/drones are expected to comply with all local and federal laws, and will be subject to FAA fines for improper use.

*For further information contact:*

Campus Safety: 616-949-5300

## Drug Use

Students are expected to refrain from the purchase, possession, distribution, or use of any illegal drugs and/or the distribution/abuse of any prescription or non-prescription medications.

Note: While the use of medical and recreational marijuana has been legalized in the state of Michigan, the possession and use of marijuana is still a federal crime. Marijuana is a federally illegal and illicit drug as a schedule 1 drug and there is no medical exemption under federal law. It is also not an approved FDA medication. Therefore, the possession or use of prescribed medical or recreational marijuana in any form is prohibited.

### Biblical Rationale

As followers of Christ, our commitment is to cultivate the fruit of the Spirit, including self-control, in our lives. The use of illegal drugs or scheduled substances and/or the distribution/abuse of prescription or non-prescription medications that impair our judgment, hinders our effective witness for Christ, and entangles us in patterns and habits that keep us from effectively serving the Lord.

### Community Rationale

The use of illicit drugs and alcohol present major health risks such as potential addiction, acute and chronic illness, and in some cases, death. The concern for these risks is higher for young adults who are still both physically and emotionally young in their development. Corollary risks associated with alcohol abuse and drug use (and the impaired judgment that can occur) include injuries to self and others, accidents, drunk driving, and an increased prevalence of atmospheres conducive to sexual violence.

### Legal Rationale

Cornerstone complies with the Drug Free Schools and Communities Act of 1989. In addition to the policies outlined in the student handbook, municipal, state, and federal laws strictly outline penalties for the illegal use, possession, or distribution of alcohol and drugs. Specific references to the laws are available through the Office of Spiritual Formation & Christian Community and Campus Safety.

### Get Help

Alcohol and drug information, referral, counseling, and rehabilitation programs are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff, the Health Services staff, or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Film Selection

All public film-screenings must be approved in writing by the Office of Spiritual Formation & Christian Community and must comply with the guidelines of the Federal Copyright Act. Both public and private film selections are expected to reflect discretion and biblical wisdom.

### Community Rationale

Our responsibility to reflect biblical wisdom and maturity extends to ensuring that we give attention to the sensitivities of various members of our campus community. Public film-screenings within our campus community also imply a higher level of “endorsement” and therefore require careful consideration by the Office of Spiritual Formation & Christian Community.

### Legal Rationale

Cornerstone University’s policy complies with the Federal Copyright Act of 1976.

### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Fire Safety

Compliance with local fire codes and concern for student safety necessitates the prohibition of potentially hazardous items, such as (but not limited to) open-flame lanterns, candles, and incense. In addition, tampering with fire safety equipment will necessitate disciplinary measures and/or referral to legal prosecution.

### Community Rationale

Cornerstone University desires to provide a safe and secure environment for the students, faculty, staff members and guests of our campus community. This necessitates that each member of the community pay careful attention to safety and security issues.

### Legal Rationale

Cornerstone University is committed to compliance with local fire codes and cooperation with local emergency service personnel.

### Contact Information

Campus Safety: 616-949-5300 (option 1)

“Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

In an emergency situation, students should contact 9-1-1 or Campus Safety at 616-222-1525

## Fundraising and Solicitation

Any campus fundraising efforts must be reviewed and approved by the Office of Spiritual Formation & Christian Community in collaboration with the advancement office. External solicitors are not allowed on campus or in any campus building without written approval from the Office of Spiritual Formation & Christian Community. Literature and promotional material (fliers, sheets, booklets, posters, or other printed matter) must be approved by the

Office of Spiritual Formation & Christian Community. Students are not permitted to give out lists of student names or addresses to external organizations or businesses.

### **Biblical Rationale**

Biblical instruction relating to fundraising includes the principles of accountability, interdependence, sacrificial investment, and careful stewardship. Our commitment in any fundraising effort at Cornerstone is to reflect deep trust in God and His ability to provide for our needs.

### **Community Rationale**

It is Cornerstone University's commitment to protect members of our campus community from inappropriate or excessive financial solicitations.

### **Legal Rationale**

The regulations of the Internal Revenue Service relating to non-profit institutions such as Cornerstone University necessitate the careful development, review of, and adherence to policies regarding fundraising. For details or more information please contact a representative from Advancement, the Business Office, or Office of Spiritual Formation & Christian Community.

### **Contact Information**

Advancement: 616-254-1668

[advancement@cornerstone.edu](mailto:advancement@cornerstone.edu)

Business Office: 616-222-1445

[business.office@cornerstone.edu](mailto:business.office@cornerstone.edu)

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## **Gambling**

Students are expected to refrain from gambling in any form (including online) during enrollment periods at Cornerstone University.

### **Biblical Rationale**

Biblical wisdom necessitates that Christians demonstrate good stewardship in the use of their finances.

### **Community Rationale**

Concerns relating to gambling include: (a) the possibility of addiction, (b) the misuse of financial resources, (c) negative effects on relationships within the campus community, and (d) the atmosphere of establishments focused on gambling.

### **Legal Rationale**

In addition to the policies outlined in the student handbook, municipal, state, and federal laws strictly outline penalties for the illegal gambling. Specific references to the laws are available in the office.

## Get Help

Counseling, educational resources, and pastoral care are available for students at who may be struggling with gambling issues. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Guest Artists/Speakers

Guest artists and speakers must be approved by the appropriate university official (faculty members, staff/faculty advisors to student organizations, and/or Spiritual Formation & Christian Community staff). The role of visiting artists and speakers must demonstrate support of the university's identity, mission, and vision.

## Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Hazing

Hazing is "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization" (MCL § 750.411(t)).

The Cornerstone University Athletic Handbook also includes anti-hazing in its policies. Michigan law does not apply to an activity that is normal and customary in an athletic, physical education, or similar program sanctioned by the educational institution. All student organizations must also abide by the Anti-Hazing Policy for University Student Organizations. No organization or individual shall participate in, condone, or fail to report knowledge of hazing activities.

Any incident of hazing or the possibility thereof shall be reported immediately to campus safety and/or the Office of Spiritual Formation and Christian Community. If an incident constitutes an emergency, or an imminent threat to the health or safety of any person, it should be reported immediately by dialing 911.

For more information on Hazing contact Spiritual Formation and Christian Community for the full Hazing policies.

## Legal Rational

Hazing is illegal in Michigan under the law commonly known as "Garret's Law," which is codified under M.C.L. 750.411(t). Under Michigan law (M.C.L. § 750.411t), hazing is a criminal offense punishable by fines and

imprisonment. In addition, the university prohibits hazing in any form and will take disciplinary action against individuals or student organizations found to be engaging in hazing activities.

### **Contact Information**

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## **Internet**

Students are expected to use discretion and biblical wisdom in their Internet usage, avoiding pornography, online gambling, illegal peer-to-peer file sharing, and illegal download or access of copyrighted material.

Students are also expected to follow the CU IT Responsible Use Policy. The full document should be reviewed and can be found on the My Cornerstone app.

### **Biblical Rationale**

From Job's covenant "not to look on a young woman lustfully" to the Psalmist's commitment to turn his eyes from "worthless things" Scripture reminds us often to guard what we take in with our eyes. Among Paul's instructions to the Philippians we find him encouraging them to focus on that which is pure, excellent, honorable, and lovely. As followers of Christ, we make that commitment in our media choices, desiring and pursuing the spiritual fruit of self-control.

### **Community Rationale**

Within our community we want to develop the habits of honoring, supporting, and encouraging one another to wise and discerning choices. We will seek to lovingly provide accountability and assistance to those who may be struggling with inappropriate Internet use, seeking to graciously speak the truth in love.

### **Get Help**

Counseling, educational resources, and pastoral care are available for students struggling with Internet pornography. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

Technology Support: 616-222-1510

[technology.support@cornerstone.edu](mailto:technology.support@cornerstone.edu)

## ID Cards

Cornerstone University students are issued an ID Card with their ID number, Name, and Picture. Students are required to have their student ID with them at all times, within reason, when on campus. Students may also verify faculty and staff who are also issued a similar card.

A lost or stolen ID should be immediately reported to Campus Safety, and should be immediately replaced by going to Campus Safety.

### Community Rationale

ID cards are necessary for many opportunities on campus, including using at accounting/accounts receivable, dining, chapel, library, dorm access, etc. They also act as a measure of security to readily identify students, faculty, and staff of Cornerstone.

Campus Safety

[Campus.safety@cornerstone.edu](mailto:Campus.safety@cornerstone.edu)

## Latex Awareness

Following the university's Latex Policy, if latex products must be used indoors, signs must be posted in the area(s) of use to alert students, staff, faculty, and visitors of the potential allergen exposure. Some places are latex free zones, including but not limited to indoor athletic facilities, chapel, food services, and dorms where students have a latex allergy. In any space, non-latex items are encouraged.

### Community Rationale

Students, faculty, staff, or guests may have latex allergies. As a Christian community considering the good of others, we can abstain from using latex whenever possible. Other materials can be substituted for products that historically tend to contain latex in order to mitigate risk of exposure to those who may be allergic.

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

504 Administrative Officer, Mario Adkins

[mario.adkins@cornerstone.edu](mailto:mario.adkins@cornerstone.edu)

Campus Safety

[Campus.safety@cornerstone.edu](mailto:Campus.safety@cornerstone.edu)

## Media

Students are expected to use discretion and biblical wisdom in their media choices (visual, print, audio), avoiding all pornographic materials and demonstrating sensitivity to their own spiritual growth and the spiritual health of others in personal choices. This discretion and biblical wisdom extend to the viewing, usage, and interactions on social media platforms. Students are expected to navigate social media in a biblically informed manner that contributes to the good of others and the glory of God.



### **Biblical Rationale**

Recognizing that human creativity reflects an infinitely creative God, we are grateful for the cultural expressions of the media. We also acknowledge the deeply influential role played by the media on our lives and will seek to guard our hearts, to focus on that which is pure, lovely, admirable, and excellent, and will give careful attention to the ways in which our personal media choices may affect our spiritual growth. In all media choices and interactions therein, we ought to be known by the way we love one another, and address conflict privately and personally.

### **Community Rationale**

The Cornerstone community includes followers of Christ at varying stages of ability to discern and critique media selections and varying levels of spiritual maturity. Our commitment in media choice will include a desire to carefully consider the impact that personal media choices may have on the spiritual growth and personal maturity of those around us. We also strive to show grace, kindness, love, charity, and forgiveness in a Christ-like manner.

### **Get Help**

Counseling, educational resources, and pastoral care are available for students struggling with media choices. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff or the The Well (CU's counseling services) staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## **Overnight**

Students are expected to refrain from staying overnight alone (either on-campus or off-campus) with non-family members of the opposite sex.

### **Biblical Rationale**

Scriptural instructions call followers of Christ to be “above reproach” in their relationships. This policy is intended to actively support, encourage, and protect members of our campus community in their commitment to purity.

## **PDA**

Students are expected to demonstrate discretion, biblical wisdom, and sensitivity to context in their displays of physical affection. The behavior of couples should always demonstrate respect for one another and courtesy toward others.

### **Biblical Rationale**

Scriptural principles relating to the public display of affection include consideration for the members of the community (and their convictions), commitment to sexual purity, and an overall atmosphere in which our identity as brothers and sisters in Christ is reinforced.

### Community Rationale

Cornerstone's campus community represents a wide variety of backgrounds, cultures, and personal convictions. Sensitivity to the appropriate use of physical affection and a commitment to consider carefully the needs and perspectives of others will cultivate an environment in which each student is able to thrive.

### Get Help

Counseling, educational resources, and pastoral care are available for students who have questions or need assistance in their relationships. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff or the The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Pond

Pond contact is prohibited at all times other than participation in a pre-approved university event.

### Community Rationale

This policy reflects a commitment to providing a safe and secure atmosphere for the Cornerstone community.

## Posters/Signs/Posting

Printed publicity materials and announcements may be posted only in approved locations using approved methods. Permission for posting on public boards must be secured through the Office of Spiritual Formation & Christian Community. Materials on public boards will be regularly reviewed and may be removed if inappropriate or outdated. For more information on posting, see the Office of Spiritual Formation & Christian Community or their resources page for the posting policy and procedures.

### Contact Information

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Property Usage

Cornerstone University buildings, property, and community spaces are to be used only as authorized and must not be damaged or defaced through reckless or intentionally destructive behaviors. Unauthorized access of community space and buildings (including roofs and general areas) is prohibited and is subject to a fine of up to \$500.

### Community Rationale

The policy regarding buildings and property is intended to preserve: (a) the safety and security of individuals within our campus community, (b) the stewardship of our buildings, and (c) the privacy of our campus residents.

### **Legal Rationale**

Incidents of unauthorized property access or utilization may be referred to Campus Safety for documentation and/or investigation and may, if necessary, be referred to local authorities for investigation and prosecution. At minimum, handbook violations will be reviewed by student conduct personnel in SFCC.

### **Racism**

Cornerstone University is committed to be a community that is free of racist expressions, attitudes, or actions. Students, staff, and faculty are expected to explore and cultivate an awareness of one's biases and to refrain from speech, apparel, decorations, or media that express racist sentiments. Growth as a community that reflects Christ's Kingdom will be fostered as each individual pursues cultural competency and the virtues that mark followers of Christ. Multicultural Affairs within Spiritual Formation & Christian Community exists to help educate and create awareness of cultural diversity on campus, in our community, and globally.

### **Biblical Rationale**

Scripture's clear and consistent message is that Christ's work not only reconciles believers to God, but it reconciles us to one another. We bear witness to the Gospel and the coming Kingdom when we reject racism and pursue justice and community. Our understanding of the Imago Dei – the truth that each person bears God's image, commits us to treating each person with dignity, grace, and love.

### **Community Rationale**

For Cornerstone University to be a "thriving community of fully devoted followers of Jesus" requires that we give careful attention to any interactions, attitudes, systems, or structures that perpetuate (whether intentionally or unintentionally) racism and racist perspectives. When racist behavior or expression surfaces we will embrace our responsibility to correct one another quickly, longing to see each person more fully reflecting Christ's character.

### **Legal Rationale**

Our policy aligns with The Civil Rights Act of 1964 and Cornerstone's prohibition of discrimination on the basis of race, color, national and ethnic origin, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

### **Get Help**

If you or someone you know has experienced racist actions, hate speech, or discrimination (at Cornerstone or in the GR community including internships, employment, and/or recreation), you may contact any of the following individuals for confidential assistance:

### **Contact Information**

AVP for Spiritual Formation & Christian Community, Kevin S. Hall  
[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown  
[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Reserving Facilities & CU Vehicles

Use of campus facilities or CU vehicles for special activities must be requested by the appropriate university official (faculty members, staff/faculty advisors to student organizations, and/or Spiritual Formation & Christian Community staff). Reservations must be completed through the online system administered by the Events and Hospitality department (facilities) or Campus Services (vehicles).

### Community Rationale

Use of the campus reservation system ensures: (a) that the use of campus facilities and CU vehicles is fair and equitable, (b) that Campus Services staff has adequate time to clean and set up rooms for various events, and (c) that campus facilities and CU vehicles are not double-booked.

### Contact Information

Facility reservations must be submitted by a staff or faculty representative. Please contact the appropriate staff or faculty member to submit a reservation request.

## Right of Censorship

While recognizing the value of differing opinions and respectful dialogue in the academic process, the university reserves the right to censor information published, distributed on campus, or made available to the student body. This is to ensure that both the materials distributed and the means of distribution are consistent with the Cornerstone Confession and Community Covenant. For more information and policies regarding campus posting, access, solicitation, protests, etc, contact Spiritual Formation & Christian Community.

AVP of Spiritual Formation & Christian Community

[Kevin.hall@cornerstone.edu](mailto:Kevin.hall@cornerstone.edu)

## Sexual Harassment/Violence

Cornerstone University forbids any covert or overt acts of abuse, assault, harassment, or intimidation including, but not limited to the definitions outlined in the full Sexual Harassment and Violence Prevention and Response Policy (available at [my.cornerstone.edu](http://my.cornerstone.edu)). The Title IX Coordinator, Kevin S. Hall ([kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)) and the Title IX Deputy Coordinators (Allison Brown - Director of Residence Life and Conduct - [allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu), and Kathy Natelborg - Executive Director of People and Culture – [kathy.natelborg@cornerstone.edu](mailto:kathy.natelborg@cornerstone.edu)) are available to assist students and employees in reporting and responding to incidents of sexual assault or harassment. These incidents will be investigated by trained personnel utilizing the procedures outlined in Cornerstone's policy.

### Biblical Rationale

Members of the Cornerstone University community affirm that men and women are image-bearers of our Creator and members of the family of Christ. We are unique works of divine creation having unqualified worth. As such, violation of a person is a violation of our Creator and of the body of Christ. Therefore, we are each mutually obligated to protect the dignity, safety, and self-respect of every member of this community.

### Community Rationale

This university community is fully committed to the moral teachings of Jesus Christ and to fostering an environment in which all persons have equal opportunity to work and pursue learning freely, whether in group

settings or in close relationships between students, faculty, and staff. We purpose to perform our tasks as a caring and diverse community transcending class, cultural, ethnic, gender, and racial boundaries.

### Legal Rationale

Definitions of Harassment: Harassment has the purpose, effect, and potential to: (a) create an intimidating, offensive, or hostile environment, including stalking violations of the State of Michigan law and local ordinances, (b) unreasonably interfere with an individual's performance; and/or, (c) adversely affect the spiritual growth of the entire University community.

Sexual Harassment includes such behaviors as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to such conduct is explicitly or implicitly made a term or condition of employment, instruction, or participation in any University activity; (b) submission to or rejection of such conduct by an individual is used as the basis of evaluation in academic or employment decisions; (c) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating a hostile, intimidating, or offensive environment. Sexual harassment also includes behaviors that contribute to or create a hostile environment serving no scholarly, artistic, or educational purpose.

"Generalized Sexist Remarks or Behaviors" include demeaning remarks or actions that are directed at individuals or groups based on their gender. "Offensive Sexual Remarks or Behaviors" include lewd, obscene, or sexually suggestive remarks or actions, which would be deemed offensive by a reasonable person in that situation. Also included are displays of sexually offensive audio and visual materials. "Sexual Advances Without Intimidation" includes sexual advances, which are accompanied by a promise of reward or a threat of punishment.

Additional definitions are provided in the full Title IX (Sexual Harassment and Violence Prevention and Response) Policy. This document can be found on the main cornerstone website and in the resources for Spiritual Formation & Christian Community on MyCU. A printed copy is available upon request.

### Get Help

Counseling, medical testing, educational resources, and pastoral care are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff, the Health Services staff, The Well staff, or Title IX personnel for more information.

[TitleIX@cornerstone.edu](mailto:TitleIX@cornerstone.edu)

#### *Title IX Staff:*

- Coordinator - Kevin S. Hall (AVP for Spiritual Formation & Christian Community)  
[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu) or 616-977-5583
- Deputy Coordinator – Kathy Natelborg (Executive Director of People and Culture)  
[Kathy.natelborg@cornerstone.edu](mailto:Kathy.natelborg@cornerstone.edu) or 616-977-5410
- Deputy Coordinator – Allison Brown (Director of Residence Life and Conduct)  
[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu) or 616-977-5583

Spiritual Formation & Christian Community: 616-977-5583  
[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

Campus Safety: 616-949-5300

“Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

### *Off-Campus Resources:*

- Grand Rapids Police Department: 911 or 616-456-3400 for a non-emergency
- YWCA Sexual Assault Program 616-776-7273

The full Sexual Harassment and Violence Prevention and Response Policy is available from the Office of Spiritual Formation & Christian Community.

### **Contact Information**

AVP for Spiritual Formation & Christian Community | Title IX Coordinator, Kevin S. Hall

616-977-5583

[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

## **Sexuality**

Members of the Cornerstone community are expected to commit to sexual purity – appropriately reflected in either celibacy or heterosexual monogamous marriage. Premarital sexual activity, extramarital sexual activity, and romantic relationships between members of the same gender breach this commitment and are not permitted. By gender, in all instances, we are referring to the biological sex established at birth as God uniquely created each person without mistake.

### **Biblical Rationale**

The Bible clearly portrays our sexuality as a loving, beautiful part of God’s creation. Scripture also clearly delineates the boundaries within which sexual activity is both appropriate and healthy - the boundaries of a lifelong, monogamous, heterosexual marriage. Sexual activity within this context expresses the reality of marriage - that two become one flesh. Our distinctly Christian worldview compels our anthropological understanding of gender to God’s design of sexuality and the human body. This design inherently established gender, broadly speaking, as biological man and biological woman, with clear biological differences between man and women. He uniquely made and woven each person in his/her mother’s womb with purpose.

Sin has distorted and degraded sexuality, relegating it to a mere pursuit of pleasure or an exercise of power and manipulation. Scripture is clear in its warnings that sexual activity outside the boundaries outlined in Scripture is dangerous, demeaning, and destructive. The decisions made in this area can bear lifelong consequences.

### **Community Rationale**

As a community we will seek to lovingly encourage one another toward a healthy understanding of biblical sexuality. We approach accountability from a redemptive standpoint rather than from condemnation or judgment.

We affirm the truth that those who are struggling should be restored gently, with careful attention given to our own lives, lest we fall.

Our policies and practices will reflect our commitment to help members of our community build practices and habits of thought and action into their lives that will glorify God and affirm the sanctity and beauty of what He has intended for marriage and sexuality. This includes but is not limited to sporting events/teams both formal and informal, private spaces such as dorms, shared bathrooms, locker rooms, etc.

### Get Help

Counseling, medical testing, educational resources, and pastoral care are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff, the Health Services staff, or the The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Sexuality - Pregnancy

Cornerstone University is committed to ensuring that students who are pregnant are able to continue their education. Students will not face disciplinary action as a result of pregnancy outside of marriage. Cornerstone affirms all life-giving options, including parenting and adoption, reflecting our commitment to the dignity of each individual, equitable access to educational opportunities, and the sanctity of life.

While the University's position on marriage and sexuality affirms sexual activity only within the boundaries of monogamous, heterosexual marriage, Cornerstone commits to surrounding parents with unconditional love, support, and resources during and after their pregnancy, with the goal of helping students succeed in school and thrive as parents.

The Title IX Coordinator can also provide supportive measures for those with pregnancy or pregnancy related conditions.

### Biblical Rationale

Cornerstone University affirms the biblical truth that God creates all human beings in His image (Genesis 1:27) and that Christian communities are called to offer grace to one another (Galatians 6:1-2). The following three beliefs are derived from this scriptural foundation:

- 1) Women and men facing unplanned pregnancy will be surrounded with unconditional love and grace.
- 2) Because the unborn are distinct, living, and whole human beings from the moment of conception, abortion (the intentional killing of an unborn child) is wrong. Parenting and adoption are life affirming and biblical options in situations of unplanned pregnancy.

3) Those who have experienced an abortion will not be shamed or rebuked. Rather, they will be offered help in the healing process and surrounded by a supportive, redemptive, and restorative community.

### Community Rationale

The community of Cornerstone staff, faculty, and students seeks to surround pregnant and parenting students with love, support, and resources. Throughout pregnancy, students can expect a safe environment to share their personal struggles or ask for help.

In keeping with biblical, scientific, and philosophical evidence, Cornerstone affirms that the unborn are human persons and have the inherent right to life. However, anyone who has experienced an abortion will be offered a safe environment for healing. Resources for post-abortive counseling can be found in the “Get Help” tab.

### Get Help

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

*Project Rosie Website:*

*(for an extensive list of pregnancy resources on campus and in the Grand Rapids area)*

[www.projectrosie.com](http://www.projectrosie.com)

*Alpha Women’s Center:* 616-459-9955

<https://www.alphawc.org/>

*Pregnancy Resource Center:* 616-456-6873 (office) 616-284-1545 (text)

[www.prcgr.org](http://www.prcgr.org) (includes confidential chat feature)

[info@prcgr.org](mailto:info@prcgr.org)

## Speech

Students are expected to reflect biblical standards in their speech, avoiding lying, deception, gossip, slander, and unwholesome language (including, but not limited to swearing, sexual innuendo, and hate speech). This expectation of speech include verbal, written, or other creative means of communication.

### Biblical Rationale

Recognizing the tongue’s power to build up or destroy, the speech of a follower of Christ is to be characterized by truth, encouragement, edification, and self-control. Vulgar, lewd, blasphemous and hateful language is specifically condemned by Scripture and does not reflect our commitment to live in a Christ-like manner.

### Community Rationale

Our community desires to reflect the ways of Jesus Christ in our speech. This will extend not only to the type of speech we will avoid, but extends to our commitment to proactively speak the truth in love, to actively use our words as a means of encouragement, comfort, and blessing. We seek to uphold as a Christian community Ephesians 4:29-32.

### Get Help

Students who have been a victim (or who know a student who has been a victim) of hateful or harmful speech (verbal or written) should contact a representative of the Office of Spiritual Formation & Christian Community.



Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

## Theft

Cornerstone University forbids any acts of theft, vandalism, or willful destruction of property. Incidents of theft, vandalism, or willful destruction of property will necessitate disciplinary measures, financial restitution, and/or referral to legal prosecution.

### Biblical Rationale

Theft is directly prohibited in biblical commandments. Respect for the property of others is reinforced throughout the pages of Scripture.

### Community Rationale

Cornerstone University strives to cultivate a community based on trust. Each incident of theft, vandalism, or willful destruction of property chips away at an atmosphere of trust.

### Legal Rationale

Incidents of theft, vandalism, or willful destruction of property will be referred to Campus Safety for documentation and/or investigation and may, if necessary, be referred to local authorities for investigation and prosecution.

### Get Help

Students who have been a victim or who have information regarding theft, vandalism, or destruction of property should contact a representative of the Office of Spiritual Formation & Christian Community and Campus Safety.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Campus Safety: 616-949-5300

“Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

## Tobacco

Students are expected to refrain from the purchase, possession, distribution, or use of any smoking materials or products (including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookah and e-cigarettes) during enrollment periods at Cornerstone University.

### Biblical Rationale

While tobacco use is not specifically addressed in Scripture, biblical principles instruct followers of Christ to demonstrate care for their bodies and to avoid becoming “enslaved” to a substance through addiction.

### Community Rationale

Our community is committed to helping its members pursue health in every area of life. The addictive and destructive nature of tobacco usage is well-documented, leading us to choose to maintain a smoke-free campus and to prohibit the use of any form of tobacco during enrollment periods.

### Get Help

Information relating to tobacco usage, referral, and addiction counseling/assistance are available for students who are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Spiritual Formation & Christian Community staff, the Health Services staff, or The Well staff for more information.

Spiritual Formation & Christian Community: 616-977-5583

[spiritual.formation@cornerstone.edu](mailto:spiritual.formation@cornerstone.edu)

Health Services: 616-222-1441

[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

The Well: 616-977-5429

[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## Vehicles and Human-Powered Conveyances

Motorized vehicles must be legally registered, appropriately insured, and properly maintained. They are permitted only on designated roadways and parking lots and their operators are expected to demonstrate caution, common sense, and consideration at all times.

Students are expected to demonstrate courtesy and safety in the use of human-powered vehicles and other conveyances (including, but not limited to bicycles, skateboards, scooters, and skates). Use of these items is not permitted in any campus building.

### Community Rationale

As members of a Christian community, our desire is to demonstrate consideration, courtesy, and a commitment to the safety of others in the way that we interact. We also are committed to demonstrating good stewardship by taking care of the resources entrusted to us.

### Contact Information

*For vehicle registration and other safety questions contact:*

Campus Safety: 616-949-5300 (option 1)

Registration of vehicles can be completed in the app on MyCU.

## Weapons

Weapons of any kind are prohibited on Cornerstone's campus (including buildings, grounds, and vehicles on campus property). This includes firearms (operable or inoperable), ammunition, archery equipment (including bows, arrows, and crossbows), tasers, knives longer than three inches or fixed-blade knives (with the exception of

cooking utensils in university apartments), 3-D printed weapons, and non-lethal projectile items (including, but not limited to paintball guns, BB guns, and airsoft guns).

### **Community Rationale**

Cornerstone University is committed to providing a safe and secure environment for the members of our campus community.

### **Legal Rationale**

Discovery of any weapons (or items referenced in the weapons policy) will be referred to Campus Safety for documentation and/or investigation and may, if necessary, be referred to local authorities for investigation and prosecution.

### **Contact Information**

Campus Safety: 616-949-5300 (option 1)

“Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

## *Section 3: Residential Policies*

### **Babysitting/Childcare in the Halls**

Students are not permitted to provide childcare or “babysit” (paid or unpaid) in campus facilities.

#### **Community Rationale**

For the safety, security, and privacy of all involved, it’s important to preserve the primary focus of our residence halls as living spaces for the assigned residents of our campus community.

### **Check-In/Check-Out Procedures**

Residential students are expected to follow the check-in and check-out procedures established and explained by the Residence Life personnel. These procedures will outline available check-in and check-out times, forms to complete, and the process for addressing damages and losses. At both Check-in and Check-out, residents are required to complete a Room Condition Inventory (RCI).

#### **Community Rationale**

Following the established check-in/check-out procedures: (a) facilitates clear communication between students and staff members (as well as other departments), (b) ensures that damages are documented and scheduled for repair, and (c) ensures that our Residence Life staff have accurate information on who is in the residence hall.

#### **Contact Information**

Director of Residence Life and Conduct, Allison Brown

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

### **Christmas Decorations**

Christmas decorations including artificial Christmas trees, Christmas lights, artificial wreaths, and artificial greenery may be displayed four weeks prior to Christmas hall closing and must be removed by Christmas hall closing. During the allowed time frame, Christmas lights can have no more than 600 mini lights total and no more than three strings connected to each other. Students may be required to remove lights during this time if it overloads the circuits in their living area.

Live Christmas trees are permitted only in public lounges.

### **Curfew**

From the beginning of orientation through the end of Fall Break, first year residential students are expected to be in their respective residence halls by 12:00 am Monday - Friday and 2:00 am Saturday and Sunday. Avoiding curfew or assisting others in avoiding curfew will necessitate disciplinary measures.

#### **Community Rationale**

The use of a curfew contributes to an environment that equips first-year students to thrive by facilitating residence hall interaction and ensuring a more safe and secure environment as these students transition into university life.

## Dart Boards

Because their installation and use damages walls and doors, dartboards are not allowed in residence halls.

## Doors

Fire doors and entry doors to buildings must not be propped open. When holding doors open during open halls, residents must use the appropriate door stops. The use of bricks, rocks, weights, etc to prop doors is prohibited.

### Community Rationale

Doors should not be regularly propped open for safety purposes. Access to the building should be limited to those who are residents and their guests. Fire doors that are open do not provide the protection for which they are installed. Propping doors in inappropriate ways cause damage to the door and the hydraulic closing mechanism on the door.

### Contact Information

Director of Residence Life and Conduct, Allison Brown  
[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Fire Code and Fire Safety

Compliance with local fire codes and concern for student safety necessitates the prohibition of potentially hazardous items, such as (but not limited to) extension cords or multiple outlets without surge protection, open-coiled/plate heating implements (such as space heaters or hot plates), LED or other types of rope/strip lighting, and non incandescent/fluorescent open-bulb lighting (such as halogen, sun lamps, or open bulb Christmas style lights). Appliances such as (but not limited to) microwaves, toaster ovens, irons, coffee makers with open heating elements, personal air conditioners, and refrigerators exceeding 3 cubic feet are not permitted in residence hall rooms other than the kitchen areas of apartment style residence halls (such as Babcock and Crawford).

Campus Safety, in conjunction with Residence Life staff and local emergency service personnel, regularly conducts fire safety programming (such as fire drills). Students are expected to proactively respond and to cooperate fully with any and all personnel involved in a fire alarm response. Fire safety also necessitates that hallways, stairwells, and emergency exits be kept clear of obstruction at all times.

### Community Rationale

Cornerstone University desires to provide a safe and secure environment for the students, faculty, staff members, and guests of our campus community. This necessitates that each member of the community pay careful attention to safety and security issues.

### Legal Rationale

Cornerstone University is committed to compliance with local fire codes and cooperation with local emergency service personnel.

### Contact Information

Campus Safety: 616-949-5300

“Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

In an emergency situation, students should contact 9-1-1 or Campus Safety 616-222-1525

## Furnishings

Concerns for student safety and compliance with local fire codes prohibits the construction of lofts or the use of personal mattresses in residence halls. Students are permitted to utilize their own furniture to personalize their rooms, however non-university furniture must be removed prior to check-out. University-issued furniture may not be removed from residence hall rooms. University furniture in lounges may not be removed from the designated spaces and must not be moved into rooms.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

## Hall Meetings

Residence Life residential or commuter meetings are held as necessary. Students are expected to attend all meetings unless prior approval has been granted by their Resident Director.

### Community Rationale

In addition to communicating essential information, Residence Life meetings provide opportunities for residence hall interaction.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Hallways and Lounges

In order to provide a safe environment and to avoid preventable damage, use of athletic equipment in the residence halls is not permitted.

### Community Rationale

A commitment to good stewardship of campus resources and to a safe and secure environment necessitates that each member of the community pay careful attention to safety and security issues.

## Keys

Students are not permitted to copy, lend, or distribute residence hall keys. Loss of residence hall keys must be reported immediately and will necessitate the replacement of any related locks at the student's expense.

### Community Rationale

Providing a safe and secure environment for the students, faculty, staff members, and guests of our campus community requires careful attention to the distribution of keys and access to buildings.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

## Open Hall

Individuals are permitted in the residence hall of the opposite gender only during pre-approved hours and under guidelines designated by the Residence Life staff. Permission for access outside of open-hall hours must be granted by a member of the Residence Life staff and must be announced to the residents of the area accessed. In all cases of open hall hours when rooms are occupied by mixed sexes, doors must remain open and lights must remain on.

### Biblical Rationale

Scriptural principles point out our responsibility to be “above reproach” in our interactions with members of the opposite sex. Positively stated, Scripture points to the beauty and benefits of healthy “brother/sister” relationships in Christian community.

### Community Rationale

Open halls are a valuable resource in promoting community on campus, allowing residents to visit members of the opposite sex in a healthy context focused on friendship, fellowship, and growth in Christian maturity.

### Contact Information

Open Hall hours and specific regulations are subject to change. Please contact a Resident Director or Residence Life staff member for more information and monitor Cornerstone communication outlets. Current posted hours are:

VO, Cook, Quincer, & Pickitt = Th/Fr 7-11p; Sat 7p-midnight; Sun Noon-8p

Keithley & Central = Wed/Th/Fr 7-11p; Sat 7p-midnight; Sun Noon-8p

Babcock & Crawford = Tue/Wed/Th/Fr 6-11p; Sat Noon-midnight; Sun Noon-8p

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Overnight Departure

Residential students are expected to notify their Resident Director and/or Resident Assistant prior to overnight departure. If they are not available in person, students should send an email and/or leave a note on their door.

### Community Rationale

Clear communication with the Residence Life staff ensures that they are able to respond appropriately in an emergency situation.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Overnight Guests

Overnight guests must register with the appropriate Residence Life staff member and complete all applicable paperwork (including a signed parental release for individuals under the age of 18). Overnight guests must be of the same gender of the host students and must be between the ages of 12 and 25. Overnight stays are limited to three consecutive nights and to no more than seven nights in any given semester.

### Community Rationale

For the safety, security, and privacy of all involved, it's important to preserve the primary focus of our residence halls as living spaces for the assigned residents of our campus community.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Personal Property

The university does not assume liability for personal items. Students are encouraged to carry personal property insurance. Students should report any losses immediately to Campus Safety.

If a student experiences a loss (examples may include losses due to theft, weather related losses (caused by flooding or due to power outages), or unforeseen incidents (such as loss from a pipe bursting, shower overflowing, etc), students may reach out to Spiritual Formation to submit a request for benevolence. The benevolence committee will review and help as they can, dependent up funding availability and within the stipulated parameters of the benevolence policies.

### Contact Information

Executive Director of Spiritual Formation & Christian Community, Tate Radaz

[Tate.radaz@cornerstone.edu](mailto:Tate.radaz@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

Campus Safety: 616-949-5300

An option for personal property insurance: <https://www.nssi.com/education>

## Quiet/Consideration Hours

Students are expected to demonstrate consideration regarding noise levels at all times in the residence halls. Residence halls have designated quiet hours from 11pm to 9am every night throughout the semester and 24 hours a day during finals week.

### Biblical Rationale

Followers of Christ are repeatedly encouraged to look not only to their own interests, but also to the interests of others, demonstrating humility and willingness to sacrifice personal preferences for the cause of the group.

### Community Rationale

Our campus community reflects a wide variety of responsibilities (including work schedules, training schedules, and other commitments), study habits, and noise "tolerance." Designated quiet hours ensure that the residence halls remain conducive to study, reflection, and rest.



## Residency

Because living on campus is an integral part of a Cornerstone student's experience, all students up to age 21 are required to live on campus with a few exceptions as spelled out in the Housing Policy Exemption Application form (available in the "Contact Information" section).

Students who are age 25 and older must secure written permission from Residence Life staff to live in the residence halls. Off-campus housing is a privilege that may be reconsidered in the event of a significant breach of the policies outlined in the Student Handbook.

Commuting students are required to annually complete an off-campus residence information form (available in the "Contact Information" section).

### Community Rationale

The goals of a spiritually contagious, academically excellent, richly resourced, and culturally diverse environment are best reinforced and accomplished when students are living together in community for this season. We believe the economic and social investment made to live on campus pays great dividends in the lives of our students.

### Contact Information

Housing Coordinator, Evan Donovan  
[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown  
[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

*Exception to Residency Policy Application:*  
[click here](#)

*Off-Campus Housing Registration Form:*  
[click here](#)

*(students must be logged in with a Cornerstone ID to access this form)*

## Right of Entering Rooms

The university will make reasonable efforts to provide privacy to the occupants of the residence halls. Members of the Residence Life staff and/or Campus Safety personnel retain the right to enter a student's room: (a) if there is reason to believe that the safety and/or welfare of the occupant is at stake, (b) to investigate suspected violations of campus regulations and/or city, state or federal law, or (c) to conduct routine maintenance and property inspection.

### Contact Information

Director of Residence Life and Conduct, Allison Brown  
[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

Campus Safety: 616-949-5300 (option 1)

## Room Assignments

Initial room assignments are made by the Residence Life staff using student preferences provided in housing applications. Room selection for continuing students occurs near the end of each spring semester for the following year. While room assignments are created through preferences and choices of students during their open lottery time within the housing portal, all final room assignments are administered by the Director of Residence Life. The university reserves the right to reassign hall and room assignments if necessary.

### Contact Information

Assistant Director of Residence Life, Monique Saldana

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Room Damages

Residents are responsible for any damage to their rooms. Resident students should immediately report any damage to their Resident Director and by submitting a work order to facilities through the MyCU app. Each room will be checked by a Residence Life staff member for damages at the termination of residence. All items needing repair or replacement will be charged to the last occupants unless previously noted on the room condition inventory. Damages will be charged equally to the occupants of the room unless they are clearly the result of individual resident action.

### Contact Information

*To report damages please contact a Resident Director or:*

Assistant Director of Residence Life, Monique Saldana

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## Room Decorations

Students are expected to use discretion and biblical wisdom in their room decoration choices. Decor should not be sexually suggestive and should be appropriate to the environment in which it's displayed. Decor advertising or promoting items that are biblically inappropriate or detrimental to the community are not permitted including but not limited to stolen street signs and tobacco, drug, and/or alcohol endorsements. Items may only be secured by blue painters tape, sticky tack, poster putty, or tacks/staples (apartments). Other adhesives and hangings are subject to the approval of the RD/RA.

### Biblical Rationale

As followers of Christ, our commitment is to glorify Him in every area. A focus on what is pure, lovely, admirable, or excellent can be enhanced or diminished by what surrounds us as decoration.

### Community Rationale

Students are encouraged to decorate their rooms as a means of individual creativity and artistic expression. Living in community, however, also necessitates that personal preferences be balanced by consideration for others.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

## Storage

Limited storage space is designated for each of the residence halls. Any possessions left in unauthorized places or left in storage without permission may be disposed of. No flammable items may be stored in the residence halls. Students assume complete responsibility for anything stored. Since the university does not assume liability for personal items, students are encouraged to carry personal property insurance.

### Contact Information

To enquire about storage space please contact a Resident Director or a member of the Residence Life staff. For more information on the storage policy, contact residence life.

Director of Residence Life and Conduct, Allison Brown

[campus.housing@cornerstone.edu](mailto:campus.housing@cornerstone.edu)

## Terms of Occupancy

University housing opens and closes for student occupancy as noted in the campus master calendar. Exceptions must be approved in advance by the Director of Residence Life and may be subject to an additional charge. Students vacating a residence hall during a semester due to withdrawal are refunded on a pro-rated basis ([refer to the academic catalog](#)) excluding vacation periods, unless they have been dismissed or suspended from the university, in which case no refund is made available.

Returning residential students may cancel their housing assignment application without penalty until one week after the last day of exams. Students who cancel their housing assignment after the cancellation deadline will forfeit their housing deposit and be subject to the following cancellation fee schedule, on or after: June 1 - \$500; July 1- \$1000; Aug 1 - \$1500; Sept 1 – full fee. Cancellation fees also apply to students who receive a residency exemption with a form submitted after the exemption request deadline. If a student does not claim his/her room by drop/add, the student will forfeit their housing fee and the assignment will be canceled. In the event of a withdrawal from the University, student refunds will be pro-rated as reference above.

Summer and winter vacation housing must be requested in advance (with the exception of posted campus “black-out” dates) and may be granted on a limited basis. The university reserves the right to use rooms over vacation periods. The university reserves the right to terminate occupancy and/or suspend a student from the residence hall as a result of disciplinary action.

### Contact Information

Director of Residence Life and Conduct, Allison Brown

[allison.brown@cornerstone.edu](mailto:allison.brown@cornerstone.edu)

## **Windows/Screens**

Window screens are not to be loosened or removed from windows. Windows are not to be used as entrances or exits, nor are they to be used for socializing. Nothing should be hung, thrown, or passed through windows.

### **Community Rationale**

The policy regarding windows and screens is intended to preserve: (a) the safety and security of our building residents, (b) the stewardship of our buildings, and (c) the privacy of our campus residents.

## *Section 4: Residence Life Response*

### **Discipline - Overview**

Responsibility for student discipline has been delegated to the Vice President for Spiritual Formation & Christian Community, Vice President of Academics, and their staffs by the President and the Board of Trustees. The purpose of discipline is to assist individual and community growth and learning, and to aid the university in maintaining an environment conducive to learning and growth in Jesus Christ.

Disciplinary responses will seek to encourage responsible behavior, be based on sound scriptural and educational principles, be consistent with the goals and objectives of the university, and be administered with compassion in such a way as to protect the best interest of both the individual student and the university community.

Personal growth and maturity are encouraged most when each member of the university community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. This approach, if functioning properly, should enable inappropriate behavior to be corrected on a personal level.

Students having difficulty with an issue in their life, whether it be in violation of campus standards or not, are strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by the university to bring healing, wholeness and reconciliation. Professors, The Well, Health Services, Spiritual Formation, and Residence Life staff members are eager to listen and help students through difficulties.

### **Discipline - Procedures**

Many disciplinary actions are of a counseling nature and take place between the student and the Residence Life staff. Exhortations, warnings, fines, and minor sanctions may be provided, with a view toward preventing or correcting problems before they become major issues or inappropriate lifestyle patterns. However, the Director of Residence Life has the responsibility to oversee the process of determining appropriate disciplinary action under the direction of the Spiritual Formation and Christian Community lead. The disciplinary action taken in any particular situation may reflect a consideration of such factors as the nature of the offense, the student's previous experience, the student's attitude, the student's candor and cooperation, and the welfare of the student and the university community. We utilize all provided information to establish mitigating and aggravating circumstance to provide an objective decision specific to the situation and person(s) involved.

All students are required to respond immediately to any official request from a Cornerstone University employee. This includes requests for interviews or meetings, identification, responses to letters, and other reasonable directives by a university official or faculty member in the authorized performance of reasonable directives by a university official or faculty member in the authorized performance of his/her duties. In addition, it is unacceptable to lie, provide false information, or refuse to cooperate with a university official. Any individual refusing to cooperate with a disciplinary body or official shall be subject to further disciplinary action. If a student will not attend a disciplinary meeting, the meeting shall proceed through the regular disciplinary process and a response determined without the student present.

An advisor may be selected by the student to provide advice and counsel throughout the course of an investigation. The advisor may be present with their advisee at any meetings but may not directly represent or advocate for their advisee.

The following options for action are a part of disciplinary procedures. Variations of the disciplinary actions listed below may be created when deemed appropriate. Responses may can include:

1. Confrontation or Citation: A written notice and/or oral discussion about the inappropriate behavior or attitude.
2. Restitution/Reconciliation
3. Service or Work Projects
4. Fines: Specific fines have been established for various offenses and are listed in the residence life staff manual. This listing is available to students upon request. In addition, fines may be levied at the discretion of the staff member dealing with the situation.
5. Behavioral Contract: An agreement between the student and staff that specifies conditions the student agrees to adhere to for a designated period of time.
6. Learning Response: Activities in which the student engages to facilitate necessary learning related to his/her inappropriate behavior. These activities can include papers, journaling, service activities, and/or meeting with a mentor.
7. Disciplinary Reprimand: A written statement to a student which states the infraction and should serve as a firm warning and suggest improvement in future behavior.
8. Disciplinary Probation: A conditional student status for a stated time. This probation may restrict the student from participation in activities including but not limited to intercollegiate athletics, music ensembles, cross cultural service or study trips, or campus leadership positions. Specific terms of the probation may vary and include other items or provide for regular counseling or discipleship. A review of the student's behavior will be made at the conclusion of the probationary period to determine future status.
9. Disciplinary Dismissal: A separation of the student from the university without privilege to visit campus or campus-related events unless granted in advance by the Director of Residence Life or AVP for Spiritual Formation & Christian Community. The individual's case will be subject to review to determine eligibility for readmission.
10. Disciplinary Expulsion: A permanent separation of the student from the university without the possibility of readmission.

## Discipline - Process of Appeal

A student has the right to request a review of a disciplinary decision made by a member of the Residence Life staff and/or a disciplinary committee. All requests must be made in writing to appeal point referenced in the discipline

letter and must be submitted within 48 hours of the disciplinary response. A complete appeal will reference the student's area of concern with the original decision under one of these categories:

- Procedural error or personal bias in our investigation of the situation.
- Additional information that has come to light since our investigation began.
- The sanctions are not commensurate with the behavior reported.

During the review process, all aspects of the original disciplinary response are in effect unless otherwise indicated by the Director of Residence Life, Associate Vice President for Spiritual Formation & Christian Community, or Dean of Undergraduate Education.

Students are permitted one request for review for any given disciplinary response. In all cases, the decision of the person reviewing the disciplinary decision is final. In some situations, the appropriate staff member may convene a disciplinary committee to consider requests for review. The disciplinary committee will make a decision in the form of a recommendation to the appropriate above administrators. The student to whom the disciplinary action was directed must originate a request for review. Neither parents nor legal counsel may submit a request for review, but they (or another advisor) may assist the student in the preparation of the appeal.

## Holds

In the event that a student fails to complete required disciplinary sanctions (or submit required documentation such as health information in a timely fashion) a registration hold may be placed on the student's account. This hold will prevent ongoing registration for classes, schedule changes, or the release of transcripts. The university will always attempt to communicate with the student that a hold is being placed on his/her account, as well as the reason for the hold. Prompt attention to these notifications will enable the student and the university office(s) to rectify the situation and remove the hold.

## Psychiatric and/or Emotionally Disruptive Behavior Withdrawal

In the event that a possible emotional or psychiatric disorder results in a student engaging in behavior that is potentially harmful to himself/herself and others, otherwise renders him/her unable to meet institutional standards, or is disruptive to the community, the following steps may be taken:

1. The Director of Residence Life & Conduct or a designee shall meet with the student and the student's parents in order to facilitate a voluntary withdrawal and a prompt referral to a psychiatric facility for evaluation and treatment.
2. The university has the right to have an outside, independent psychological evaluation made of the student's fitness, at the student's expense, to continue as a member of the university community.
3. An informal meeting may be held. The student may be accompanied by a family member or another person of the student's choice from within the university community.
4. Where a determination is made that withdrawal is appropriate, a statement of the reason for the decision will be forwarded to the student's parents.
5. Fees will be refunded according to the policies stated in the university Academic Catalog.

6. The withdrawal will be recorded in the student's permanent record as a medical withdrawal.

7. In emergency situations, the university reserves the right to act outside the normal meeting process and to act in accordance with its best judgment for the benefit and health of the student and for the best interest of the university and its students.

### Contact Information

*For more information about a Psychiatric and/or Emotionally Disruptive Behavior Withdrawal, please contact:*

AVP for Spiritual Formation & Christian Community, Kevin S. Hall

616-977-5583

[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

Director of Residence Life and Conduct, Allison Brown

[Allison.brown@cornerstone.edu](mailto:Allison.brown@cornerstone.edu)

## Student Grievance and Complaint

At times, students may feel that they have exhausted their efforts to resolve a concern they have experienced at Cornerstone. In this case, all current students have the option of registering a formal complaint with the Associate Vice President for Spiritual Formation & Christian Community or the Vice President of Academics. Unresolved complaints with any aspect of the student experience pertaining to the curriculum (classroom or classroom related activity) should be directed to the VP of Academics. Unresolved complaints with any aspect of the student experience pertaining to the co-curriculum (out of the classroom activity) should be directed to the Associate Vice President for Spiritual Formation & Christian Community.

A formal complaint consists of the following elements: written, hard copy statement of intent to register a formal complaint; nature and description of the complaint and all parties involved; efforts taken thus far to resolve this complaint. If no effort has been made by the complainant to resolve the issue informally, the complainant will be asked to do so prior to the Associate Vice President for Spiritual Formation & Christian Community or VP of Academics making efforts to resolve the complaint. The complainant must be clearly identified. Anonymous complaints cannot be accepted.

The office that received the formal complaint will attempt to resolve the issue by discussing the issue with the parties involved and rendering a final decision regarding the complaint. The University's accreditation agency requires that a list of formal complaints, and the University's efforts to resolve them, be provided during accreditation visits. However, individual identities will be kept confidential in this reporting procedure.

### Get Help

*To register a formal complaint, please contact:*

AVP for Spiritual Formation & Christian Community, Kevin S. Hall

[kevin.hall@cornerstone.edu](mailto:kevin.hall@cornerstone.edu)

VP of Academics, Bradford Sample

[Bradford.sample@cornerstone.edu](mailto:Bradford.sample@cornerstone.edu)