

WEIMAR

I N S T I T U T E

**Academic Bulletin
& Student Handbook
2015-2016**

Weimar Institute Bulletin & Student Handbook, 2015-2016

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

The question for us to study is,
“What is truth—the truth that is
to be cherished, loved,
honored, and obeyed?”
—Ministry of Healing 456

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2015-2016 Academic Calendar 1

| | |
|-----------------|---|
| Fall Semester | 1 |
| Spring Semester | 1 |

Philosophical & Educational Foundations 2

| | |
|---|---|
| Fundamental Principles of Scripture | 2 |
| Lifestyle Commitments | 3 |
| Our Vision | 4 |
| Mission of Weimar Institute | 5 |
| Institutional Student Goals | 5 |
| Institutional Student Learning Outcomes | 6 |
| History of Weimar Institute | 7 |
| Commitment to Equal Opportunity | 8 |
| State Approval | 8 |

Admissions 9

| | |
|-------------------------------------|----|
| Is Weimar for You? | 9 |
| The Admission Process | 9 |
| Admission Standards | 11 |
| Admission of International Students | 15 |
| International Student Charges | 16 |
| Housing | 17 |

Approach to Learning 19

| | |
|---------------------------------------|----|
| The Core of Four | 19 |
| Work and Physical Development | 20 |
| Practical Application Component (PAC) | 20 |

Explaining College Degrees 21

| | |
|-------------------------------|----|
| Certificate Programs | 21 |
| Associate Degree Programs | 21 |
| Baccalaureate Degree Programs | 21 |

General Education 23

| | |
|-----------------------------------|----|
| Baccalaureate Degree Requirements | 23 |
|-----------------------------------|----|

| | |
|---|----|
| Agriculture Education | 26 |
| Evangelism | 26 |
| Ministry | 26 |
| PAC Times | 27 |
| Health Evangelism And Leadership Training for Him | 28 |
| Mission Experience | 28 |
| Work and Physical Development | 28 |
| Bachelors in General Studies | 29 |

Education Department 33

| | |
|--------------------------------|----|
| Programs Temporarily Suspended | 33 |
|--------------------------------|----|

Health Sciences Department 34

| | |
|--|----|
| Programs Offered | 34 |
| BS in Natural Science | 35 |
| Natural Science Course Requirements | 39 |
| Biology minor | 41 |
| Chemistry minor | 41 |
| Health & Wellness, Pre-Med Track minor | 42 |
| Health & Wellness, Pre-PT Track minor | 42 |
| Health Ministry minor* | 42 |

Nursing Department 43

| | |
|--------------------------------|----|
| Programs Offered | 43 |
| AS in Nursing | 43 |
| AS Nursing Course Requirements | 49 |

Religion Department 50

| | |
|------------------------------|----|
| Programs Offered | 50 |
| BA in Religion | 50 |
| Religion Course Requirements | 53 |
| Religion minor | 53 |

Information and Policies 54

| | |
|--------------------|----|
| Academic Freedom | 54 |
| Academic Integrity | 54 |
| Academic Probation | 55 |

| | |
|--|-----------|
| Announcements | 55 |
| Attendance Policy | 55 |
| Auditing Courses | 55 |
| Challenge Examinations | 56 |
| Class Load | 56 |
| Class Standing | 56 |
| Course Changes | 57 |
| Experiential Learning | 57 |
| Final Examinations | 58 |
| Grades | 59 |
| General Graduation Requirements | 60 |
| Incompletes | 61 |
| Directed Studies | 61 |
| Non-degree Students | 62 |
| Photo Release | 62 |
| Release of Information | 62 |
| Repeating Courses | 63 |
| Small-group Learning | 63 |
| Student Records and Transcripts | 63 |
| Student Records Retention | 63 |
| Credits & Accreditation | 63 |
| Leave of Absence | 65 |
| Withdrawal from Institute | 67 |
| Work and Physical Development | 67 |
| Resources for Learning | 67 |
| Financial Information | 69 |
| Financial Planning Services | 69 |
| Semester Tuition Charge | 69 |
| Estimate of Expenses (Baccalaureate Degree Program) | 70 |
| Estimate of Expenses (Nursing Program) | 71 |
| International Student Charges | 72 |
| Student Earnings Withdrawal Policy (International Students Only) | 72 |
| Student Assistance Programs | 73 |
| Work and Physical Development | 73 |
| Literature Evangelism | 73 |
| Local Church Sponsorship | 74 |

| | |
|--------------------------------------|-----------|
| Student Missionary Grant | 74 |
| Summer Pastoral Ministry Scholarship | 74 |
| Task Force/Summer Camp Scholarship | 74 |
| Fees and General Finances | 75 |
| Accident Insurance | 75 |
| Change of Course Enrollment | 75 |
| Application Fee | 75 |
| Attestation Fee | 76 |
| Book Charges | 76 |
| Campus Medical Services | 76 |
| Commitment Fee | 76 |
| Delinquent Accounts | 77 |
| Discounts | 77 |
| Faxed Materials Fee | 77 |
| Intensives | 77 |
| International Students | 77 |
| Late Pre-Registration | 78 |
| Late Registration | 78 |
| Laundry | 78 |
| Loans | 78 |
| Payment Plan | 79 |
| Refund Policy | 79 |
| Registration Fee | 80 |
| Release of Transcripts or Degrees | 80 |
| Room and Board | 80 |
| Scholarships and Grants | 80 |
| Special Courier Fees | 81 |
| Student Association (SA) Fee | 81 |
| Student Tuition Recovery Fund | 81 |
| Transportation | 83 |
| Course Descriptions | 84 |
| General Education Department | 84 |
| Health Sciences Department | 89 |
| Nursing Department | 95 |
| Religion Department | 98 |

Faculty Listing 103**Student Handbook 107****Student Services 108**

| | |
|---------------------------------------|-----|
| The Office of Student Services | 108 |
| Student Services Staff | 109 |
| Services Offered | 110 |
| Mission-Centered Programs | 111 |
| Other Undergraduate Academic Services | 115 |
| Student Grievance Policy | 117 |

Campus Life 120

| | |
|-------------------------------------|-----|
| Introduction | 120 |
| Personal Principles | 121 |
| Balance | 122 |
| Campus Leaves | 123 |
| Campus Parents | 123 |
| Couples and Dating | 123 |
| Curfew | 126 |
| Disciplinary Measures | 126 |
| Dormitory Living | 127 |
| Dress & Personal Appearance | 128 |
| Attire for Women | 128 |
| Attire for Men | 129 |
| Electronic Devices | 130 |
| Exercise | 130 |
| Grace Period | 130 |
| Guests | 130 |
| Guarding the Mind and Entertainment | 130 |
| Internet | 131 |
| Jewelry | 131 |
| Late Leaves | 131 |
| Laundry | 132 |
| Library | 132 |
| Mail | 132 |
| Medical Expenses | 132 |

| | |
|---|-----|
| Mixed Groups | 133 |
| Night Check | 133 |
| Non-motorized Vehicles | 133 |
| Nutrition | 134 |
| Overnight Leaves | 134 |
| Pets | 135 |
| Recreation | 135 |
| Rest | 135 |
| Sick Policy | 135 |
| Social Media | 135 |
| Spiritual Events | 136 |
| Study | 137 |
| Substance Abuse | 138 |
| Textbooks | 138 |
| Transportation To and From Weimar Vehicles | 138 |

Safety and Security 140

| | |
|---------------------------------|-----|
| Firearms/Weapons | 140 |
| Fireworks | 140 |
| Fire Hazards and Equipment | 140 |
| Protection of Personal Property | 140 |
| Security | 140 |
| Sexual Assault | 141 |
| Sexual Harassment | 141 |

Rooms and Check-in Procedures 143

| | |
|------------------------------------|-----|
| Check-in Form | 143 |
| Keys & Key Deposit | 143 |
| Physical Disabilities | 143 |
| Rooms | 143 |
| Room Care & Hanging Items on Walls | 143 |
| Room Deposit | 143 |

Emergency Safety Procedures 144

| | |
|--------------|-----|
| Fire Drill | 144 |
| Fire Hazards | 144 |

Residence Hall Services and Facilities 145

| | |
|------------------------------|-----|
| Air Conditioners and Heaters | 145 |
| Bicycle Storage | 145 |
| Computer and Internet | 145 |
| Kitchens | 145 |
| Laundry Rooms | 146 |
| Repairs | 146 |
| Telephones | 146 |

Policies and Procedures 147

| | |
|-----------------------------|-----|
| Assault | 147 |
| Blinds & Curtains | 147 |
| Bulletin Boards | 147 |
| Chores | 147 |
| Distribution of Information | 148 |
| Doors and Door Locks | 148 |
| Dorm Worship | 148 |
| Electricity | 148 |
| Eviction Policy | 148 |
| Hazing | 148 |
| Mental/Emotional Health | 149 |
| Off-campus Housing Requests | 149 |
| Pianos | 149 |
| Pornography | 149 |
| Posters | 149 |
| Right of Entry | 150 |
| Roommate Bill of Rights | 150 |
| Sound Equipment | 150 |
| Stealing | 151 |
| Vandalism | 151 |
| Windows & Screens | 151 |

Checking Out of the Residence Halls 152

| | |
|-------------------------|-----|
| Checking Out Procedures | 152 |
| Deposit Refund | 152 |
| Improper Checkout | 152 |

2015-2016 Academic Calendar**Fall Semester**

| | |
|---------------------------|---|
| <i>August 17</i> | Registration |
| <i>August 17-23</i> | Week of Spiritual Emphasis |
| <i>August 18</i> | First Day of Classes |
| <i>August 18</i> | Late Registration Fee Applies |
| <i>August 26</i> | Last Day to Register |
| <i>August 26</i> | Last Day to Add/Withdraw Without Charge |
| <i>August 26</i> | Last Day to Change to Audit without Charge |
| <i>August 27</i> | Change in Course Enrollment Fee Applies (see page 75) |
| <i>August 27-30</i> | Fall R&R |
| <i>Sept. 23-27</i> | Fall PAC 1 |
| <i>October 7</i> | Mid-term Grades Due |
| <i>October 14</i> | Last Day to Withdraw with "W" or Audit |
| <i>Oct. 28-Nov. 1</i> | Fall PAC 2 |
| <i>November 25-29</i> | Thanksgiving Break |
| <i>December 3</i> | Last Day of Class |
| <i>December 4 & 7</i> | Study Days |
| <i>December 8-10</i> | Final Exam Week |
| <i>December 16</i> | Final Grades Due |

Spring Semester

| | |
|-----------------------------|---|
| <i>January 5</i> | Registration |
| <i>January 6</i> | First Day of Classes |
| <i>January 6</i> | Late Registration Fee Applies |
| <i>January 10-16</i> | Week of Spiritual Emphasis |
| <i>January 14</i> | Last Day to Register |
| <i>January 14</i> | Last Day to Add/Withdraw Without Charge |
| <i>January 14</i> | Last Day to Change to Audit without Charge |
| <i>January 15</i> | Change in Course Enrollment Fee Applies (see page 75) |
| <i>Feb. 3-7</i> | Spring PAC 1 |
| <i>March 2</i> | Mid-term Grades Due |
| <i>March 2-6</i> | Spring Break |
| <i>March 9</i> | Last Day to Withdraw with "W" or Audit |
| <i>April 6-10</i> | Spring PAC 2 |
| <i>April 28</i> | Last Day of Class |
| <i>April 29 & May 2</i> | Study Days |
| <i>May 3-5</i> | Final Exam Week |
| <i>May 6-8</i> | Graduation Weekend |
| <i>May 18</i> | Final Grades Due |

Philosophical & Educational Foundations

Fundamental Principles of Scripture

As a supporting ministry of the Seventh-day Adventist Church, Weimar Institute administration, faculty, and staff hold the Biblical perspective that is reflected in all 28 of the official fundamental beliefs, which are available at <http://www.adventist.org/beliefs/fundamental/index.html>

These beliefs can be organized into the following six categories—the doctrines of God, man, salvation, the church, the Christian life and last day events.

We Believe that God Loves

God is love, power, and splendor—and God is a mystery. His ways are far beyond us, but He still reaches out to us. God is infinite yet intimate, three yet one, all-knowing yet all-forgiving.

We Believe that God Creates

From neurons to nebulae, DNA to distant galaxies, we are surrounded by wonder. Yet the beauty is broken.

We Believe that God Redeems

Love. Harmony. Perfection. Once, all creation sang the same glorious song.

We Believe that God Inhabits

Jesus left His followers with an epic mission: tell the world of His love and His promise to return. Also, they should love people the way He loved them.

We Believe that God Transforms

God's law in the Ten Commandments show us how to live and make clear our need for Jesus. Though the law shows us the path to follow and convicts us of sin, it's about far more than just toeing the line.

We Believe that God Triumphs

From the Garden of Eden to the Tower of Babel, the destruction of Sodom to the Exodus from Egypt, God has always investigated before taking action.

Lifestyle Commitments

Weimar Institute faculty, staff, and students participate in the mission of Weimar Institute through the following Lifestyle Commitments:

1. I have a settled conviction that a life in harmony with Jesus Christ is the fulfillment of my life's goals. I may not have fully matured in all aspects of life, but I have settled the question of who has my allegiance, and I am actively seeking a living connection with Jesus Christ.
2. I recognize the importance of personal commitment to Weimar Institute, its purposes, people, and practices. As I develop my God-given individuality, I will remain committed to the well-being of the group and a supportive member of the school family.
3. I am committed to academic excellence. I value the deeply Biblical, intellectually challenging emphasis given to course work at Weimar Institute. My highest motivation for excellence in learning is to glorify God. My motive cannot be to bring recognition to myself.
4. I desire to be actively involved in personal service and witnessing for my faith as an important part of my educational experience at Weimar Institute. I recognize that my own personal growth is directly related to the use of my spiritual gifts on behalf of others.
5. I am willing to follow God's lead in coming to Weimar Institute and will do everything within my power to achieve His goals for me, even as unexpected circumstances or challenges arise.

Our Vision

Weimar Institute envisions a place of:

- **Cooperation.** Faculty and staff are working together so closely that every staff member on campus sees their position as that of a faculty member—an integral part of the students’ education.
- **Family.** Students not only feel that they are a part of the decision-making process, they also see the faculty and staff as family. Family members of the students also feel comfortable coming to campus and spending time learning and growing.
- **Mentorship.** Using the model of Jesus’ school, students work closely with a mentor (limit of 12 students per mentor). Each of the mentors have a few (3) students of advanced development (not necessarily age) who work more closely in planning and help in leadership roles.
- **Manual Trade.** Early in their experience at Weimar Institute, students are trained in at least one manual trade, and they work with their hands a portion of each day. Some work in the NEWSTART Lifestyle Center using the skills of massage or hydrotherapy treatment, some work in other areas of campus such as plant services, custodial, auto shop, organic farm, cafeteria, etc.
- **Application.** While lectures and classroom discussion still happens, much of the learning that is documented and counted towards the completion of a degree happens in real-life settings. These settings allow students to apply the things they have learned in the classroom and thus obtain a deeper, more lasting understanding. They use these opportunities to share what they have learned with others and show how they have applied the learning to their own lives.
- **Source Learning.** Students spend time researching in both nature and revealed knowledge—Scripture. While they have not eliminated the learning of facts and concepts, they focus on thinking—they contemplate their duty and destiny, they question why, and they find answers from God through heaven-appointed sources—useful work, study of Scripture and nature, and the experiences of life.
- **Alternative Assessment.** Weimar Institute reports student progress using a more highly detailed system than just reporting a letter grade. We envision a learner-centered, outcomes-based campus that values and reports on learning that come through all types of learning, including experiential, activity-based learning.

Mission of Weimar Institute

Why we exist:

To Heal a Hurting World.

How we intend to accomplish this:

Through an institution of higher education committed to Biblical principles and the inspired ideals of Seventh-day Adventist education.

What we do:

Follow Jesus by developing leaders in comprehensive health evangelism through competent modeling and education—both theoretical and practical.

Institutional Student Goals

Truth

Character

Service

Truth is not only a common pursuit in research, it is a goal to be reached in our everyday interactions. To help students develop a lifelong commitment of discerning truth, clearly, is a primary goal of education.

Character is needed in men and women in every sector in life, from flipping a classroom to flipping a burger, from leading a home to leading a country. Martin Luther King, Jr. once said, “Intelligence plus character—that is the goal of true education.” We agree, character must be an essential goal of education.

In the world of capitalism, **Service** is an essential ingredient for continued growth and success. In fact, “The best way to find yourself is to lose yourself in the service of others” (Mahatma Gandhi). We see selfless service as a wise response of free choice to the study of truth and the development of character. Thus service is a primary goal of education.

Thus, our goal for each individual—and consequently, our corporate goal—is to discern **Truth**, develop **Character** and dedicate one’s self to a life of **Service**.

Institutional Student Learning Outcomes

In light of the mission and purpose of Weimar Institute, we have established desired Institutional Student Learning Outcomes (ISLOs) for each graduate of a baccalaureate program. Each of the six ISLOs are organized under one of the three Institutional Student Goals (see previous page), and are shown below with their components. (For further information request a copy of our Institutional Syllabus from the College Office).

TRUTH

1. *Our graduates will be:* **Advancers of truth** (T₁)

Students will demonstrate:

- 1.a. Critical thinking
- 1.b. Creative problem-solving
- 1.c. Quantitative reasoning
- 1.d. Appreciation of beauty
- 1.e. Commitment to the Seventh-day Adventist Church

2. *Our graduates will be:* **Articulators of truth** (T₂)

Students will demonstrate:

- 2.a. Information literacy
- 2.b. Effective communications

CHARACTER

3. *Our graduates will be:* **Adept in personal emotional intelligence** (C₁)

Students will demonstrate:

- | | |
|----------------|---------------|
| 3.a. Humility | 3.c. Vitality |
| 3.b. Integrity | |

4. *Our graduates will be:* **Developed in social emotional intelligence** (C₂)

Students will demonstrate:

- | | |
|------------------|------------------------------|
| 4.a. Kindness | 4.c. Gratitude |
| 4.b. Cooperation | 4.d. Intercultural awareness |

5. *Our graduates will be:* **Strong in work ethic** (C₃)

Students will demonstrate:

- | | |
|--------------------|-------------------|
| 5.a. Dependability | 5.c. Persistence |
| 5.b. Initiative | 5.d. Self-control |

SERVICE

6. *Our graduates will be:* **Committed to serving others** (S₁)

Students will demonstrate:

- | | |
|---------------------------|----------------------|
| 6.a. Active service | 6.c. Physical health |
| 6.b. Integrative learning | |

History of Weimar Institute

The Seventh-day Adventist Church has been committed to education since the late 1800's. This commitment has led to the opening of primary and secondary schools, institutes, and universities around the world. In addition to church-sponsored schools, hundreds of smaller, self-supporting institutions have helped to perpetuate principles of true education. Weimar Institute is such an institution.

Weimar Institute traces its history to the late 1970's when a group of lay people studied Ellen G. White's writings on health and education. From this study emerged a vision for an institution that would combine innovative health care and practical education. But where should it be located and how would they ever afford it? God was soon to answer both of these concerns.

Through a series of miracles, they were able to purchase an abandoned tuberculosis center located in Weimar, California. In addition to being used for tuberculosis patients during the early to mid 1900's, it had also operated as a county hospital and refugee relocation center.

In 1978, Weimar Institute began educating youth for a life of Christian service. Two men became the Institute's first graduates on July 13, 1981. As of May 2014, 362 students have received Baccalaureate or Associate degrees from Weimar Institute.

Through the years, Weimar Institute graduates have gained a reputation as hard-working, mission-minded young people prepared in head, heart and hand to follow God. Many have served the Seventh-day Adventist Church within their chosen field. Graduates have served as missionaries both overseas and in their home country. Still others have sought out new ways to share Christ in their secular career. Weimar Institute is thankful for the positive contribution its alumni are making to the soon return of Jesus.

Commitment to Equal Opportunity

Weimar Institute is committed to providing equal education and employment opportunities to all qualified persons of any race, gender, color, nationality, or ethnic origin in administration of its educational, admissions, and loan policies, or other Institute-administered programs. Weimar Institute is approved with the Bureau of Private Postsecondary Education and is authorized by the State of California to grant four-year degrees.

State Approval

Weimar Institute is a private institution approved to operate by the State of California Bureau for Private Postsecondary Education. Approved means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Approval does not mean we have met all of the more extensive standards required by the state and that the state has verified the information we submitted with our registration form (see *Credits & Accreditation*). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free: (888) 370-7589, fax (916) 263-1897.

Admissions

Is Weimar for You?

Will you go to college? If the answer is “yes”, where will you go to college? These are huge decisions and should be considered prayerfully—especially when we see the evidence of our Lord’s soon return.

At Weimar Institute, the inspired Word of God is the lens through which all knowledge will be viewed. But, before choosing Weimar Institute, we challenge you to prayerfully answer two questions:

1. Why are you seeking an education?
2. What is your overall purpose in life?

If you can honestly say that you are eager to be a part of God’s work, then Weimar Institute can be a training ground for you.

The broad education provided by the Core of Four (Quality Academics, Work and Physical Development, Ministering and Modeling Health, and Evangelism) at Weimar Institute will prepare you for your goals—as you put your academic learning into action through our Practical Application Component (PAC) times. See section entitled *PAC Times* on page 27 for more details.

A decision to apply to Weimar Institute should be weighed carefully. Being a student at Weimar Institute is both rewarding and challenging. Success requires personal maturity and a willingness to accept responsibility for one’s actions. Agreement with the essential Lifestyle Commitments (see page 3) will help indicate your readiness to be a student at Weimar Institute. If you feel that the Lifestyle Commitments are true for you and you would like to apply to be a student at Weimar Institute, please review the following pages for more information on the application process and our academic standards.

The Admission Process

To make the application procedure as easy as possible, please follow the steps listed below. For questions or to start your application, please call (530) 422-7950, email admissions@weimar.edu, or visit www.weimar.edu.

For specific requirements to the AS in Nursing Program, you may contact the nursing department at 530.422.7999, winursing@weimar.edu, or visit <http://weimar.edu/academics/academic-departments/nursing/>

Step 1: Get Information

- a. Visit the website at weimar.edu for more information.
- b. Email (admissions@weimar.edu) or call an Admissions Representative at (530) 422-7950 to ask questions or schedule a talk with an Academic Advisor.
- c. Start your online application at weimar.edu/admissions/aply-online/
- d. Read the student handbook which can be found at <http://weimar.edu/admissions/>

Step 2: Submit Your Application

The online application must have all components completed in order to submit. If there are components which you need extra time to complete, contact an Admissions Representative either by email (admissions@weimar.edu) or phone (530) 422-7950. Please visit our website <http://weimar.edu/admissions/apply-online/> so you can begin to submit the following as part of your application:

- \$50 Application Fee
- General Information
- 3 References
- Transferability Notice
- Financial Plan Worksheet
- Financial Support Agreement
- Official High School Transcripts
- SAT/ACT scores
- College Transcript(s) (Transfer Students only)

Step 3: Admissions Interview

The assigned interviewer and the applicant arrange a time (typically 30-90 minutes) to interact with each other and clarify any questions. The advisor will have a list of questions to help determine your fit for Weimar Institute based on available program openings, previous educational experience, life goals, and other areas.

Step 4: Admissions Committee

When your application is complete with all required documents, and the Admissions Interview is complete, it will be given to the Admissions Committee. The following decisions may be reached:

- Application is Accepted
- More information is needed. Common reasons: finances are not complete, transcripts are in process, or additional references are required.
- Application Denied. This is always a difficult conclusion. Be assured that each decision is made with much prayer.

Step 5: Acceptance

Once your application for enrollment at Weimar Institute has been accepted, (you will be sent confirmation via email and postal letter (if your address is within the U.S.) along with the name and contact information for your academic advisor. You are strongly encouraged to contact him/her with your contact information and to keep him/her apprised of your plans.

The \$150 commitment fee (applied towards your account) is paid to guarantee a place in the dormitory. This fee is non-refundable and will not be returned if you do not enroll the following term. International students pay an International Student Deposit in lieu of the commitment fee. (see p. 26)

Should you need further assistance, please contact an Admissions Representative by phone (530) 422-7950 or e-mail (admissions@weimar.edu).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. To access the school performance fact sheet visit <http://weimar.edu/admissions/> to review the School Performance Fact Sheet.

Admission Standards

Regular academic standing is granted to applicants who have acceptable character recommendations, are 17 years of age by August 30 of the year they plan to begin and who meet one of the following criteria:

- Are a graduate from an approved high school or academy with a grade point average (GPA) of at least 2.5.

- Have a General Educational Development (GED) certificate with an average standard score of 50 on each of five tests and with a standard score of not less than 40 on any one test or have an equivalent certificate.
- Received a minimum SAT score of 1500 or a minimum ACT score of 20.

Students with a California High School Proficiency examination may apply and consideration will be given based on maturity and College potential. Persons younger than age 17 may be interviewed to determine readiness for college work and campus life.

Weimar Institute requires first-year applicants to submit ACT (American College Testing Program) or SAT (Scholastic Aptitude Test) scores with their application. ACT or SAT scores will also be required for students who have had non-traditional schooling.

Students who fail to meet any of the above criteria may still apply. They will be considered for possible acceptance with an academic probationary standing.

Admission Policy for Homeschooled Students

Weimar Institute is “homeschool friendly” and welcomes students who have completed high school at home. For further information on homeschool admissions, Weimar Institute encourages families to speak to the Admissions Representative (530-422-7950). The following admission policies apply:

1. Completed application.
2. Transcripts must be submitted. If official transcripts from traditional high school(s) are not available, an unofficial transcript (created by the parent) of all class work completed during high school may be submitted. This should include: course name, year completed and grade received.
3. ACT or SAT scores must be submitted.

Ability-to-Benefit (ATB) Examinations

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and

pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

ATB Passing Test Scores

Students must achieve a passing score on all skill assessments in a single testing session to be considered passing. Please note that Weimar Institute will accept test score reports from tests taken at any official Assessment Center.

CPA[®]: Language Usage 45, Reading 45, and Numerical 43.

COMPASS: Numerical Skills/Pre-algebra 27, Reading 65, and Writing Skills 35.

ASSET: are Reading 36, Writing 35, and Numerical 36.

Wonderlic Basic Skills Test: Verbal 205 and Quantitative 215.

Married Student or Single Parent Enrollment Policy

Married students or single parents may apply to enroll in a full-time educational program at Weimar Institute under the following conditions:

1. The applicant(s) must meet the same admissions standards as all other students.
2. The applicant(s) must be able to secure housing close enough to permit regular class attendance and participation in campus activities.
3. The applicant(s) must commit themselves to a full understanding of the philosophy of education at Weimar Institute and be willing to abide by this philosophy when entertaining other students in their home.

Non-degree Seeking Students

Students who wish to take classes at Weimar Institute without pursuing a particular degree may do so provided they demonstrate that they are able to take college-level courses. This requirement also applies to students who are seeking a degree from another institution. The same admission process is required for this student status as for those pursuing a degree.

Transfer Credits

Students wishing to transfer credits to Weimar Institute from another institute, university or training program must provide complete, official transcripts upon application to the Institute. Transfer credits will be evaluated to ensure that they adhere to high academic standards and to allow equivalent classes to

satisfy specific courses required by Weimar Institute. Courses that do not have a direct correlation to classes offered by Weimar Institute may be accepted as elective credits if approved by the Registrar.

The maximum transfer credits are 90 for a four-year degree. See section entitled *General Graduation Requirements* on page 60 for further information. Weimar Institute reserves the right to accept or reject credits earned at other institutions.

Entrance Exams

All incoming students are required to take a math placement entrance exam prior to the beginning of their first semester, with exception to those who have already taken college level Pre-Calculus I.

All incoming pre-natural science majors are required to take a chemistry entrance exam prior to the beginning of their first semester.

All incoming pre-nursing majors are required to take both a survey of chemistry exam and math entrance exam in the spring semester prior to the beginning of their first semester.

There is a \$75 fee for entrance exams.

CLEP Credits

CLEP is based on the premise that some individuals enrolling in college have already learned part of what is taught in college courses through noncredit adult courses, job training, independent reading and study, and advanced high school courses. CLEP provides these individuals the opportunity to demonstrate their college-level learning by taking examinations that assess the knowledge and skills taught in college courses. All course descriptions can be reviewed at: <http://clep.collegeboard.org/exam>

- **Permission:** Prior to registering for a CLEP exam, current student must fill out an application form and obtain signatures from Registrar, Department Chair and Vice President of Academic Affairs.
- **Deadline:** CLEP examinations must be taken during the first year of residency.
- **Restrictions:** Only the following course exams may be taken to satisfy GE requirements:

| | |
|-------------------------|------------------|
| College Composition | (3 credit hours) |
| Introductory Psychology | (3 credit hours) |

| | |
|------------------------|------------------|
| Introductory Sociology | (3 credit hours) |
| Pre-Calculus | (3 credit hours) |

- Electives can be chosen from the College Board CLEP list but must be approved via application form.
- Test score must be 50 or higher for acceptance.
- Student may not CLEP a class they have enrolled for.
- The College Composition CLEP may be taken to fulfill English 101 if a student scores at or above 520 on the SAT Writing exam or 24 on the ACT English exam.
- **Modern Language Credit Maximum:** 6 Credits
- **Time of Recording:** Credit for challenge and/or validation examinations will not be placed on a student's permanent record and is, therefore, not transferable until that student has successfully completed 12 semester hours in residence at Weimar Institute.

Admission of International Students

Weimar Institute welcomes students of any race, gender, color, nationality, or ethnic origin. Applicants from outside the United States should expect the application process to take more time since it is done in cooperation with the Immigration and Naturalization Service. Matters such as class load, on-campus employment (a maximum of 20 hours per week), financial accountability, and definite plans to return to one's own country must be arranged in advance.

Entrance Requirements

International students applying to Weimar Institute must have satisfactorily completed the equivalent of a United States high school (secondary) education or have met the college or university entrance requirements of their native country.

Please note that all course instruction at Weimar Institute is given in English. English language services are not provided. If English is not their native language, international students must demonstrate the ability to pursue studies in the English language by passing the Test of English as a Foreign Language (TOEFL) iBT (Internet-Based Test) with a minimum score of 80.

Additional Information on the TOEFL iBT

The TOEFL iBT is made up of four sections: reading, listening, speaking, and writing. The student must achieve an overall score of at least 80 and meet the following minimum requirements in each area: Reading – 19, Listening – 18, Speaking – 18, Writing – 18.

International Student Charges

The International Student Deposit is \$2,700 USD.

Of this amount, \$200 is a processing fee; \$1,250 goes into a permanent trust fund, which is refundable upon leaving the Institute, provided all other charges are paid; the remaining \$1,250 is credited to the student's tuition account.

International students may go to *www.collegiaterisk.com* to purchase hospitalization insurance or bring evidence of insurance purchased in their home country. For more information on student visas, please contact the International Student Advisor at Weimar Institute.

Obtaining a Student Visa

Applying for a student visa must be done after you have been accepted to Weimar Institute, paid the \$2,700 International Student Deposit, and received your official Acceptance Letter and an I-20 document. Prospective students will use the received I-20 to apply for a F-1 visa from their local US Embassy. Weimar Institute does provide verification of student status through SEVIS. However, Weimar Institute does not provide visa services. Students should complete the admissions process early, as it takes time to obtain the student visa. In order to qualify for a visa you must:

1. Be willing to take a class load of at least 12 credits per semester.
2. Work on campus (or in the Literature Evangelism program) no more than 20 hours per week while school is in session and no more than 40 hours per week during vacations.
3. Provide evidence that you have a way to pay for your study before you come to this country.
4. Have definite plans to return to your home country.
5. Please also consult the section for international students under Financial Information (see page 70).

Housing

Students with U.S. citizenship must be enrolled in at least 12 credits to reside in the dormitory.

All full-time, single Institute students must live in student housing on campus unless living with a parent or legal guardian in the surrounding area or receive special permission from the Deans Council. Single, full-time students who are given permission to live off campus are expected to attend all campus activities that resident students are expected to attend.

Married student housing on campus is very limited and subject to availability; as such, married students may choose to find their own housing off-campus. Priority for on-campus housing is given to families with one spouse working full-time for Weimar Institute. Those with a family member not working on campus are awarded housing based on need and order of acceptance.

Off-Campus Student Housing

Weimar Institute holds no responsibility to find or assist a non-dormitory student in finding housing. Off-campus housing is very limited near Weimar Institute. The housing facilities located nearest to the Institute have an approximate cost shown as follows:

Terracina Oaks

12200 Gateway Court, Auburn, CA 95603
2 bed 1 bath approx. \$543-\$971/mo.

Miner's Station

11325 Quartz Dr, Auburn, CA 95602
1 bed 1 bath approx. \$895/mo.
2 bed 1 bath approx. \$995/mo.

Overlook Apartments

385 Sacramento St, Auburn, CA 95603-5530
1 bed 1 bath approx. \$820/mo.
2 bed 1 bath approx. \$920/mo.

For additional housing facilities please refer to sites such as the ones below.

- <http://www.apartmentguide.com/apartments/California/Weimar/>
- <http://www.zillow.com/homes/>
- <http://www.forrent.com>

The following are cities near Weimar:

Colfax (10 minutes)

Meadow Vista (10 minutes)

Auburn (15 minutes)

Rocklin (20 minutes)

Roseville (30 minutes)

Approach to Learning

The Core of Four

At Weimar Institute we comprehend four essential methods of learning, also known as the Core of Four: 1) Quality Academics, 2) Work and Physical Development, 3) Ministering and Modeling Health, and 4) Active Evangelism.

1. *Quality Academics*

Each course endeavors to go beyond mere cognitive academics by seeking practical application. A practical application of academic knowledge allows the student to gain fresh perspectives on a topic and thus grasp its connection to other classes and their personal walk with God. These internalized insights form the basis of Weimar's well-rounded and distinctive education.

2. *Work & Physical Development*

Learning takes on new meaning when it is incorporated into everyday life. Campus jobs, vocational classes, and personal exercise provide opportunities for practical application of knowledge as well as rest for the mind. Additionally, students gain valuable experience in practical teamwork, communication, and planning that will benefit them throughout life.

3. *Ministering and Modeling Health*

Weimar's NEWSTART® program emphasizes the importance of living a balanced, healthy lifestyle in combination with trust in God. The cafeteria provides every student with tasteful and nutritious plant-based meals. Students are also encouraged to exercise on Weimar's 15 miles of wilderness trails. Other enjoyable and rewarding forms of recreation include nearby river canyons, mountain ranges, and ski resorts. Periodic "Rest and Relaxation" retreats model for students the importance of taking time out of their busy schedules for recreation and fellowship. Finally, students not only model a healthy lifestyle but also minister through healing and disease prevention evangelism.

4. *Active Evangelism*

Evangelism is a way of life at Weimar Institute. Through working in the community, head knowledge is combined with people skills and true spirituality. Weimar Institute's goal is to fulfill the commission of Jesus: "Go into all the

world, and preach the gospel to every creature” (Mark 16:15). Fulfillment of this commission is expressed in many forms, ranging from overseas mission trips, colporteur/GLOW evangelism, public evangelistic meetings, week of prayer services, and giving Bible studies, to positive Christ-like interactions with family, friends and the community.

Work and Physical Development

Students must enroll in one credit of *Work Education* for each semester of attendance at Weimar Institute or participate in an approved agriculture program. Students will be exposed to a variety of work experiences, including experience in agriculture. See the section entitled *Ministry* for more details. Elective work sites are negotiated with each student through the Work Education Coordinator.

Practical Application Component (PAC)

Seeking to bring a balance of study and practical application, Weimar Institute has designed a school year interspersed with PAC times. These times allow students to pursue opportunities to apply the things they have learned, earn extra tuition monies, and/or work side-by-side with persons from their chosen profession.

All students are expected to participate in the scheduled PAC times. For details, see the section entitled *PAC Times*.

Explaining College Degrees

Thinking about obtaining credentials from an institution of higher education can be daunting, especially when you are unfamiliar with the terms. While the readings, tests, quizzes and projects will sound familiar from high school, the terms that define the types of degrees can be somewhat confusing.

To help clear up some of the confusion, Weimar Institute has provided the following organization and explanation of credentials and how they fit into the categories below:

1. Certificate programs
2. Associate degree programs
3. Baccalaureate degree programs

Certificate Programs

Certificate programs typically last between a few weeks to a few semesters. Weimar Institute currently offers NEWSTART Global HEALTH (Health Evangelism and Leadership Training for Him) program that runs for 4 months during both fall and spring semesters.

Associate Degree Programs

Currently the Associate Degree in Nursing is the only Associate Degree offered at Weimar Institute. It is a 47.5 credit program offered in 2 years following 33 credits of General Education requirements, usually completed in 1 year.

Baccalaureate Degree Programs

The traditional college degree is the 128-129 semester credit, 4-year, Baccalaureate degree. They are organized as either a Bachelor of Science (BS) or a Bachelor of Arts (BA). Typically, these degrees allow a level of flexibility for a selection of majors (usually 50-60 credits) and minors (usually 20 credits) with a required General Education component (60 credits).

The following sections describe the academic departments:

1. **Department of Health Sciences**
 - The Department of Health Sciences includes one major and several minors. The major (BS) is called **Natural Sciences program**. This program is a major for those interested in earning advanced professional degrees in Medical School, Physical Therapy, etc. Additionally, students interested in teaching science at the secondary level have

taken this degree as training for the teaching of science (see *page 34* for details). Minors within this department can be found on *pages 40 and 41*.

2. *Department of Religion*

- The Department of Religion offers a single major towards a BA in **Religion** as well as a Religion minor. The major in Religion has two options: Religion Studies and Theology (see *page 50* for details).

3. *General Education Department*

- The **General Education (GE) program** is a component of all BA and BS programs. These degrees have a major as well as GE requirements (additional minors may be required also). Thus, the GE program is required for graduation (see *page 23* for details) for all Baccalaureate degrees. Typically, student choose a major and minor, but the GE program is for all BS or BA students. They must complete the major and minor requirements as well as the requirements for the General Education program.
- **General Studies degrees.** The Department of General Education offers both a BA and a BS program designed for the non-traditional student with significant experience and the ability to demonstrate the experience through portfolio. Students most interested in General Studies are students with at least 2 years of experience or advanced education, ministry, or health training outside of the traditional higher education approach (non-transferable credits). See *page 29* for details.

General Education

The General Education Program has been developed to prepare students for a life of service through “the harmonious development of the physical, spiritual, and intellectual aspects of students” (Ed 13). From this, the Program Goals derive primary student goals to discern truth, develop character and dedicate one’s self to a life of service. For this reason the General Education Program covers a wide variety of subjects and experiences.

Here, service is defined as helping and blessing others. Since this desire defined the character that Christ (AA 551), the Creator, revealed while He was on earth, we understand that the greatest meaning and happiness comes from the restoration of His character of love in us. This requires more than the “pursuit of a certain course of study” (Ed 13). As Christ was completely developed, physically, spiritually, and mentally, so also we are to be restored from the narrowing effects of separation from Christ.

Baccalaureate Degree Requirements

The general requirements are the minimum required to receive a baccalaureate degree. Because departments often have additional requirements, please see the Department Chair. The minimum, general standards are listed below.

Credit Requirement

- A minimum of 128-129 semester credits must be earned and applied toward the degree.

Course Requirements

- *Bachelor of Arts or Bachelor of Science degrees.* Students must complete required courses including the following: General Education requirements plus the requirements for a major, a minor (if required), and specified cognates (or related courses).
- *All baccalaureate degrees.* Students must complete a minimum of 30 semester credits from courses numbered 300 or above.

Residence Requirements

- A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned through Weimar Institute.

Grade Requirements

- Overall GPA: A GPA of at least 2.00 (C) is required in all credits.
- Major GPA: A GPA of at least 2.25 is required in all credits.
- Minor GPA: A GPA of at least 2.00 is required in all credits
- No course with a grade below C- may count toward a major or minor.

Required Courses**Religion** **12 credits**

| | | | |
|------|-----|--------------------------------------|---|
| RELB | 101 | Life and Teachings of Jesus | 3 |
| RELH | 203 | Seventh-day Adventist Church History | 3 |
| RELB | 301 | Daniel | 3 |
| RELB | 302 | Revelation | 3 |

Language/Communication **9 credits**

| | | | |
|------|-----|-----------------------------------|---|
| ENGL | 101 | College English I | 3 |
| ENGL | 102 | College English II | 3 |
| COMM | 202 | Speech Communication | |
| OR | | | |
| RELP | 308 | Biblical Preaching and Homiletics | 3 |

Fine Arts & Humanities **6 credits**

| | | | |
|------|-----|-------------------------|---|
| HIST | 101 | Survey of World History | 3 |
|------|-----|-------------------------|---|

TAKE 3 CREDITS FROM FOLLOWING (MIN. OF 1 CR. FROM MUSIC): 3
 Art Elective (Generally offered as 1 cr; can be taken twice)
 Music Elective (Generally offered as 1 cr; can be taken twice)

Life/Physical Sciences **7 credits**

| | | | |
|------|-----|----------------------|---|
| HLED | 124 | Principles of Health | 3 |
| HLED | 111 | Optimize Your Brain | 1 |
| | | *Science Elective | 3 |

Mathematics **0-3 credits**

| | | | |
|---|-----|---------------|---|
| MATH | 121 | Precalculus I | 3 |
| OR EQUIVALENT SCORE ON MATHEMATICS PROFICIENCY EXAM | | | |

Social Sciences **10 credits**

| | | | |
|------|-----|-----------------------------------|---|
| EDUC | 124 | Philosophy of Christian Education | 3 |
| PSYC | 101 | General Psychology | 3 |

| | | | |
|------|-----|---|---|
| SOCI | 214 | Christian Marriage & Family | 3 |
| LEAD | 131 | Leadership Elective (LEAD 101 or above) | 1 |

Practical/Applied Arts (min. 2 credits of Agriculture) **7 credits**

| | | | |
|------|-----|---|--------|
| WKED | 101 | Work Education (WKED 101 or above) | 5 |
| OR | | | |
| WKED | 190 | Vocational Training | 1 or 2 |
| AGRI | 110 | Character, Development, and Agriculture | 2 |

Electives **6 credits****TOTAL CREDITS FOR GENERAL EDUCATION (BA/BS)** **60 CREDITS**

* Natural Science Majors do not need a science elective.

Required Competencies (see Registrar for details)

- Office Applications
- Personal Finance

Required Experiences (see Registrar for details)

- Personal Evangelism
- Mission Experience
- Read books on *Baccalaureate Reading List*
- Colloquia attendance

Colloquia will be offered throughout the year and will be taught by on- and off-campus experts. A typical colloquium will take place over a few days or a weekend on topics such as music principles, fine arts training, contemporary issues in Adventism, and personal finance, etc. Students will be expected to demonstrate attendance and attention.

Agriculture Education

It is the sincere desire of Weimar Institute to assist all students in obtaining a knowledge of truth. This knowledge, we understand, cannot be gained through the study of books alone, but also through practical, physical, selfless effort. At Weimar Institute, students will have opportunities to gain physical, mental, and spiritual growth by learning manual skills, especially in the cultivation of the soil (6T 179). Consequently, we have developed our hands-on agriculture program.

For graduation, students enrolled in baccalaureate degree program are required to complete two semesters of AGRI 110, Character Development & Agriculture.

Evangelism

Fulfillment of the Great Commission through ministry and service to others is part of life at Weimar Institute. As such, students can answer God's call to ministry and service while they prepare for His work.

Students are encouraged to witness to family members, classmates, local church members, and the communities around Weimar throughout the semester. In addition, a personal evangelism experience will be coordinated (for the most up-to-date copy of the evangelism policy see the Registrar's Office). In the past, Weimar Institute students have participated in literature evangelism, in-home Bible studies, community service activities (raking leaves, cleaning gutters, etc.), and health events (health expos, cooking schools, etc.).

The following sections discuss the many other ways students can become active in service and soul winning.

Ministry

Weimar Institute encourages every student to explore the ministry to which God has called them individually. Students should use their time at Weimar Institute to discover their God-given talents and to network with other students and ministries who have similar aspirations. To facilitate these goals, Weimar Institute provides the course **Leadership: Ministry Development**, to help students in the discovery and development of their ministry.

Many Weimar Institute students have already attended an evangelism school such as HEALTH, AFCE, ARISE, LIFE, Mission Institute, or SOULS West. As such, other students who desire to develop their ministry skills in

a particular type of soul-winning evangelism (door-to-door Bible work, literature evangelism, preaching, etc.) have access to student-colleagues with prior training. The SA outreach coordinator and campus church also provide students with information on transportation options, ministry opportunities, and witnessing materials. Further resources will be outlined in the following sections.

PAC Times

PAC (Practical Application Component) times are brief sections of the school year that provide an opportunity for students to apply the knowledge and skills gained in the classroom (i.e., Biblical and scientific knowledge, health, etc.). Furthermore, they can also use this time to develop practical life skills (i.e., construction, cement work, gardening, etc.) that will be valuable both now and in the mission field.

Why Practical Experiences?

The PAC program is integral to the educational philosophy of Weimar Institute because we understand that knowledge is best and most deeply learned when it can be experienced. Remember, "It is the use [students] make of their knowledge that determines the value of their education" (MH 402).

Evidence of Learning

The growth that takes place in knowledge, spirituality, and practical skills during PAC times will be exciting to see and experience. To help understand the depth and type of learning that has taken place, feedback and assessments will be used for reflection and growth. In addition, students will obtain tangible evidence of learning to enhance their classroom understanding and that can be added to portfolios and resumes.

Selection

A variety of PAC projects will be planned by faculty, and students will be able to choose from the range of faculty projects. To develop both the academic and practical aspects of the curriculum, all full-time students are required to participate in all scheduled PAC times. For nursing students, clinicals scheduled during the PAC time will meet this requirement.

Health Evangelism And Leadership Training for Him

HEALTH (Health Evangelism And Leadership Training for Him) is a four-month certificate program that provides training and experience in fundamental health evangelism principles. Designed for trained health professionals or skilled laypersons, the HEALTH certificate program aims to equip leaders to create centers of evangelistic influence by the use of medical missionary work that directs people to Christ's soon return. The educational focus on health, evangelism, and leadership will produce graduates prepared to use their practical and academic knowledge for a life of productive Christian service. The certificate program is shaped by the values and principles of the Bible and the education reforms promoted by Ellen G. White and is carefully applied to the needs of today's student.

HEALTH is specifically for those with the appropriate pre-requisite experiences/training who desire to receive instruction alongside experienced leaders within the context of a health evangelism cycle. Upon successful completion, students have the requisite skills that God can use to turn churches, medical and dental offices into "centers of influence" as described by inspired writings.

Mission Experience

Weimar Institute's mission to "Heal a Hurting World" is best exemplified in training students to answer the gospel call through service to others. This is the heart around which all the college's programs revolve. To meet this objective the Missions Committee is tasked with planning and organizing both long and short-term mission opportunities for students.

These events are the core of the Practical Application Component (PAC) requirement for Weimar students. Mission trip locations vary from semester to semester based on the best opportunities available at the time of planning. Although not required, every student is encouraged to make at least one international mission trip during their time at Weimar Institute to experience and understand the true needs of perishing souls in other parts of the world.

Work and Physical Development

At Weimar Institute, the learning that takes place in the classroom is integrated with Work and Physical Development. The Work and Physical Development program aims to give students a sense of accomplishment, contribute to character building, and prepare them for the reality of life through the learning of

practical skills. Weimar Institute will provide the cognitive and practical tools to successfully address life's challenges and opportunities.

Students are given instruction and experiences in the value of work and will receive academic credit for 8 to 20 hours of work experience each week. Students should see this experience as an opportunity to gain a recommendation for their future employment.

Students opting to work off campus may meet the goals of the program, but off-campus jobs must be reviewed and accepted by the Work and Physical Development director to ensure that they meet the goals of the Work and Physical Development program. Students must go through an application process if they desire to work for Weimar Institute in order to offset some of the costs of their tuition. The following are the goals of the program:

Work Education Program Goals

- **Self-sufficiency:** Learning how to produce more than you consume.
- **Missionary Mindset:** Learning flexibility and evangelistic effort in the work place.
- **Understand Spiritual and Natural Processes:** Seeing the relation between work and spiritual truth.
- **Work Ethic:** Learning to be a good steward of God's talents.
- **Practical Life Skills:** Gaining the ability to complete common necessary work.
- **Balanced Life:** Learning the habit of balancing physical and mental labor.
- **Valuable Use of Time:** Developing efficiency in learning, in energy, and integration as a lifestyle.
- **Trade:** Learning the skills needed to work in a specific field.

Bachelors in General Studies

Mission Statement

The primary mission of the Weimar Institute General Studies Program is to prepare students who have significant life experience in liberal arts focused and pure science and technical focused areas for a life of service in an area of emphasis through the harmonious development of the physical, spiritual, and intellectual aspects of students (Ed 13). Therefore, both a Bachelors of Arts and

Bachelors of Science are offered. The program goals derive from this mission the discovery of truth, the development of a noble character, and engagement in dedicated service, and can be fully realized when accomplished with the whole being.

What kind of program is the BA in General Studies?

The BA in General Studies is designed for students with significant life experience in the liberal arts and related fields of study. Students will prepare portfolios with tangible evidence of learning in order to receive credit for their experience and complete the goals of the General Studies program at Weimar Institute. In order for students to qualify for this degree, students must apply with the Program Director. The approval process includes consideration of the appropriateness of the degree package for the career and personal goals of the applicant. Upon admission into the program the student will work with the General Studies Program Director to develop a Degree Plan. The Degree Plan must be approved before taking the final 30 credits.

Developing a Degree Plan

1. **Degree Plan.** Students will work with their advisor and other sponsoring departments to develop a Degree Plan to guide the students' academic work.
2. **Sponsorship.** Obtain faculty sponsorship in the department(s) focus or foci of the proposed program.
3. **Plan Approval.** Final approval of the plan by the Vice-President of Academic Affairs must be obtained through the administrative office.

Graduation Requirements

1. **General Education.** Students must meet the requirements of the General Education package as outlined in this bulletin (60 credits).
2. **Experiential Learning.** A minimum of 15 semester credits of experiential learning in the liberal arts and related areas (see the section on Experiential Learning in the Information and Policies section of the bulletin for more information) must be applied towards the student's degree.
3. **Emphasis.** Students will work with their advisor to select courses in their chosen area of emphasis (a minimum of 30 credits, 15 credits must be upper division).

4. **Electives.** Students will work with their advisor to select a minimum of 38 credits from elective courses.
5. **Weimar Institute classes.** A minimum of 30 credits must be earned as Weimar Institute on-campus classes.
6. **Minor.** No minor is required for this degree, yet students are free to add a minor by completing the appropriate requirements.
7. **Credits Required.** A minimum of 128 credits are required for the BA or BS in General Studies.

TOTAL CREDITS FOR GENERAL STUDIES MAJOR

68 CREDITS

What kind of program is the BS in General Studies?

The BS in General Studies is designed for students with significant life experience in the pure science and technical fields of study. Students will prepare portfolios with tangible evidence of learning in order to receive credit for their experience and complete the goals of the General Studies program at Weimar Institute. In order for students to qualify for this degree, students must apply with the Program Director. The approval process includes consideration of the appropriateness of the degree package for the career and personal goals of the applicant. Upon admission into the program the student will work with the General Studies Program Director to develop a Degree Plan. The Degree Plan must be approved before taking the final 30 credits.

Developing a Degree Plan

1. **Degree Plan.** Students will work with their advisor and other sponsoring departments to develop a Degree Plan to guide the students' academic work.
2. **Sponsorship.** Obtain faculty sponsorship in the department(s) focus or foci of the proposed program.
3. **Plan Approval.** Final approval of the plan by the Vice-President of Academic Affairs must be obtained through the administrative office.

Graduation Requirements

1. **General Education.** Students must meet the requirements of the General Education package as outlined in this bulletin (60 credits).

2. **Experiential Learning.** A minimum of 15 semester credits of experiential learning in the pure science and technical-related areas (see the section on Experiential Learning in the Information and Policies section of the bulletin for more information) must be applied towards the student's degree.
3. **Emphasis.** Students will work with their advisor to select courses in their chosen area of emphasis (a minimum of 30 credits, 15 credits must be upper division).
4. **Electives.** Students will work with their advisor to select a minimum of 38 credits from elective courses.
5. **Weimar Institute classes.** A minimum of 30 credits must be earned as Weimar Institute on-campus classes.
6. **Minor.** No minor is required for this degree, yet students are free to add a minor by completing the appropriate requirements.
7. **Credits Required.** A minimum of 128 credits are required for the BA or BS in General Studies.

TOTAL CREDITS FOR GENERAL STUDIES MAJOR

68 CREDITS

Education Department

The Education Department emphasizes helping students obtain a deeper, experiential knowledge of God through the study of educational processes and the rigorous study of both Scripture and nature. Students will learn more about the fundamental beliefs, worldview, and mission of the Seventh-day Adventist church. This major also provides for unparalleled opportunities to integrate with the NEWSTART® Lifestyle Program and with local, national, and international mission experiences. Combined with our General Education coursework, this program will help develop a student holistically—mind, body and spirit.

Programs Temporarily Suspended

- BA in Christian Education
- Christian Education minor

NOTICE:

The the BA in Christian Education program and the Christian Education minor have been temporarily suspended. This means that the program will not be accepting new students and that classes may not be offered. The program is scheduled to restart on or before Fall 2016 semester.

For questions or updates regarding this program, please contact the Director of Admissions, Ashely Steffens at (530) 422-7923 or email info@weimar.edu.

Health Sciences Department

The purpose of the Department of Health Sciences at Weimar Institute is to educate pre-health professional students in the knowledgeable application of God's natural laws of health. The program builds on the rich medical missionary heritage of the Seventh-day Adventist Church and strives to balance scientific study with applied learning.

The department places a strong emphasis on health education as an effective means of helping people improve their lifestyle and experience optimal health. Students are trained to care for the whole person, harmonizing the physical, mental, social, and spiritual aspects of health. This approach is based on the eight natural remedies which have been successfully used for over thirty years in Weimar's NEWSTART® Lifestyle programs: Nutrition, Exercise, Water, Sunlight, Temperance, Air, Rest, and Trust in God.

Health Science students may gain professional experience through involvement in the NEWSTART® Lifestyle program, Nedley Depression and Anxiety Recovery Program® (Pre-Med track), campus work opportunities, and our practical application times, which provide real-life settings outside the classroom.

Programs Offered

- BS in Natural Science, Pre-Med/Pre-Dent Track
- BS in Natural Science, Pre-PT Track
- Natural Science Minor
- Biology Minor
- Chemistry Minor
- Health and Wellness Minor, Pre-Med/Pre-Dent Track
- Health and Wellness Minor, Pre-PT track
- Health Ministry Minor

BS in Natural Science

Pre-Medical, Pre-Dental Track (requires Health and Wellness Pre-Med/Pre-Dent Track Minor)

The BS in Natural Science and the Health and Wellness Pre-Med/Pre-Dent Track minor together provide a pre-professional degree that is designed to prepare students to enter medical school and other health science-related professional programs. The degree has the needed prerequisites for entry into medical school along with additional science and health classes designed to prepare the student to succeed in medical school and other health-science programs.

Our unique Weimar health classes include hands-on training in alternative and complementary health care and lifestyle medicine undertaken during clinical times with the NEWSTART® Program and/or Nedley Depression and Anxiety Recovery Program® nurses and physicians. Students that finish this program of study will have a broad experience in health and natural healing techniques that will greatly enhance their future effectiveness as medical missionary doctors and dentists.

Pre-Physical Therapy Track (requires Pre-Physical Therapy Minor)

The BS in Natural Science, along with the required Health and Wellness, Pre-PT Track minor, is a pre-professional degree that is designed to prepare students to enter an advanced program of study in physical therapy. The degree has prerequisites for entry into a physical therapy program along with additional science and health classes designed to prepare the student to succeed in their post-graduate studies. Students may choose to take advantage of hands-on training in alternative and complementary health care and lifestyle medicine undertaken during clinical times with the NEWSTART® and/or Nedley Depression and Anxiety Recovery Program® nurses and physicians. Students that finish this program of study will have a broad experience in health and natural healing techniques that will greatly enhance their future effectiveness as medical missionary physical therapists.

Mission Statement

It is the mission of the BS in Natural Science at Weimar Institute to provide a high-quality learning environment that prepares its undergraduates to become lifelong learners and professionals in the medical, dental, physical therapy and other allied health professions. We desire to provide practical

experience in health-related ministry and competence in the necessary core sciences, all in the context of selfless Christian service, that will enable continued study at the post-graduate level.

What kind of program is the BS in Natural Science?

The program involves a combination of academic classes along with practical hands-on training in health ministry and health evangelism. During the program, each student may have the opportunity to be involved in local, national and international mission experience.

Important elements of the program involve:

- Mastery of core pre-professional science subjects including anatomy & physiology, biology, chemistry, physics, and mathematics.
- Practical hands-on experience in the NEWSTART® and/or Nedley Depression and Anxiety Recovery® Program and focused health-based science classes.
- Gaining a knowledge of the Biblical and scientific basis for creation and arguments raised by macroevolutionary theory.
- Experience in community-based health programs and concern for the well-being of humanity.
- Experience with ministry and leadership in school and church-based health events and in mission service.

What will the instruction be like?

The degree includes interactive classroom instruction along with laboratory classes for the core science classes. The degree, in conjunction with an appropriate minor, also includes practical clinical instruction in the NEWSTART® Lifestyle center and/or Nedley Depression and Anxiety Recovery Program® as well as practical health evangelism activities at various public venues.

Who should attend this type of program?

The Natural Science program prepares students who will attend graduate school in the health sciences and/or medical/dental/physical therapy fields. This course is designed not only to prepare the student for the rigors of future professional training, but also to give them the experience and appreciation of being a medical missionary. The graduate in the BS of Natural Science will not only be trained to be a dedicated professional, but will also appreciate the value of unselfish Christ-like service to humanity. This program of study is

also appropriate for students preparing to teach secondary education in the physical and natural sciences.

What are the expected outcomes for graduates after they successfully complete the program?

Students graduating from the BS in Natural Science will:

- Be prepared for the MCAT or other pre-professional exams.
- Gain proficiency in the essentials of NEWSTART® and/or Nedley Depression and Anxiety Recovery Program® lifestyle-based medical practice—including hydrotherapy, massage, and science-based complimentary medicine (when taken with the appropriate minors).
- Be competent in creation/evolution issues.
- Gain a greater understanding of God through the study of core science courses.
- Recognize the relationship between spiritual truths and the sciences.

What type of employment or occupation is this program designed to prepare students for?

The BS in Natural Science is a pre-professional degree program for students planning to complete post-graduate work in the medical fields and for those preparing to teach secondary education in the natural sciences. The Natural Science major includes coursework and laboratory experience in the typical “core sciences” (chemistry, biology, physics and their related sub-disciplines) as well as hands-on practical activities and experiences. These practical activities and/or experiences could include overseas mission trips, healthy cooking schools, health expos, 8-Weeks to Wellness, the 8-Week Nedley Depression and Anxiety Recovery Program, and CHIP (Complete Health Improvement Plan), etc. In conjunction with this strong academic and practical application program our program is designed to develop graduates that also possess consistent strength of character and desire to serve others.

BS in Natural Science Program Requirements

Students intending to complete a BS in Natural Sciences are required to meet the following criteria and the general admissions policy of Weimar Institute (see section on General Education), including minimal levels of prior education, preparation, or training.

BS in Natural Science Admission Requirements

As future health care providers and leaders in health evangelism training and practice, the Natural Science graduate must have a reputable character, strong intellectual capacity, a deep commitment to the well-being of both their local and global community, and dedication to Christian service. These components are assessed in the initial application process and throughout the program.

The criterion for admittance into the program includes, but is not limited to the following:

- Spiritual commitment
- High ethical and social standing
- Academic eligibility (For the pre-med/pre-dental/pre-PT track, students must maintain a 3.5 GPA or higher in the core course requirements with no grade lower than B in core courses. Students not completing the pre-med/pre-dental/pre-PT track may still complete the BS in Natural Science degree, but without faculty endorsement for medical, dental, and/or pre-PT school.)
- Emotional balance
- Dedication to medical missionary evangelism and service
- Empathy and compassion for people
- Dedication to a healthy lifestyle, including NEWSTART principles

BS in Natural Science Graduation Requirements

A minimum of 129-136 credits are required for the BS in Natural Science. Students pursuing the Bachelor of Science in Natural Science will need to fulfill all General Education requirements, including the practical, work-education and ministry-related components (see General Education section) as well as the graduation requirements for the degree. To complete the major degree requirements, students must take the Core Courses, Core Electives and Cognate courses listed below and a minor. Students who intend to use the degree for Pre-Med or Pre-Dentistry are required to include the Health and Wellness, Pre-Med/Pre-Dent minor along with the major in Natural Science. Student planning to pursue physical therapy must take the Health and Wellness, Pre-PT track minor along with the major in Natural Science.

Natural Science Course Requirements

| Pre-Med/Pre-Dent Track | | | 36 credits |
|--|------|-------------------------------|----------------------|
| CHEM | 151 | General Chemistry I | 3 |
| CHEM | 151a | General Chemistry I Lab | 1 |
| CHEM | 152 | General Chemistry II | 3 |
| CHEM | 152a | General Chemistry II Lab | 1 |
| BIOL | 134 | Biology I | 3 |
| BIOL | 134a | Biology I Lab | 1 |
| BIOL | 135 | Biology II | 3 |
| BIOL | 135a | Biology II Lab | 1 |
| PHYS | 271 | Physics I | 3 |
| PHYS | 271a | Physics I Lab | 1 |
| PHYS | 272 | Physics II | 3 |
| PHYS | 272a | Physics II Lab | 1 |
| CHEM | 311 | Organic Chemistry I | 3 |
| CHEM | 311a | Organic Chemistry I Lab | 1 |
| CHEM | 312 | Organic Chemistry II | 3 |
| CHEM | 312a | Organic Chemistry II Lab | 1 |
| CHEM | 353 | General Biochemistry | 4 |
| Major Electives | | | 6 credits |
| SELECT 6 CREDITS FROM COURSES SUCH AS THE FOLLOWING (3 CREDITS MUST BE UPPER DIVISION): | | | |
| BIOL | 223 | Introductory Microbiology | 3 |
| BIOL | 223a | Introductory Microbiology Lab | 1 |
| BIOL | 331 | Genetics | 3 |
| BIOL | 402 | Cell Biology | 3 |
| BIOL | 351 | Exercise Physiology | 3 |
| BIOL | 351a | Exercise Physiology Lab | 1 |
| HLED | 421 | Research Methods | 3 |
| Cognates | | | 7-11 credits |
| STAT | 314 | Introduction to Statistics | 4 |
| MATH | 126 | Pre-Calculus II | 4 |
| OR EQUIVALENT SCORE ON MATHEMATICS PROFICIENCY EXAM | | | |
| SOCI | 215 | Intro to Sociology | 3 |
| TOTAL CREDITS | | | 49-53 CREDITS |

| Pre-Physical Therapy Track | | | 36 credits |
|--|------|-------------------------------|----------------------|
| CHEM | 151 | General Chemistry I | 3 |
| CHEM | 151a | General Chemistry I Lab | 1 |
| CHEM | 152 | General Chemistry II | 3 |
| CHEM | 152a | General Chemistry II Lab | 1 |
| BIOL | 135 | Biology II | 3 |
| BIOL | 135a | Biology II Lab | 1 |
| BIOL | 351 | Exercise Physiology | 3 |
| BIOL | 351a | Exercise Physiology Lab | 1 |
| PHYS | 271 | Physics I | 3 |
| PHYS | 271a | Physics I Lab | 1 |
| PHYS | 272 | Physics II | 3 |
| PHYS | 272a | Physics II Lab | 1 |
| CHEM | 311 | Organic Chemistry I | 3 |
| CHEM | 311a | Organic Chemistry I Lab | 1 |
| CHEM | 312 | Organic Chemistry II | 3 |
| CHEM | 312a | Organic Chemistry II Lab | 1 |
| CHEM | 353 | General Biochemistry | 4 |
| Major Electives | | | 6 credits |
| SELECT 6 CREDITS FROM COURSES SUCH AS THE FOLLOWING (3 CREDITS MUST BE UPPER DIVISION): | | | |
| BIOL | 223 | Introductory Microbiology | 3 |
| BIOL | 223a | Introductory Microbiology Lab | 1 |
| BIOL | 331 | Genetics | 3 |
| BIOL | 402 | Cell Biology | 3 |
| Cognates | | | 11 credits |
| STAT | 314 | Introduction to Statistics | 4 |
| MATH | 126 | Pre-Calculus II | 4 |
| OR EQUIVALENT SCORE ON MATHEMATICS PROFICIENCY EXAM | | | |
| PSYC | 223 | Developmental Psychology | 3 |
| TOTAL CREDITS | | | 50-54 CREDITS |

| Natural Science minor | | | 22 credits |
|--|------|-------------------------------|-------------------|
| BIOL | 134 | Biology I | 3 |
| BIOL | 134a | Biology I Lab | 1 |
| BIOL | 121 | Anatomy & Physiology I | 3 |
| BIOL | 121a | Anatomy & Physiology I Lab | 1 |
| CHEM | 151 | General Chemistry I | 3 |
| CHEM | 151a | General Chemistry I Lab | 1 |
| PHYS | 271 | Physics I | 3 |
| PHYS | 271a | Physics I Lab | 1 |
| SELECT 6 ELECTIVE CREDITS FROM THE APPROVED NATURAL SCIENCE COURSES (3 CREDITS MUST BE UPPER DIVISION) SUCH AS: | | | |
| BIOL | 223 | Introductory Microbiology | 3 |
| BIOL | 223a | Introductory Microbiology Lab | 1 |
| BIOL | 331 | Genetics | 3 |
| BIOL | 402 | Cell Biology | 3 |
| Biology minor | | | 19 credits |
| BIOL | 134 | Biology I | 3 |
| BIOL | 134a | Biology I Lab | 1 |
| BIOL | 135 | Biology II | 3 |
| BIOL | 135a | Biology II Lab | 1 |
| BIOL | 121 | Anatomy & Physiology I | 3 |
| BIOL | 121a | Anatomy & Physiology I Lab | 1 |
| BIOL | 122 | Anatomy & Physiology II | 3 |
| BIOL | 122b | Anatomy & Physiology II Lab | 1 |
| SELECT 3 ELECTIVE CREDITS FROM THE APPROVED BIOLOGY COURSES (MUST BE UPPER DIVISION) SUCH AS: | | | |
| BIOL | 331 | Genetics | 3 |
| BIOL | 402 | Cell Biology | 3 |
| Chemistry minor | | | 20 credits |
| CHEM | 151 | General Chemistry I | 3 |
| CHEM | 151a | General Chemistry I Lab | 1 |
| CHEM | 152 | General Chemistry II | 3 |
| CHEM | 152a | General Chemistry II Lab | 1 |
| CHEM | 311 | Organic Chemistry I | 3 |
| CHEM | 311a | Organic Chemistry I Lab | 1 |
| CHEM | 312 | Organic Chemistry II | 3 |

| | | | |
|------|------|--------------------------|---|
| CHEM | 312a | Organic Chemistry II Lab | 1 |
| CHEM | 353 | Biochemistry | 4 |

Health & Wellness, Pre-Med Track minor **22 credits**

| | | | |
|------|------|--|---|
| BIOL | 121 | Anatomy & Physiology I | 3 |
| BIOL | 121a | Anatomy & Physiology I Lab | 1 |
| BIOL | 122 | Anatomy & Physiology II | 3 |
| BIOL | 122a | Anatomy & Physiology II Lab | 1 |
| FDNT | 214 | Human Nutrition | 3 |
| HLED | 441 | Depression and Anxiety Recovery Program Internship | 3 |
| HLED | 331 | Chronic Disease and Lifestyle Medicine I | 3 |
| HLED | 331a | Chronic Disease and Lifestyle Med. I Internship | 1 |
| HLED | 431 | Chronic Disease and Lifestyle Medicine II | 3 |
| HLED | 431a | Chronic Disease and Lifestyle Med. II Internship | 1 |

Health & Wellness, Pre-PT Track minor **23 credits**

| | | | |
|------|------|--|---|
| HLED | 120 | Fit & Well | 1 |
| BIOL | 121 | Anatomy & Physiology I | 3 |
| BIOL | 121a | Anatomy & Physiology I Lab | 1 |
| BIOL | 122 | Anatomy & Physiology II | 3 |
| BIOL | 122a | Anatomy & Physiology II Lab | 1 |
| FDNT | 214 | Human Nutrition | 3 |
| HLED | 441 | Depression and Anxiety Recovery Program Internship | 3 |
| HLED | 331 | Chronic Disease and Lifestyle Medicine I | 3 |
| HLED | 331a | Chronic Disease and Lifestyle Med. I Internship | 1 |
| HLED | 431 | Chronic Disease and Lifestyle Medicine II | 3 |
| HLED | 431a | Chronic Disease and Lifestyle Med. II Internship | 1 |

Health Ministry minor* **18 credits**

| | | | |
|------|-----|--|---|
| HLCP | 242 | Health Evangelism Fieldwork | 5 |
| HLED | 124 | Principles of Health | |
| FDNT | 214 | Human Nutrition | 3 |
| RELB | 271 | Religion and Health | 3 |
| LEAD | 131 | Leadership Seminar: Ministry Development | 1 |
| HLED | 210 | Pre-professional Natural Remedies & Lab | 4 |
| BIOL | 120 | Survey of Anatomy & Physiology | 2 |

*Designed for students who have gone through the HEALTH program●

Nursing Department

The purpose of the Nursing Program is to provide registered nurses who can emphasize the lifestyle health principles found in NEWSTART. The program will provide opportunities for learning theory and practical application of health promotion and disease prevention while applying evidence-based nursing practice through the art of caring.

Nursing students gain professional experience through practice in skills labs, simulation labs, clinicals, and community-based health programs. These health programs include NEWSTART, Depression Recovery, Reversing Diabetes, and Complete Health Improvement Program (CHIP).

This will prepare graduates for a unique health ministry to the world. This ministry will bring complete healing physically, mentally, emotionally, and spiritually.

For more detailed information on the nursing program, see the nursing student handbook.

Also, please note that the nursing schedule may not coincide with the general college schedule.

Programs Offered

- AS in Nursing
- LVN to RN Completion

AS in Nursing

Associate of Science in Nursing

The AS in Nursing will prepare graduates to take the NCLEX (licensing exam) to become registered nurses. It will also prepare graduates to transition to an RN to BSN program to complete a baccalaureate degree in nursing. The classes include experience in health promotion and natural healing techniques, which will enhance their future effectiveness as medical missionary nurses.

Mission Statement

The Weimar Institute Nursing Program prepares students from diverse communities to be competent Registered Nurses committed to the ministry of our Lord Jesus Christ, who came to this world as the unwearied servant of humankind's physical, mental, and spiritual necessity.

What kind of program is the AS in Nursing?

The Nursing Program supports and facilitates the motto of Weimar Institute *To Heal a Hurting World*.

The goals of the program are to prepare registered nurses who will provide:

- The compassionate ministry of Jesus Christ towards all persons
- Health promotion for the whole person (body, mind, soul, and spirit) across the lifespan
- An evidence-based nursing process (Assessment, Analysis, Planning, Implementation, and Evaluation)

What will the instruction be like?

The degree is organized into two major areas: pre-nursing biological and social science courses, and nursing courses. The nursing courses include the theoretical content, which presents knowledge essential to nursing practice and skills, and clinical laboratory courses, which allow for the application of theory to practice.

The Weimar Institute faculty fosters the individual development of students with a desire of instilling a lifelong love of learning by mentoring and taking a personal interest in each student. The faculty members embrace the belief that effective teachers demonstrate patience and caring through a living, practical connection with Jesus Christ. The abiding presence of Christ in one's heart allows the teacher to lead and guide students gently. Different teaching methods are utilized, which promote critical thinking and team building. Teaching methods include classroom lectures, DVDs, simulation manikins, computerized interactive learning, and group projects. Group projects foster collaboration and emulate real life situations in the work setting.

Who should attend this type of program?

Nursing students who are interested in:

- community health education
- wholistic (mental, physical, emotional, and spiritual) care
- reaching underserved areas domestically and internationally
- both traditional and complimentary nursing care
- a life-style health promotion emphasis
- practicing in an unselfish, Christ-like ministry to a hurting world

What are the expected outcomes for graduates after they successfully complete the program?

Upon satisfactory completion of the Weimar Institute Associate Degree Nursing Program, the graduates will be able to:

- Utilize the nursing process of assessment, analysis, planning, intervention, and evaluation in providing education regarding health promotion lifestyle activities of individuals and families, in a culturally sensitive and compassionate manner, with a focus on quality improvement.
- Engage in effective critical thinking and clinical judgment by synthesizing the knowledge and principles from the humanities, sciences, and nursing.
- Apply the nursing process in diverse settings to provide evidence-based physical, mental, and spiritual care for individuals and families.
- Engage in therapeutic nursing interventions, which support healthful behaviors, disease prevention, illness recovery, and acceptance of the dying process.
- Initiate collaborative behaviors, demonstrating effective communication skills including utilizing various current information technologies in a variety of settings.
- Demonstrate professional accountability, responsibility, and integrity.
- Integrate ethical and legal principles in nursing practice.
- Assume responsibility for continuing professional development through self-directed learning, quality improvement, and evidence-based nursing practice.
- Utilize knowledge to demonstrate leadership, resource management, delegation, and supervision.
- Assess, as applicable and appropriate, clients' spiritual needs and plan for meeting these needs through direct intervention and/or referral, displaying sensitivity to and respect for spiritual values and beliefs of individuals.
- Exemplify the caring ministry of Jesus Christ, in providing health care services for patients and their families.

What types of employment or occupation is this program designed to prepare students for?

The Nursing Program will prepare students to work as registered nurses in hospitals, clinics, and community settings. Graduates will also be prepared

to continue their education in a baccalaureate program or bi-vocational options. This dual ministration focus prepares them as medical missionaries to Heal a Hurting World.

AS in Nursing Admission Requirements

As future health care providers and leaders in health evangelism training and practice, the Nursing graduate must have a reputable character, intellectual capacity, a deep commitment to the well-being of both their local and global community, and dedication to service. These components are assessed in the initial application process and throughout the program.

Application for formal admission to the AS in Nursing program is open to students when they have successfully completed the prerequisites (see below), and spent at least one semester at Weimar Institute. Students will submit an application for admission into the program. The Nursing Admissions Committee will determine whether or not the student qualifies for the program. The student may be required to participate in an admissions interview. The criterion for admission into the program includes, but is not limited to, the following:

- Spiritual Commitment
- Ethical and Social Standing
- Academic Eligibility
 - GPA must be 3.0 or higher; each course must be passed with a minimum of a C (76%); only two courses may be repeated more than once
 - Test Scores (A 65% or higher is required on the Kaplan Admission Assessment Examination; a TOEFL iBT score of 80 or higher is required for all international students)
 - CPR Certification
 - Quality & Content of Cover Letter
 - Prior Education Completed (in required and recommended courses)
- Emotional Balance
- Dedication to Health Evangelism and Service
- Compassion for People
- Dedication to a Healthy Lifestyle, including NEWSTART principles

AS in Nursing Program Requirements

Students intending to complete an AS in Nursing are required to meet the following criteria and the general admissions policy of Weimar Institute, including minimal levels of prior education, preparation, or training. See page 49 for pre-nursing course requirements.

Weimar Institute offers a selection of general pre-nursing courses.

AS in Nursing Graduation Requirements

Total Units for Graduation: 80.5 semester units

The Weimar Institute Associate Degree Nursing Program will include pre-nursing courses in the natural, social, and biological sciences, and nursing courses. In order to be considered a graduate of the Weimar Institute Associate Degree Nursing Program, students will be required to successfully complete all of the courses required for graduation.

Students should consult with a Weimar Institute nursing faculty advisor regarding graduation eligibility upon entry into the Associate Degree Nursing Program.

The Weimar Institute Associate Degree Nursing Program will accept no grades below “C.”

During the course of study in the Nursing Program, Kaplan examinations will be given during the following courses:

Semester 1:

Nursing 220: Fundamentals of Nursing

Nursing 221: Beginning Medical-Surgical Nursing

Nursing 222: Pharmacology

Semester 2:

Nursing 223: Intermediate Medical-Surgical Nursing

Nursing 224: Geriatrics/Community Nursing

Nursing 225: Psychiatric/Mental-Health

Semester 3:

Nursing 300: Medical-Surgical Nursing

Nursing 301: Pediatrics (summer intensive)

Semester 4:

Nursing 303: Advanced Medical-Surgical Nursing

Nursing 304: Maternal-Child Nursing

Students will be provided with feedback and remediation resources in the event the examinations are not successfully passed.

During semester four, Nursing 303, Advanced Medical-Surgical Nursing, NCLEX predictor tests will be given. Students will need to achieve a passing score (in the range of 65-75%) on the Kaplan Predictor Exit examinations in order to graduate.

Students will receive immediate feedback on the results of the examination. If exams are not passed, remediation work will commence. After students have completed the remediation, the exit examination will be retaken. If students are unsuccessful on the third attempt, they will receive failing grades in Nursing 303.

AS Nursing Course Requirements

Must pass math proficiency exam or pass Math 095 with a minimum grade of a "C".

Pre-Nursing* 33 credits**Fall Semester**

| | | | |
|---|-------------|---------------------------------------|---|
| BIOL | 121 | <i>Anatomy & Physiology I</i> | 3 |
| BIOL | 121a | <i>Anatomy & Physiology I Lab</i> | 1 |
| ENGL | 101 | <i>College English I</i> | 3 |
| RELB | 101 | <i>Life and Teachings of Jesus</i> | 3 |
| PSYC | 215 | <i>General Psychology</i> | 3 |
| FDNT | 214 | <i>Human Nutrition</i> | 3 |
| CHEM | 111 | <i>Survey of Chemistry</i> | 3 |
| (OR DEMONSTRATE PROFICIENCY BY EXAMINATION) | | | |

Spring Semester

| | | | |
|-------------|-------------|--|---|
| BIOL | 122 | <i>Anatomy & Physiology II</i> | 3 |
| BIOL | 122a | <i>Anatomy & Physiology II Lab</i> | 1 |
| COMM | 202 | <i>Speech Communication</i> | 3 |
| SOCI | 215 | <i>Introduction to Sociology</i> | 3 |
| BIOL | 223 | <i>Introductory Microbiology</i> | 3 |
| BIOL | 223a | <i>Introductory Microbiology Lab</i> | 1 |

**Must be completed prior to acceptance into the AS Nursing program.*

AS Nursing 50.5 credits

| | | | |
|-------------|------------|---|-----|
| NURS | 220 | <i>Fundamentals of Nursing</i> | 4.5 |
| NURS | 221 | <i>Beginning Medical-Surgical Nursing</i> | 4.5 |
| NURS | 222 | <i>Pharmacology</i> | 3 |
| NURS | 223 | <i>Intermediate Medical-Surgical Nursing I</i> | 4.5 |
| NURS | 224 | <i>Geriatrics/Community Nursing</i> | 2 |
| NURS | 225 | <i>Mental Health/Psychiatric Nursing</i> | 3.5 |
| RELB | 271 | <i>Religion & Health</i> | 3 |
| NURS | 300 | <i>Intermediate Medical-Surgical Nursing II</i> | 5.5 |
| NURS | 301 | <i>Pediatric Nursing (taken in the summer)</i> | 3.5 |
| NURS | 302 | <i>Health Promotion/Disease Prevention Nursing I</i> | 4 |
| NURS | 303 | <i>Advanced Medical-Surgical Nursing</i> | 5 |
| NURS | 304 | <i>Obstetrics/Maternity Nursing</i> | 3.5 |
| NURS | 305 | <i>Health Promotion/Disease Prevention Nursing II</i> | 4 |

Religion Department

The program emphasizes helping students obtain a deeper, experiential knowledge of God through the rigorous study of Scripture and nature. Students will gain a knowledge of, and respect for Scripture, specifically the fundamental beliefs, worldview, and mission of the Adventist Church. It also provides for unparalleled opportunities to integrate with the NEWSTART® Lifestyle Program, the campus church, and with local, national, and international mission experiences. Combined with the General Education program, this program will help develop a student holistically—mind, body and spirit.

Programs Offered

- BA in Religion (*choose one option*)
 - Theology option
 - Religious Studies option
- Religion minor

BA in Religion

Mission Statement

It is the mission of the Religion Department at Weimar Institute to prepare students for future ministry as pastors, teachers, missionaries, and administrators within the Seventh-day Adventist Church. Furthermore, emphasis is placed upon helping the student obtain a deeper, experiential knowledge of God through the rigorous study of Scripture and the development of spirit, mind, and body.

What will the instruction be like?

The mode of instruction is primarily face-to-face. This residential program has a robust field experience related to the student's specific degree or option chosen (Theology or Religious Studies).

Students taking the BA in Religion will meet their objectives through a combination of in-class lectures, internships, and mentorship alongside pastors, faculty, and educators with opportunities for preaching, teaching, and sharing content learned in the classroom.

Students taking the Theology option will study a biblical language and take part in additional activities related to pastoral ministry and/or academic research that includes but is not limited to church member visitations, conducting and/or observing church board meetings, leading out in church services, teaching Sabbath Schools, research and writing, mentoring under professors or instructors, and teaching in class settings.

Who should attend this type of program?

This program will prepare students who plan to attend graduate school, future pastors, teachers, professors, and church administrators.

Expected Outcomes for Successful Graduates

Students graduating from the Religion program will:

- Know the hermeneutical and exegetical principles necessary to correctly interpret Scripture, both the Old and New Testaments.
- Understand and know how to share the fundamental 28 beliefs and philosophy of the Seventh-day Adventist Church.
- Be experienced communicators and educators, a necessity for future pastors, educators, and administrators.
- Have the necessary skills for research, writing, and analysis.
- Have the skills and passion necessary for successful evangelism in its various facets (canvassing, Bible work, etc.).
- Have the practical, pastoral, and leadership experience that is indispensable to nurturing a church. Key experiences will include working alongside a seasoned pastor, preaching, counseling, visitations, and involvement in board meetings.

BA in Religion Admission Requirements

Students intending to complete a BA in Religion are required to meet the criteria noted in the general admissions policy of Weimar Institute. Admissions requirements include minimum levels of prior education, preparation, and/or training.

Students intending to use their BA in Religion degree to enter the ministry as pastors, chaplains, and educators are expected to have a reputable character and a deep commitment to ministry and service. Furthermore, a dedication to spirituality, healthy lifestyle, and ethical conduct is expected. These components are assessed in the application process through multiple references and an interview with the student.

What type of employment or occupation is this program designed to prepare students for?

The BA in Religion degree will prepare the student for a variety of ministry, church, and education related occupations. Graduates from the program can expect to find employment as pastors, missionaries, teachers, and administrators within Seventh-day Adventist institutions. Graduates are also equipped to further their education with post-baccalaureate degrees. However, Weimar Institute is not currently accredited, and entrance into any graduate-level academic program is at the discretion of the graduate institution. The Religion Chair is available to work with students regarding their specific needs and graduate possibilities.

Graduation Requirements

The BA in Religion is composed of two options:

1. Theology
2. Religious Studies

A minimum of 128 semester credits is required for the degree. The student pursuing the Bachelor of Arts in Religion will fulfill the general education requirements, including the practical, work education, and ministry-related components (see General Education section). In addition, students will take the specific core, cognate, and emphasis-related courses listed below. Students will complete a minimum of 30 upper-division credits.

Students taking the Religion degree must choose one or more minors offered by Weimar Institute in order to complete their degree.

Religion Course Requirements

| <i>Religion Core</i> | | | <i>42 Credits</i> |
|---|-----|--|-------------------|
| RELB | 250 | <i>Principles of Christian Faith (28 Fundamentals)</i> | 3 |
| RELH | 303 | <i>History of the Christian Church I</i> | 3 |
| RELH | 304 | <i>History of the Christian Church II</i> | 3 |
| RELB | 245 | <i>Old Testament Studies I</i> | 3 |
| RELB | 246 | <i>Old Testament Studies II</i> | 3 |
| RELT | 346 | <i>Sanctuary Doctrine</i> | 3 |
| RELP | 355 | <i>Church Ministry and Leadership</i> | 3 |
| RELP | 370 | <i>Public Evangelism</i> | 3 |
| RELP | 385 | <i>Christian Ethics</i> | 3 |
| RELT | 386 | <i>Christian Apologetics and Worldviews</i> | 3 |
| RELH | 435 | <i>New Testament Studies I</i> | 3 |
| RELH | 436 | <i>New Testament Studies II</i> | 3 |
| RELT | 439 | <i>Prophetic Ministry of Ellen G. White</i> | 3 |
| RELP | 484 | <i>Practicum in Church Ministry</i> | 3 |
| <i>Theology option</i> | | | <i>6 credits</i> |
| GREK | 201 | <i>New Testament Greek I</i> | 3 |
| GREK | 202 | <i>New Testament Greek II</i> | 3 |
| <i>Religious Studies option</i> | | | <i>6 credits</i> |
| RELIGION ELECTIVES | | | 6 |
| TOTAL CREDITS FOR RELIGION MAJOR | | | 48 CREDITS |

Religion minor

20 credits

Weimar Institute maintains a strong emphasis in religion coursework inside of the General Education requirements; students are required to take 12 semester credits of religion courses. By taking an additional 8 credits of Religion classes aside from those obtained from G.E. (6 must be upper division), students can minor in Religion. NOTE: A Religion minor CANNOT be taken with a Religion major.

Information and Policies

Academic Freedom

Weimar Institute considers the following parameters to be responsible guidelines in the exercise of academic freedom:

1. The Word of God is Weimar Institute's standard of truth. We believe it brings meaning, value, and worth to every endeavor available to mankind and is relevant to every aspect of Weimar Institute life.
2. Accurate, scholarly work must be according to acceptable standards recognized by a community of scholars.
3. Facts used by researchers must not be tainted by persuasive personality, position of authority, or influence.
4. True scholars will consider the opinions of others and be open to criticism.
5. The scholar who exercises academic freedom must also show respect and regard for the reputation, educational goals, and mission of the Institute with which he or she has a working association.
6. In exercising the right to academic freedom, the scholar should present ideas as personal opinion and not as a position statement of Weimar Institute, unless he or she has been officially designated to speak for the Institute.
7. Weimar Institute subscribes to the principles of academic freedom promulgated by the General Conference of Seventh-day Adventists.

Academic Integrity

Weimar Institute values academic integrity and supports healthy academic choices. Students maintain academic integrity when they uphold Biblical standards of ethics and honesty and refrain from activities that are opposed to upstanding Christian deportment. Plagiarizing, cheating, misusing or falsifying information, submitting multiple copies of papers in different classes without adequate revision or permission, and writing papers for other students are among activities that are not condoned by Weimar Institute. If the student is found to be acting dishonestly, a course of action will follow that may include meeting with the teacher involved, the Vice-President of Academic Affairs, and/or a committee of Institute faculty before a final decision is reached. Possible consequences include a failing grade for the assignment, a failed course, or in some cases, dismissal from Weimar Institute. A problem-solving procedure is available for students who decide to appeal the final decision.

Academic Probation

Students will be placed on academic probation at the end of any semester during which their cumulative grade-point average drops below 2.0. The Student Success Coordinator will counsel students on academic probation regarding their program. Normally, the student on academic probation will not be allowed to take more than 12 academic credits per semester. This does not include credits awarded for Work and Physical Development; it does include remedial courses and courses which are audited. Students remaining on academic probation for more than two semesters may be asked to discontinue studies at Weimar Institute. The student may be reinstated to regular standing after the student's cumulative grade-point average rises above 2.0.

Announcements

Changes in academic policies announced during the school year are as valid as the printed regulations.

Attendance Policy

Regular attendance is required at classes, assemblies, and dormitory worships. Class attendance policies will be included in the class syllabi and addressed by the instructors at the beginning of each term. Class absences may be excused at the discretion of the teacher and/or the Vice-President of Academic Affairs. Students may be allowed to make up examinations and other class work at the teacher's discretion and/or by permission of the Vice-President of Academic Affairs.

Auditing Courses

The student may audit one or two courses a semester. They may change an audit to credit only during the first seven business days of the semester. Changing from credit to audit may be done up until two weeks before the final examination date. An audit student is required to attend a minimum of 85% of classes, but is not obligated to complete class work or take course quizzes or examinations. Students who have audited a class will not be allowed to challenge that class. The fee for auditing a course is 50% of the base credit fee if auditing the course takes the course load above 18 credits. Students who wish to sit in on a class for more than 10% of the semester but who do not choose to take or audit the class must make an official request to the Academic Standards Committee.

Challenge Examinations

Challenge examinations will be offered at the discretion of the department concerned, with the approval of the Academic Standards Committee. Due to the nature of the course, *Speech Communication* can not be challenged. Students will be charged an up-front, nonrefundable processing fee of \$75 for taking a challenge examination, which must be paid before exam is administered. No charge will be made for the credits. The total credits by challenge examination or directed study should not exceed thirty (30). Credits earned by challenge examination are available for lower-division courses only. A request in writing must be approved by the Academic Standards Committee before making arrangements for the examination with the teacher. Grades of a B or higher earned on a challenge examination will be recorded as “Pass” (P) on the student’s transcript and will not count toward the grade point average. The student who receives a B- or lower grade will not earn challenge credit and the grade will not be recorded or computed in the grade-point average. The student who has taken or attempted to take a course may not change that grade by challenge examination. Any challenge examination credits must be completed and approved at least one full semester prior to the final semester of the student’s anticipated graduation. No further credit(s) will be accepted after that time.

Class Load

Students who have a cumulative GPA of 3.5 or higher may, at the discretion of the Vice-President of Academic Affairs, be allowed to take over 18 credits. Students not meeting the above criteria who would like to take an overload should submit a request to the Academic Standards Committee.

Students on academic probation must have approval from the Student Success Coordinator in order to take more than 12 credits per semester. Students taking fewer than 12 credits per semester will be charged per credit. Please see *Semester Tuition Charge 69* for details.

Students with U.S. citizenship must be enrolled in at least 12 credits to reside in the dormitory.

Class Standing

At the beginning of the Fall semester, students are classified as follows: Freshman, 0-23 semester credits; Sophomore, 24-54; Junior 55-89; and Senior 90 and higher.

Course Changes

The last date to enter classes is the seventh class day after the semester begins. The student must fill out a Change in Course Enrollment form, which is available at the Registrar’s Office, and obtain the necessary signatures before returning the form to the Registrar in order for the change to be official.

After the first seven class days of the semester and up to two weeks before final examination week, the student may drop (withdraw) from a class. A \$20 fee is charged per Change in Course Enrollment form filed with the Registrar’s Office and a “W” (withdrawal) is recorded on the transcript.

If the course is dropped before the seventh class-day after classes begin, it will be deleted from the record. A completed withdrawal form must be filed with the Registrar’s Office.

Experiential Learning

Weimar Institute recognizes that learning is a lifelong process that occurs in many environments both inside and outside of classrooms. The Institute will accept limited credit for prior college level experiential learning, which has both a theoretical and practical element that has been demonstrated to be transferable to a situation other than that in which it was learned—the learning of principles.

Each college level learning experience for which credit is sought shall be documented by the student in writing by completing the Experiential Learning Credit Request Form, which asks the student to document and provide evidence for the learning experiences. The form should be submitted to the Registrar’s Office along with a non-refundable \$100 assessment fee. A recording fee of \$75 per credit earned will be charged if credit is granted for the student’s experiential learning.

Each college level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student’s prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

Weimar Institute will grant credit to a student for prior experiential learning only if:

1. The prior learning is equivalent to a college level of learning;
2. The learning experience demonstrates a balance between theory and practice;

3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

Experiential learning credit will not be granted for foreign language or for any course in which the student has previously earned a passing grade.

If the student desires to appeal a decision made by the evaluating faculty regarding experiential learning credit, he or she may submit a written appeal to the Registrar to be acted upon by the Academic Standards Committee. The Academic Standards Committee will provide a response to the student in writing within ten days of receipt of the written appeal.

In the case that experiential learning credit is granted to the student by approval of the evaluating faculty, no letter grade will be entered on the student's transcript; a "P" will be assigned, and it will not count toward the student's grade point average. Also, courses for which experiential learning credit has been earned will be recorded on the student's transcript with the "EL" notation. Experiential learning credit earned will neither count toward the current semester course load nor meet the Weimar Institute student residency requirements.

Within the first 60 credits earned at Weimar Institute, a maximum of 15 credits may be considered for prior experiential learning. Additionally, of the second 60 credits earned, a maximum of 15 credits may be considered for prior experiential learning. (Students in General Studies program are exempt from this credit maximum.)

The transferability of experiential learning credit earned at Weimar Institute is at the discretion of the institution to which the student desires to transfer.

Credit earned through an assessment of experiential learning must be unique coursework to the students program and cannot be duplicated through other mechanisms for earning credit.

Any credits earned by experiential learning must be submitted and approved at least one full semester prior to the final semester of the student's anticipated graduation. No further credit(s) will be accepted after that time.

Final Examinations

Final examinations for each semester will be scheduled and posted by the Registrar. While scheduled exam times may be different than class times, students are expected to meet and take the exam during the scheduled time.

Instructors may reserve the right to refuse to reschedule individuals. In all but the most extreme cases, students are expected to meet the schedule. However, if the assigned time(s) creates "undue hardship" for a student, he/she may request to reschedule an exam through the following process: (1) A written request with explanation of "undue hardship," (2) written approval by course instructor, (3) signature of approval by the Vice-President for Academic Affairs, and (4) a \$50 fee per exam. This will help ensure final exam week (and the weeks leading up to it) to flow smoothly.

Grades

Grade reports will be sent to the students. Upon student request, grade reports may be sent to parents at the end of each semester. Corrections and grade changes by the instructor must be made within three weeks after the end of the semester.

Weimar Institute uses the following grading and grade-point value system:

| | | | | | |
|-----|----------------|----|------|--------------|------|
| A | 4.00 | B- | 2.67 | D+ | 1.33 |
| A- | 3.67 | C+ | 2.33 | D | 1.00 |
| B+ | 3.33 | C | 2.00 | D- | 0.67 |
| B | 3.0 | C- | 1.67 | F | 0.00 |
| I | Incomplete | | | Not computed | |
| AUD | Audit | | | Not computed | |
| W | Withdrawal | | | Not computed | |
| P | Pass | | | Not computed | |
| S | Satisfactory | | | Not computed | |
| U | Unsatisfactory | | | Not computed | |

This four-point system is used in computing the grade-point average. The student's grade-point average is computed by dividing the total number of grade points earned by the attempted credits.

At Weimar Institute, we strive to avoid grading exclusively by class ranking. This encourages cooperative class learning experiences where students can work together toward a better understanding of the subject or problem.

General Graduation Requirements

Students who elect to take any class(es) out of sequence thereupon become solely responsible for completion of program requirements toward graduation as published in the bulletin. Weimar Institute cannot change established program sequencing to meet individual needs.

Requirements

1. A minimum total of 128-129 credits for bachelor degrees—this includes the listed general studies requirements and the specific requirements for a departmental major.
2. A cumulative GPA of 2.00 (C) or better.
3. No grade below C- in student's degree field may apply toward graduation.
4. A minimum of 24 (for associate) or 30 (for bachelor) credits earned in residence with a minimum of 12 (for associate) or 24 (for bachelor) of those credits earned during the graduation/senior year.
5. An acceptance into the graduating class during the Fall semester of the second year (for associate) or fourth year (for bachelor) by vote of the Institute Council upon recommendation from the candidate's major department.
6. Students must fill out an Intent to Graduate Application by October 31 of their Senior Year for a Spring Graduation or by or by April 1 of their Senior Year for a Fall Graduation.
7. Students must complete all requirements for their degree or have no more than one class or 3 semester credits outstanding to be eligible to participate and march in the graduation ceremony. Students with outstanding requirements or classes must delay their graduation until the following year.
8. A demonstrated evidence of Christian growth and commitment.
9. Students are normally expected to meet the requirements as published in the Weimar Institute Bulletin for the academic year that they originally entered the Institute. However, a subsequent bulletin may be chosen during the student's enrollment if the new requirements benefit the student's overall academic program. Students must follow the requirements of a single bulletin in its entirety to qualify for graduation.

The student may be required to follow a current or newer bulletin under the following circumstances:

1. Students who have broken residence by not attending Weimar Institute for one academic year will be expected to follow the requirements of the bulletin in effect upon their re-enrollment or a subsequent one.
2. Students who change their major field of study will be expected to follow the requirements of the bulletin in effect when they make the change.
3. Students who have completed all but one or two classes for their degree, yet do not stay to finish those final classes at the time of their studies on campus, will be subject to the following cut off dates: Certificates—two years from date of last enrollment; four-year degrees—five years from date of last enrollment.

Students must complete all requirements for their degree within the allotted time, otherwise they must re-enter school under the most current bulletin and meet the requirements of that bulletin (this includes students who have taken a leave of absence).

Incompletes

An Incomplete (I) may be given only when serious, extended illness or other highly disruptive and unexpected circumstances have made completion of the course work during the semester impossible. If the Incomplete is approved, the student will have until an agreed-upon date to finish the course. All outstanding course work must be completed no later than the end of the following semester. If the student fails to complete the required course work by the agreed upon date, he or she will receive a grade based upon work submitted by the deadline.

Directed Studies

Occasionally, to complete requirements for their degree, students may wish to take a regular course in a term when it is not offered. Thus students may seek a Directed Study option. However, students must understand that, because the appropriate faculty must be available and approvals must be granted, the option of Directed Study for a particular course is not always available. The Directed Study must provide the student with close supervision, achieving the same course objectives that would have been accomplished had the student taken the course on a regularly scheduled term. An application form must be

filled out, signed, and submitted to the Registrar's Office at registration. This form becomes a part of the student's file and provides additional information about the directed study experience.

Non-degree Students

Students who desire to take an occasional class may enroll as a non-degree student. If the student should decide to pursue a degree, they need to go through the regular application process. At that time, the credits they earned as a non-degree student can apply towards their graduation requirements. Weimar Academy seniors may apply to the Institute for non-degree status.

Photo Release

By registering at Weimar Institute, students authorize the use and reproduction by the Institute, or anyone authorized by the Institute, of any pictorial images (including conventional, video, and digital photography) taken of them while enrolled at Weimar Institute, without compensation. All negatives, positives, digital files, and prints shall constitute Weimar Institute property, solely and completely.

Release of Information

Weimar Institute may release directory information about enrolled students to the public who has a need to know unless the student chooses to refuse disclosure. Directory information includes information such as student name, school address, major and emphasis/concentration, year in Institute, dates of attendance, date of graduation, and degrees and awards received.

Weimar Institute chooses not to release the following confidential information about enrolled students to persons outside the institution or persons within who do not have a legitimate educational need to know, including the name of student's parent(s) or family members, the family address, personal identifiers (e.g., social security number, cell phone number, date of birth), personal characteristics, academic evaluations, grades, transcripts, counseling & advising records, disciplinary records, letters of recommendation, medical, psychology & police records, scores on placement examinations, billing & fee payment records, and the student's class schedule. Release of information forms are provided at registration.

Repeating Courses

All grades will be recorded. If courses with a "D" or "F" are repeated, the better grade will be counted in the grade point average (GPA).

Small-group Learning

A variety of learning methods are used at Weimar Institute, including classroom lectures, laboratory experimentation, computer-aided learning, and field-training experience. Small-group research and discussion is emphasized as an effective means for student groups to learn problem solving, research, and demonstration skills. These noncompetitive, shared learning experiences assist in the internalization of facts and concepts and cultivate skills useful in professional work settings.

Student Records and Transcripts

The Registrar issues transcripts of the student's Institute record upon a written or faxed signed request by the student. Telephoned or e-mailed requests from students or requests from someone on the student's behalf cannot be honored. Diplomas, certificates, and transcripts may not be released until the student's account is paid in full. For more information on the cost and processing of transcript requests, please see *Release of Transcripts or Degrees*.

Student Records Retention

Student records will be maintained at the institution for five years from the last date of attendance. Transcripts, add/drop slips, course transfer forms, and other forms relating to courses and grades will be maintained permanently.

Credits & Accreditation

Weimar Institute is not accredited. Whether credits obtained at Weimar Institute will be recognized and accepted by other institutes, graduate or professional schools, or hiring organizations is a matter of understandable interest to students. This is a complex question. As such, students must keep the following factors in mind while considering Weimar Institute's contribution to their goal of Christian service.

BPPE Approval. Weimar Institute has been granted approval from the Bureau for Private Post-Secondary Education (BPPE) pursuant to California Education Code Section 94310 and 94311 and is registered with the Department

of Consumer Affairs of the State of California (DCA). The Bureau's approval means that the institution and its operation comply with the standards established under the law for private post-secondary educational institutions. The approval is not a form of endorsement or accreditation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Weimar Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Weimar Institute to determine if your credits, degree, or certificate will transfer.

Transfer. Contact the Weimar Institute Registrar for help in facilitating transfer of credit(s). Please note that some institutions require faculty CVs and course syllabi to recognize credits from unaccredited institutions. Weimar Institute does not currently have any articulation agreements with other universities.

While many Weimar Institute students have transferred credits to other Adventist universities, credits earned at Weimar Institute may not necessarily be transferable in all cases and in all schools. It should also be taken into consideration that these credits are less likely to be transferable to non-Adventist institutes or universities. Therefore, the transferring student may need to re-take classes if entering another non-Adventist institute or university at some time in the future even after earning credits at Weimar Institute.

In addition, if a student earns a degree, diploma, or certificate at Weimar Institute, it may not be recognized as a basis for obtaining a higher-level degree at another institute or university. For this reason, all students should make certain that attendance at this institution will meet their educational goals by contacting potential institutions and inquiring to determine if Weimar Institute credits, degree, diploma, or certificate will transfer.

Weimar Institute has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that Weimar Institute is eligible to proceed with an application for Initial Accreditation. A determination of Eligibility is not a formal status with WSCUC, nor does it ensure eventual accreditation; it is a preliminary finding that Weimar Institute is potentially accreditable and can proceed to be reviewed for Initial Accreditation with WSCUC. The first visit for achieving Initial Accreditation must take place within five years of being granted Eligibility. Questions about Eligibility may be directed to Weimar Institute or to WSCUC at www.wascsenior.org or at 510-748-9001.

Please note, as Weimar Institute is not an accredited institution, it may not be recognized for some employment positions, including, but not limited to positions with the State of California.

Practical Skills. While hiring organizations often appreciate the endorsement of an accrediting body, many employers are more concerned with the practical abilities and the qualities of character of the graduate. Many graduates of Weimar Institute have been placed in service-oriented employment, and many of these in denominational positions.

Leave of Absence

While most students work towards their degrees without interruption of the typical academic schedule, some find it beneficial and/or necessary to allow a break in the planned program. The following two types of leave are provided for by Weimar Institute policy: Emergency Leave of Absence and Planned Leave of Absence.

Emergency Leave of Absence

Emergency Leave of Absences are generally taken during an emergency situation and are defined as a serious illness (personal or family), injury, or death of an immediate family member. Students may fill out and submit an Emergency Leave of Absence Request Form to the Dean of Student Services. Approval of the Leave of Absence request is at the discretion of Weimar Institute Office of Academic Affairs.

Students who request an Emergency Leave of Absence must settle all unpaid accounts prior to the Leave of Absence. In requesting Emergency Leave status, students must submit an Emergency Leave of Absence Request Form prior to the period of absence, which includes an explanation of the circumstances

relating to their desired leave of absence, how they plan to continue and complete their education program in the future, as well as the date they plan to leave and their estimated return date. Students requesting an Emergency Leave of Absence are responsible for communicating with their instructors regarding make-up assignments for the classwork missed.

Consequences relating to taking a Leave of Absence. Students desiring to take any leave of absence are subject to some or all of the following consequences:

- 1) Receiving a grade of “incomplete” on coursework not finished by the time of the leave of absence
- 2) Repeating a course or courses
- 3) Extending date of graduation.

Students who do not return to Weimar Institute and matriculate by the date specified on any Leave of Absence Request Form must be considered to have withdrawn from Weimar Institute and may be subject to any reapplication procedures as any new student who applies.

Planned Leave of Absence

When it is necessary/appropriate for a student to delay some of his/her coursework in order to pursue other educational or career opportunities for a time, the student may request to take a Planned Leave of Absence. Only students in good standing are considered for an Extended Leave of Absence. In order to request a Planned Leave of Absence, the student must consult with their program director, department chair, or advisor regarding his/her degree or field of study, and obtain support for the request. Then, students must submit a Planned Leave of Request Form to the Registrar prior to the period of absence. The student shall therein state the reasons for the desired leave and the estimated dates for the leave.

Approval will be granted by the Office of Academic Affairs in consultation with program faculty, the program director and the department chair. The decision-making process will consider the impact the leave will have on furthering the educational objectives of the student. Thus, the student must clearly demonstrate the significance of the relationship between the leave of absence and their educational goals. Reasons for taking an Planned Leave of Absence may include professional or academic opportunities relating to the student's field of study, medical reasons such as a major surgery or other illness, or financial reasons where the student might find it necessary to work for a certain period of time in order to complete his or her studies with adequate funds.

Requests for Planned Leave of Absence are typically granted for no more than 12 months. Students who are granted a Planned Leave of Absence and return by the date specified on the associated form have the option to re-enroll to Weimar Institute under the same bulletin which they were under at the time that the Planned Leave of Absence was granted.

Students who do not return to Weimar Institute and matriculate by the date specified on any Leave of Absence Request Form must be considered to have withdrawn from Weimar Institute and may be subject to any reapplication procedures as any new student who applies.

Withdrawal from Institute

Students who wish to withdraw from all courses or cancel enrollment must file a Cancellation or Withdrawal Form at the Registrar's Office. Any refund owed to the student will be sent to the address specified on the form within 45 days. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Work and Physical Development

All students register for Work and Physical Development each semester. At the work site they are given learning objectives that encompass work ethics, habits, and skills. Students' work and progress are evaluated monthly. All students receive one unit of credit per semester applicable towards graduation requirements. See section entitled *Agriculture Education* on page 26 for more details.

For more information on the Work and Physical Development program, see the section of the bulletin entitled Student Assistance Programs.

Resources for Learning

Computer Lab

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

Internet Access

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

Library

Computers with on-line access (as available) and a number of software programs are provided for student use. The library contains over 20,000 bound volumes and a variety of resource materials, including periodicals. An extensive Ellen G. White collection is housed in the Ellen G. White Study Center on the lower floor of the library. The Center contains E.G.W. Reference, folio, and index books, manuscripts, periodicals, and information on Seventh-day Adventist history. Students also have access to peer-reviewed journal articles and other periodical articles through the LIRN (Library and Information Resources Network). LIRN may be accessed through the Populi Library page by clicking on the Links tab or by contacting the librarian.

Financial Information

Perhaps you have looked at our educational programs and are feeling that God is calling you to be at Weimar. Now you are wondering, "What will it take financially to make this happen? Is this even possible?"

We believe that if God has called you, it is possible. What God asks, He also enables you to do. But following God's call means you must put in your best effort and sacrifice; you must stretch as far as you can mentally, spiritually, physically, socially, and financially. If you are willing to do this, we believe God will gladly help you and so will we.

We at Weimar Institute have committed ourselves to giving you the best education for the lowest possible cost; yet, quality education is not cheap. Every student who chooses to enroll full-time in the Institute will be expected to work and to draw on other financial resources as well. To help students who have done all they can and yet demonstrate a need, a limited number of privately-funded financial assistance programs are also available.

We have seen it again and again. When God calls, and when the one He has called is willing to go to the limit, holding nothing back, God makes a way. If He is calling you to come to Weimar Institute and you are willing to give it your all, take the challenge and answer His call. He is the best business partner you will ever find.

Financial Planning Services

You will be asked to complete the Financial Plan Worksheet every year showing your payment plan. Tuition assistance programs are available to qualified students.

Semester Tuition Charge

The full-time student tuition rate is \$7,138.00 per semester and applies to all students taking between 12 and 18 credits. The tuition rate of \$7,138.00 a semester reflects a charge of approximately \$446.00 per credit when taking 16 credits. When taking fewer than 12 credits or over 18 credits, the cost is \$595.00 per semester credit.

A minimum of \$3,000 is due at registration, and the balance is to be paid off during the semester.

Students who pay annual room, board, tuition, and fees in advance by check, cash, or wire transfer are entitled to a 5% discount on tuition only. Credit card payments do not qualify for discounts.

Estimate of Expenses (Baccalaureate Degree Program)

| <i>Estimated Expenses</i> | <i>Semester</i> | <i>School Year</i> |
|--|-----------------|--------------------|
| Tuition | \$7,138.00 | \$14,276.00 |
| Room & Board (3 meal plan) | \$3,754.00 | \$7,508.00 |
| Room & Board (2 meal plan) | \$3,432.00 | \$6,864.00 |
| Technology Fee* | \$190 | \$380 |
| Student Association Fee | \$15 | \$30 |
| Accident Insurance Fee* (subject to change) | \$100 | \$100 |
| ¹ Total: (with 3 meal plan) | \$11,197.00 | \$22,294.00 |
| ² Total: (with 2 meal plan) | \$10,875.00 | \$21,650.00 |
| STRF** | \$0.00 | \$0.00 |

**Required by State of California education code; nonrefundable fee (subject to change). Refer to page 81 for details.

Miscellaneous Fees & Charges

| | |
|---|----------|
| Application Fee (One time fee) | \$50 |
| Registration Fee (One time fee) | \$65 * |
| Commitment Fee | \$150*** |
| Room Deposit | Varies |
| Books | Varies |
| Miscellaneous Lab Fees (\$75-\$225 per lab) | Varies |
| (Visit the link below for a list of lab fees http://weimar.edu/forms/Financial_Information_Overview.pdf) | |

*Denotes up-front charges due at or before registration.

***The commitment fee will be charged upon receipt on Acceptance letter.

Total approximate cost for baccalaureate degree program: \$89,000

Please see business office for current charges. Students should plan to bring sufficient cash for books, and personal items.

Estimate of Expenses (Nursing Program)

| <i>Estimated Expenses</i> | <i>Semester</i> | <i>School Year</i> |
|--|-----------------|--------------------|
| Tuition | \$9,000.00 | \$18,000 |
| Room & Board (3 meal plan) | \$3,754.00 | \$7,508.00 |
| Room & Board (2 meal plan) | \$3,432.00 | \$6,864.00 |
| Technology Fee | \$190 | \$380 |
| Student Association Fee | \$15 | \$30 |
| Accident Insurance Fee* (subject to change) | \$100 | \$100 |
| Clinical Lab Fees | \$750.00 | \$1,500.00 |
| ¹ Total: (with 3 meal plan) | \$13,809.00 | \$27,518.00 |
| ² Total: (with 2 meal plan) | \$13,487.00 | \$26,874.00 |
| STRF** | 0.00 | 0.00 |

**Required by State of California education code; nonrefundable fee (subject to change). Refer to page 81 for details.

Miscellaneous Fees & Charges

| | |
|---|-----------------|
| Application Fee (One time fee) | \$30.00 |
| Commitment Fee | \$150.00*** |
| Room Deposit | Varies |
| Books (purchased online by students, usually via Amazon) | ~\$500/semester |
| Uniforms/Name Tags | Varies |

*Denotes up-front charges due at or before registration.

***The commitment fee will be applied to tuition on arrival.

Total approximate cost for nursing program: \$57,300

Please see business office for current charges. Students should plan to bring sufficient cash for books, and personal items.

International Student Charges

The International Student Deposit is \$2,700 USD.

Of this amount, \$200 is a processing fee; \$1,250 goes into a permanent trust fund, which is refundable upon leaving the Institute, provided all other charges are paid; the remaining \$1,250 is credited to the student's tuition account.

International students may go to www.collegiaterisk.com to purchase hospitalization insurance or bring evidence of insurance purchased in their home country. For more information on student visas, please contact Weimar Institute's International Student Advisor at 530-422-7926 or via e-mail at info@weimar.edu

Student Earnings Withdrawal Policy (International Students Only)

International students who remain on campus during PAC time, or other times when school is not in session, have the option of withdrawing funds from their Work Education earnings during those times. Withdrawals can only be made once a week. The withdrawal amount is limited to \$25.00 per week with total withdrawals not to exceed \$50.00 per month. A student's account must be in good standing, and the student must be faithfully following their Financial Plan, and following what they estimated in the area of Work Education. Approval is required from the Student Finance Representative before the withdrawal will be authorized. If approved, the Student Finance Representative will issue an authorization voucher which will be accepted by the Business Office for the withdrawal. The amount withdrawn will be applied as a debit to the student's account.

Student Assistance Programs

At Weimar Institute, we have chosen to operate without securing or receiving direct or indirect financial aid from federal, state, or other government sources. Therefore, we are not currently involved in any government scholarships or grant programs.

At the same time, we understand the challenges involved in paying for a college education and are actively seeking ways to assist students who demonstrate a financial need. The following assistance programs are available during the 6 months in the summer when the student is not enrolled in classes, and are privately funded. While limited, these programs help to provide the hard-working, praying student with the chance to stay in school when this might otherwise be impossible.

Work and Physical Development

All students are expected to participate in the Work and Physical Development program. The work-study director typically interviews the student prior to him or her being placed. The position achieved depends upon availability, job skills, and experience. Effort is made to hire the student for a position related to their educational major.

All hours worked will be processed through payroll with a net-to-zero formula, which will transfer the amount earned into the student's account to defray the student's tuition costs.

Weimar Institute reserves the right to make changes to the Work and Physical Development program at any time. For the latest information about the program, please see the Institute office.

Literature Evangelism

Students who wish to do missionary work and would like to have the possibility of the highest financial return for the time spent in work should consider literature evangelism (LE). The LE program provides the training needed to present life-changing books with tact and skill on the front lines in North American missionary work. LE work challenges students to make their own experience with God more focused and real. Students come to know what they believe, learn how to think, and broaden their options in life. Students in the LE program will learn how to meet and befriend strangers and share the gospel, increase communication skills, learn the art of Christian persuasion, learn how to overcome objections and obstacles, learn leadership skills, and learn faith. Students in literature evangelism work-study receive a percentage of personal book sales.

Students in a conference-approved literature evangelism program during the summer will be granted a scholarship in addition to the amount earned through book sales. The scholarship is available in the form of tuition reduction applied to the student's account and matches 50%, up to a \$2,000 match, of all monies that are forwarded by the conference or publishing entity directly to the Institute. Funds paid to the student will not qualify for this scholarship. One-half of the scholarship money will be applied each semester of the school year the student is enrolled as a full-time student. Should the student leave school, any credit balance up to the amount of the scholarship will not be refunded to the student, but will be returned to the scholarship fund.

Local Church Sponsorship

There are some local churches that provide financial assistance for students who are serving in their church. A Student Sponsorship Financial Agreement form is available at the Student Finance Office.

Student Missionary Grant

A student missionary grant of up to \$1000 is available for students returning from a successful assignment overseas (outside of the United States) of at least 12 months in duration. Students are encouraged to apply to the Institute Office and Student Finance Office prior to leaving on assignment to ensure funding.

Summer Pastoral Ministry Scholarship

A matching scholarship of up to \$1500 is available for students doing pastoral ministry within the Seventh-day Adventist Church and Conference-related organizations during the summer months. The scholarship is based on 50% of earnings up to \$1500, based on their summer earnings. Students are encouraged to apply to the Institute Office and Student Finance Office prior to ensure funding.

Task Force/Summer Camp Scholarship

A task force matching scholarship of up to \$1000 is available for students returning from a task force assignment in North America sponsored by the Seventh-day Adventist Church and Conference-related organizations. The scholarship is based on 50% of the earnings up to \$1000 while on the task force assignment. A similar scholarship is available to students who work at a summer camp. Students are encouraged to apply to the Institute Office and Student Finance Office prior to leaving on assignment to ensure funding.

Fees and General Finances

Accident Insurance

Weimar Institute does not accept responsibility for student health care. For more information, see the section entitled *Campus Medical Services* on page 76.

At registration, students will be asked to fill out a "Consent to Treatment" form. This is for any emergency care that may be required while a student is attending Weimar Institute. If the student is under 18 years of age, this will also require consent from the responsible parent(s) or guardian.

The student must purchase the school's accident insurance for \$100 per year. Full details of the coverage are available from the Student Finance Office. Student accident insurance carried by the school is supplemental to any health insurance carried by the student or their parent/guardian. International students are required to purchase hospitalization insurance prior to enrolling at Weimar Institute.

Change of Course Enrollment

Classes may be entered within the first seven business days of the semester. The student must fill out a Change of Course Enrollment form, which is available at the Registrar's Office, and obtain the necessary signatures before returning the form to the Registrar in order for the change to be official.

Adding Classes: After the first seven business days of the semester, no classes can be added.

Dropping or Auditing Classes: If the course is dropped before the end of the first seven class days after classes begin, it will be deleted from the record. A completed Change of Class Enrollment form must be filed with the Registrar's Office.

After the first seven business days of the semester and up to two weeks before final examination week, the student may drop (withdraw) from a class or audit a class. A \$20 fee is charged per Change of Course Enrollment form filed with the Registrar's Office, and a "W" (withdrawal) is recorded on the transcript.

Application Fee

A first-time applicant must submit a fee of \$50 with the completed application. Re-applicants (defined as former students who have not been in attendance for two or more academic semesters) must submit a fee of \$30. The fee will be

waived for former students who are on assignment as student missionaries or task force workers.

Attestation Fee

Attestation requests may be submitted to the Registrar using the Attestation Request Form available under quick links at www.weimar.edu. For current Weimar Institute students, there is no charge for attestations. Weimar Institute Alumni will be charged according to the following policies: The minimum charge for an attestation request is \$10.00. If the process to complete attestation takes longer than an hour, then the student will be charged \$10.00 per hour after the initial hour. Attestation requests will be granted after payment has been made.

Book Charges

Students may be able to purchase their books from the Internet or through other book sellers. The expense varies according to the number of classes taken and the cost of the individual curriculum. Each student is responsible for purchasing their own books. Some books can be found at the Weimar Market. Books purchased at the Weimar Market are only chargeable to the student's account if approved by the Student Finance Office.

Campus Medical Services

The Newstart medical clinic is available to the student body at the following rates: (students are not given any discounts)

| | |
|--|----------|
| Office outpatient visit (new patient) 60 minutes | \$315.00 |
| Office outpatient visit (new patient) 30 minutes | \$215.00 |
| Office outpatient visit (established patient) 30 minutes | \$200.00 |

There is a 50% discount to those who have no insurance and want to pay in full. Check with the clinic to see if they accept your personal insurance plan.

Commitment Fee

Upon notification of acceptance, a prospective student will submit a commitment fee of \$150, which will be applied to the student's account at registration. Should the application be withdrawn at least two weeks prior to registration, the deposit will be refunded upon request. International students pay an International Student Deposit in lieu of the commitment fee.

Delinquent Accounts

A returning student must settle any outstanding account balance before they may begin a new school year. Arrangements must be made with the Student Finance office if a monthly payment might be late. If a student's bill is 30 days overdue, a financial lock will be applied to the student's account. If the student's account becomes 60 days overdue, they may be asked to withdraw from school, and the account may be turned over to a collection agency. No credit or grade will be given unless the student's bill is paid in full or an acceptable arrangement has been made with the finance office.

Discounts

A discount of 5% on tuition only is allowed when two or more members of the same family (unmarried, dependent children) are enrolled simultaneously as full-time students at the college and/or academy.

Students who pay annual room, board, tuition, and fees in advance by check, cash, or wire transfer are entitled to a 5% discount on tuition only. (Credit card payments do not qualify for any discount.) Students may be eligible for both of the above discounts. When both discounts are applied, the second 5% applies to the 95% paid.

Faxed Materials Fee

Faxed material will be charged at the rate of \$.50 for the first page and \$.25 for each additional page; beyond North America, the fees double.

Intensives

See Registrar's office or email at registrar@weimar.edu for current intensive tuition charges.

International Students

The Institute is authorized under Federal law to enroll non-immigrant international students. All International students are required to pay a deposit of \$2700 USD to the Student Finance Office after being accepted to the Institute and prior to the issuance of an I-20 form for use in securing a U.S. Student Visa.

The International Student Deposit covers a \$200 processing fee, and \$1250 will be applied directly to the student's account. The remaining \$1250 will be on deposit until the student's Student and Exchange Visitor Information System (SEVIS) record is terminated. If a financial obligation remains at that time, the deposit will be used to clear the student's debt. If the student must return home unexpectedly, the deposit may be used to pay for transportation (see International Students Charges for more financial information).

Hospitalization insurance is required for international students and their dependents traveling outside their home country and engaging in educational activities. The student is responsible for obtaining this insurance and presenting a copy of it to the Student Finance Office. The student may opt to purchase it at www.collegiaterisk.com or find an appropriate alternative.

Under no circumstances can an international student be enrolled in fewer than 12 credits per semester.

Late Pre-Registration

If pre-registration is not complete one week prior to Registration day, a \$250.00 administrative fee will be charged.

Late Registration

There will be a late registration fee applied on the first day of classes.

Laundry

Washing machines and dryers are located in the dormitories and can be used free of charge. There are also coin-operated washers and dryers by Weimar Market if needed. Detergent is available for purchase at Weimar Market.

Loans

If a student obtains a loan to pay for any educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Since Weimar Institute has not achieved status as an accredited institution of higher education, students at Weimar Institute are not eligible for student Federal financial aid loans.

Payment Plan

Payment of no less than \$3,000 is due at registration. If a student's bill is 30 days overdue, a financial lock will be applied to the student's account. If the student's account becomes 60 days overdue, they may be asked to withdraw from school, and the account may be turned over to a collection agency. No credit or grade will be given unless the student's bill is paid in full or an acceptable arrangement has been made with the finance office..

When financial circumstances make it impossible to pay the full amount at registration, an alternative payment plan may be considered. Please submit a formal application to the Student Finance Office in advance of registration.

Refund Policy

Students will receive a 100% refund of all charges (excluding the amount of the application fee and the \$250 International Student processing fee) if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later. A completed official Withdrawal or Cancellation form must be filed with the Office of Admissions and Records. After this time, the refund will be refunded on a pro rata basis as shown below.

| Date of Withdrawal/Cancellation | Refund Received |
|---------------------------------|-----------------|
| 2nd week | 93.3% |
| 3rd week | 86.67% |
| 4th week | 80% |
| 5th week | 73.33% |
| 6th week | 66.67% |
| 7th week | 60% |
| 8th week | 53.33% |
| 9th week | 46.67% |
| 10th week | 40% |
| After 10th week | 0% |

Student room and board refunds are prorated according to the number of days the student occupies the room or eats meals in the Cafeteria, subtracted from the number of days charged.

Refunds will be sent to the student within 45 days of their cancellation or withdrawal.

Registration Fee

To help cover the costs of preparation for the student to enter the Institute, a nonrefundable registration fee of \$65 will be charged the first time the student enrolls at Weimar Institute.

Release of Transcripts or Degrees

Weimar Institute diplomas, certificates, and transcripts (official or unofficial) may not be released until the student's account is paid in full. Contact the Registrar's office for charges on diplomas and certificate duplicates.

Transcript requests will be charged a fee of \$10 per transcript to be sent by domestic postal mail. The fee is \$15 per transcript for international requests. Additional expenses for special services (express mail, FedEx, etc.) must be paid for by the student at the time of the request and are in addition to the base charge. Regular processing time is 3-5 business days. For 24-hour processing, an extra \$10 fee applies. For current charges and expedited fees, contact the Registrar's Office or email at registrar@weimar.edu visit <http://weimar.edu/alumni/how-to-request-transcripts/>

Room and Board

Students staying on campus, before or after the academic school year, or during breaks, should notify the Dean of Student Services so that arrangements can be made.

A refundable deposit will be charged to cover any cleaning or breakage costs. This deposit will be applied to the student's account if there is a remaining balance or returned to the student if the bill is paid in full at the close of the school year.

Scholarships and Grants

Weimar scholarships and grants are strictly for the purpose of school expenses. They will not be paid in cash, but applied as credits to the account. They will

be given on a semester-by-semester basis, by dividing the total by the number of semesters in a school year. If this results in a credit to the student's account, the credit will be returned to the scholarship fund. Scholarships and grants are nontransferable to another person or another school year.

Special Courier Fees

The cost of any information that is sent using special/expedited couriers will be charged accordingly. This usually involves sending transcripts, expedited shipping services for I-20 forms, etc.

Student Association (SA) Fee

A fee of \$15 per semester will be charged to help cover the cost of Student Association (SA) sponsored activities.

Student Tuition Recovery Fund

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This Fund covers California residents enrolled in Weimar Institute, with the exception of students whose total charges are paid by a third party and the student has no separate agreement to repay the third party, or students who received a 100% refund pursuant to section 94919(d) or section 94920(b) of the California Education Code. ***The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed on or after January 2015, is zero cents per \$1,000 institutional charges rounded to the nearest thousand dollars from each student.*** This fee is non-refundable. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

Should a California resident suffer a loss as the result of the closure of the institution or the institution's failure to pay a refund or charge on behalf of the student to a third party for license fees or any other purpose, the student may have a right to recovery under the Student Tuition Recovery Fund. The student may also seek recovery from this fund if the student has obtained a judgment against the institution for any violation of the Student Tuition Recovery Fund Chapter (94342) and the student certifies that the judgment cannot be collected after diligent collection efforts. For more information

about the Student Tuition Recovery Fund, contact the **Bureau for Private Postsecondary Education** at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free: (888) 370-7589, fax: (916) 263-1897.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Transportation

Students are responsible for their own transportation to and from Weimar Institute. Students needing transportation from airports or other points beyond Colfax or Auburn should seek to use available public transportation. Students have commonly used SuperShuttle (see www.supershuttle.com).

Course Descriptions

Courses taught at Weimar Institute are listed on the following pages, grouped by department and in numerical order. Each course is shown with course acronym, course title, credits, and a brief course description.

General Education Department

AGRI 110 Character Development & Agriculture **1**

A survey class that shares the substantial lessons from manual labor, agricultural endeavors, and the object lessons they can teach. Topics covered will include soil preparation, soil life and nutrition, composting, irrigation systems, seed life and propagation, greenhouse, transplanting, weed and pest control, harvesting and preserving, viticulture, and horticulture. May be repeated for credit.

ART 102 Digital Imaging **1**

This course examines the images produced from a software manipulation perspective. Photoshop and other software are used to manipulate images to achieve images that are far superior to the original image. This course may be repeated for credit.

ART 110 Introduction to Illustration **1**

Visual illustrations are all around us and play an important part of how we perceive the world. This course provides an overview of the illustration design process from concept to closure. Students will work as a design team each taking a roll in the many component parts of the illustration process (research, design, critique, sketching, etc.).

ART 210 Two-Dimensional Composition **1**

From painting to photography, from drawing to etchings, the principles of composition and critique are consistent. This course will provide students with opportunities to critique and to have their work critiqued while learning, discovering and applying the principles of 2-dimensional design.

ART 220 Elements of Photography **1**

This hands-on course is designed to help the student explore digital photography and understand the processes, equipment, and mindset necessary for getting great photographs that deliver important visual messages.

COMM 202 Speech Communication **3**

This course is a study and practice of oral communication as it is commonly experienced in our society in both interpersonal and public settings. A variety of practical experiences in public speaking are provided including interpersonal, small group, and public speech exercises. The course explores biblical apologetics in communication.

EDUC 124 Philosophy of Christian Education **3**

A study of biblical educational philosophy as presented in the writings of Ellen G. White. Consideration is given to the impact this philosophy has had on the development of the Seventh-day Adventist school system. Implications for Seventh-day Adventist school, church, home educational programs, and youth ministries are considered.

ENGL 101 College English I **3**

This course is an introduction to written composition where the student explores the writing process from experience and reflection to drafting and revision. Emphasis is on essay writing based on reading, argumentation, and analysis. Research and analysis and how to integrate sources is also a primary focus of the class. Prerequisites: For those whose native language is English: A score of 16 or higher on the ACT English Assessment (or above 400 on the SAT verbal). Prerequisite for students whose native language is not English: An overall average of 550 on TOEFL (paper-based test); computer-based test 213; Internet-based test (iBT) 79.

ENGL 102 College English II **3**

Focuses on the writing of several argumentative papers and a major academic expository/argumentative paper using secondary sources. After critical reading of several texts, the instructor will guide the student through the writing process: choice and definition of topic, primary research, library research, organization and use of rhetorical skills, and the use of documentation. Prerequisite: ENGL 101.

FINA 212 Business Finance **3**

This course is an introductory course to business and financial accounting framework and concepts. Students will learn how businesses function and how to apply analytical tools in making both business and financial decisions. They will discover the uses and limitations of financial statements and learn the technical skills needed to read and analyze the three most common financial statements.

HIST 101 Survey of World History 3

The time period covered in this course will be from the creation to the crucifixion of Christ. While we will lean heavily upon the work of Anderson, there will be significant reading assignments from the ancient historians, including Herodotus and Xenophon. Much of what we know of the ancient world centers on religion. For this reason, *The Two Babylons* has been chosen as a good primer on the Babylonian mystery religions that have a practical application to some of the practices of these mysteries today.

HLED 111 Optimize Your Brain 1

This is a course designed to improve your capacity to learn, retain, and apply knowledge; as well as improve your emotional intelligence, including your motivation to achieve worthy goals. It is designed to help foster creativity, sense of purpose and self control.

LEAD 131 Leadership Seminar: Ministry Development 1

Students will explore biblical leadership principles and the continual personal revival needed to expand their personal influence through integration with the Divine. Students will be expected to make weekly progress and practice how to pursue turning their ministry from ideas into reality. After taking this course, the student may register for LEAD 231, 331 & 431.

MATH 095 Elementary Algebra for College Students 3

In this course, students will have the opportunity to learn how to use mathematical principles to help solve real world problems. Basic computational skills will be covered as well as elementary aspects of algebra. Class will meet Monday and Wednesday for a lecture and web based assignments.

MATH 121 Precalculus I 3

This course covers equations and inequalities; functions and graphs; polynomial, rational, exponential, and logarithmic functions; inequalities; and mathematical modeling. Prerequisite: Passing math placement exam.

MATH 126 Precalculus II 4

Prerequisites MATH 121 with a minimum grade of "C" or demonstrated proficiency in algebra. A one semester course examining the topics from advanced algebra and trigonometry, thus preparing students for the study of Calculus or for science courses, which require a good command of algebra and trigonometry, such as PHYS 271 & 272.

MUEN 104 a,b Chamber Singers

This course is organized to educate musicians to glorify God and bless others through sacred vocal music; to study principles of effective song leading; to implement techniques for professional vocal development; and to train students to identify musical and vocal elements characterizing music that honors God, implementing those principles in their personal and public music selections. Applicants are expected to have experience reading vocal music and should not apply if they have difficulty singing on tune.

MUEN 204 a,b Chamber Singers 1,1

Intended for the second-year student. See MUEN 104 for course description.

MUEN 304 a,b Chamber Singers 1,1

Intended for the third-year student. See MUEN 104 for course description.

MUEN 404 a,b Chamber Singers 1,1

Intended for the fourth-year student. See MUEN 104 for course description.

PSYC 101 General Psychology 3

A survey of the major scientific fields of psychology including neurobiology, social psychology, perception and sensation, human development, psychology of personality, emotion, memory, learning and psychological disorders, and therapies. Encompassed within a Biblical framework with reference to *Mind, Character and Personality* I and II and *Ministry of Healing*.

PSYC 223 Developmental Psychology 3

This course includes a study of human development across the lifespan. Emphasis will be placed on the study of growth and change in the areas of physical, cognitive, socioemotional, and spiritual development.

SOCI 214 Christian Marriage & Family 3

A Christian perspective on successful courtship, marriage, and proper parenting as presented in the Bible and the writings of Ellen G. White.

SOCI 215 Introduction to Sociology 3

This course provides a an overview of sociology as a social science, some concepts and ideas associated with the study of human behavior, and an overview of the principles, terms, and concepts in the discipline.

STAT 314 Introduction to Statistics 4

A study of descriptive and inferential statistics including sampling, probability distributions, correlation and regression, confidence intervals, and tests of significance, statistical inference for the mean. Examples are taken mainly from social and health sciences, education, and business.

WKED 101 a,b Work Education 1

Practical experience is given in actual work experience each week. Through supervised work experience the student will learn the value of work, develop a work ethic, and gain experience and skills in a particular vocational area. Each student will be assigned to a work department with a staff work supervisor. The student will be evaluated on a number of factors including timeliness, professionalism, effort, communication, and efficiency. Work assignments are given and grades are assigned by the work education director. May be repeated for credit.

WKED 201 a,b Work Education 1

Intended for the second-year student. See WKED 101 for course description. May be repeated for credit.

WKED 301 a,b Work Education 1

Intended for the third-year student. See WKED 101 for course description. May be repeated for credit.

WKED 401 a,b Work Education 1

Intended for the fourth-year student. See WKED 101 for course description. May be repeated for credit.

WKED 190 Vocational Training 1

Developing a practical hands-on skill in areas such as welding, construction, electrical, plumbing, auto mechanics, gardening, etc. By permission of the instructor.

WKED 192 Residential Construction 3

This course provides an introduction to the principles and best practices of residential construction.

Health Sciences Department**BIOL 120 Survey of Anatomy & Physiology** 2

This class provides a survey of the major body organ systems. This includes a broad overview of the function and structure of the major human body organs and how they are interrelated. The class consists of both a theory component and more practical laboratory time. This overview provides a foundation for those going on to more advanced study in anatomy and physiology but also serves as a survey class for students who are not science majors.

BIOL 121/121a Anatomy and Physiology I & Lab 3,1

This course is the first semester of a two-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis. It includes the study of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems.

BIOL 122/122a Anatomy and Physiology II & Lab 3,1

This course is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis. The neurological (including sensory organs), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, as well as the concepts of growth and development, metabolism, fluid and electrolyte balance, acid-base balance, and genetics are included. Prerequisite: BIOL 121/121a.

BIOL 134/134a Biology I & Lab 3,1

This is a first-year foundational biology course for pre-med students. It is focused on content relevant to pre-med students wanting to take the MCAT exam and proceed to further postgraduate medical training. The areas covered include biological chemistry, cell biology, enzyme function, metabolism, DNA replication and repair, photosynthesis, genetics, genetic technology, and bioinformatics. All of these topics are covered in the context of a literal six-day creation. Throughout the course, issues of evolution and creation will be presented and discussed.

BIOL 135/135a Biology II & Lab 3,1

This class builds on first semester cellular and molecular basis of biology. Topics covered in a creation context during the first half of the semester include: prokaryote biology, fungi, non-vascular and vascular plants, invertebrates, vertebrates, and ecology. In the second half of semester, there is an overview of human anatomy and physiology, which covers all the major body systems.

BIOL 223/223a Introductory Microbiology & Lab**3,1**

This course covers the history of microbiology, pathogenic and nonpathogenic organisms, and the gram method of staining bacilli and cocci. Spirochetes and spirilla, acid-fast bacteria, submicroscopic bacteria, viruses, including HIV and Rickettsiae, mycoplasmas, and Chlamydiae are also reviewed. Mycology including systemic and superficial mycoses and other fungi of medical significance are included. An introduction to parasitology is provided, including protozoa, trematodes, nematodes, and cestodes along with malaria and other insect-borne parasites.

BIOL 331 Genetics**3**

A study of classical Mendelian genetics along with genetic mechanisms in selected prokaryotes and eukaryotes with an emphasis on human heredity; other examples from the plant and animal kingdom are also included. This course also investigates gene structure and function. Prerequisite: BIOL 135/135a with a grade of "C" or higher.

BIOL 351/351a Exercise Physiology & Lab**3,1**

The purpose of this course is to increase the student's knowledge in Exercise Physiology, a branch of Human Physiology, that studies in deeper detail the different adaptations that occur during exercise. It is of vital importance to all professionals that are involved in tutoring sport activities; health care and lifestyle programs, to understand how our body responds to acute and chronic exercise. Emphasis is placed in Nutrition, Bioenergetics, Physiologic Support Systems and their responses to the physical stress of exercise. Also discussed the different variables (environmental and phenotypic) that affect the body's outcome during exercise. Finally, consequences of physical exercise in short and long term are accessed.

BIOL 402 Cell Biology**3**

This course provides an in-depth study covering topics that include cell and organelle structure and function, cell physiology, the cell cycle, and cellular transport. More complex issues of cell metabolism, cell communication, and aspects of molecular biology are also covered. Where applicable, issues of lifestyle and diseases such as cancer will be discussed in the context of cellular biology. Prerequisite: BIOL 135/135a with a grade of "C" or higher.

CHEM 111 Survey of Chemistry**3**

This is a survey of chemistry course that covers the basic principles of general chemistry. The primary topics presented are measurement, dimensional analysis, general principles of atomic structure, states of matter, nomenclature, bonding, reactions, properties of solutions, acids, bases, pH, and equilibria as required for a basic understanding of physiological applications. Prerequisite: Algebra proficiency by exam.

CHEM 151/151a General Chemistry I & Lab**3,1**

General Chemistry I is the first semester of a two-semester, comprehensive general chemistry course that introduces the students to the basic principles of chemistry. The course covers the following topics: matter and measurement, molecules and molecular compounds, ions and ionic compounds, stoichiometry, aqueous reactions, thermochemistry, electronic structure of atoms, periodic properties, chemical bonding, molecular geometry and bonding, states of matter, and properties of solutions. This course includes three hours of lecture, one hour of recitation, and three hours of laboratory each week. Prerequisite: Algebra proficiency by exam.

CHEM 152/152a General Chemistry II & Lab**3,1**

This is the second semester of a comprehensive, two-semester general chemistry sequence. It uses the same text as CHEM 151 and builds upon the subject matter of that course. The course covers the following topics: chemical kinetics, chemical equilibrium, acid-base equilibria, titrations, buffers, the factors that affect solubility, chemical thermodynamics, electrochemistry, and nuclear chemistry. This course includes three hours of lecture, one hour of recitation, and three hours of laboratory each week. Prerequisite: CHEM 151 with a grade of a "C" or higher.

CHEM 311/311a Organic Chemistry I & Lab**3,1**

This is the first semester of a two-semester course covering fundamental topics of organic chemistry. Topics covered include the following: bonding principles, functional groups, isomerism, stereochemistry, nomenclature, nucleophilic substitution reactions, elimination reactions, reactions of alkenes and alkynes, and nuclear magnetic resonance and infrared spectroscopy. The laboratory stresses basic organic chemistry techniques performed on the microscale. This course includes three hours of lecture, one hour of recitation, and three hours of laboratory each week (Fall Semester). Prerequisite: CHEM 152/152a with a grade of "C" or higher.

CHEM 312/312a Organic Chemistry II & Lab**3,1**

This is the second semester of a two-semester sequence in organic chemistry. Topics covered include the following: UV spectroscopy, aromatic compounds, aromatic substitution reactions, reactions of carbonyl compounds, reactions of carboxylic acid derivatives, reactions of enolates and carbon nucleophiles, radical reactions, pericyclic reactions, polymers, and the study of biomolecules including carbohydrates, amino acids, and nucleotides. The laboratory stresses application of basic organic chemistry techniques performed on the microscale, including organic reactions, purifications, and isolation. This course includes three hours of lecture, one hour of recitation, and three hours of laboratory each week. Prerequisite: CHEM 311/311a with a grade of "C" or higher.

CHEM 353 General Biochemistry**4**

CHEM 353 is a one semester biochemistry course for Natural Science majors. The content examined during this semester will include examination of the fundamental chemical, structural, and functional properties of the major classes of biological molecules; examination of how metabolic pathways are used to degrade and synthesize these biochemical macromolecules; and examination of how the information required to synthesize and maintain these molecules is stored, duplicated, and interpreted. Prerequisite: CHEM 311/312 and BIO 135 with a grade of "C" or higher.

CHEM 412 Chemistry of Drug Action**3**

Chemistry of Drug Action is a one-semester course designed to familiarize the student with the basic concepts involved in the chemistry of drug action. Topics presented include natural products in drug design and development, receptors as drug targets, enzymes as drug targets, drug synergism, and side-effects, DNA interfering agents, drug metabolism, and pro-drugs. Prerequisite: CHEM 351 or concurrent enrollment.

FDNT 214 Human Nutrition**3**

This course involves a study of the basic components of food: carbohydrates, fats, and proteins. Students will gain an in-depth understanding of the various systems of the body and how digestion and nutrition influence them. They will also understand which types and quantities of nutrients are appropriate for the diet of men, women, pregnant women, and children.

HLCP 242 Health Evangelism Fieldwork**5**

In this course, the participant will work as a part of a team to: Run health programs and screening events, rotate through the NEWSTART and Depression Recovery programs, lead people to better health within the context of health coaching relationships, lead people spiritually from a physical health to an emotional then spiritual focus. Work with a Doctor and Pastor to develop and present a health focused weekend and then evangelistic series.

HLED 111 Optimize Your Brain**1**

This is a course designed to improve your capacity to learn, retain, and apply knowledge; as well as improve your emotional intelligence, including your motivation to achieve worthy goals. It is designed to help foster creativity, sense of purpose and self control.

HLED 120 Fit and Well**1**

This course guides students in the incorporation of fitness and wellness into to their daily lives. Topics include prevention of injury and exercise for the prevention and treatment of chronic diseases. In addition to personal fitness, students learn how to motivate and instruct persons of various ages, fitness levels, and conditions in the area of fitness.

HLED 124 Principles of Health**3**

A study of the basic principles of healthful living and the treatment and prevention of disease. Scientific studies, Biblical principles, and the writings of Ellen G. White will form the basis of this study.

HLED 210 Pre-professional Natural Remedies & Lab**3,1**

A three-week intensive clinical experience in the NEWSTART® Lifestyle Program will include a review of the laws of health founded in the Bible and the Spirit of Prophecy health reform message; current research which provides an evidence base for these lifestyle principles will be discussed. This course is designed for the college student majoring in theology or other service/ministry professions.

HLED 331/331a Chronic Disease and Lifestyle Medicine I**3,1**

Prerequisites: BIOL 121/121a & BIOL 122/122b or BIOL 134/134a & BIOL 135/135a with a grade of "C" or higher. A study of the disease process and how lifestyle and other natural therapies favorably impact these processes. Of necessity, the course will include the basics of accurate diagnosis including history, physical exam, and laboratory studies. Includes internship.

HLED 421 Research Methods 3

The course will give the students tools to understand research papers and give them the confidence to design, choose and create quality research papers that meet the intellectual and academic standards. The goal is to instill in the student that should be thinkers and creators and not mere reflectors of other people's thought. The course will have a basic statistics review, research methods and a practical part. Each student will make at least one research project with the goal of publishing it.

Prerequisites: Math 121 and STAT 314

HLED 431/431a Chronic Disease and Lifestyle Medicine II 3,1

Prerequisite: HLED 331 with a grade of "C" or higher. A continuation of HLED 331 with selected advanced topics. Includes internship.

HLED 441 Depression and Anxiety Recovery Program Internship 3

This course is a two week intensive clinical experience offered in conjunction with the Depression and Anxiety Recovery Program, which includes a review of the laws of mental health as founded in the Bible and the Spirit of Prophecy health message and informed by current research. The course provides an evidence-based approach for mental health lifestyle principles. The pathophysiology, prevention, conventional treatment and alternative therapies (natural remedies) of depression and anxiety as well as related mental illnesses will be reviewed. Students will observe and/ or obtain experience with the fundamentals of mental health assessment, contrast hydrotherapy, directed herbal remedies, plant-based food preparation, and exercise therapy. Cognitive behavioral therapy principles and spiritual congruence therapy that assists with self-control will be utilized and modeled. This unique course is designed for the undergraduate student majoring in pre-nursing, pre-medicine, allied health, theology or other service / ministry professions.

Prerequisites: PSYC 101, HLED 124 and FDNT 214.

PHYS 271/271a General Physics I & Lab 3,1

This course covers the basic concepts of physics using non-calculus based mathematics and trigonometry. Topics include kinematics, dynamics, gravity, work, energy, momentum, angular momentum, conservation laws, thermodynamics, fluids, vibrations, and waves. Prerequisite: MATH 126.

PHYS 272/272a General Physics II & Lab 3,1

This course is a continuation of PHYS 271/271a including electrostatics, magnetism, circuits, optics, relativity, atomic structure, the nucleus, and fundamental particles. Prerequisite: PHYS 271/271a.

Nursing Department

NURS 220 Fundamentals of Nursing 4.5

This course introduces the concepts of the professional nurse, nursing skills within a nursing process context, beginning leadership, health care environment, growth and development across the lifespan, basic physiologic and human needs in health and illness, and providing a safe environment. Beginning critical thinking skills are emphasized, within the framework of the nursing process. Clinical experiences are provided with adult patients who have uncomplicated health problems with predictable clinical outcomes.

(2.5 Units Theory, 2.0 Units Clinical)

Prerequisite: Acceptance in the Associate Degree Nursing Program.

Corerequisite: NURS 221.

NURS 221 Beginning Medical-Surgical Nursing 4.5

This course is an introduction to the medical surgical nursing concepts, including the nursing process in the care of adult patients. Skills in physical, spiritual, and psychosocial assessment of adult clients will be presented. History-taking and physical examination techniques will help students develop strong assessment skills upon which further knowledge and practice can be built.

(2.5 Units Theory, 2.0 Units Clinical)

Prerequisite: Acceptance in the Associate Degree Nursing Program.

Corequisite: NURS 220

NURS 222 Pharmacology 3

This course provides the foundational knowledge base related to pharmacology in nursing. Students learn to make clinical decisions pertaining to drugs, using current, reliable sources of information. Fundamental principles of pharmacokinetics, pharmacodynamics, developmental physiologic considerations, evaluation of the effectiveness of drug therapy, patient education, and interventions to increase therapeutic benefits and reduce potential adverse effects are covered. The drug classifications most commonly used in acute care clinical practice are presented. Basic mathematical calculations related to medication administration are introduced.

Prerequisites: BIOL 121, 122

NURS 223 Intermediate Medical-Surgical Nursing I 4.5

This course focuses on the development of the knowledge base and skills, within a nursing process framework, to care for adult medical-surgical patients, in a variety of settings, who have higher acuity and more complex nursing needs. Concepts related to physical, emotional, spiritual, social, and cultural needs are covered. Ethical issues related to advocacy, self-determination, and autonomy are explored. Clinical experiences focus on clinical decision-making and patient care management, including prioritization of care and the development of psychomotor nursing skills.

(2.5 Units Theory, 2.0 Units Clinical)

Prerequisites: NURS 220, 221, 222

Corerequisites: NURS 224 & 225

NURS 224 Geriatric-Community Nursing 2

This course integrates previous medical-surgical knowledge and nursing leadership skills as it applies to the aging adult. A nursing process framework is applied in the assessment of physiological changes that occur with aging, facilitation of access to community health resources and referrals, and the development of outcome criteria for evaluating the aging adult's response to teaching/learning. Clinical experiences will provide a forum for application of interventions that optimize the older adult's functional ability. Evidence-based nursing care is focused on health promotion and maintenance of health status, restoration of optimal health, and/or promoting a dignified death. The specialized needs of the elderly in maintaining optimal health are examined.

(1.0 Unit Theory, 1.0 Unit Clinical)

Prerequisites: NURS 220, 221, 222

Corerequisites: NURS 223 & 225

NURS 225 Mental Health/Psychiatric Nursing 3.5

This course provides an introduction to Psychiatric Mental Health Nursing, using the nursing process as a framework. Topics include the promotion of psychosocial integrity within the context of the health illness continuum for individuals and families across the life span. Emphasis is on nursing therapeutic interactions and communication. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings.

(2.0 Units Theory, 1.5 Units Clinical)

Prerequisites: NURS 220, 221, 222

Corerequisites: NURS 223 & 224

NURS 300 Intermediate Medical-Surgical Nursing II 5.5

This course focuses on the application of previous foundational knowledge and acquiring more in-depth knowledge for adult clients who have more complex disease states. Topics such as evidence-based practice, leadership, critical thinking, and safety are presented within a nursing process context. Clinical experiences are provided with adult patients who have increasingly complex conditions.

(2.5 Units Theory, 3.0 Units Clinical)

Prerequisites: NURS 223, 224, 225

NURS 301 Pediatric Nursing 3.5

This course focuses on nursing management of infants, children, and adolescents with acute, chronic and/or life-threatening conditions and the impact on the family. Nursing care based on a developmental perspective is outlined. Socio-cultural influences on the family, childrearing, and care of chronically or acutely ill infants, children, and adolescents are incorporated. Clinical experience in the nursing management of childrearing families, infants, children, and adolescents across the continuum of health and illness is provided.

(2.0 Units Theory, 1.5 Units Clinical)

Prerequisite: NURS 223

NURS 302 Health Promotion/Disease Prevention I 4

This first course of a two-part sequence will introduce the philosophical differences between the treatment modalities found in modern, western healthcare in comparison to other belief systems and cultures accepted throughout the world. A variety of evidence-based complementary and alternative nursing interventions are discussed with a focus on lifestyle practices, spiritual care, massage therapy, hydrotherapy, herbology and nutraceuticals. Clinical practicum will occur in the NEWSTART Lifestyle Program.

(3.0 Units Theory, 1.0 Unit Clinical)

Prerequisite: NURS 223

NURS 303 Advanced Medical-Surgical Nursing 5

This capstone course focuses on the integration, analysis, and synthesis of the knowledge, skills and principles of evidence-based nursing practice. The nursing process is used as the framework in the care of adult patients with complex and diverse critical and acute conditions, clinical outcomes, and nursing diagnoses. Clinical experiences emphasize refinement of clinical judgment, for-

mulating and revising of priorities of care, refinement of psychomotor skills, and refinement of patient care management. Advanced topics in leadership, management principles and quality improvement are covered with relation to the roles of the professional nurse as manager and coordinator of care and member of the profession.

(3.0 Units Theory, 2.0 Units Clinical)

Prerequisites: NURS 300, 301, 302

Corequisite: NURS 304

NURS 304 Obstetrics/Maternity Nursing 3.5

This course provides a foundation for theoretical and technical knowledge in the nursing care of family-centered childbirth. Parent/newborn health care needs are addressed from a nursing process framework for the antepartum, intrapartum, postpartum, and neonatal client. Additionally women's health topics are covered. Clinical experiences in the nursing management of women, childbearing families, and newborns across the continuum of wellness and illness emphasize clinical judgment, patient care management, prioritization of care, and the development of psychomotor skills.

(2.0 Units Theory, 1.5 Units Clinical)

Prerequisites: NURS 300, 301, 302

Corequisite: NURS 305

NURS 305 Health Promotion/Disease Prevention II 4

Current research which supports the rationale for health promotion strategies and alternative and complementary nursing interventions will be examined. Further exploration of evidence-based complementary and alternative nursing interventions are examined with a focus on lifestyle practices, spiritual care, massage therapy, hydrotherapy, herbology and nutraceuticals. Clinical practicum will occur in the NEWSTART Lifestyle Program.

(3.0 Units Theory, 1.0 Unit Clinical)

Prerequisite: NURS 302

Religion Department

GREK 201 New Testament Greek I 3

This course provides an introduction and study of the elements of the language of the New Testament structured around a good working vocabulary and carefully selected readings.

GREK 202 New Testament Greek II 3

THIS intermediate course in Greek is to provide a working knowledge of the New Testament in the original language. Prerequisite: GREK 201 or equivalent

HEBR 201 Hebrew I 3

This course is the first half of an introduction to biblical Hebrew, which encompasses two consecutive semesters of study. In this semester the student will master Hebrew alphabet, build vocabulary, and learn the rudiments of classical Hebrew grammar. Furthermore, this class will provide an introduction to basic grammar, morphology, and vocabulary of biblical Hebrew. The student will be introduced to the noun system, adjectives, prepositions, pronouns, and the Qal verb stem (perfect and imperfect).

RELB 101 Life and Teachings of Jesus 3

The study of the life, teaching, and ministry of Jesus (found in the 4 Gospels) in light of reading and memorizing of Desire of Ages.

RELB 245 Old Testament Studies I 3

An introduction to the Pentateuch and Writings of the Old Testament emphasizing the historical setting, themes, and theology of the books covered and their impact upon Christianity.

RELB 246 Old Testament Studies II 3

An introduction to the Prophets, another division of the Old Testament, emphasizing the historical setting, themes, and theology of the books covered and their impact upon Christianity.

RELB 250 Principles of Christian Faith (28 Fundamentals) 3

A study of the biblical doctrines of the Christian faith as outlined in the 28 fundamental beliefs of the Seventh-day Adventist Church, with special emphasis on salvation. The course is designed to develop concise and meaningful answers to significant questions and objections to these doctrines. There will also be memorization of important passages and texts that support these beliefs.

RELB 271 Religion & Health 3

This course examines and practically illustrates, the critical role that health ministry plays in developing a symmetric Christian lifestyle—and in delivering the most compelling Christian testimony. The biblical basis for such a position is drawn from parallels between “the priesthood of believers,” Christ’s “com-

missioning services,” and the gifts of the Spirit. These scriptural foundations are brought into sharper focus by material covering the historic Seventh-day Adventist understanding of two related concepts: (1) each believer’s calling to be involved in some aspect of health-related ministry, and (2) health ministry’s integral role in Christ’s evangelistic methodology. In addition to the course’s didactic foundation, each student is expected to plan and/or participate in a specified number of community health activities where he or she actually demonstrates the principles of health ministry.

RELB 301 Daniel 3

A study of the story of Daniel and his associates and the interpretation of the symbolic prophecies contained in the book of Daniel as a basis for understanding God’s plan and purpose in the “great controversy” between good and evil. Special study is given to the prophecies concerning the Sanctuary and the pre-advent judgment.

RELB 302 Revelation 3

A careful study of the apocalyptic prophecies of the Book of Revelation, which are critical for an understanding of God’s plan and purpose for His church and its destiny in the context of history and “last day” events. An attempt to learn what we can know about the “end time,” the second advent of Christ, the final judgment, the earth made new, and the home of the redeemed.

RELB 435 New Testament Studies I 3

An introduction and exegetical study of the general epistles of the New Testament, namely the book of Hebrews, James, 1 & 2 Peter, Jude, 1, 2 & 3 John, and a brief survey of the book of Acts. Prerequisite: RELB 101.

RELB 436 New Testament Studies II 3

An introduction and exegetical study of the Pauline epistles, namely Romans, 1 & 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 & 2 Thessalonians, 1 & 2 Timothy, and Philemon. Special emphasis will be placed upon the theology of Paul.

RELH 203 Seventh-day Adventist Church History 3

The course covers the development of the Seventh-day Adventist Church from its beginning in the early nineteenth century, through its doctrinal and lifestyle development, its organization, institutional development, its growth into a world church, and how, through the twentieth century, it has faced the challenges of a changing world and spectacular numerical growth.

RELH 303 History of the Christian Church I 3

The course begins with a study of the book of Acts, which contains the beginning of Christian church history. It then proceeds to show how the church fell into apostasy because of a desire for acceptance, wealth, and political power; how, when, and where protest and reformation took place; and post-reformation and modern developments.

RELH 304 History of the Christian Church II 3

The course continues the study of Christian church history, covering the history of the Reformation, post-Reformation developments, and modern church history.

RELP 308 Biblical Preaching and Homiletics 3

A course in homiletics designed to aid the student in the preparation and delivery of expository sermons. Experiential learning and learning practical steps and skills will be a focus of this class.

RELP 320 Personal Evangelism 3

Ways to awaken a spiritual interest and effectively communicate biblical truth through friendship evangelism, focused conversations, your personal testimony, literature distribution, door-to-door surveys and canvasses, community programs, health evangelism, Internet websites, and Bible studies will be taught. Also a study of the fascinating principles of soul-winning, the process of conviction, and the art of leading people to decision. The process of how to communicate and minister in a local church effectively will also be discussed. These skills will be applied through field opportunities.

RELP 355 Church Ministry and Leadership 3

This course entails what constitutes good church administration and ministry—combining pastoral service, leadership, and church management. This course addresses the four-dimensional role of the pastor: person, administrator, church leader, and priest.

RELP 370 Public Evangelism 3

How to prepare, preach, and preserve according to the principles of inspired writings. Practical instruction will cover the planning and implementation of the complete cycle of evangelism with a special focus on preaching or organizing an evangelistic series. All aspects of this course will be experienced in a live field school.

RELP 484 Practicum in Church Ministry 3

A practical and experiential application of pastoral ministry within a church context in order to understand the unique combination of roles and responsibilities carried by a pastor in a local congregation. Students will continue to reflect on what it means to receive a “call” to ministry in the light of their experience and will come to understand the sensitive skills and gifts that contribute to effective pastoral leadership.

RELT 346 Sanctuary Doctrine 3

A study of the Adventist understanding of the sanctuary within the context of the Old Testament and also its eschatological and prophetic relevance within the context of Daniel and Revelation and other relevant books of the Bible.

RELT 385 Christian Ethics 3

Designed to aid students in applying the principles of Christianity to the ethical issues of modern society.

RELT 386 Christian Apologetics and Worldviews 3

Designed to aid students in understanding the Christian worldview and enabling students to defend their faith in a secular context. Attention will also be placed upon various philosophical systems and their influence upon society today.

RELT 439 Prophetic Ministry of Ellen G. White 3

A study of the life and prophetic ministry of Ellen G. White. Attention will be placed upon issues of conflict Adventists typically face regarding her inspiration and relevance.

Faculty Listing

John Alspaugh, Faculty in Religion Department (1996)¹

- DMin, Andrews University, 1985
- MA, Andrews University, 1967
- BD, Andrews University, 1967
- BA, Theology and Biblical Languages, Pacific Union College, 1965

Amanda Anguish, Faculty in General Education Department (2014)

- MA, Marriage and Family Therapy, Loma Linda University, 2007
- BS, Public Relations, Pacific Union College, 1998

Phyllis Collins, Faculty in Nursing Department (2015)

- PhD, Medical-Surgical Nursing, Rush University, 1991
- MS, Medical-Surgical Nursing, Loma Linda University, 1980
- BS, Nursing, Walla Walla College, 1966

Richard Constantinescu, Faculty in Religion Department (2013)

- MDiv, Andrews University, 2013
- BA, Pastoral Ministry, Weimar College, 2001

Allen Davis, Vice-President of Academic Affairs & Chair of General Education Department (2014)

- PhD, Organizational Leadership, Major in Ecclesial Leadership, Regent University, 2013
- MA, Applied Mathematics, Air Force Institute of Technology, 2004
- MA, Military Studies & Defense Management, American Military University, 1996
- BS, Mathematics, Southwest Texas State University, 1989

Skip Dodson, Chair of Religion Department (2012)

- MDiv, Andrews University, 1996

¹ The number in parenthesis indicates the year the faculty member began teaching in the undergraduate program at Weimar Institute.

- MS, Aerospace Engineering, Pennsylvania State University, 1993
- BS, Aerospace Engineering, Pennsylvania State University, 1989
- BA, Liberal Arts, Westminster College, 1985

Henry Escamilla, Faculty in Health Sciences Department (2013)

- MS, Physical Therapy, Loma Linda University, 1994

Lenora Follett, Chair of Nursing Department (2015)

- PhD, Nursing, University of Colorado Health Sciences Center, 2006
- MS, Nursing Administration, Andrews University, 1996
- BS, Nursing, Loma Linda University, 1966

Roger Gallant, Faculty in Health Sciences Department (2012)

- MD, Loma Linda University, 1994
- BS, Biology, Loma Linda University, 1988

Alison Geslani, Faculty in Nursing Department (2015)

- MSN, Nursing, Loma Linda University, 2015
- BS, Nursing, Loma Linda University, 2008

Darren Greenfield, Faculty in General Education Department (2013)

- BA, Pastoral Ministry, Weimar College, 1997

Paulo Grilo, Faculty in Health Sciences Department (2014)

- Emergency Medicine Competence, Portuguese Medical Council, 2005
- General Surgery Specialty, Hospital Vilo Franca de Xira, Portugal, 2003
- MD, Faculdade de Ciencias Medicas da Universidade Nova de Lisboa, 1993

Cheryl Guarin, Faculty in Nursing Department (2015)

- MSN, Medical-Surgical Nursing, Adventist University of the Philippines, 1995
- BS, Nursing, Adventist University of the Philippines, 1989

Christina R. Harris, Chair of Health Sciences Department (2010)

- PhD, Organic Chemistry, University of Colorado, 1997
- BS, Chemistry, Oklahoma State University, 1992

James A. Hippler, Faculty in General Education Department (2015)

- M.Arch., Andrews University, 2003
- B.Arch., Andrews University, 2002

Don Mackintosh, Faculty of Religion Department (2012)

- M.Div., Andrews University, 1991
- BS, Nursing, Andrews University, 1986

Neil Nedley, Faculty in Health Sciences Department (1999)

- MD, Loma Linda University, School of Medicine, 1986
- BS, Biochemistry, Minor in Religion, Andrews University, 1982

Stanly Palit, Faculty in General Education Department (2015)

- MBA, University of Texas at Arlington, 2013
- MS, Information Systems, The University of Texas at Arlington, 2012
- BBA, Accounting, Southwestern Adventist University, 2009

John Peacock, Faculty in Health Sciences Department (2012)

- MS, Applied Physics, Oregon Health & Science University, 1989
- BS, Physics and Math, Elmhurst College, 1984

Eddie Ramirez, Faculty in General Education Department (2015)

- MD, CEUX University, 2005
- BS, Computer Science, Autonomous University of Baja California, 1995

Gerald Shavlik, Faculty in General Education Department (2007)

- MPH, Biostatistics, Loma Linda University, 1971
- MA, Math and Science, La Sierra University, 1964
- BS, Physics, South Dakota State School of Mines & Technology, 1954

Randall J. Siebold, Faculty in General Education Department (2009)

- PhD, Instructional Systems Technology, Indiana University, 2000
- MA, Art, Central Michigan University, 1991
- BS, Industrial Education, Andrews University, 1982
- AA, Engineering Technology, Andrews University, 1980

Randy Steffens, Jr, Faculty in General Education Department (2015)

- BS, Business Administration, Thomas Edison State College, 2007

Tyra Taylor, Faculty in General Education Department (2013)

- PhD Student, Public Safety, Specialization in Criminal Justice, Capella University
- MA, Forensic Psychology, Argosy University, 2007
- BA, Psychology, Oakwood University, 2005

Melanie Cruz Quion, Faculty in Health Sciences Department (2013)

- MS, Nursing, Loma Linda University, 1991
- BS, Nursing, Loma Linda University, 1988

Jonathan Zirkle, Faculty in General Education Department (2014)

- JD, Georgetown University Law Center, 1996
- BA, English Literature, 2003

Doicin Zivadinovich, Faculty in Religion Department (2015)

- PhD Candidate, Church History, Andrews University, 2011
- MA, Adventist Theology, Collonges Adventist College, France, 2006
- BA, Theology, Collonges Adventist College, France, 2003



**Student Handbook
2015-2016**

Student Services

Welcome to Weimar Institute!

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

While you are a student at Weimar Institute, this handbook will provide an overview of the services provided to students across the campus. It is compiled by the Office of Student Services and begins by sharing the services brought by this office. Yet it also has communicated to other entities on campus and provides a summary of the services they provide. Of course, these services may change from time to time, so please check with the appropriate office to learn the most up-to-date details regarding their services and any potential costs.

The Office of Student Services

Director of Student Services

Mr. Gary Hess

(530) 422-7950

Residence Hall Deans

Men’s Residence Hall Dean

TBD

(530) 422-7923

Women’s Residence Hall Dean

Mrs. Chris Philpott

(530) 422-7923

Student Success Coordinator

Mrs. Chris Philpott

(530) 422-7923

The Office of Student Services is under the direction of the Director of Student Services. The role of this office is to provide a supportive and nurturing campus environment for students and to encourage them to take advantage of the campus facilities, opportunities and resources that are available for their academic, social, and spiritual growth and development of leadership abilities. We believe that the effectiveness of the Institute’s programs are enhanced as students develop their varied interests and leadership abilities while they meet their social and academic needs through participation in both academic and non-academic activities and the resources provided through the Office of Student Services.

Student Services Staff

The Student Services staff includes Residence Hall Deans, the administrative assistant to the Director of Student Services, and the Student Association. The Campus Chaplain works in close cooperation with the Director of Student Services to ensure that the spiritual needs of students on campus are addressed.

Director of Student Services

The Director of Student Services encourages and welcomes students throughout the semester to seek counsel or advice regarding any issue, academic or personal—either in person, by phone, e-mail or text message. The Director wants students to understand that they need not apologize for taking time or feel that their position keeps them too busy to meet with them. Likewise, students are also encouraged not to apologize for “complaining” to the Director—clearly, unless student problems or grievances are communicated to administration, resolution is less likely. The Director has a great desire and works hard to create a culture of openness, transparency and trust between students, faculty and campus administration.

Residence Hall Deans

The Residence Hall Deans, in many ways, function in a type of quasi-parent role to students on campus. While their primary responsibility is to residential hall students, they also are available for non-residential students as well. They reside in or near the dorms and can often be found there throughout the day, including early morning and late evening. The deans also help to provide an environment of security and confidence for the students. Residence deans will give out their contact information to students during orientation.

Student Success Coordinator

The Student Success Coordinator (SSC) supports students' academic needs in organizational and academic areas. If you need help with time management, or if you just need someone to talk with to help figure out life's big questions, the coordinator is available for appointments. The SCC is responsible for organizing and implementing programs to promote student growth in academic areas and also works with students on academic probation to help them to be successful and accountable in their academic studies. Additionally, the coordinator can not only help with the academic success of students but may also be helpful in ministering to students' spiritual needs as well.

Services Offered

Student Tutoring

In addition to scheduled instruction students are encouraged to seek informal assistance or advice on all academic matters from their instructors. Times just after or before class can often work well, as well as during their posted office hours. However, beyond this, supplementary tutoring services are provided. Tutoring services are available in both math and science courses such as General Chemistry, Organic Chemistry, Biology, Cell Biology, Anatomy and Physiology, Physics, and Pre-Calculus. Students may request tutoring through their instructors or contact the Student Success Coordinator.

Career Planning

Any counseling regarding academics, career planning, or tutorial assistance is done directly with the Director of Student Services, the program director or department chair-person. Weimar Institute maintains close ties with the organized Seventh-day Adventist Church and graduates have been successful in finding employment in Adventist organizations across the United States and around the world. Please contact the Director of Student Services for more information.

Family Groups

In the divine plan of education, God ordained that parents should be his representatives, such that "the family was the school, and the parents were the teachers" (White, 1952/1980, p. 181). Thus, the family was to be the "school of Christ" and the parents were the "visible teachers, but Christ himself the great invisible teacher" (White, 1894, par. 1).

As a part of our effort to approach this ideal, "family groups" have been formed and are an integral part of the spiritual, social and academic learning that take place on campus. Each student is placed with a faculty or staff "home" along with other students to achieve a diverse, multi-generational, multi-cultural family. Faculty and staff are family group leaders, who serve to mentor students and provide a warm, home-like atmosphere for students. Additionally, family groups are formed with the intent of helping foreign language students to have a true immersion experience. Often, program faculty become mentors for students within their specific programs. Thus, family groups are formed somewhat organically—based on degree program and additional factors.

We hope you look forward to times of relaxation, spending time in faculty homes, and getting to know some of your fellow students in a smaller, more cozy atmosphere.

Financial Counseling

The Finance Office in the Administration building oversees student finance issues. The Student Finance Representative and the Finance Office work together to help students with financial challenges find solutions. Worthy student funds are available to qualified students with financial needs. The Director of Student Services and Dean of Administration sit on the Student Finance Committee, which oversees the distribution of worthy student funds..

Mission-Centered Programs

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

Work-Education

All students are expected to participate in the Work and Physical Development program. Students with exceptional financial needs may apply for additional campus work in order to earn extra money towards their education."

Literature Evangelism (LE) work or “canvassing”

The canvassing program was developed for students who are dedicated to the Weimar Mission but are financially unable to pay for a college education. In the book, *Counsels to the Church*, we are told: “Let wise plans be laid to help worthy students to earn their own schooling by handling these books” (White, 1957/1991, p. 73). In the book, *The Publishing Ministry*, we are assured further that in “selling these books the youth would be acting as missionaries, for they would be bringing precious light to the notice of the people of the world. At the same time they would be earning money to enable them to attend school, where they could continue their preparation for wider usefulness in the Lord’s cause” (White, 1983, p. 290).

Students in a conference-approved literature evangelism program during the summer will be granted a scholarship in addition to the amount earned through book sales. The scholarship is available in the form of tuition reduction applied to the student’s account and matches 50% of all monies that are forwarded by the conference or publishing entity directly to the Institute.

Other Matching Scholarships

A student missionary grant of up to \$1000 is available for students returning from successful assignment overseas of at least 12 months duration. A task force matching scholarship of up to \$1000 is available for students returning from a task force assignment and/or summer camp in North America sponsored by the Seventh-day Adventist Church and Conference-related organizations. A matching scholarship of up to \$1500 is available for students doing pastoral ministry within the Seventh-day Adventist Church and Conference-related organizations during the summer months. Further important details are outlined in the Weimar Institute Academic Handbook, “Student Assistance Programs.”

Leadership Development

The Student Association exists to provide opportunity for students to develop their leadership skills, the Student Association is given the responsibilities of coordinating religious and social activities on and off campus. An active SA provides opportunities for student representation in College Council meetings as well as student governance. Students are charged an “SA fee” (see current student charges). The Student Association organizes social events (with a spiritual emphasis) such as the International Dinner, R&R weekends, agape

feasts, weeks of prayer and weekends of spiritual emphasis (in conjunction with the campus chaplain). Please understand that the Student Association is a representation of all the students. Your voice is to be heard through your representation. Communicate with your student representatives for places you see improvement could be made or where you don’t want things to change.

Opportunities to Mentor

The Weimar Institute campus has a grade school (Grades 1-8) and academy (Grades 9-12) where undergraduates are able to serve as mentors through academic tutoring, academy game nights, and assistant dean positions in the academy boys and girls dormitories. Additionally, these students are around campus and are often watching the “college students.” Even when you are not aware, your influence will be felt around the campus. Please take the time to welcome them, befriend them and treat them with respect and dignity.

Recreation

Weimar Institute wishes for each student to “prosper in all things and be in health” (1 John 3:2, New King James Version) just as they prosper spiritually, emotionally, socially and mentally. We are counseled in the book *Education* that the “student who with limited time and means is struggling to gain an education should realize that time spent in physical exercise is not lost. He who continually pores over his books will find, after a time, that the mind has lost its freshness” (White, 1903/192, p. 208-209). She continues by saying that when students pursue “one line of thought exclusively, the mind often becomes unbalanced. But every faculty may be safely exercised if the mental and physical powers are equally taxed and the subjects of thought are varied.”

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

Many students also take advantage of our 450 acres of forested land covered by over 15 miles of interlocking, groomed trails that wind through manzanita, cedar, and pine groves. The Weimar trails provide students a quiet place for prayer and reflection. The “prayer cove,” which adjoins a quiet creek just off

of Coyote Creek Trail, is designed specifically for this purpose. Some favorite trails for hiking or running are Owl's Roost and Bobcat Trail or the 4-mile Frontier Trail that travels up Cardiac Hill to the Cougar Creek Meadow and Fire Bowl and then past the giant tree swing.

NEWSTART® Principles

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

Nutrition—a plant-based diet;

Exercise—consistent and appropriate exercise;

Water—abundance of pure water;

Sunlight—frequent exposure to sunlight, especially in the morning;

Temperance—the exercise of self-control in all things;

Air—deep breaths of fresh air;

Rest—regular and adequate periods of sleep and rest; and

Trust—an active Trust in God.

Recruiting

The office of the Director of Student Services is responsible for overseeing the production of promotional material and overseeing student recruitment. This involves managing follow up in the office for students expressing an interest in Weimar Institute, undertaking specific recruitment trips and attending strategic national conferences which are significant student recruitment events.

Residence Hall Living

Weimar Institute has separate dormitories for men and women. Each dorm has residence hall assistant(s) that report to the women's or men's Residence Hall Dean, as appropriate.

Other Undergraduate Academic Services

Douglass Hall

Most classrooms, faculty offices and academic administration are located in the Douglass Hall. This building, the original “College building,” has areas for individual and group study. There is a Student Lounge, which is a common gathering place for students during the day between classes. The Student Lounge has been provided for an appealing area conducive for student congregation, interaction, and study.

Haskell Hall

Haskell Hall serves as the center for the Nursing program and Chemistry as well as for providing a number of student meeting locations. A large central meeting area is located within this building, which will serve as the new student assembly area for Sabbath activities, chapel, and other student and campus meetings.

Campus Center

The Campus Center (CC) is a place where students can study and socialize. It has an appealing lounge area, kitchen with cooking school display table, restroom and recreation area that includes a ping pong table. The CC has undergone the first two phases of a three-phase renovation project. The final phase involves adding a new fitness center.

Library

See page 68.

Exercise Building

A small gym equipped with a variety of exercise equipment (spin cycles, treadmills, elliptical trainer, stair climber, weights, etc.) is also available to undergraduate students for a monthly nominal fee. See the Residence Hall Dean for hours and policies.

Cafeteria

To ensure the best nutrition for our students, all full-time students are required to purchase a meal plan. Undergraduates are able to choose between a 2- and 3- meal plan according to their needs. Once a meal plan is chosen, it cannot be changed during the course of the semester. The Weimar Institute cafeteria

provides whole-food, plant-based meals on a daily basis and uses many locally grown fruits and vegetables that are primarily grown on the Weimar Farm (the campus veganic farm). Students with food allergies may contact the cafeteria staff for special dietary needs related to allergies and other food intolerances such as to nuts and gluten.

Campus Church

The Weimar Campus Church, which meets in Haskell Hall, provides a Friday evening chapel service, Sabbath morning Bible study discussion groups, Sabbath Divine service, a bi-yearly Colloquia, as well as mission and outreach opportunities for students.

The Weimar Institute Campus Church is built on a discipleship model where students are mentored and discipled by the Campus Chaplain and church elders and campus faculty and staff. Students are also given the opportunity to cycle through every aspect of the church work during the course of their four-year degree. These opportunities include teaching and participation in the different divisions within the children's Sabbath School, adult Sabbath school, special music (singing and instrumental), community outreach, and community service. The mentorship model prepares students to be actively involved in community outreach and evangelism and as deacons/deaconess', teachers, preachers, and elders (as appropriate) in their own local church upon graduation from the undergraduate program.

Weimar Market (Weimart) Campus Store

The Weimart is located next to the campus flag pole and provides locally grown fruits and vegetables from Weimar Farms (seasonally), freshly baked bread from the Weimar Bakery, as well as other healthy food and drink items. The market also has a supply of resources (books, DVDs, CDs, etc.) on health, vegetarian cooking, other Christian books, a small supply of personal items, and school supplies.

Co-curricular Organizations

Students may find other venues to develop their leadership skills through the various student-led and student developed campus organizations (including the religion club, pre-med club, Wei-Pray, Wei-Preach, Wei-run and other Bible study groups, etc.) which provide opportunities for enrichment, leadership training, and enjoyment.

Weimar Inn

The newly remodeled Weimar Inn offers an excellent place for parents and friends of undergraduate students at the Weimar Institute to stay when they visit. Call 530-422-7933, email, or visit the website at <http://weimar.org/health/inn>.

Student Grievance Policy

It is the intent of Weimar Institute to provide a thorough review of all student complaints regarding any aspect of a program, facility, or other service provided by Weimar Institute. Students are expected to initially pursue an informal process in resolving complaints. However, if a complaint remains unresolved, a formal process is available for resolution of the issue. If a staff member has a personal connection to the student involved in the issue, that staff member shall be excluded from the discipline process.

Informal Grievance Procedure

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

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

Formal Grievance Procedure

The formal grievance procedure provides a structured framework of documentation where unresolved conflicts may be addressed. Faculty and staff members shall use extreme care to safeguard student complaints of a personal or sensitive nature.

Any student with an unresolved grievance shall follow the appropriate process described below:

1. STUDENT LIFE: Initially, complaints involving the residence halls should be made informally to the residence hall deans. Unresolved issues regarding student life or non academic issues may then be submitted in writing to the Student Discipline Committee. The Student Discipline Committee will return a written

response to all grievances within ten (10) days of receiving a written complaint. If the decision of the Student Discipline Committee goes against the student's desires, they may appeal to the Vice President of Academic Affairs.

2. **NON-ACADEMIC DISCIPLINE:** Students may appeal imposed non-academic discipline in writing to the Dean's Council within ten (10) days of disciplinary action. Disciplinary action will be stayed until the Dean's Council has had sufficient time to review the incident. The Dean's Council will return a written review of findings within ten (10) days of receiving a written complaint. The recommendations of the Dean's Council shall be followed without further delay.

3. **ACADEMIC POLICIES OR PROCEDURES:** Any student with concerns about an academic policy or procedure should first discuss his or her concern informally with the Registrar. If the matter cannot be resolved at this level a written grievance shall be submitted to the Academic Standards Committee (ASC) within ten (10) days. The ASC shall respond in writing within ten (10) days of receiving a complaint. The Registrar shall ensure the recommendations of the ASC are carried out within thirty (30) days of receipt. A copy of the action shall be forwarded to the Vice-President of Academic Affairs.

4. **ACADEMIC GRIEVANCES:** Any Student with concerns related to academic grading, instruction, faculty relations, and academic progression should first discuss his or her concerns with the involved faculty member. If the student is unable to resolve the issue at this level, the student may submit a written appeal to the Vice President of Academic Affairs. Resolution of a student complaint will be sought with the VP of Academic Affairs arbiter. VP of Academic Affairs shall return a written resolution of the incident to the student within ten (10) days.

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

Retention of Records

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

Student Services—Section References

- White, E. G. (1980). *The Adventist Home*. Hagerstown, MD: Review and Herald Publishing Association. (Original work published in 1952)
- White, E. G. (May 14, 1894). *The Family Circle the School of Christ*. Signs of the Times.
- White, E. G. (1991). *Counsels for the Church*. Nampa, ID: Pacific Press Publishing Association. (Original work published in 1957)
- White, E. G. (1983). *The Publishing Ministry*. Hagerstown, MD: Review and Herald Publishing Association.
- General Conference of Seventh-day Adventists Executive Committee (Annual Council, Nairobi, Kenya). (October 7, 1988). *Activities with Elements of Competition*. Retrieved from: <http://www.adventist.org/information/official-statements/statements/article/go/o/activities-with-elements-of-competition/18/>

Campus Life

Introduction

Weimar Institute promotes an ethos appropriate to its ideals. This handbook bears dress codes, curfews, and other regulations for the purpose of outlining and maintaining the ethos, which bears more significance than simple stipulation. The ethos of Weimar Institute is part of and directly related to its atmosphere. In turn its atmosphere is influenced by the personal atmosphere that each student carries. It is important to note the far-reaching effects of each student's atmosphere:

“Every soul is surrounded by an atmosphere of its own—an atmosphere, it may be, charged with the life-giving power of faith, courage, and hope, and sweet with the fragrance of love. Or it may be heavy and chill with the gloom of discontent and selfishness, or poisonous with the deadly taint of cherished sin. By the atmosphere surrounding us, every person with whom we come in contact is consciously or unconsciously affected. This is a responsibility from which we cannot free ourselves. Our words, our acts, our dress, our deportment, even the expression of the countenance, has an influence. Upon the impression thus made there hang results for good or evil which no man can measure. Every impulse thus imparted is seed sown which will produce its harvest. It is a link in the long chain of human events, extending we know not whither. If by our example we aid others in the development of good principles, we give them power to do good. In their turn they exert the same influence upon others, and they upon still others. Thus by our unconscious influence thousands may be blessed.”¹

Although the ethos includes a broad spectrum of actions and attitudes, it is best outlined as follows:

“The followers of Christ are his representatives in the world. By reflecting the image of Jesus Christ, by the beauty and holiness of their characters, by their continual self-denial and their separation from all idols, large or small, they reveal that they have learned from the school of Christ. They are continually catching the spirit of love and forbearance, meekness and gentleness, and they stand as representatives of Christ, a spectacle to the world, to angels, and to men.”²

¹ Ellen G. White.

² Ellen G. White. 1888 Materials. (Washington D.C.:Ellen G. White Estate, 1987), 778.

The second point in the “Lifestyle Commitments” recognizes the importance of personal dedication to Weimar Institute’s “purposes, people, and practices.” It also requires that students “remain committed to the well-being of the group and a supportive member of the school family.” Students can contribute to the overall atmosphere of the school through their own commitment to the conventions of the school, which may exceed what is required by Biblical or civil law. From the time of enrollment until the day of commencement, all the students are members of Weimar Institute and embody and represent the Institute community wherever they go. The community standards shape the way that Weimar Institute represents itself and its mission to the world at large.

Personal Principles

Students choosing to attend Weimar Institute are choosing to become part of a community of people dedicated to common goals. The following standards are meant to promote harmony among diverse individuals and give guidelines from which to form personal values and standards. Students at Weimar Institute are expected to abide by the lifestyle outlined in the Student Life Handbook. The following personal standards are expected of each student and faculty member:

1. Wholehearted devotion to Jesus Christ as Savior, Lord, and Friend, with a chosen life-style of prayer, Bible study, and Christian ministry.
2. Respectful cooperation with Weimar Institute policies and positive support for the teachings of the Seventh-day Adventist church.
3. Dedication to self-discipline in the pursuit of excellence through the Institute’s structured programs.
4. Regular and punctual attendance at religious services, classes, work, and service assignments.
5. Honesty, both in action and intent, in relation to class responsibilities, work assignments, and personal relationships.
6. High standards of physical and mental health, ruling out the use of alcohol, tobacco, coffee, mind-altering drugs, and other addictive practices.
7. Moral principles, which prohibit exploiting another person sexually or emotionally, or engaging in premarital sex and homosexual practices.

8. Appreciation for the best forms of recreation, avoiding those which are questionable by Biblical standards.
9. Christian respect for privacy, property, and others' views.
10. Commitment to intelligent unity and unselfish integration of personal desires with the needs and schedules of the Institute community.

Balance

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

Mental Development

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

Physical Development

Weimar Institute expects students to give serious attention to the development and the maintenance of their physical health. They should understand that their bodies are temples of the Holy Spirit (I Corinthians 6:19) and that physical well-being has a direct influence on mental, social, and spiritual health. The NEWSTART® health model, recommended for all staff and students, includes the best in Nutrition, regular Exercise, abundance of pure Water, frequent exposure to Sunlight, the exercise of Temperance, deep breaths of fresh Air, regular and adequate periods of Rest, and an active Trust in God.

Social Development

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

While social development is largely a personal responsibility, there are several areas of social interaction that the Institute has specifically addressed, such as family groups, social events planned by the Student Association, etc.

Spiritual Development

Every function of Institute life is designed to cultivate a life of consistent Christianity. See the section *Spiritual Events* for more information.

Campus Leaves

Long-distance and overnight travel should be minimal, since students are expected to be actively involved in campus worship services, regular church attendance, and school activities. Each student is allowed home leaves, provided that his/her church and campus responsibilities are covered. No leave from campus should infringe upon any special schedule. All leaves must be arranged in advance with the Residence Hall Dean upon approval of the work supervisor.

Campus Parents

The administration and faculty of Weimar Institute serve as "parents" away from home and seek to bring encouragement to the students and initiate wise counsel as needed.

Couples and Dating

Principles

The philosophy and practice of social development at Weimar Institute is based on the following principles:

1. At the appropriate time, as God leads, we hope students will consider marrying someone that they have met at Weimar Institute. They can be very like-minded in values and the desire for a life of ministry. Opportunities for building these relationships include nearly every aspect of campus life—Sabbath services, R&R, mission trips, Christian

Marriage & Family class, social events, cafeteria time, etc. Each of these, in their own way, reveals the character.

2. Preparation for Christian mission is to be the primary reason students attend Weimar Institute. Nothing should compromise that sacred purpose.
3. Preparation for a Christian home is an important part of the student's education for a life of service to God and man. All thoughts and activities involving male/female association should increase the student's commitment to and preparation for Christian mission, including the home mission field.
4. Specific instruction (for example, see course description of *Christian Marriage & Family* on page 87) should precede the formation of close male/female friendships at Weimar Institute. Students should consider themselves to be in a special training program through which they may receive the best preparation possible for the development of friendships which may lead to God-ordained, mission-enhancing, eternally fulfilling marriages.
5. Demonstrated maturity (spiritually, academically, vocationally, personally, and socially) should precede courtship or even development of close male/female friendships. No student coming to Weimar Institute should enter into a courting or dating relationship until he or she has had time to demonstrate maturity. The time spent in nurturing the relationship should not interfere with his/her personal time of devotion or application to the Institute program.
6. Special relationships are best formed by natural association in study, work, service, and in social and recreational settings. This approach is more helpful in forming mature relationships than the typical "dating scene." Weimar Institute provides opportunities for this kind of association and encourages students to develop friendships at a natural pace.
7. Weimar Institute aims to prepare its students for courtship by equipping them to be God-governed, informed, and mature in their personal decisions. Personal convictions should be more valued than school policy. However, the Institute reserves the right to ensure students' personal decisions are in keeping with the principles of the scriptures and Spirit of Prophecy as well as the policy of the school.

Couples and Dating: Application

Developing a special friendship is a privilege based on the maturity and readiness of both parties. Factors to be considered include spiritual and emotional maturity, personal values, education level, practical skill development, financial stability, age, and openness to counsel. A student who feels as though they are ready for an exclusive relationship should counsel with their faculty mentor in order to get an experienced perspective on their self-evaluation.

Weimar Institute expects all students, especially first- and second-year students, to develop relaxed social friendships with a variety of students, both male and female. First- and second-year students, who are in the traditional college age range for these years, are expected not to develop any special attachments to one person of the opposite gender. If God begins to lead two students together and they are considering a serious relationship based on principles from the Bible and the Spirit of Prophecy, juniors and seniors, of the traditional college age range, may pursue the relationship in accordance with the school's social policy.

Because of the strong potential for conflicts of interest and misuse of privileges, the Institute has serious concerns about students developing special friendships with faculty or staff members of the opposite sex. Such friendships are generally not considered appropriate or approved. The Institute also has concerns about couples with broad discrepancies of age and backgrounds and will give appropriate guidance to any such relationship.

A student who has a special friendship with someone who lives off campus and does not attend Weimar Institute is expected to conform to the principles and applications in the Institute handbook.

The following steps will be taken to implement the school's social policy:

1. Ongoing education regarding relationships and Christian marriage will be provided through classes, chapel, and worship periods.
2. Students wishing to develop a more exclusive relationship will be expected to select a staff mentor from their family group, unless a student requests a different mentor (approved by Deans Council) for relationship counseling. The students should plan for and have regularly scheduled meetings with their counselor.
3. Couples seriously considering marriage are expected to participate in a premarital counseling program based on materials published by the Seventh-day Adventist Church. A married couple approved by the Deans Council will supervise this special opportunity for growth.

4. The Institute expects all students to uphold high moral standards in all aspects of their lives. In a relationship, it is generally expected that before engagement physical displays of affection will not go beyond that shown to a good friend of the opposite gender (examples of inappropriate displays of affection include hand-holding, cuddling, kissing, sitting, or lying on each other while anywhere on campus). Reserved expression of physical affection after engagement may be appropriate. The student's approved mentor can help to guide in this area.
5. Students who plan to get married during the semester should consider that there is very limited married student housing on campus, and if the couple starts a family right away, it can possibly prevent them from finishing their degree. Additionally, they may compromise their academic program because of time constraints in preparing for a wedding between breaks.

Behavior outside of policy is addressed in the *Disciplinary Measures* section.

Curfew

Students are expected to be in their dormitories by 9:30 p.m. (10:00 p.m. on Saturday night). Dormitory Deans or resident hall assistants must approve exceptions in advance. Students are requested to preserve a quiet atmosphere from one-half hour after curfew until at least 5:00 a.m.

Disciplinary Measures

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

1. *Minor Policy Violations*

The appropriate dormitory dean, staff member, or advisor observing the behavior shall counsel the offending student. The corrective action shall be considered a "verbal" warning. The dean, staff member, or advisor shall document the incident for recordkeeping purposes via memo for record (MFR) and provide a copy to the student. The Director of Student Services shall retain a copy of the MFR, such that, if the offense is not repeated during the academic year, and the student has no further behavioral problems, the MFR shall be destroyed.

2. *Major Policy Violations*

For more egregious policy violations, the Student Discipline Committee shall convene to investigate the policy violation. The offending student shall: appear before the committee; be informed of the conduct for which he or she has been summoned; and be given an opportunity to offer a defense and explain why he or she should not be disciplined. The Student Discipline Committee shall deliberate either in or outside of the student's presence regarding the conduct, and may meet on multiple occasions, if required, to ensure fairness.

3. *Suspension/Dismissal*

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

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

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

Dormitory Living

Group living situations provide excellent opportunities to practice personal courtesy, cooperate with others, learn to meet others' needs, and develop social responsibility. All students should respect the privacy, personal feelings, and personal property of roommates and neighbors. While the Institute desires

students to have significant freedom in developing interpersonal relationships, dormitory living requires some guidelines for efficiency and personal comfort.

Dormitory policies are in the Residence Hall Handbook. The dormitory Deans may announce additions or modifications to these policies.

Dress & Personal Appearance

Principles of Dress

Students and faculty of Weimar Institute are asked to dress in a manner that positively reflects the Mission and Vision of Weimar Institute. Students should remember that they are always witnesses for Christ—both on and off campus.

Since no dress code can cover all contingencies, students and faculty are expected to exercise godly judgment in their choice of clothing based on the following principles and the specific applications outlined in the paragraphs that follow.

Modest. Dress should exhibit Christian modesty and should not be overly revealing or distracting in accordance with 1 Timothy 2:9-10, 1 Peter 3:3-5, and 1 Corinthians 10:31.

Professional. Dress should be neat, clean, and attractive. Avoid carelessness, sloppiness, and untidiness, or the opposite extreme of showiness and extravagance.

Functional. Clothing should be weather-, work-, and classroom-appropriate.

Conducive to health. Clothing should be neither too tight-fitting nor too loose-fitting and should be weather-appropriate.

Gender distinctive. In keeping with Deuteronomy 22:5, there should be a plain distinction between male and female dress that models the uniqueness of that distinctiveness.

Attire for Women

Classroom

Dresses, skirts and blouses or sweaters, and footwear. Modest dress slacks (no jeans), worn at the waist, that do not violate the prohibitions listed below are also acceptable.

Chapel, Church & Vespers

Dresses, skirts with blouses or sweaters, and dress shoes or sandals.

Prohibited Public Attire

Sloppy clothing, torn, frayed clothing or with printing that contradicts our standards. Tight fitting and revealing styles, see through fabrics, low cut tops, bare midriffs or shoulders, exposed camisoles, sleeveless shirts, tank tops, skirts with deep slits or skirts that do not cover the knees at all times and would require pulling or stretching up to the knees while seated, tight pants (skinny jeans, leggings, tights, etc.), pants worn below the waistline, shorts above the knees, and pajamas.

Attire for Men

Classroom

Dress slacks worn at the waist with a collared shirt or sweater. Shorts, sweat-shirts, t-shirts, sportswear, and jeans are not to be worn.

Chapel

Dress slacks (no jeans) worn at the waist, button up shirt and necktie, along with socks and dress shoes. Students having lab or work immediately following chapel are permitted to come in dress appropriate for those activities.

Church & Vespers

Suits or sport coat/dress slack combinations, dress shirt and necktie, sweaters or vests, along with socks and dress shoes.

Prohibited Public Attire

Sloppy clothing, torn, frayed clothing or with printing that contradicts our standards. Tight fitting and revealing styles, see-through fabrics, sleeveless shirts, tank tops, muscle shirts, tight-fitting jeans, skinny jeans, pants worn below the waistline, shorts above the knees, pajamas. Baseball caps or hats are not appropriate indoors (i.e., classroom, cafeteria, chapel, etc.)

Dress Policy Implementation

Consistent violations of dress code will result in disciplinary measures; refer to the section entitled *Disciplinary Measures*.

Electronic Devices

Students may be required to submit specific identity information on electronic devices using Weimar's Internet service. Such information will be used to regulate the fair distribution of Internet service to all users on the campus.

Exercise

Campus jobs will provide some students with a significant amount of exercise. However, all students are also expected to develop a personal fitness program. This can include stretching exercises, sustained aerobic activity, and appropriate physical recreation.

Grace Period

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

Guests

Residence halls, including lobbies, are never opened for mixed visiting. Prior arrangements must be made with the Residence Hall Dean for all guests who wish to stay overnight in the dormitory. Family members may be allowed to stay in the student's dorm room for three nights free of charge. Approved same-gender guests are charged a fee per night if sharing the student's room (see Academic Administration office for current prices) and may stay up to three nights per semester. Additional guest accommodations are available at the Weimar Inn.

Guarding the Mind and Entertainment

Weimar Institute urges students to follow the counsel from Philippians 4:8, whether they are occupying their minds with studying or a leisure activity. "Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, if there be any praise, think on these things." Weimar Institute expects a consistent, principled life at all times

extending beyond the Weimar campus, including on public Internet media (see *Social Media* on page 135). Enrollment at Weimar Institute establishes the student as a representative of its principles.

Weimar Institute discourages mere amusement or entertainment. Live drama, feature films, entertainment-oriented programs, televised sporting events, and video games are prohibited. While the staff of Weimar have neither the time nor desire to micromanage all phones, tablets, e-readers, electronic music players (i.e., iPods), and calculators for gaming programs, a level of maturity and discretion is expected to accompany their usage, and any apparent issues will be addressed by the staff. All forms of electronic media and reading material are to be used only in ways that clearly uplift the human spirit and respect the rights of others.

Internet

Computers with Internet access and wireless Internet access are provided in the library and on campus, as available. Use of the Internet to download movies or other inappropriate content is prohibited.

Jewelry

Students are to refrain from wearing jewelry. This includes all forms of rings, bracelets, friendship bands, necklaces, chains, medallions, earrings, and pierced body jewelry. An exception is made for medic alert chains/bracelets. Consistent violations will result in disciplinary measures; refer to the section entitled *Disciplinary Measures*.

Late Leaves

One late leave may be requested per week. Under normal circumstances, late leaves give the resident one hour beyond curfew to be out of the residence hall. Late leaves may be requested for the following reasons: 1) emergencies, 2) special occasions, or 3) out-of-town travel. Late leaves may be requested for any night of the week except Friday nights (out-of-town travel and emergencies are exceptions). Late leaves cannot be obtained during the Sabbath hours. Should you have an emergency that keeps you from returning to the residence hall by curfew, you must call and speak to your Dean. If you cannot reach your Dean, you must contact the Dean for the other dorm.

Laundry

Washing machines and dryers are located in the dormitories and can be used free of charge. There are also coin-operated washers and dryers between the boy's dorm and the Weimar Market if needed. Detergent is available for purchase at the campus store.

Library

Weimar Institute Library contains valuable books, periodicals, and other resource materials for academics and personal enrichment. Learning materials are in harmony with the goals of the Institute: to develop students both intellectually and spiritually. For more information on the library resources, visit weimar.edu/academics/library/

Mail

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

Mailing Address:

Name of Student
Weimar Institute
PO Box 486
20601 West Paoli Lane
Weimar, CA 95736

Medical Expenses

Students are responsible for their own medical and dental expenses, with the exception of expenses associated with an accidental injury. The Institute carries accident insurance for each enrolled student.

Obtaining medical services is the responsibility of the student. Weimar Institute is not obligated to provide students any health care. However, as a convenience to the student, Weimar may provide assistance for minor outpatient care through the Weimar Family Care. Determinations to provide care will be made on a case by case basis as resources are available. Any long-term medical needs treated by the staff will be billed directly by the Weimar Family Care.

Mixed Groups

Weimar Institute wishes to foster a spirit of Christian nobility in all relationships between men and women. This calls for modesty and purity in thought and action. To preserve a social climate conducive to wholesome relationships, the Institute encourages association in group settings whenever possible and expects appropriate chaperoning for men and women leaving campus together.

Students leaving campus with others of the opposite gender in accordance with the general policy shall inform the Residence Hall Deans of their off-campus destination, approximate timeframe, and who they are going with. This measure contributes to the safety and protection of the student body. Trails in the wooded acres of our property are considered "off campus." At least two staff/chaperones, either married or of the same gender, approved by the Residence Hall Dean are required when overnight travel or activities are involved.

Students will find a variety of public settings appropriate for personal conversation. In order to avoid "the appearance of evil," men and women should not spend time together in seclusion, especially behind closed doors. This includes spending time with a staff member of the opposite sex in his or her residence. At no time will two unmarried students of the opposite sex travel in the same vehicle by themselves. This applies to student/faculty travel as well.

Night Check

The residence halls close at 9:30 p.m., Sunday-Friday and at 10:00 p.m. Saturday. Night check is conducted at closing time (curfew) each evening. It is your responsibility to get checked in.

Once in the residence hall, you should receive permission before leaving again. This permission must be obtained before the Dean leaves for the night. Sign-outs are to be the exception, not the rule.

Non-motorized Vehicles

Non-motorized vehicles, such as bicycles, are welcome at Weimar Institute but are not necessary for travel about the campus. Bicycles may be used on roadways, but not on lawns or sidewalks. Each student must assume responsibility for the security of his or her own non-motorized vehicle. Students under the age of eighteen must wear a helmet. For safety reasons, skateboards and scooters are not allowed on campus at any time. In an effort to ensure a safe walking environment for our guests, students riding non-motorized vehicles

must abide by the posted speed limits. This means they should not greatly exceed a fast walking pace.

Nutrition

The campus Cafeteria provides healthy plant-based, whole food dining. To promote good health and mental vigor, students are asked to learn the principles of balanced nutrition and practice a healthful diet on and off campus.

Older Students

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

Overnight Leaves

Any time you leave campus overnight (including school-sponsored trips), an overnight leave is required. Overnight leave forms may be obtained from the Residence Hall Dean or RA and must be approved by the Residence Hall Dean before leaving the campus. You are encouraged to seek approval well in advance of your overnight leave. An overnight leave form is not necessary for overnight events required for the entire student body, such as R&R.

Residents are expected to remain off-campus at all times during the dates listed on the leave request. Violation of this policy will result in the cancellation of the leave and the suspension of overnight leave privileges. If a leave must be cancelled or the resident returns early from a leave, the Dean is to be informed and the resident should be in the residence hall by their curfew. A change in destination should also be reported to the Dean.

Weekend leaves must be submitted by check-in Thursday. Exceptions will be considered by the Residence Hall Dean.

Other aspects of the overnight leave policy are as follows:

1. If the period of the proposed leave from campus includes a work or class appointment, suitable arrangements must be made with the work supervisor or academic dean, respectively.
2. If an emergency situation makes it impossible to return to the residence hall by the date and time stated on the leave, it is the resident's responsibility to call the dean to request an extension of time.

3. Overnight leaves must adhere to the principles on "Mixed Groups" (see page 133) and have clear evidence of appropriate chaperoning. Falsification of an overnight leave will result in disciplinary action, including the possibility of suspension or dismissal.

Pets

There is no provision for keeping pets in residence hall rooms, with the exception of fish—if all roommates and the Residence Hall Dean are in agreement. Parents and friends who visit residents must leave their pets at home.

Recreation

The best recreation truly re-creates the body, mind, and spirit. Some of the most beneficial forms of recreation are outdoor exercise, meaningful service for others, moderate physical labor, and wholesome social interaction. Meal times, evangelism activities, and a variety of unstructured time periods are opportunities for social interaction.

Because of problems that invariably arise in competitive games, Weimar Institute does not provide an intramural sports program. Noncompetitive exercise is highly recommended. Students enjoy outdoor recreational activities such as hiking, skiing, and snowboarding.

Rest

Adequate rest is essential to the maintenance of physical, mental, social, and spiritual health. Late night study and/or socializing should be an exception to the rule, not a habit. The Institute encourages students to regularly retire by approximately 9:30 p.m., and to rise early in the morning for devotional time, exercise, and study. For details, see *Curfew* on page 126.

Sick Policy

In an effort to develop professionalism, students are expected to communicate in a documentable manner with teachers and/or work supervisors concerning any absence related to illness.

Social Media

Social media outlets such as Facebook, Twitter, etc. have great potential for ministry and professional networking, as well as social purposes. With this potential comes the responsibility for respectful, clear, and honest represen-

tation of God, first and foremost, the Seventh-day Adventist Church, and supporting ministries of the Seventh-day Adventist Church such as Weimar Institute, which you now represent. For this reason students shall follow the guidelines for social media usage:

1. As you publish your posts, keep in mind that your posts can be easily misunderstood by people who do not know your close circle of friends, your inside jokes, and how serious you are being in your posts.
2. Posting should be done after you have had sufficient time to process a situation you feel passionate about. In other words, impulsive, reactionary, and/or defensive posts are discouraged because they can misrepresent your usual demeanor and state of mind. Posting is not a substitute for faithfulness to the steps of reconciliation found in Matthew 18. Therefore, posts of a defaming, inflammatory nature will not be tolerated.
3. Remember that your posts have a bearing on the reputation and influence of Weimar Institute and the principles it stands for. Although you may be accustomed to posting only on behalf of yourself, you should begin to realize that your posts also reflect on the ministries that you belong to, including Weimar Institute, and should take the necessary precautions to respect those ministries.

For the consequences of not following these guidelines, see *Disciplinary Measures* on page 126.

Spiritual Events

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

Personal Devotions. Students and staff are encouraged to maintain daily devotional time.

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

Chapel Attendance and Daily Worship. As part of the spiritual program at Weimar Institute, students are expected to attend all chapels, daily worships, and assemblies, as well as all Friday evening vespers. Students may, at times, have appropriate reasons for missing these important spiritual and social events. However, students who miss more than three chapels, ten daily worships, or three Friday evening vespers will be sought out for a staff pastoral

visit. This may then lead to disciplinary action as specified in the section titled *Disciplinary Measures* on page 126.

Weekly Dorm Worship Attendance. All dormitory students are required to attend all dorm worships.

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

Students are expected to attend and participate in the ministry of the campus church from week to week. This includes services, events, and evangelistic efforts. Exceptions to this must be approved by the campus chaplain. Students under such exceptions must show evidence of regular, productive involvement in the ministry of a single local church.

Evangelism. Regular time is set aside for evangelism as part of Weimar Institute's curriculum. Each semester students choose from a variety of activities provided to train in practical outreach and evangelism.

Study

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

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

The mind occupied with commonplace matters only, becomes dwarfed and enfeebled. If never tasked to comprehend grand and far-reaching truths, it after a time loses the power of growth. As a safeguard against this degeneracy, and a stimu-

lus to development, nothing else can equal the study of God's word. As a means of intellectual training, the Bible is more effective than any other book, or all other books combined.

— *Education*, p. 124.

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

Substance Abuse

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

Textbooks

While the works of Ellen White and some theology textbooks may be available at Weimart, most textbooks and required readings are not available for purchase on campus and can be obtained on websites such as Amazon.com.

Transportation To and From Weimar

Students are responsible for their own transportation to and from Weimar Institute. Students needing transportation from airports or other points beyond Colfax or Auburn should seek to use available public transportation. Students have commonly used SuperShuttle (see www.supershuttle.com).

Vehicles

Students wishing to have automobiles or motorcycles on campus must register them with the Institute office and show adequate liability insurance and a current driver's license. The Institute office will then issue a parking sticker that must be displayed on the lower left hand side of the rear window or be readily seen on motorcycles. Students operating a car on campus for more than 24 hours (weekends excepted) without displaying a proper parking sticker shall be fined.

Students are expected to observe all campus traffic regulations and to keep their cars parked in the lower parking lot by Hillside dorm. Parking by the

Cafeteria, Echo Hall, or in the chapel parking lot is for short term parking only (15 minutes or less). The double sidewalk in front of Bayith and Princess dorm is to be used only when moving in and out of the dorms or unloading large items that cannot be carried from the parking lot. This drive is not to be used for picking up or dropping off passengers.

Careless driving practices or parking violations may result in the loss of the privilege of having a vehicle on campus.

Students of Weimar Institute are expected to take their vehicles with them when they leave, both during the summer and when they graduate. Any vehicle left behind without the specific prior approval of the Deans Council may be towed and impounded off campus at the student's expense.

Safety and Security

Firearms/Weapons

All guns, rifles, sling shots, starting pistols, and paint guns are strictly prohibited on campus, in the residence halls or in a resident's car. Possession of martial arts weapons and knives larger than a pocketknife are also prohibited. Because Weimar views weapon possession as a serious offense, discipline will be imposed on violators of policy.

Fireworks

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

Fire Hazards and Equipment

The illegal use of, or tampering with, fire protection equipment such as alarms, escapes, hoses, and extinguishers is a violation of campus, county, and state fire ordinances. A fine of \$250 will be levied for such a violation. Cooking appliances are not to be used in student rooms.

Protection of Personal Property

The Institute cannot accept responsibility for stolen items or money. It is the responsibility of the individual student to keep automobiles, bicycles, and unoccupied rooms locked.

Security

In cases of great danger such as fires or medical emergencies, students should call 911. In the case of a minor security issue that is not life-threatening students should call (530) 613-6008. When calling, students should be ready to give their name and a good description of the situation to the person who answers the phone. Between 10 p.m. and midnight, a designated security person locks the front gate and checks the overall security of the campus. Suspicious individuals or activities should be reported to campus security.

Sexual Assault

Sexual assault is a crime punishable by law, which includes all forms of rape, attempted rape, and non-consensual sexual physical contact of which both men and women may be victims. Sexual activity without consent is a crime. Weimar Institute condemns such acts, and will take stern and swift action following the requirements of the law against the perpetrator. Any student, faculty member, or staff member guilty of such activity is subject to discipline, including dismissal and criminal prosecution.

If you are a victim of sexual assault:

1. Go to a safe place. Call a close friend to be with you for support.
2. Call the Residence Hall Dean on duty. If a sexual assault is reported to Institute personnel, appropriate steps will be taken to investigate the incident. If circumstances warrant, the Placer County Sheriff will be notified.
3. It is the responsibility of any staff or faculty of the Institute to report any known case of sexual assault immediately to one of the following: Residence Hall Dean, Institute Academic Dean, or NEWSTART® Clinic Medical Doctor.
4. If you plan to report, do not shower or change clothes, eat, or drink as this may destroy vital evidence. Due to limited medical treatment capability, the Weimar NEWSTART® clinic cannot meet the legal requirement for treatment of rape victims. It can only provide medical care to victims who are not seriously hurt and who do not wish to report. Physicians on call can be reached by dialing 530-422-7960.
5. The following resources are available:
 - Placer County Sheriff: (530) 889-7800
 - Placer County Victim/Witness: (530) 889-7021
 - Placer County SART: (916) 543-2533
6. Sexual assault is a traumatic event. As such, all Weimar staff and faculty must respect confidentiality by limiting the discussion to people involved in the case.
7. Weimar Institute will facilitate counseling services as needed.

Sexual Harassment

Weimar Institute is committed to creating a safe and collegial environment that is conducive to learning and personal and spiritual growth. Toward this end, students, volunteers, faculty, and staff (or other persons providing ser-

vices to Weimar Institute) should never place another student or colleague in a position of embarrassment by the use of language or actions that carry either overt or subtle sexual overtones. Such behavior is not only a violation of state and federal law; it is also a violation of the Christian principles that Weimar Institute espouses.

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

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

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

Rooms and Check-in Procedures

Check-in Form

When you are assigned a room or move into a new room, you must complete a check-in form. Failure to list any damages before moving into a room may result in your being charged for those damages when you move out. The completed form should be returned to the Residence Hall Dean.

Keys & Key Deposit

The key deposit is included in the room deposit (see student charges). The student may not make duplicates of keys. Misplaced or lost keys are replaced for \$10 per key and charged to the student's account.

Physical Disabilities

Students with disabilities who require personal attendants or special residential accommodations must submit their request in writing and have it approved by the Deans Council before they can be considered for student housing.

Rooms

Most residence hall rooms are double occupancy. If space is available, students may elect a private room. Students who have been accepted may request a specific room for the next school year. Students who move from one room to another during the school year must make arrangements with the Residence Hall Dean prior to their move.

Room Care & Hanging Items on Walls

Student rooms are to be decorated in accordance with Institute standards. Pictures, posters, and wall hangings are not to be nailed, tacked, stapled, screwed, or taped to the walls or woodwork. Posters and pictures must be put up with poster putty only.

Room Deposit

All residents are required to pay a room deposit when they register for the current year (see current student charges). The deposit will be refunded after a final successful checkout from the residence hall at the end of a student's residency at Weimar Institute.

Emergency Safety Procedures

Fire Drill

The residence halls are required to hold periodic fire drills. When the alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. You should follow the fire escape route posted on the back of your room door. Please remain outside at the designated fire assembly point until the alarm has ceased sounding. If the alarm occurs after night check, please check in with your residence assistant (RA) or Residence Hall Dean at the location listed on the back of your door.

Fire Hazards

Objects with open flames, candles, torches, incense, oil lamps, electric cooking appliances (other than microwaves), fireworks, or combustible chemicals are prohibited in the residence halls. Halogen lamps have been shown to cause fire due to extreme heat and are not permitted in the residence halls. Halls must be free from all obstructions at all times. Room or hall doors are not to be propped open. The misuse of fire extinguishers, fire alarms, smoke detectors, or other protection equipment is expressly prohibited.

Because the abuse of this policy can cause serious fire hazards in a residence-hall setting, the involved persons will be subject to disciplinary measures and will be held responsible for any damages caused by the fire or smoke.

Residence Hall Services and Facilities

Air Conditioners and Heaters

Some dorms have individual-room air conditioners and heaters. Operation should be limited to the controls on the outside panel. Philadelphia and Bayith have central heating and cooling. Personal space heaters may be allowed with the approval of the Residence Hall Dean. No space heater that has open elements that could easily cause a fire will be permitted. No personal air conditioners are permitted in the rooms. You may purchase a fan for use in your room.

Bicycle Storage

Bicycles may be stored in student rooms. Bicycle hooks should not be placed in ceilings, on walls, or any part of the student's room. A bicycle rack is available in front of some of the dorms. Locks, if desired, are to be supplied by each owner. Weimar Institute assumes no responsibility for bicycle security. Bicycles remaining on campus after their owners have left school will become the property of the residence halls and may be sold unless prior arrangements have been made.

Computer and Internet

Access, as available, is provided in the library during posted hours when staff are present. Wireless access, as available, is provided on campus.

The Institute reserves the right to check the content of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room. Accessing pornography, hate sites, and other non-Christian material will be justification for measures including but not limited to restricted computer access, confiscation of the student's personal computer, or suspension. If you violate the law, criminal prosecution may result subject to the discretion of local law enforcement.

Kitchens

Use of any campus kitchen is privilege, not a right. Students are expected to be present while food is cooking to prevent any fire hazards. Bayith and the Campus Center are equipped with a kitchen for student use. The fire code prevents you from using any electrical cooking appliances in your room.

Laundry Rooms

Laundry rooms should not be used during Sabbath hours.

Repairs

Residence hall room repair forms are available from the Residence Hall Dean or RA.

Telephones

There are no personal phones in student rooms. Telephones may be available. Please contact your Residence Hall Dean.

Policies and Procedures

Policies in this handbook are subject to change and students will be notified of such in writing.

Assault

In accordance with Weimar's campus policy, residence halls will not tolerate physical and/or verbal assault. Residents involved in this type of behavior will be subject to discipline, including possible dismissal. Local authorities may prosecute the resident. For additional information regarding assault see the sections titled *Sexual Assault* and *Sexual Harassment* on page 141.

Blinds & Curtains

These items are to be installed only by Plant Services and become permanent fixtures of the room. Special requests may be made of the Residence Hall Dean, who will then forward it to Plant Services if the request is approved. If your room has window coverings provided, these coverings may not be removed.

Bulletin Boards

All material placed on the lobby bulletin boards of the residence halls must be approved by a Residence Hall Dean or RA.

Chores

All residents in a hall take part in keeping the residence hall neat, clean, and well-functioning. A variety of chores are assigned to students each week on a rotational basis. If a student fails to do their chore for the week, or does not complete the chore in an adequate fashion, they may be subject to disciplinary measures.

During registration, students sign up for cafeteria chores. This involves cleaning the kitchen, washing the dishes, and other various tasks. This occurs for five days of one or two weeks per semester, on average. Students are expected to be responsible to keep track of when their cafeteria chores are scheduled.

Decorations

Live trees are not allowed in the building.

Distribution of Information

Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, or any other form of communication must first receive permission from the Institute administration.

Doors and Door Locks

The only item permitted on your door's exterior is a name card listing the residents of the room. Tampering with door locks is prohibited.

Dorm Worship

Dormitory workshops are typically held every Tuesday and Thursday morning in the dormitory lobbies. This may be adjusted as needed as specified by the Residence Hall Dean.

Electricity

To conserve energy, lights and appliances should be turned off when not being used. When you go on vacation or leave for the weekend, please turn off lights and all electrical items, except for your refrigerator.

Eviction Policy

Weimar Institute residence hall housing is designed for currently enrolled full-time students. When a student ceases to be registered for classes during a school term, he/she must vacate Weimar housing. If at any time and for any reason a student is found to be inappropriately residing in the residence hall, the student will be notified by a Residence Hall Dean in writing that he/she will have 48 hours to vacate. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the Residence Hall Dean with the Deans Council and approval of the Student Finance Office.

Hazing

A student who conspires to engage in hazing or commits any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest can expect serious disciplinary action, likely resulting in dismissal (See California Education Code 32050-32051).

A student who throws anything at persons, buildings, or vehicles can expect serious disciplinary action. Any type of prank or game that could potentially damage facilities will not be tolerated, and will result in confiscation of the items in use and possible fines to cover any damage that has been done to the facility. Criminal prosecution may occur.

Mental/Emotional Health

If for any reason you are discouraged or depressed, talk to your Residence Hall Dean, who can refer you to appropriate counseling to help with your depression. Students who express suicidal thoughts will be immediately referred to a therapist for evaluation. Our campus chaplain is also available to counsel students by appointment.

Off-campus Housing Requests

Weimar Institute affirms the values gained from being primarily a residential college. By accepting admission, a student agrees to live in a residence hall unless the student applies and is granted an exception. Requests for off-campus housing may be made to the Deans Council. Appropriate housing outside of the residence halls includes parents or immediate relatives—grandparents, aunts, uncles, or siblings who are at least 25 years old and in their primary residence.

Pianos

If your residence hall has a piano, it may be played only between the hours of 10 a.m. and 8 p.m.

Pornography

Magazines, computers, posters, and downloads that contain pornography are inappropriate material. The items will be confiscated, and the student in possession will be dismissed.

Posters

Posters or pictures of nude or partially clothed bodies are inappropriate room decor. Likewise, all decorations that promote a lifestyle contrary to Adventist beliefs are inappropriate. Other inappropriate subjects include alcoholic beverages, R-rated movie material, and certain music groups.

Right of Entry

The Institute reserves the right for a Residence Hall Dean, his or her representative, or a Institute security officer to enter and inspect a student's room whenever necessary. You accept this authorization when you rent a room.

Roommate Bill of Rights

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

- Read and study free from undue interference in one's room.
Unreasonable noise and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, guests of roommate, etc.
- Expect that your roommate will respect one's personal belongings.
- A clean environment in which to live.
- Free access to one's room and facilities without pressure from roommate.
- Personal privacy.
- Host guests with the expectation that guests are to respect the rights of other residents.
- Settle conflicts.
- Be free from fear of intimidation, physical, and/or emotional harm.

Sound Equipment

Radios and stereos, musical instruments, keyboards, and amplifiers are permitted in your room on a privilege basis. It is your responsibility to see that the sound equipment is played at a level not disturbing to others. Headphones should be used on all equipment from 7 p.m. until 6 a.m. the next morning. Residents who are not able to control their equipment as outlined here will lose this privilege.

Stealing

You should take precautions to protect your personal belongings. Rooms should be kept locked when not occupied. Put your name on your personal property. Weimar Institute does not take responsibility for items stolen while students are at school. Individuals who take without permission any items they do not own will be regarded as thieves, will be disciplined immediately, and will be subject to suspension. Note: Possession of lobby furniture, vacuums, tools, or any other residence hall property, without permission, will result in disciplinary measures. Also, anyone in possession of an unauthorized master key will be subject to serious discipline or dismissal.

Vandalism

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

Windows & Screens

Please do not use windows or other unorthodox means to leave or enter a building. If the exit or entry occurs after night check, disciplinary measures will also result. Screens on all windows are not to be removed nor are items to be pushed through or around the frame of the screen. Tampering with or removal of a screen or screen seal will result in a \$100 fine.

Checking Out of the Residence Halls

Checking Out Procedures

1. Contact the Residence Hall Dean in charge of housing.
2. Clean your room. It should be left in the same condition in which you found it.
3. Have an RA or Residence Hall Dean inspect your room for cleanliness and damages. This person will use your check-in form for this step. Any damages will be noted on the form, and charges will be deducted from your room deposit.
4. Fill out a forwarding address card. This step is not optional. Please include your phone number as well. (We cannot forward magazines, so you should also send a change-of-address form to each subscription.)
5. Return your room key and sign the checkout form.

Deposit Refund

Any student who fails to check out of a residence hall will forfeit a portion of his/her deposit. This deposit will need to be paid again in full before reservations for a new school year will be honored. Deposits will be refunded to those who have checked out, cleared their student account, and are not returning to the residence halls for the following semester. Those with an outstanding balance with the Institute will have their deposit applied to their account.

Improper Checkout

Failure to follow any of the above procedures will result in charges for any or all of the following problems: failure to return key, clean appropriately, and pack up all belongings.

WEIMAR

I N S T I T U T E

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Weimar, California 95736
(530) 422-7923
weimar.edu | info@weimar.edu