

# ShepherdsCollege

# Student Handbook

## 2023-2024



## Occupational Training Program

When you learn in an environment designed specifically for you, you thrive.

## **Contact Information**

**Staff Directory:** The most up-to-date staff directory can be found at <https://shepherdscollege.edu/program-and-admissions/about-shepherds-college/our-team/staff-directory/>

Staff can be reached during business hours, Monday thru Friday, at 262-878-5620.

## **Other Contact Information**

### **Student Mail/Packages:**

Shepherds College  
Attn: (Student Name)  
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Union Grove, WI 53182-1597

### **Tuition/Business Office:**

Shepherds College  
Attn: Business Office  
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Union Grove, WI 53182-1597

### **SC Charge Cell**

Evening/Weekends:  
262-994-8670  
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262-878-3402

### **Nursing Department**

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## Table of Contents

<i>Contact Information</i> .....	2
<i>Accreditation</i> .....	7
<i>Shepherds College Mission Statement</i> .....	7
<i>Key Behaviors</i> .....	8
<i>Character Traits</i> .....	8
<i>Admissions Criteria</i> .....	9
Admissions by Exception.....	10
<i>Non-Discriminatory Policy</i> .....	11
<i>Admissions Process</i> .....	12
<i>School Tuition and Fees</i> .....	12
<i>Refund Policy</i> .....	13
<i>Appropriate Independence™</i> .....	14
Designed On and For a Purpose.....	14
Individuals for Community.....	14
Trained for Life.....	14
Empowered to Serve.....	14
<i>School Calendar 2023 - 2024</i> .....	15
<i>Life at Shepherds College</i> .....	16
Campus Overview.....	16
Spiritual Growth.....	16
Disability Support Services.....	17
Activities.....	17
<i>Advisor</i> .....	17
<i>Student Life</i> .....	18
<i>Roommate Selection and Interaction</i> .....	19
<i>Personal Safety</i> .....	20
<i>Personal Privacy</i> .....	20
<i>Personal Finance</i> .....	20
<i>Community Covenant</i> .....	21
<i>Student Rights</i> .....	22
<i>Housing Rules</i> .....	23
<i>Health and Medical</i> .....	25
Medication Handling Policy.....	25

Vaccination Requirements .....	26
Other Shepherds College Requirements .....	26
Medication Progression Policy.....	27
<i>Personal Appearance.....</i>	<i>28</i>
Guidelines Regarding Appearance.....	28
Casual Dress .....	28
Classroom Dress.....	29
Professional Dress .....	29
<i>Academics .....</i>	<i>30</i>
Description of Instructional Facilities .....	30
Student/Staff Ratio.....	30
Classroom Protocol.....	31
Classroom Safety Rules .....	31
Occupational Experience.....	31
Occupational Program Graduation Requirements.....	32
Grades.....	33
<i>Student Records.....</i>	<i>33</i>
<i>Transcripts.....</i>	<i>33</i>
<i>Transcript Requests.....</i>	<i>33</i>
<i>Student Success Plan .....</i>	<i>34</i>
<i>Academic Honesty.....</i>	<i>34</i>
<i>Clock Hours.....</i>	<i>34</i>
<i>Satisfactory Academic Progress Policy.....</i>	<i>35</i>
Satisfactory Academic Progress Warning Period .....	35
Financial Aid Warning and Loss of Eligibility.....	35
Satisfactory Academic Progress Appeal .....	36
Academic Probation.....	36
<i>Repeated Courses .....</i>	<i>37</i>
<i>Incompletes.....</i>	<i>37</i>
<i>Transfer of Credits to Shepherds College.....</i>	<i>37</i>
<i>Transfer of Credits from Shepherds College.....</i>	<i>37</i>
<i>Transfer Between Programs Within Shepherds College.....</i>	<i>37</i>
<i>Access to Plans.....</i>	<i>85</i>
<i>Summer and Winter Breaks.....</i>	<i>38</i>
<i>Teach Out Agreement.....</i>	<i>38</i>
<i>Aptitude Assessments .....</i>	<i>38</i>
<i>Program Outcomes.....</i>	<i>38</i>

<b><i>Course Descriptions 2023-24</i></b> .....	<b>39</b>
<b>First-Year Classes</b> .....	<b>39</b>
<b>Second Year Classes</b> .....	<b>42</b>
<b>Third Year Classes</b> .....	<b>44</b>
<b><i>Family Education Right to Privacy Act</i></b> .....	<b>46</b>
<b><i>Attendance and Withdrawal</i></b> .....	<b>47</b>
<b>Attendance</b> .....	<b>47</b>
<b>Formal Withdrawal</b> .....	<b>47</b>
<b>Informal Withdrawal</b> .....	<b>47</b>
<b><i>Maximum Time for Program Completion</i></b> .....	<b>48</b>
<b><i>Readmission</i></b> .....	<b>48</b>
<b><i>Financial Aid</i></b> .....	<b>48</b>
<b>Types of Financial Assistance Offered</b> .....	<b>48</b>
<b>Criteria for Financial Aid</b> .....	<b>50</b>
<b>Aid Disbursement: Federal, State, Local, Private and Institutional</b> .....	<b>50</b>
<b>Return of Title IV Financial Aid Funds</b> .....	<b>51</b>
<b><i>Travel Policy</i></b> .....	<b>52</b>
<b>Travel Fees</b> .....	<b>52</b>
<b>Packing</b> .....	<b>53</b>
<b><i>Emergencies</i></b> .....	<b>54</b>
<b>School Closing Due to Inclement Weather</b> .....	<b>54</b>
<b>Winter Weather</b> .....	<b>54</b>
<b>Severe Weather Conditions</b> .....	<b>54</b>
<b>Lockdown and Evacuation</b> .....	<b>56</b>
<b>Fire Evacuation</b> .....	<b>56</b>
<b><i>Behavioral Policies and Expectations</i></b> .....	<b>57</b>
<b><i>Alcohol, Tobacco, and Illegal Drugs</i></b> .....	<b>57</b>
<b><i>Anti-Bullying Policy</i></b> .....	<b>57</b>
<b><i>Technology Usage Policy</i></b> .....	<b>58</b>
<b>Classroom Technology Guidelines</b> .....	<b>59</b>
<b>Student Life Technology Guidelines</b> .....	<b>59</b>
<b>Personal Cell Phone and Tablet Usage</b> .....	<b>59</b>
<b>Music</b> .....	<b>59</b>
<b>Student Life Media Approval Procedure</b> .....	<b>60</b>
<b><i>Social Policy &amp; Dating</i></b> .....	<b>61</b>
<b><i>Counseling Policy</i></b> .....	<b>62</b>
<b><i>Discipline and Accountability</i></b> .....	<b>64</b>

<b>Philosophy of Discipline.....</b>	<b>64</b>
<b>Purposes of Discipline.....</b>	<b>64</b>
<b>Levels of Discipline.....</b>	<b>64</b>
<b>Demerits.....</b>	<b>65</b>
<b>Loss of Privileges.....</b>	<b>65</b>
<b>Damaged Property and Financial Retribution.....</b>	<b>65</b>
<b>Full Campus Restriction.....</b>	<b>65</b>
<b>Suspension and Dismissal.....</b>	<b>66</b>
<b><i>Grievance Procedure.....</i></b>	<b><i>67</i></b>
<b><i>Campus Safety and Security.....</i></b>	<b><i>69</i></b>
<b>Security Cameras.....</b>	<b>69</b>
<b>Reporting.....</b>	<b>69</b>
<b><i>Commencement.....</i></b>	<b><i>70</i></b>
<b>Commencement Fees.....</b>	<b>70</b>
<b>Commencement Participation.....</b>	<b>70</b>
<b><i>Student Portfolios.....</i></b>	<b><i>70</i></b>
<b><i>Employment Placement Services.....</i></b>	<b><i>70</i></b>
<b><i>Consumer Information Disclosures.....</i></b>	<b><i>71</i></b>

## ACCREDITATION

Shepherds College is accredited as a non-degree granting, post-secondary school by the Council on Occupational Education (COE).



Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350  
[www.council.org](http://www.council.org) 800-917-2081.

## SHEPHERDS COLLEGE MISSION STATEMENT

Because people with intellectual and developmental disabilities have unrealized God-given potential, Shepherds College provides a uniquely designed learning environment for our students to discover and maximize that potential, so they are empowered to lead a fulfilling life.

## VISION STATEMENT

Vision 2021-2031 and the Power of 1  
10 Years  
100 Online Courses  
1,000 Graduates  
10,000 Annual Learners  
100,000 Lives Influenced  
1,000,000 in Annual Endowment Earnings  
... the result of each of us impacting 1 life every day.

## APPROPRIATE INDEPENDENCE

Supported self-sufficiency aligned with the strengths of each individual and guided by Christian values.

## KEY BEHAVIORS THAT SHAPE OUR CAMPUS CULTURE

**Model Christ-Likeness** – Point others to Jesus through our actions and words.

**Be Creative** – Practice strategic innovation.

**Pursue Excellence** – Whatever it is, make it better.

**Maximize Strengths** – Cultivate the value and potential of every individual.

**Promote Professionalism** – Present the best you, always.

**Work Together** – Collaborate to fulfill our mission.

**Embrace Accountability** – Own the process and the outcome.

**Experience Gratitude** – Recognize and affirm the good.

## CHARACTER TRAITS

Shepherds College emphasizes six-character traits to equip students for occupational experiences and life after college.

**Diligence:** Investing my time and energy to complete each task assigned to me.

**Discernment:** Perceiving the difference between right and wrong.

**Initiative:** Recognizing and doing what needs to be done before I am asked to do it.

**Integrity:** Knowing and doing what is right all the time.

**Respect:** Recognizing and showing value to God, authority, others, property, and myself.

**Responsibility:** Knowing and doing what is expected of me.



## ADMISSIONS CRITERIA

### General

- Have a diagnosed intellectual/developmental disability, or significant learning challenges
- Be motivated and have an eagerness to learn
- Have the ability to receive information and instruction from staff and provide responses and feedback when necessary
- Have the ability to make the commitment required of an educational/transitional program
- Have completed four years of high school education, preferably culminating with a high school diploma or certificate of completion\* (**Note: Only students with a high school diploma or GED are eligible to receive Federal Student Aid.**)
- Be at least 18 years of age by August 31 of the year they start Shepherds College. (Note: Students not 18 at the start of the school year will need housing adjustments at the start of the school year.)
- Satisfy all requirements of the Shepherds College Admissions process as outlined on the SC application for enrollment
  - Submit all required materials
    - Application / Application Essay
    - IEP (most recent)
    - Psych Eval (preferably last three years)
    - Three references
    - Transcript
  - Complete either virtual or on campus visit
    - \* The application review team reserves the right to require additional visits for further evaluation

### Academic

- Demonstrate academic skills suitable for Shepherds College as determined by admissions' assessments
- Have the ability to maintain appropriate professional behavior and perform with minimal supervision at an internship in a competitive business setting
- Participate in the classroom lessons with reasonable amount of accommodation and support

### Student Life

- Demonstrate a history of good citizenship and the ability to follow rules
- Possess the ability to safely function without direct supervision in the residential setting
- Have a desire to live independently and have a family that supports that goal
- Perform daily hygiene routines relying on, at most, verbal prompts or reminders from staff

### Nursing

- Have minimal medical needs – require no more than 3 hours per week of nursing care
- Be free from communicable diseases

## **Behavioral**

- Agree to abide by the Community Covenant established by Shepherds College
- Have acceptable social behavior verified by school, family, or another source
- Have no current or recent thoughts and/or record of harming self or others
- Have not had any acts of physical aggression in the last two years
- Must notify SC of any and all incidents involving physical aggression, self – harm, non-consensual sexual engagement, and any arrests and/or convictions.

**Students failing to meet one or more of the criteria should reach out to an admissions representative to address concerns related to eligibility. Students can be admitted by exception who fail to meet one or more of the criteria as approved and determined by the Application Review Team.**

## **ADMISSIONS BY EXCEPTION TO THE CRITERIA**

Students may be admitted to Shepherds College by exception to the criteria marked with an \* at the discretion of administration after a documented review is conducted by the application review team. Students who are admitted by exception will be placed on a student success plan. The student success plan will be developed and implemented by the advising department with input from relative departments. Students admitted by exception will be informed of the exception prior to enrollment. During orientation, the student will meet with his/her advisor to go over the student success plan. The student success plan will be evaluated by the advisor in accordance with the time frame stipulated in the student success plan to determine if the student needs to remain on the plan, be removed from the plan, or have the plan modified.

If the following criteria is not met, the student may be considered for admissions by exception:

- Have completed four years of high school education, preferably culminating with a high school diploma or certificate of completion\* (**Note: Only students with a high school diploma or GED are eligible to receive Federal Student Aid.**)
  - Students who meet all other admissions criteria who for personal or family arrangements but did not receive a formal diploma or certificate, that have demonstrated the required academic skill set required by Shepherds College may be admitted by exception.
- Have successfully completed an overnight and classroom visit\*
  - Virtual interviews and academic evaluations may be used in situations where a physical visit is not possible due to travel restrictions or significant health or safety concerns, students may be admitted by exception. This is determined by the application review team and is only used in special circumstances.
  - In the case that a further evaluation is determined and unable to be completed due to travel restrictions or significant health or safety concerns, students may be admitted by exception.
- Has provided copies of psychological, medical, and behavioral history\*
  - If copies of psychological, medical, or behavioral history are unavailable, students may be admitted by exception if all other criteria is met as determined by the application review team. Shepherds College reserves the right to request an updated psychological evaluation during the student's enrollment at Shepherds College.

## **NON-DISCRIMINATORY POLICY**

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

## ADMISSIONS PROCESS

Applicants complete and submit an application. The application packet includes: \$75 application fee, application, three references, IEP, psychological evaluation, high school transcripts, etc. Each applicant must successfully complete an overnight visit, during which he/she is assessed academically, socially, and occupationally. The application review team evaluates the full application, overnight assessment, and all other documentation. The team then determines whether to accept, conditionally accept, accept by exception, request additional evaluation, or not accept the applicant. Upon acceptance, a student submits the Intent to Enroll form with a \$300 enrollment deposit to secure a place in the next year's class. Each year during the spring semester, students and parents will be asked to complete an Intent to Re-Enroll Form.

## SCHOOL TUITION AND FEES

The following fees are charged to the student's tuition account.

### Academic Fees

\*Cost to Attend - \$62,600

- Tuition - \$28,600
- Room & Board - \$10,200
- Student Support - \$23,800

Application Fee - \$75

\*Culinary Arts/Horticulture Specialty Majors

- Year 1 - \$100
- Year 2 - \$200
- Year 3 - \$100

\*Technology Specialty Major

- Year 1 - \$300
- Year 2 - \$500
- Year 3 - \$500

Commencement - \$250 (Year 3)

### \*\*Medical Transportation Fees

- Within Union Grove - \$25
- Outside of Union Grove - \$50
- Prescription Pick Up - \$25 (Emergencies Only)

\*\*Counseling Transportation Fees - \$50

### \*\*Travel Day Transportation Fees

- Milwaukee Airport - \$50
- O'Hare Airport - \$75
- Sturtevant Amtrak - \$15
- Milwaukee Intermodal Station - \$50

### \*\*Non-Travel Days Transportation Fees

- Milwaukee Airport - \$150
- O'Hare Airport - \$200
- Sturtevant Amtrak - \$75
- Milwaukee Intermodal Station - \$150

### Miscellaneous, As Needed

- Student Portfolio Replacement - \$20
- Class Materials Replacement - \$10
- Student ID Replacement - \$10
- Student Key Replacement - \$10
- Cost to Replace Damaged Property

\*Required Annual Fee, As Applicable

\*\*For Participants Only

## **REFUND POLICY**

Refunds and rate adjustments for tuition and refundable fees shall be as follows:

1. A student who withdraws on or before the first day of class is eligible for a refund of the enrollment fee and any other pre-payment that was submitted.
2. A student who starts class and withdraws or is dismissed having completed 60% or more of an academic semester is obligated for all charges and fees for the entire semester during which attendance was terminated plus the enrollment fee.
3. A student who starts class and withdraws or is dismissed having completed less than 60% of an academic semester is obligated for charges and fees for the entire month during which attendance was terminated plus the enrollment fee.
4. A student who enrolls, without first having visited campus, is eligible for a full refund of all tuition and fees paid if the student withdraws from school within the first three days of the student's first time on campus.

The school shall make the appropriate refund within 30 days of the date the school determines that a student withdrew or was terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

If, for any reason, Shepherds College ceases operations, all funds for services not rendered will be returned.

For details regarding the return of Title IV Financial Aid Funds, please see the Financial Aid section of this handbook.

## **APPROPRIATE INDEPENDENCE™**

Shepherds College desires to assist young adults with intellectual disabilities in the pursuit of Appropriate Independence™ (Ai). Ai, a term coined by Dr. William Amstutz, third President of Shepherds Ministries, is defined as supported self-sufficiency aligned with the strengths of each individual and guided by Christian values. Dr. Russ Kinkade, Shepherds College Leadership Consultant, authored *Appropriate Independence: Potential Realized* as a blueprint for the implementation of this guiding philosophy of Shepherds College.

The principles of Ai are woven into the development of Shepherds College through the three-year housing design, residential programming, and academic curriculum. Students receive biblical, academic, occupational, and daily living training. From the moment students arrive on campus, their journey towards Ai begins. They are taught appropriate ways to use leisure time, serve in the community, and interact with others. In doing so, students are empowered to make decisions and held accountable for those decisions. Students learn how to live within a community, manage personal hygiene, balance time restraints, complete class assignments, and are held responsible for choices. Classes and programming at Shepherds College are designed to encourage students to live to their full potential.

The four principles of Appropriate Independence™ include:

1. People are designed by God on purpose and for a purpose
2. People are created by God as individuals for community
3. Shepherds College trains students for life after college
4. Our goal is to empower individuals to serve

### **Designed On and For a Purpose**

We believe that God designs each person on purpose and for a purpose. The goal is to assist students in fulfilling their purpose by exploring their strengths and abilities. Students write a personal purpose statement which provides direction for future service and employment.

### **Individuals for Community**

Students learn how live in a community and ultimately see that they are part of something bigger than themselves. They gain insight into their personality, preferences, rights, and responsibilities and learn how their individuality impacts the college. Students interact with the community-at-large when they participate in outings, grocery shopping, church, etc.

### **Trained for Life**

Practicable application of holistic training equips students to live successfully. Students develop skills that allow them to solve problems, resolve conflicts, and manage an apartment. Students select a specialty major, receive occupational training, and apply learning at internships. Advisors, instructors, and student life staff serve as mentors. For one year after graduation, transition coaches provide alumni with support and encouragement as they transition away from Shepherds College and into new opportunities and responsibilities.

### **Empowered to Serve**

The goal of Appropriate Independence™ is to provide training and accountability that releases individuals to pursue their purpose and serve others. Our training is individualized, practical, and on-going; it changes the lives of our students and, as they serve others, it impacts society.



ShepherdsCollege®  
FINDING HOPE. FULFILLING DREAMS.

## 2023-24 Parent Calendar

Aug-23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Feb-24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### August

- 11 1st Yr. Move In (no on-campus stays)
- 12 1st Yr. Orientation
- 14 1st Yr. Class Introduction
- 18 2nd & 3rd Yr. Move In/Orientation
- 21 2nd & 3rd Yr. Class Introduction

### September

- 4 Labor Day - No Classes
- 5 Occupational Experiences Begin
- 22 Preview Day

### October

- 7 Open House
- 20 Retreat - Required for All Students
- 27 Preview Day

### November

- 10 Preview Day
- 23-24 Thanksgiving - No Classes

### December

- 14 Travel Day - Housing Closes at Noon
- 15 - 1/14 Christmas Break - Housing Closed
- 25-29, 1/1 Campus Closed

### January

- 15 MLK/Travel Day - Housing Opens 2p

### February

- 26 Retreat - Required for All Students

### March

- 1 Preview Day
- 8 Travel Day - Housing Closes at Noon
- 9-24 Spring Break - Housing Closed
- 25 Travel Day - Housing Opens 2p
- 29 Good Friday
- 31 Easter Sunday

### April

- 5, 19 Preview Days

### May

- 3, 17 Preview Days
- 27 Memorial Day - No Classes
- 31 Commencement Celebration

### June

- 1 Graduation
- 2 Travel Day - Housing Closes at Noon
- 10-13 SC4W/First Flight

### July

- 1-5 Campus Closed

Oct-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May-24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Travel Day
	Holiday
	Campus Event
	Housing Closed
	Campus Closed

Jun-24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	

**Please Note:** Housing is closed during Winter Break, Spring Break, and Summer Break.

## LIFE AT SHEPHERDS COLLEGE

### Campus Overview

For many students, this will be the first step into college life. Along with this step comes the opportunity to experience Appropriate Independence™ and to learn about making wise and Godly choices. The years spent at Shepherds College can prove to be incredibly rich and rewarding. The relationships developed among students and staff can last a lifetime. Most importantly, it is our desire that each student's personal relationship with Christ will be strengthened.

Spiritual life is the heart of the college. Students will not only take classes that enable them to learn more about the Bible, but they will also discover the benefits of having both a personal Bible study and group Bible studies. Regular devotions are encouraged. Students will also be taught the importance of discipleship. In addition to what is taught in the classroom, chapel services are held once each week. We believe that people are created as individuals for community; therefore, students will be given the opportunity to attend and become involved in local churches.

Developing lasting friendships is also an important aspect of college life. In the classroom students learn about establishing appropriate relationships. Learning, however, does not just happen in the classroom.

Students have social opportunities both on the campus and in the community. Social activities include service projects, participating in community events, and attending church. Special Olympics also provides an avenue for socialization and recreation.

### Spiritual Growth

At Shepherds College, we encourage students to have a personal relationship with Jesus Christ. To that end, we provide the following opportunities for spiritual growth:

- **Bible Courses** - Each semester students take one Bible course designed to increase students' knowledge of God, His Word, and His plan for their lives.
- **Church Attendance** - It is expected that students attend weekly church services.
- **Chapel** - A weekly chapel service focuses on worship, prayer, and topical biblical instruction.
- **Spiritual Counseling** - Students are provided with numerous opportunities to receive counseling based on the truths from God's Word.
- **Scripture Memory** - An important piece of spiritual growth is the memorization of Scripture. Students are encouraged to commit God's Word to memory on a regular basis through Bible courses.
- **Service Opportunities** - We recognize the value of service to others and are committed to providing our students with opportunities to serve utilizing their strengths and gifts.



## **Disability Support Services**

As a school for individuals with intellectual and developmental disabilities, Shepherds College provides extensive services for students with disabilities. These services include, but are not limited to:

- Classroom instruction is designed specifically for individuals with intellectual disabilities, including the assistance of paraprofessionals in most classes and when necessary, individual learning plans for students.
- Each student is assigned an Advisor who serves as a case manager, counselor, and advocate.
- Student life support is geared for individuals with intellectual disabilities and is provided to all students, including Emergency Response Staff during the overnight hours in selected student life settings.
- In collaboration with parents and/or guardians, school staff accommodates the travel needs of students with disabilities.
- Numerous opportunities are provided for community involvement, promoting inclusion and integration into the general populace.

## **Activities**

Shepherds College offers a wide variety of extracurricular activities throughout the school year. While teaching Appropriate Independence™, students learn how to live in a community and are therefore encouraged to participate in community opportunities such as afternoon clubs and weekend outings. Students are taught to serve others through campus recycling, fall rake and run, spring clean-up, and other opportunities.

Students select activities based on individual preferences. They sign-up monthly for weekend activities and budget for expenses accordingly. Once a student signs-up for an activity, it is expected that they follow-through with their commitment and therefore must pay for the outing even if they choose not to attend. Weekend activities include: trips to the museum, attending Special Olympics sporting events, hikes, picnics, and other engaging events and opportunities.

Exercise opportunities are provided to students in the form of team building activities, group games, and leisure sports. As a part of their growth at Shepherds College, students are taught to exercise which encourages healthy living.

## ADVISOR

While at Shepherds College (SC), each student is paired with an advisor. The advisor plays a crucial role in guiding a student's transition to college, encouraging personal growth, and advocating on their behalf. The level of support and supervision offered is individualized and based on student needs. The advisor meets regularly with students on his/her caseload in order to identify growth areas, discuss successes, problem-solve, assist with budgeting, and address social development.

The advisor facilitates communication with parents, faculty, and the community. The advisor collaborates with parents, doctors, instructors, paraprofessionals, and student life staff. The advisor strives to equip students towards Appropriate Independence™ by gradually encouraging increased levels of responsibility while providing accountability for choices. They become a significant person in the lives of students during their time at Shepherds College. Through their relationship with the student, the advisor is able to teach practical lessons regarding boundaries, social skills, responsibility, and life skills.

The advisor is the parent's main contact with questions or concerns except with regards to medical, tuition, or financial aid. Contact the nursing department with medical questions, the business office for tuition questions, and the financial aid office for financial aid questions.

Practically speaking, the advisor dedicates a significant amount of time towards reinforcing wise decisions, teaching life or social skills, communicating with parents, arranging necessary medical appointments, creating support plans, assisting with budgeting, advocating on behalf of the student, and coordinating meetings with outside agencies, if applicable. Student activities where advisors may not assist include personal student tax preparation, completing scholarship applications, providing or researching school break arrangements, individual or small group shopping trips, one-on-one outings, and regular tutoring sessions.

- Students are strongly encouraged to report their personal concerns in one of four ways:
  - Talk to their advisor
  - Talk to another staff member
  - Email [report@shepherdscollege.edu](mailto:report@shepherdscollege.edu)
  - Talk with parents who will then relay the concern to the student's advisor
- We ask that parents and guardians of students notify their student's advisor right away upon learning of any concerns that the student raises regarding life at SC. Parental involvement is needed to help ensure a safe environment for our students.

## **STUDENT LIFE**

After the academic day and during the weekends, students participate in programming in the residential setting. It is in this setting that students put into practice classroom learning. Programming is designed to facilitate student growth and develop daily living and social skills. Students receive training in areas such as cleaning, organization, meal preparation, laundry, grocery shopping, and social interactions. Student Life (SL) staff members prepare students for independent living, either within a community or with a roommate in an apartment.

We strive to provide students with a safe and secure environment. After curfew, Emergency Response Staff (ERS) work in the dorms and homes to provide supervision and support to students. Due to a higher level of independence, students living in Clark apartments contact the third shift night staff in an emergency.

### **ROOMMATE SELECTION AND INTERACTION**

Students are matched with a roommate by SL Staff. Roommate relationships are carefully monitored and, if needed, changes are made throughout the year.

This may be the first time some students have the opportunity to share a room or apartment. It is good to develop new friendships, but even great friends and roommates do not always get along. Here are some guidelines for building a strong friendship:

- Talk to each other. Share likes, dislikes, and frustrations. Some questions to ask could include:
  - What time do you like to go to bed?
  - What kind of music do you like?
  - What do you like to watch on TV?
  - How do you feel about borrowing things from each other?
  - Do you want to do things together?
  - Do you like mornings?
  - What kind of food do you like?
  - If you get mad at me, how do you want me to respond?
- If a problem arises, roommates should initially deal with it together. They should not talk about the problem with other students.
- Roommates should accept the fact that they have differences and do not always like the same things.
- Give it time. Good friendships do not occur overnight.
- If conflict between roommates cannot be worked out independently, seek assistance from the Advisor and/or Student Life staff.

## **PERSONAL SAFETY**

Shepherds College is committed to providing a safe environment for its students, and to that end the following guidelines are established:

- Shepherds College reports matters of personal safety to local authorities as deemed necessary by administration and/or required by law.
- It is vitally important that parents notify their student's advisor if their student or any student they hear of indicates an interest in causing harm to self or others.
- All threats and/or acts of harm to self and/or others will be taken seriously and appropriate precautions and necessary responses will be implemented by staff.
- Students who feel their personal safety was threatened and/or violated should notify their Advisor or their Student Life staff immediately.
- It is important for students to report any concerning, unsafe, or threatening behavior that is directed towards them or anyone else immediately to their advisor or student life staff immediately.

## **PERSONAL PRIVACY**

Shepherds College recognizes student's rights and needs for privacy. Staff will only enter student rooms or other personal containers when the student is not present if necessary for safety, cleanliness, repairs, or to conduct a search (preferably with two staff members) when there is reason to believe that the standards of Shepherds College are being violated. All room searches must be approved by leadership of Shepherds College.

## **PERSONAL FINANCE**

Money skills and budgeting are key areas for student growth while at Shepherds College (SC). In an effort to guide students towards Appropriate Independence™, we require all students to have a personal checking account with a debit card. Community State Bank in Union Grove, Wisconsin offers SC students a checking account with no fees or minimum balance requirements. As part of the math curriculum, students visit the bank to withdrawal their monthly spending budget. We encourage students to open a checking account through Community State Bank to avoid ATM fees.

First and second year students withdraw cash from their account and plan their spending each month within their budget. Third year students have the opportunity to plan their spending each month using their debit card or may continue using the cash system. All students consider upcoming activities, personal supply needs, and wants or desires.

## COMMUNITY COVENANT

A Community Covenant is a promise that our students make to each other. It is a promise that together we will help each other develop qualities that reflect the character of Jesus Christ. We commit to demonstrating respect for God, authority, others, property, and self.

By embracing this covenant, the student acknowledges that while we are all unique individuals, we are also created for community – the community of Shepherds College.

### *You Belong Here*

God created you on and for a purpose. You are accepted here. We covenant together to express our love for God through obedience to His Word, the practice of spiritual disciplines, and regular expressions of worship and Christian service. We also covenant together to value and respect each other.

### *You Are Valued Here*

We covenant together to express our love for others through acts of kindness, wholesome and uplifting speech, helping those in need, and lovingly sharing the Gospel.

### *You Have Choices Here*

We covenant together to be people of integrity and self-control, always telling the truth, and being honest in our actions. We will be pure in our thoughts and actions.

### *You Have Responsibility Here*

We covenant together to use the gifts God has given us in a wise and Godly manner.

### *You Fit Here*

We covenant to accept each other and embrace our differences in a way that would be pleasing to God.

As members of this community, we voluntarily obey all of the rules and guidelines designed to help us respect each other and live-in obedience to God.

## STUDENT RIGHTS

Every individual is created by God, in His own image. Individuals with intellectual disabilities have purpose and value. The staff at Shepherds College recognizes personal and organizational accountability to God for the respect and treatment of the students. Therefore, Shepherds College endeavors to do nothing that would harm the students physically, mentally, or psychologically.

1. Students have the right to live and learn in an environment free of discrimination based on race, gender, or disability.
2. Students have the right to live in an environment that promotes their general health and well-being and that is free from potential hazards.
3. Students have the right to live in the residential setting most aligned with their abilities. There is no guarantee that students will follow the residential progression stages or timeline of their peers.
4. Students have the right to receive clear instruction and guidance from staff. If instruction from staff is not clear, students have the right to ask for clarification in a respectful manner.
5. Students have the right to express their ideas and opinions freely and in a respectful manner.
6. Students have the right to develop a relationship with God in an environment that nurtures their spiritual growth.
7. Students have the right to access and use college resources that promote learning, growth, and independence.
8. Students have the right to establish personal boundaries as long as the boundaries do not interfere with their own or someone else's safety or well-being.
9. Students have the right to make decisions that impact their lives as long as those decisions follow Shepherds College policies, state regulations, and do not negatively affect the health and safety of themselves or other students. Students will be held responsible for their decisions.
10. Students have the right to integrate personal rights and privileges with biblical standards and responsibility.

## HOUSING RULES

The following campus housing rules are general guidelines. Students will also have specific guidelines based on the area and student progression.

1. At all times give respect to: God, Authority, Others, Property, and Yourself.
2. Curfew and Quiet Hours
  - Be in own residential facility each night at 9:00 p.m.
  - Keep all noise to an appropriate level between the hours of 9:00 p.m. and 8:00 a.m.
3. Technology
  - It is recommended that students turn personal technology off nightly between 9:00 p.m. and 6:00 a.m. Cell phones may be left on and used as an alarm clock. Official guidelines are based on each residential living area.
  - Gaming devices may be shared in common areas with permission from the owner.
4. Socialization
  - Students are encouraged to interact socially using commons spaces and throughout the week during activities.
5. Boundaries
  - Students should never be in the living area of a student of the opposite gender.
  - No one is allowed on another student's bed; each student's bed is his/her private space.
  - In individual bathrooms, only one person is allowed in the bathroom at a time. In shared bathrooms, only one person is allowed in the shower area at a time, and students are to put on appropriate clothing in the dressing portion of the shower area before stepping into the bathroom.
  - At all times, students are to wear modest clothing appropriate for community living.
  - Students should not borrow items from other students. This includes movies, headphones, phones, computers, tablets, music devices, personal gaming devices, etc.
  - Horseplay will not be tolerated.
  - Students must notify staff when leaving student life areas and follow further directions given.
6. Clean and Maintain Residential Facilities
  - Students will receive a check-in form upon arrival to campus to document the condition of the residential area. At the end of the semester, students and staff use the same form to check-out. It is the expectation that students are held responsible for any damage caused to college property; charges will be based on the extent of the damage.
  - Students are to supply their own bedding, including a mattress covering.
  - Students must use white sticky tack to post approved posters to walls. Do not use blue sticky tack, push pins, or command strips as this causes damage to the walls.
  - Students are responsible for cleaning and maintaining their own residential facilities on a daily basis.
  - Report all maintenance and repairs to the Student Life staff.
  - All household items provided by the college for Clark Apartments will remain in the apartment when the student vacates.
  - The use of hair dye and tie-dye is not permitted in residential areas.

7. Treat Others with Respect and Kindness

- Verbal abuse and physical violence will be viewed as serious offenses.
- Lighters, pocket knives, Nerf guns, and weapons of any kind are not allowed on campus.

8. Vehicles

- Residential students may have a vehicle on campus if approved by the President and Campus Director.
- As a general rule, no first-year student will be authorized to have a vehicle on campus.
- Students are not permitted to ride in another student's vehicle.

9. Off Campus Activities

- All off-campus activities not part of the college activity calendar must be approved by the student's Advisor, even if the student will be accompanied by a staff member.
- Any night a student will be staying off campus must be coordinated and approved by the student's Advisor.
- Family and friends who plan to visit should schedule their time on campus through the Advisor.
- The mobility assessment is used to determine if a student has reached competency with specific skills necessary for accessing the community safely. Some skills included in the assessment are pedestrian safety, time management, budget responsibility, and self-advocacy for problem-solving in emergencies, etc. The mobility assessment is administered by SC staff once each semester. Once the student passes the mobility assessment, they may access the community (unaccompanied by staff) under specific parameters set by their Advisor and Student Life supervisor. The parameters allow for progression and increased independence as students demonstrate competence.
- Students will learn to plan weekly menus and shop for groceries with Student Life staff.
- Students have the opportunity to sign-up for extracurricular activities and are expected to pay for these outings.
- Students are expected to attend church weekly.



## HEALTH AND MEDICAL

The health of our students is a priority. Shepherds College provides nursing services, including an on-call nurse. In the event of an accident or illness, college staff works with nursing to ensure that appropriate medical attention is obtained. When students require emergency medical attention, the campus nurse or the student's Advisor will follow up with parents or guardians in an appropriate and timely manner. Please email all questions or concerns regarding health and medical information to [nursing@shepherdscollege.edu](mailto:nursing@shepherdscollege.edu)

Shepherds College works with a local pharmacy, Lakeview Pharmacy, for prescription medications/monthly refills. Parents can call Lakeview Pharmacy to inquire about setting up their student's medications and refills through the pharmacy or can choose to have medications mailed to us from a pharmacy of their choice. If mailed by a pharmacy, (please note it is illegal for an individual to mail medication) we ask that it is labeled "ATTN: Nursing". Nursing will do their best to monitor when refills on medications are needed, but it is ultimately the parent/guardian's responsibility to keep track of needed medications/refills.

Annual physicals and routine doctor appointments are the responsibility of the student's family and should be scheduled during breaks. Out-of-state students having Wisconsin Medicaid have yearly physicals scheduled through the student's advisor & nursing.

Note: Student prescription medications may only be mailed by those registered with the DEA (Drug Enforcement Administration) like pharmacies.

### Medication Handling Policy

Most students at Shepherds College take personal medications on a daily basis. The handling of medications, training of students, and student medication safety are all important and time intense responsibilities. Medication handling on campus includes medication packing, supplies, managing, problem solving, communication, and monitoring. Below is an outline of policies and fees associated with medication handling.

- Shepherds College staff will pack all medications for students unless all medications taken by a student are sent by Lakeview Pharmacy in Racine, WI, and are bubble packed. This is needed for consistency and to avoid medication errors.
- Families will be charged a medication handling fee based on the number of times per day a student takes medications and the number of medications administered in total each day.
  - If a student takes two medications at one pass per day, that is considered two medications administered and one medication time.
  - If a student takes two medications two times per day, that is considered four medications administered and two medication times.
  - Example: A student takes Adderall twice per day and Vitamin D3 once per day. This is considered three medications administered and two medication times.
- Medications include creams, inhalers, drops, supplements, vitamins, and prescription medications.
- Students that pass their own medications still have a medication handling fee based on the general tiers due to the need for medications to be packed and monitored to support students in consistency and adequately assessing if medications are taken correctly.

- The medication handling fee tiers are as follows:
  - **Tier One - No charge per month**
    - No medications/supplements; PRN only medications
    - Student takes personal medications independently with no assistance
  - **Tier Two - \$15 per month**
    - Medications packed by Lakeview Pharmacy
  - **Tier Three\* - \$30 per month**
    - 1 medication pass per day up to 5 medications administered per day
  - **Tier Four - \$35 per month**
    - 1 medication pass per day over 5 medications administered per day
    - 2 medication passes per day up to 5 medications administered per day
  - **Tier Five - \$40 per month**
    - 2 medication passes per day over 5 medications administered per day
    - 3 medication passes per day and unlimited medications
  - **Tier Six - \$45 per month**
    - 4 or more medication passes per day and unlimited medications

\*Any student taking a controlled substance automatically falls into a tier three or higher fee structure.

- Medication tiers and any subsequent billing adjustments will be updated at the start of the semester. Changes will also take place at the beginning of the following month if a student begins or stops taking medications entirely or if a student adds or removes an entire medication pass during the semester.

### **Vaccination Requirements**

Shepherds College requires the following immunizations:

- TDap (Tetanus, diphtheria, Pertussis)
- Hepatitis B series
- MMR (Measles-Mumps-Rubella)
- Meningococcal (Meningitis)
- MenB (Meningitis B)
- Polio
- Varicella (chickenpox)

Note: If a student chooses to opt out of any of the required immunizations, they must sign a waiver which may be obtained from the Admissions Office.

### **Other Shepherds College Requirements**

- TB skin test, chest x-ray, or blood test (only needed once, within 90 days of attending their 1<sup>st</sup> year)
- Dental Exam (needed only once, within one year of enrollment OR attending the college)
- Yearly physical with updated paperwork signed by physician (This is required only for first-year students, but we appreciate an updated physical each year.)

## **Medication Progression Policy**

Shepherds College operates under the State of Wisconsin nursing laws and guidelines. Medications are administered by staff members who have successfully completed training. As we empower students in Appropriate Independence™, it is our desire to support students in self-managing their medications as they progress through the training at Shepherds College. Ultimately, however, we are bound by state laws and regulations and maintain an obligation to operate accordingly.

Students come to Shepherds College with varying levels of experience and success in independently passing their own medications. In an effort to build on personal growth and training, staff assess students for their level of independence in managing personal medications. Shepherds College has three levels of student medication administration; the levels are listed in order of least to greatest independence.

### *Level 1*

A student at this level receives his/her prescription and over-the-counter (OTC) medications at the medication cart. Shepherds College staff passes the student's medication and trains a student for greater medication independence. A student is expected to be an active participant by identifying his/her medication, recognizing its purpose, and learning proper medication administration techniques.

### *Level 2*

A student at this level administers his/her own prescription and OTC medication at the medication cart. He/she must follow medication guidelines and staff instructions. Level 2 requires a student to arrive on time for medication passes, demonstrate an understanding of his/her personal medications, and follow prescription instructions. Upon successful completion of Level 2 standards, a student is evaluated for Level 3 readiness.

### *Level 3*

A student at this level administers his/her own prescription and OTC medications in his/her residential life setting. Both student and parent/guardian authorize the student to administer their own medication by signing the Medication Contract and Release and Waiver of Liability. Student completes the Medical Assessment, signs and adheres to the Student Medication Agreement, and passes an observation period. Ongoing, the student reviews his/her medication with nursing staff, as needed, and is monitored regularly for progress and proper techniques by the residential life staff. The student's level of independence may be adjusted based on continual evaluation.

## **PERSONAL APPEARANCE**

The purpose of the dress code is to encourage an appropriate degree of modesty and to reinforce our core values. Students should always dress modestly and their attire should demonstrate appropriate respect for standards of professionalism and cleanliness. Cooperation with these regulations is a matter of personal integrity.

Enforcement of this policy shall be the responsibility of the morning residential staff, paraprofessionals, and advisors. Should any dispute arise, responsibility for interpreting the intent of these standards will rest solely with the President of Shepherds College.

Students are to wear clothing that is well-fitting, clean, and modestly designed. It is not permissible for a student to wear any article of clothing with advertising, logos, or statements that are offensive or inconsistent with the standards and values of the college. It is important that students dress so that they are able to participate in classes.

### **Guidelines Regarding Appearance**

Shepherds College trains and supports students in professionally presenting themselves concerning clothing, personal hygiene, and appearance. The purpose of Shepherds College Student Dress Code Policy is to define acceptable student attire clearly. The objective of the policy is to promote student choice as well as train students on choosing clothing that is appropriate for the task at hand.

- Hair should be clean, combed, and neatly arranged or trimmed. Shaggy, unkempt hair or beards are not permitted. The primary hair color should be a natural hair color. Likewise, nails should be clean and neatly trimmed, and any make-up should be modest and neutral in colors.

Students must be dressed for the various weather conditions. This includes ensuring all students have proper winter attire for cold weather.

- This includes coats, hats, long pants, mittens, or gloves.
- Professional dress code guidelines that are specifically related to the occupational experience and program, such as wearing a clean and pressed restaurant uniform for occupational expertise, must be followed.

### **Casual Dress**

Casual dress is permitted outside of classroom hours. Casual dress includes sweatpants, t-shirts, and modest shorts (no cut-offs or short shorts). Casual clothes should fit comfortably and not be tight or revealing. Low-riding jeans or pants; halter tops; low-cut, midriff, or sheer blouses may not be worn. Students are required to wear footwear at all times in their living areas.

Due to the community living style of student housing, modest sleepwear is required at all times during the evening. Likewise, students must be fully clothed when entering and leaving the showered area. Robes are encouraged to be worn to maintain student modesty.

## Classroom Dress

Class dress is required Monday through Friday from 9:00 a.m. until 3:00 p.m. and for church services

- Students may not wear head coverings during the academic day unless worn for medical or safety purposes and approved in advance by the student's advisor. Likewise, sunglasses may not be worn during the school day unless given prior permission.
  - Horticulture and Culinary Arts students are to wear hats while working outdoors and in the kitchen.
- Any jewelry or accessories should reflect a professional learning environment and should be worn so that they do not distract students or their classmates from their learning.
- No exposed midriffs or cleavage will be permitted. Shirts must cover the midriff on all sides.
- Any dresses or skirts must be worn to knee length. Leggings must be accompanied by a dress or long shirt that goes past student's backside.
- Straps found on tank tops, muscle shirts, halter tops, tube tops, and spaghetti strap tops are not permitted.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and worn in such a way as not to expose skin or undergarments. Students may be instructed to wear a belt if their pants are not held up appropriately.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any media that does not align with Shepherds College standards. Students wearing any article of clothing deemed inappropriate, offensive, or a distraction to the educational environment by the college staff will be required to change.
- Pajamas, sleepwear, or activewear may not be worn in classes.
- Footwear must be worn. Shoes should be appropriate for the type of clothing worn; at times, classes may require specific footwear.
- Clothing containing holes, cuts, tears, and rips are not permitted.
- Sweat pants and shorts are not permitted for classroom dress. Jeans, khaki pants, and non-athletic jogger type pants are approved for classroom dress.
- Cosplay and/or costumes are not acceptable attire.
- Exceptions to the dress code must be approved by the Campus Director on an individual basis.

## Professional Dress

Students need three professional outfits to wear for presentations, mock interviews, and special occasions.

- Men – dress pants, tie, button-down shirt or sweater, and appropriate footwear
- Women – dress pants or skirt, blouse or sweater, and appropriate footwear

**Shepherds College Staff have discretion on all matters concerning the interpretation of the student dress code, including matters not specifically covered in the student dress code.**

## ACADEMICS

Shepherds College is a three-year non-degree granting, post-secondary education program for individuals with intellectual disabilities who have met all admissions requirements and have a desire to learn life skills and earn a certificate in horticulture, culinary arts, or technology. The intent of this program is to train individuals for employment and to reach Appropriate Independence™. Shepherds College incorporates a cohort academic model in which first year students become a cohort group and work through course progression at the same rate, taking the same classes each year. All classes are offered annually at Shepherds College and are divided into first, second- and third-year classes.

**Year 1:** Coursework includes a full complement of classroom instruction throughout both semesters. Classes lay the foundation for occupational program in year two and three. Courses focus on Bible instruction, personal and professional development, life skills, and classes in finance, technology and employment readiness.

**Year 2:** The occupational program selected by the student, choosing between Culinary Arts, Horticulture, or Technology. Much of this instruction and training is hands-on. Students also attend classes in personal and professional development, money management, employment readiness, applied technology, and Bible studies.

**Year 3:** Instruction continues, specific to each student's selected field of study, employment preparedness, and spiritual development. Students are given an occupational experience assignment providing practical training and experience within their selected occupational area. Throughout the three-year program, documentation of achievements and development, and a sampling of various assessments and completed assignments are compiled in a personal portfolio for each student. Upon meeting all program requirements, students earn a certificate of completion in their occupational program.

### Description of Instructional Facilities

Instructional facilities for Shepherds College are located in Union Grove, Wisconsin. Instruction takes place on campus utilizing classrooms, occupational program areas, including the commercial kitchen, production bakery, greenhouse, and technology center. All students are issued a Chromebook and have access to a variety of media services.

Instructors have access to physical and digital tools for the development of learning resources, such as computers, copiers, printers, software, web-based applications, etc.

### Student/Staff Ratio

Shepherds College's Student/Staff Ratio is predicated on the school's commitment to provide an education that impacts each and every student, meeting each student at his/her ability level and providing the necessary support to not only teach to the norm in each class, but also find ways to challenge the more advanced students and accommodate the more remedial students.

It is the goal to maintain student/staff ratios at a rate of 8:1 or better in each class throughout Shepherds College. We utilize paraprofessionals in most classes to help meet this desired ratio. College leadership is responsible to monitor, manage, and maintain these ratios.

## **Classroom Protocol**

It is expected that each student attend class, arrive on time, and participate in classroom instruction and occupational areas. The Instructor reserves the right to dismiss a student for disruptive behavior. The instructor will notify the student's advisor in the event of a student being dismissed from class. If a student is dismissed from class, he/she will meet with his advisor to rectify the situation. Students are responsible for cleaning up after themselves before leaving the classroom.

## **Classroom Safety Rules**

Students should comply to and follow the Classroom Safety Rules listed below:

- Horseplay and related behaviors are prohibited
- Students may not eat or drink anything except for water in classes or when in occupational learning areas.
- Report all injuries to the instructor or paraprofessional.
- When necessary, students may see nursing during class breaks.
- Personal protective equipment must be used when necessary
- Do not use chemicals, supplies, or equipment without prior permission.
- Do not bring anything hazardous or illegal to class.
- Do not block fire extinguishers, electric panels, or exits.
- Obey warnings, instructional signs, and staff.
- Safe lifting and good body mechanics are required. Ask for assistance if material is too heavy.
- Personal electronic equipment, appliances, phones, etc. are not permitted. Keep cell phones in student life areas unless requested by instructor to bring to class.
- Push in chairs and do not leave belongings on the floor.
- Sanitize and clean classroom equipment and supplies after use.
- Culinary Arts students:
  - Must keep their hair tied back and wear approved hats.
  - Must follow sanitation rules with hand-washing and gloves.
  - When contagious, cannot work with food.
  - Cannot wear nail polish or fake nails.

## **Occupational Experience**

During the third year of the culinary arts, horticulture, and technology occupational programs, the occupational experience allows students to integrate academic learning in occupational settings. The occupational experience is the culminating learning experience for the student participating in the occupational training program. The student's work is supervised by the Occupational Experience Supervisor and the Lead Occupational Program Instructor oversees the Occupational Experience placement. This experience allows the student the opportunity to practice and apply the knowledge acquired through occupational preparation, while integrating academic and adaptive skills, such as professionalism, problem solving, communication, and interpersonal skills. The occupational experience is an entry level, in-depth, supervised work and study program, where the student has various responsibilities in the field of study. The desired result is to provide work experience and continued training in an industry standard setting. The student gains and enhances skills related to their occupational program while demonstrating competencies, work habits, and attitudes needed for employment in the field.

If a student is injured during the occupational experience, the student will report injuries to the supervisor, and the supervisor will assess the injury and complete a Shepherds College Occupational Experience Student Injury Report if needed. If on-campus, the staff in-charge during the occupational experience will complete an Occupational Experience Student Injury Report and a Medical Observation form (if needed), and have the student see nursing (if injury requires). A copy of the forms goes to nursing and the student's advisor. The lead instructor will document the injury on the Occupational Experience Student Injury Report. A copy of the injury report will be given to college leadership. The lead instructor and advisor will notify the student's parents if deemed necessary.

### **Occupational Program Graduation Requirements**

Students will be required to complete the following in order to graduate from each occupational program:

1. Have attendance of at least 80% (2,160 Hours) of all program hours (2,700 hours) within the 3-year occupational program of choice. (Note: It is important that students attended classes as much as possible).
2. Successful completion of all courses in the occupational program
3. Complete the required occupational experience



## **Grades**

Course grades are determined by the course instructor as approved by college leadership based on quantitative and qualitative measures. Quantitative measures include assignments, competency assessments, exams, presentations, projects, demonstrated work, and other measures of assessment. Qualitative measures include class participation, work skills, professional attitudes, effort given, improvement in skills, communication, and Appropriate Independence™ of the learner. The course instructor provides guidelines and expectations as part of the syllabus and awards grades using the A through F grade scale.

## **STUDENT RECORDS**

Official student records are kept in the Administrative office in a locked fire-proof cabinet for currently enrolled students. Records for graduates and former students are kept digitally on a secured and backed up server. Permanent student records, including copies of transcripts, enrollment documentation, failure to demonstrate satisfactory academic progress and withdrawal and/or re-enrollment documentation, are kept a minimum of three years after a student's graduation or other departure from Shepherds College.

## **Transcripts**

Student transcripts are kept secure and backed up electronically and in the secure student file located in the academic office. Transcripts are updated at the end of each semester to reflect the completed grades and hours for student records. All transcripts are kept on file permanently and an official copy of the transcript may be requested by students by using the transcript request process.

## **Transcript Requests**

Students or authorized guardians may request official or unofficial transcripts. Transcripts may be requested by emailing [transcripts@shepherdscollege.edu](mailto:transcripts@shepherdscollege.edu). Unofficial transcripts will be emailed as a digital copy. Official transcripts will be mailed to the requested address embossed with the Shepherds College seal. Transcript requests will be processed within ten business days.

## **STUDENT SUCCESS PLAN**

If a student demonstrates that he/she is unable to meet class expectations, he/she may be placed on a formal Student Success Plan. This determination is made by college leadership, Advisor, and Instructor. These modifications may include a different set of class requirements that may be scored on a pass/fail basis. The details of any Student Success Plan are communicated to the student's parents. Informal individual accommodations/modifications to class materials are made as deemed necessary by the Instructor and Advisor.

## **ACADEMIC HONESTY**

As an educational institution, it is important that Shepherds College promotes and expects complete academic honesty from students. Cheating is not allowed under any circumstances or in any form. Any work a student submits must be his or her own. Academic dishonesty is treated as a very serious offense. Copyright infringement may result in civil and criminal penalties and liabilities. This applies to any copyright materials and may include, but is not limited to music, textbooks, online source materials, reference materials, etc.

## **CLOCK HOURS**

Academic progress is measured by clock hours. During the first and second years, students attend occupational training and attend up to 450 clock hours each academic term. During the third year, students attend classes and complete occupational experience by applying occupational training at both on- and off-campus locations, in order to meet the clock hour requirements. In order to graduate, a student will need to complete a minimum of 80% (2,160 hours) of the required 2700 clock hours in his/her program.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy applies consistently to all students enrolled at Shepherds College (SC), whether the student receives Federal Student Aid (FSA) or not. Throughout this policy and the Student Handbook, Federal Student Aid is also referred to as “Title IV” or “Title IV funds”

The policy is printed in the Student Handbook; the Handbook is posted on the SC website and each student receives a copy of the Handbook during Student Orientation at the start of each school year. As a clock hour school, SC officially operates in payment periods. Throughout this policy, and the Student Handbook, these payment periods are referred to as payment period/semester because the term semester is more familiar to most people.

Each payment period/semester, every student is required to take the full complement of courses for the program in which he/she is enrolled.

### **Qualitative**

- Students must maintain a cumulative GPA of 2.0, or higher.
- A passing grade is necessary for each course.

### **Quantitative**

- Students must maintain a cumulative attendance rate of 75% or higher.
- Students will have a maximum of four years, as an enrolled full-time student, to complete the three-year Shepherds College program, this allows for one year to be repeated, if necessary.

### **Satisfactory Academic Progress Warning Period**

At the end of each payment period/semester, any student failing to demonstrate SAP during that term will be notified of this in writing by college leadership. This notification will also inform the student of what needs to happen in order to attain SAP in the following payment period/semester.

### **Financial Aid Warning and Loss of Eligibility**

Any student that fails to demonstrate SAP during any payment period/semester is placed on Financial Aid Warning status and will be notified of such by the Financial Aid Coordinator. While on Financial Aid Warning status, a student is eligible to receive Title IV funds for the next payment period/semester. A student on Financial Aid Warning status needs to meet the established standard for SAP, as stated above, at the conclusion of the Warning status payment period/semester in order to retain eligibility in Title IV. Two successive payment periods/semesters of failing to demonstrate SAP will result in a student forfeiting eligibility to participate in Title IV. Failure to meet this standard for three consecutive payment periods/semesters may result in a student being dismissed from school.

## **Satisfactory Academic Progress Appeal**

Based on an extended illness, death of a close relative, or other extenuating circumstances a student may submit written appeal to college leadership. This written appeal, along with any supporting documentation, describes circumstances beyond the student's control that may have caused a failure to meet the Satisfactory Academic Progress standards. College leadership will review the appeal and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal in writing. If the appeal is approved the student will be placed on Financial Aid Probation. Probation will allow the student to receive Financial Aid but will require the student to meet SAP by the end of the probation period, typically one payment period/semester.

### **Academic Probation**

College leadership may place a student on Academic Probation for any or all of the following reasons related to unsatisfactory academic performance:

1. Repeated failure to complete assignments on time
2. Repeated poor quality of work
3. Failing a course, whether at the end of a grading period or at mid-term
4. Failing to demonstrate Satisfactory Academic Progress (SAP)
5. Poor attendance or punctuality

Once placed on Academic Probation, the student and his/her Advisor meet with college leadership to formulate a plan for improved performance, and if necessary, forfeit his/her personal time and/or time spent on extra-curricular activities in order to invest the necessary time to complete coursework.

Once the student demonstrates academic improvement, the student may be removed from Academic Probation by college leadership based on at least one of the following:

1. A passing course grade.
2. Submission of all late work and a minimum of four weeks of on-time coursework submission
3. Notification from the course instructor involved that the student's performance indicates SAP

A student wishing to appeal Academic Probation status may submit a written request to the President who reviews the student's standing and issues a decision of the appeal within five business days.

## **REPEATED COURSES**

Due to the cohort model of the program, students are not allowed to repeat individual courses without rejoining a new cohort. Students needing to join a new cohort must reapply for admission into the new cohort.

## **INCOMPLETES**

If a student receives an Incomplete at the end of a payment period/semester, the student would be allowed to make-up course work as required by the Academic Leadership Team. A grade of Incomplete is not counted in the GPA. Once a student completes all the course work, an earned grade will be assigned to the class, and a GPA will be calculated. A grade of incomplete will count towards the maximum timeframe to complete a program.

## **TRANSFER OF CREDITS TO SHEPHERDS COLLEGE**

Due to the unique nature of Shepherds College, it is unlikely that credits from another institution will transfer to Shepherds College and reduce the term or classes needed to earn a certificate of completion. In the event a student would like to request a transfer of credits, an official transcript would need to be submitted to college leadership. College leadership will determine if any prior credit will be awarded in place of required coursework at Shepherds College and communicate that decision within 30 days from the receipt of the official transcript.

## **TRANSFER OF CREDITS FROM SHEPHERDS COLLEGE**

The transfer of credits will be entirely subject to the institution to which the student is transferring. Due to the unique nature of Shepherds College, it is unlikely that credits will transfer to any other postsecondary program.

## **TRANSFER BETWEEN PROGRAMS WITHIN SHEPHERDS COLLEGE**

Should a student decide to change specialty majors after their original declaration, they may switch majors after consulting with their advisor and the Campus Director. The student must meet with their Advisor, interview with the Lead Occupational Program Instructor and/or Campus Director, complete a Change of Major or Program form, obtain appropriate signatures, and submit it to the Shepherds College Leadership Team for approval.

## **ACCESS TO PLANS**

The Operation & Maintenance Plan, Health & Safety Plan, and other required plans are available in the Education Office or by emailing [office@shepherdscollege.edu](mailto:office@shepherdscollege.edu)

## **SUMMER AND WINTER BREAKS**

No classes are available during summer or winter break and residential facilities are closed.

## **TEACH OUT AGREEMENT**

The uniqueness of Shepherds College creates a significant challenge as the school seeks to establish a Teach Out Agreement. This is evidenced in the particular intellectual and social needs of the students SC serves, the specific training programs offered, and the design and length of our programs. As such, we have been unable to identify a comparable school to include in our Teach Out Agreement.

In the absence of a postsecondary school with which to partner in this plan, the following commitment is given to our students:

- If it is ever determined that Shepherds College will close, or a specific program offered by the school will be cancelled, the school's Administration and Board of Directors are committed to sustaining the school or program until all current students have the opportunity to complete their training.
- In this situation, SC is also committed to helping current students and applicants explore and pursue other postsecondary educational opportunities.

## **APTITUDE ASSESSMENTS**

To help students increase their self-awareness, Shepherds College conducts several aptitude assessments, which include: Occupational Program Report, DISC Personality Assessment, and a spiritual gifts assessment. Occupational assessments include: a Post-Graduation Occupational Survey, and an Employment Readiness Assessment.

## **PROGRAM OUTCOMES**

Students receive training with public speaking, resume writing, interview preparation, social skill development, and personal and professional soft-skills essential in finding and keeping employment. Upon the completion of the Horticulture Program, the graduate will be trained for employment in positions such as community supported agriculture, greenhouse production operations, landscape maintenance operations, garden center, and floral retail operations. Upon the completion of the Culinary Arts Program, the graduate will be trained to work in positions such as baker, banquet assistant, buffet or salad bar server, food service assistant, line cook, or prep cook. Upon the completion of the Technology Program, the graduate will be trained to work in positions such as an office assistant, data entry clerk, photographer, videographer, audio and sound board engineer, or computer repair technician.

## COURSE DESCRIPTIONS 2023-24

### First-Year Classes

- **Introduction to Specialty Majors**

The purpose of Introduction to Specialty Majors is to provide students with an overview of the various areas of study and the employment opportunities for each.

- The purpose of Introduction to Culinary Arts is to teach basic cooking techniques, as well as the safe and effective use of kitchen tools and equipment.
- Introduction to Horticulture is designed to offer students a general overview of the principles and practices in the development, production, and use of horticultural plants. This includes classification, growth and development, environmental influences, and vocational opportunities in the industry.
- Introduction to Technology is designed to offer students a general overview of the principles and practices in the four tracks: professional office, web development, IT maintenance and repair, and mass media production. Students gain an understanding of vocational opportunities in the technology field.

- **Culinary Arts 1**

The purpose of Culinary Arts 1 is to teach basic cooking techniques, as well as the safe and effective use of kitchen tools and equipment. To accomplish these objectives, students will learn about professionalism and sanitation, knife skills and safety, and cooking and baking techniques. In class, students will receive practical hands-on training as they practice knife skills, implement various cooking and baking practices, and utilize the principles of mise-en-place.

- **Horticulture 1**

The goal of this course is to provide students with the basic horticulture skill set necessary to find substantial employment within the green industry. Students train in the greenhouse, The Gardens at Shepherds College, and the surrounding community. Classroom instruction provides botanical and workplace skills such as Plant Biology, Botany, Plant Materials Introduction, and Vegetable Gardening. Training includes equipment use, safety, and care.

- **Technology 1**

Technology 1 is designed to offer students a general overview of the principles and practices in four tracks: professional office, web development, IT maintenance and repair, and mass media production. To accomplish this goal, students will learn Programming Concepts, Troubleshooting Concepts, Home Office Networking, Copying/Scanning, Customer Service, Phone Etiquette, Video Production, and Data Entry. Additionally, students will review key concepts, including Keyboarding, E-mail w/ etiquette, Internet - safety & research, Copyright, MS Windows, File Management, Device Set-up/Utilization, and MS Word/Excel.

- **Career Exploration**

Learn about the occupational fields of culinary arts, horticulture, and technology and the skills and qualifications that are a part of each major. Research entry-level jobs in each field

and hear from local business owners as they share day to day operations of their companies. Learn about the skills and qualifications they look for in a potential employee.

- **Chapel**

This course is offered in both the fall and spring semesters. During the fall semester, students study the attributes of God, and in the spring semester, students study the Heroes of Faith (Hebrews 11). Students participate in worship, Bible reading, discussion, and prayer groups.

- **Daily Living Skills & Daily Living Skills Lab**

The purpose of this course is to develop the skills necessary to perform the activities of daily living. To accomplish this goal, students learn how to care for themselves and perform tasks that allow them to grow toward becoming more independent. In class, students receive practical hands-on training in health and hygiene, household chores, laundry, meal planning, food preparations, nutrition, shopping, community living, home maintenance, and transportation. Students practice and refine these skills in their residential life setting.

- **Employment Readiness 1**

Grow in professional skills by learning to effectively communicate with others, work as a team, and follow directions. Make professional connections through networking and share your skills and abilities by giving a presentation.

- **Occupational Health**

Engage in behaviors that foster healthy and active lifestyles through nutritious eating, exercising, and hygiene. Take control of personal health by learning how to administer medications and self-advocate to health care providers. Engage in behaviors that promote a safe work environment in your occupational field.

- **Foundations of Faith**

This course introduces the fundamental beliefs and practices of the Christian faith. Explore the Bible as one unified story: Creation, The Fall, Rescue, and Relationship. Discover what a means to have a relationship with Christ and develop the skills for further growth through Bible study and prayer.

- **On and For a Purpose 1**

Enhance your self-awareness skills as you discover your personality, strengths, and areas for growth. Develop resilience to overcome challenges by applying a growth mindset. Learn to communicate your strengths to guide you in developing healthy relationships and job placement.



- **Personal and Professional Development 1**

Learn how to navigate the social world by developing strategies to improve relationships, emotional regulation, and set boundaries. Apply problem-solving skills to handle daily social situations and resolve interpersonal conflicts. Learn how to communicate boundaries utilizing various “I” Messages. Foster personal and interpersonal growth by developing healthy habits.

- **Trained for Life 1**

Gain an understanding and working knowledge of basic money skills, budgeting, banking, and occupational math. Practice using currency to budget and make financial decisions. Manage personal spending through budgeting and tracking expenses. Maintain a simulated checking account with a bank ledger. Identify fractions in recipes for basic cooking and develop an understanding of measurement within your specialty major.

- **Technology Skills**

Learn about key technology skills required for education, employment, and independent living. Utilize a Chromebook and Google Classroom to complete tasks. Prepare for employment by composing professional emails, conducting job research, and practicing operating standard workplace tools and technology systems. Develop safe practices by creating strong passwords, discerning phishing attempts, and keeping personal information private when sharing online.

## **Second Year Classes**

- **Culinary Arts 2**

The goal of this course is to prepare students for employment in the culinary arts and/or food service industry. Students learn sanitation, kitchen safety, knife skills, basic cooking terminology, applied math skills, nutrition, catering, and food service professionalism. Other topics studied include dry and moist heat cooking techniques, baking, international cuisine, and sauce techniques.

- **Horticulture 2**

The goal of this course is to provide students with the skill set necessary to find substantial employment within the green industry. Students train in the greenhouse, on the grounds of Shepherds College, and in the surrounding community. Classroom instruction provides botanical knowledge, plant materials, and workplace skills such as floral design, pest control, landscape design, and plant propagation, as well as common tasks such as tool safety and care. The Horticulture program at Shepherds College focuses on four general aspects of vocational preparedness:

1. Greenhouse Production Operations
2. Landscape Maintenance Operations
3. Community Supported Agriculture Operations
4. Garden Center/Floral Retail Operations

- **Technology 2**

The goal of this course is to prepare students for employment in the technology industry in with concentrated training in one of the four tracks: professional office, web development, IT maintenance and repair, and mass media production. All students will receive training in keyboarding, document scanning, copying, digital conversion, document disposal, customer service, data entry, understanding e-mail, internet research, internet safety, filing (digital storage, organization, and maintenance), professional office skills, introduction to programming, copyright/licensing, introduction to networking, windows and file management, and introduction to media.

- **Walking in Faith**

Deepen your understanding of the Christian faith and apply it to your daily life. This course is structured around four main units: Modeling Christlikeness, My Beliefs, God's Design, and My Story. Explore the life and teachings of Jesus examining what it means to follow in His footsteps and apply His example in your own life. Explore your unique spiritual gifts, passions, abilities, personality, and experiences and how these elements can be used to serve and minister to others. Develop practical tools and strategies for living out the faith and serving as Christian ambassadors in your community.

- **Chapel 2**

This course is offered in both the fall and spring semesters. During the fall semester, students study the book of Proverbs, and in the spring semester, students study the Beatitudes (Matthew 5). Students participate in worship, Bible reading, discussion, and prayer groups.

- **Daily Living Skills Lab**  
Students receive practical hands-on training in health and hygiene, household chores, laundry, meal planning, food preparations, nutrition, shopping, community living, home maintenance, and transportation. Students practice and refine these skills in their residential life setting.
- **Employment Readiness 2**  
Grow in professional skills by demonstrating work ethic and responsible behaviors at work. Identify and search for qualified careers. Develop networking skills for job placement. Practice interviewing skills with professional communication and participate in mock interview fairs.
- **Personal and Professional Development 2**  
Develop healthy relationships and boundaries within your professional community. Learn work-based coping strategies for self-regulation and conflicts with co-workers. Engage with customers and practice customer service skills. Set personal boundaries for safe and healthy social interactions.
- **On and for a Purpose 2**  
Equip yourself for workplace success with the tool of self-advocacy. Research and learn about your diagnosed disability as well as how to communicate your abilities to others. Practice resilience with difficult job tasks and learn to recognize when a workplace accommodation is needed. Take ownership of your growth by setting goals and advocating for your needs.
- **Trained for Life 2**  
Manage daily living through financial decisions. Discern between wants and needs to make purchases within a set budget. Learn to track and analyze spending habits with an online ledger. Demonstrate responsibility with debit cards and learn about the potential pitfalls of falling for money scams and fraud.

## **Third Year Classes**

- **Culinary Arts Occupational Experience**

During the third year of the specialty major training programs, the occupational experience allows students to integrate academic learning in vocational settings. The occupational experience is the culminating learning experience for the student participating in the occupational training program. The student's work is supervised by the Occupational Experience Supervisor, and the Lead Specialty Major Instructor oversees the occupational experience placement. This experience allows the student to practice and apply the knowledge acquired through vocational preparation while integrating academic and adaptive skills, such as professionalism, problem-solving, communication, and interpersonal skills. The occupational experience is an entry-level, in-depth, supervised work and study program, where the student has various responsibilities in the field of study. The desired result is to provide work experience and continued training in an industry-standard environment. The student gains and enhances skills related to their specialty major while demonstrating competencies, work habits, and attitudes needed for employment in the field. Students may have multiple occupational experience sites allowing various learning opportunities. The occupational experience site supervisor completes two evaluations each semester which contributes to the student's overall grade for this course.

- **Horticulture Occupational Experience**

During the third year of the specialty major training programs, the occupational experience allows students to integrate academic learning in vocational settings. The occupational experience is the culminating learning experience for the student participating in the occupational training program. The student's work is supervised by the Occupational Experience Supervisor, and the Lead Specialty Major Instructor oversees the occupational experience placement. This experience allows the student to practice and apply the knowledge acquired through vocational preparation while integrating academic and adaptive skills, such as professionalism, problem-solving, communication, and interpersonal skills. The occupational experience is an entry-level, in-depth, supervised work and study program where the student has various responsibilities in the field of study. The desired result is to provide work experience and continued training in an industry-standard environment. The student gains and enhances skills related to their specialty major while demonstrating competencies, work habits, and attitudes needed for employment in the field. Students may have multiple occupational experience sites allowing various learning opportunities. The occupational experience site supervisor completes two evaluations each semester which contributes to the student's overall grade for this course.

- **Technology Occupational Experience**

During the third year of the specialty major training programs, the occupational experience allows students to integrate academic learning in vocational settings. The occupational experience is the culminating learning experience for the student participating in the occupational training program. The student's work is supervised by the Occupational Experience Supervisor, and the Lead Specialty Major Instructor oversees the occupational experience placement. This experience allows the student to practice and apply the knowledge acquired through vocational preparation while integrating academic and adaptive skills, such as professionalism, problem-solving, communication, and interpersonal skills. The occupational experience is an entry-level, in-depth, supervised work and study program where

the student has various responsibilities in the field of study. The desired result is to provide work experience and continued training in an industry-standard environment. The student gains and enhances skills related to their specialty major while demonstrating competencies, work habits, and attitudes needed for employment in the field. Students may have multiple occupational experience sites allowing various learning opportunities. The occupational experience site supervisor completes two evaluations each semester which contributes to the student's overall grade for this course.

- **Daily Living Skills Lab**

Students receive practical hands-on training in health and hygiene, household chores, laundry, meal planning, food preparations, nutrition, shopping, community living, home maintenance, and transportation. Students practice and refine these skills in their residential life setting.

- **Employment Readiness 3**

Develop a plan to obtain employment and explore job opportunities within your field of study. Complete your resume with current field experience and participate in an exit interview.

- **On and for a Purpose 3**

Use your personal strengths to succeed in independent living. Receive feedback from supervisors and use that feedback to generate goals for continued professional growth. Respond to real-world living conflicts and create an advocacy support team. Assemble professional documentation into a portfolio to be utilized for job search and placement.

- **Personal and Professional Development 3**

Start the transition to independent living by finding a compatible roommate. Identify conflicts and obstacles, and arrive at a resolution through simulated roommate experiences. Review how to start, balance, and end relationships while living independently. Set and communicate healthy boundaries with friends and co-workers.

- **Trained for Life 3**

Participate in a financial simulation by receiving a simulated paycheck, bills, and various expenses. Make financial decisions to manage finances responsibly. Track and record personal spending as well as make electronic payments. Watch as your financial decisions lead to consequences that will affect your real life on campus.

- **Faith in Action**

Explore and deepen your understanding of the Christian faith and its application to daily life. This course is structured around two main units "My Relationship with God" and "My Faith Community," which examine different aspects of personal faith and belonging to a Church. Reflect on personal experiences and beliefs about personal faith and develop practical skills and habits that can deepen your relationship with God and involvement in the faith community.

## **FAMILY EDUCATION RIGHT TO PRIVACY ACT**

Under authority of the Family Education Right to Privacy Act (FERPA), Shepherds College has established a policy for the release of student and/or graduate information:

- All students attending Shepherds College, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records or that of their minor or tax-dependent child. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to student's records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The Vice President of Academic Affairs supervises, records and provides access to designated staff for the purpose of recording grades, attendance, and advising. The Financial Aid Coordinator determines financial assistance eligibility.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular office hours under appropriate supervision. The student and/or parent must notify the school two business days in advance.
- During and after inspection of the file, no original document may be removed by the examining party. Shepherds College will provide one copy of each document free of charge and will do so within ten business days of the student's or their parent's request.

Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

- Anytime access is granted to a student file, for purposes of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the file review will be recorded in the log.
- Under no circumstances will Shepherds College disclose, to any agency or person, any statistic or report in the student files that relate to Campus Crime Information reporting requirements. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

## **ATTENDANCE AND WITHDRAWAL**

### **Attendance**

Regular classroom attendance is a point of emphasis at Shepherds College. Students are required to be in class and/or at their occupational experience unless they are sick or have an excused absence. If a student is absent from class twice, and the absence is unexcused, the student will meet with the instructor; the instructor will notify student's advisor and the Leadership Team. By setting high expectations with regards to attendance, we hope to promote personal development in the areas of dependability and responsibility. Students are expected to attend class each day unless an illness prevents otherwise. In the case of illness, it is the responsibility of each individual student to contact his/her Advisor to request an excused absence. If a student is not sick and misses class that was not excused, the instructor will notify the student's Advisor. In the event of extended or regular absenteeism, the college may request that a student visit a physician for an evaluation. Parents/guardians are notified prior to this course of action if it is deemed necessary. Unexcused absences are dealt with on an individual basis and the student's Instructor, Advisor, and the Leadership Team will have input into this situation.

Attendance is tracked according to clock hours and impacts a student's eligibility for Federal Student Aid disbursements. Absence from classes will prevent a student from fulfilling the clock hour requirements, resulting in a delay in the disbursement of funds to the student's account.

Students are expected to be in class on time, as we seek to develop important traits that will prove beneficial in life. Tardiness to class initially results in the student being required to make up missed time on a daily basis. After the second time a student is tardy, they will have a meeting with the instructor to discuss the tardiness and problem solve; if a student is tardy three times, he/she will meet with his/her Advisor.

For outside funding sources, other than Federal Student Aid, the first day attending class will be the official census date for each student.

### **Formal Withdrawal**

Students withdrawing from the program must do the following:

1. Submit a written letter of withdrawal to the President of Shepherds College
2. Meet with the Financial Aid Officer

### **Informal Withdrawal**

If a student misses class and there is no contact from the student or family for 14 calendar days, the student will be considered withdrawn from school.

## **MAXIMUM TIME FOR PROGRAM COMPLETION**

Students will have a maximum of four years, as an enrolled full-time student, to complete the three-year Shepherds College program, allowing for one year to be repeated, if necessary.

## **READMISSION**

If a student withdraws from Shepherds College and later desires to re-enroll, the student must apply for readmission.

Any former student seeking readmission to Shepherds College must indicate a desire to reapply in writing to the Admissions' Department. Applicants for readmission will be subject to the same admissions criteria as any applicant, which may include interviews and assessments on campus. The student's candidacy for readmission will be evaluated by the application review team and is not guaranteed.

If a student was dismissed for disciplinary reasons and is interested in returning to Shepherds College, the student must submit a letter of interest in readmission to the President of Shepherds College. Following an interview with the former student, the President will determine whether, or not, the individual will be invited to reapply to Shepherds College. If invited to reapply, the student must go through the complete admissions process in order to be given full consideration for readmission to Shepherds College.

If a student was dismissed due to poor academic performance, the student may apply for readmission, and must provide evidence of remediation in the problematic academic area(s). In addition, the student will be interviewed by members of the Shepherds College Administration.

No former student, having been dismissed from Shepherds College due to academic or disciplinary reasons, will be considered for readmission until he/she has been away from Shepherds College for at least one full academic term.

## **FINANCIAL AID**

### **Types of Financial Assistance Offered**

For the 2023-2024 School Year, the following financial assistance may be available depending on individual student eligibility and need. Criteria for selecting recipients of federal, state, public and private assistance is determined by the awarding body. As of the start of this school year, FSA is NOT available to Shepherds College students.

Please note: Any arrest resulting in drug-related charges will disqualify a student from being eligible for Federal Student Aid.



## I. Federal Student Aid (FSA)

- Only students with a high school diploma or GED are eligible to receive Federal Student Aid.
  - Students must complete the Free Application for Federal Student Aid (FAFSA) online or by paper.
  - The results of the FAFSA determine if a student is eligible for aid, as well as the type and amount of aid that can be received.
- Students have the right to decline any and all FSA in part or in whole.

### FSA includes:

1. Pell Grants
2. Federal Direct Student Loans (FDSL), Subsidized & Unsubsidized
  - Terms of individual loans are included in the award notice for all loans which a student is eligible to receive.
  - Students must complete the following before loans will be received:
    - Entrance Counseling:  
<https://studentloans.gov/myDirectLoan/counselingInstructions.action>
    - Master Promissory Note (MPN):  
<https://studentloans.gov/myDirectLoan/launchMpn.action>
  - Upon withdrawal or graduation from Shepherds College a student must complete Exit Counseling:  
<https://studentloans.gov/myDirectLoan/counselingInstructions.action>
3. Parent Loans for Undergraduate Students (PLUS)
  - Parents can apply for loans for their students here:  
<https://www.studentloans.gov/myDirectLoan/launchPLUS.action?plusType=parentPlus>
  - For more information, visit: <https://www.edvisors.com/ask/faq/apply-parent-plus/>

## II. State Aid: Vocational Rehabilitation or similar program

Please contact the Financial Aid Coordinator to see if this is a possibility in your state.

## III. Private Aid:

- View a list of scholarships offered here:  
<https://shepherdscollege.edu/program-and-admissions/admissions/financial-aid/>

## IV. Institutional Aid:

- For each incoming class, Shepherds College has a limited amount of money set aside to be awarded as need based scholarships.
- In order to be considered for an internal scholarship, students/families must submit:
  - completed FAFSA information, when available
  - tax forms from the most recent calendar year  
*This is necessary for students without a diploma/GED as well as students who are an independent age.*
  - verification of the student's Social Security benefits.

### Criteria for Financial Aid

- Students are responsible for maintaining satisfactory academic progress (SAP), as outlined in the Student Handbook, to remain eligible for student aid.
- Students must also submit the FAFSA and required financial documents each academic year.
- Completion of a Family Education Right to Privacy Act form allows the Shepherds College Financial Aid and Business Office to communicate with parents/guardians regarding the student's account. (See FERPA.)

### Aid Disbursement: Federal, State, Local, Private and Institutional

- Before aid can be disbursed:
  - All paperwork and verification, including the FAFSA, must be complete.
  - Students must meet the necessary amount of Clock Hours, calculated by semester.

Disbursement #1:	first-year students	0-450 Hours
Disbursement #2:	first-year students	451-900 Hours
Disbursement #3:	second-year students	901-1350 Hours
Disbursement #4:	second-year students	1351-1800 Hours
Disbursement #5:	third-year students	1801-2250 Hours
Disbursement #6:	third-year students	2251-2700 Hours

- Aid will be disbursed in both fall and spring semesters unless otherwise noted. For 2021-22, this should be mid-September & mid-March. The disbursed aid will then be listed on the next statement sent by Accounts Receivable.
- Aid will be received by the school and applied to the student's account within the timeframe required by the source of funding.

## **Return of Title IV Financial Aid Funds**

All students must follow the school's refund policy.

If a student withdraws or stops attending Shepherds College within a semester, FSA regulations require that a recalculation be completed for financial aid funds received for that semester. The financial aid recalculation is based on the student's last day of attendance, and any unearned aid must be returned to the federal government. Federal financial aid is not 100% earned until the attendance exceeds 60% of the semester. As a result of a financial aid recalculation, a student may be responsible to pay tuition charges that had been originally covered by financial aid funds which the school was required to return, and students could also owe money directly to the grant program. Students should contact the Financial Aid Office at the school for additional information about the recalculation policy.

The amount of Title IV Aid earned is figured by taking the percentage of attendance multiplied by the total Title IV funds disbursed, plus the Title IV funds that could have been disbursed by federal guidelines. The difference between "disbursed" and "earned" is the unearned portion.

Any unearned funds, including Title IV Aid, must be returned. After determining the amount of aid that is unearned, that amount must be returned. If there is aid that is unearned, it may be the responsibility of the school and/or the student to return the funds.

If the student withdraws but has not yet earned the full amount of eligible Title IV Aid, then a post-withdrawal disbursement may be made.

The institution is responsible for returning the lesser of the following:

1. Total amount of unearned aid.
2. The amount of institutional charges multiplied by the unearned aid.

The student is notified if he/she owes unearned aid back to the federal government.

Refunds from the student accounts for unearned student aid are repaid in the following order:

1. Direct Loan (unsubsidized)
2. Direct Loan (subsidized)
3. Parent Loan (PLUS)
4. Pell Grant
5. Employer
6. Student

All refunds are made within 30 days of the date of official withdrawal.

For refund purposes, institutional charges according to the federal guidelines are: tuition, lab fees, textbooks, supplies, uniforms, and graduation fees.

The application/enrollment fee and preregistration costs are fully earned by the school and, therefore, nonrefundable.

## TRAVEL POLICY

### *Vehicle Transport*

Families that transport students by vehicle should schedule student arrivals to and departures from the college according to the published school calendar.

### *Air, Bus, Train Travel*

Shepherds College provides transportation and gate assistance for students traveling by air, bus, or train. Parents are responsible to book the ticket and communicate travel plans to the College Administrative Assistant. We encourage parents to book direct flights whenever possible. If a student has a connecting flight, parents are responsible for arranging layover assistance with the airline. Parents are expected to pay for baggage fees when the flight is booked; college staff will not pay for baggage fees at airport check-in. Additionally, students will need cash or a debit card to pay for the cost of meals. Shepherds College does not provide transportation to/from Midway airport or Chicago Union Station.

### *Connecting Flight Assistance Arrangements*

Inform the airlines of the need for assistance for both departing and arriving flights; notify the airlines that a Shepherds College staff will assist the student to/from the gate. The “Air Carrier Access Act” (ACAA) states you do not pay for an airline assistant for your student. Contact the airline by phone to request airport assistance for layover flights.

### *Identification*

A government-issued ID such as a driver’s license, state ID, or passport is required for air travel. Please label your student’s luggage pieces with identification tags.

## Travel Fees

Shepherds College transports students to local airports and train and bus stations on scheduled travel days. Students traveling by air, bus, or train using SC assistance escort will incur a travel fee billed through the finance office and charged to the student’s tuition account. If a need arises for a student to travel home on a non-scheduled travel day, contact your student’s advisor. **Please note that travel fees are significantly higher for transport outside the prescribed days and times.** Exceptions will be made for travel related to medical needs, and funerals, and transport will be charged according to the applicable travel day rate.

### *Milwaukee Airport (MKE) - \$50 Travel Fee*

- Schedule flight arrival and departure times between 9:00 a.m. and 6:00 p.m.
- Flights to and from MKE outside travel date and time parameters will be subject to a charge of \$150.

### *O’Hare Airport (ORD) - \$75 Travel Fee*

- Schedule flight arrival and departure times between 9:00 a.m. and 6:00 p.m.
- Flights to and from ORD outside travel date and time parameters will be subject to a charge of \$200.

### *Sturtevant Amtrak Station - \$15 Travel Fee*

- Schedule train arrival and departure times between 9:00 a.m. and 6:00 p.m.
- Travel to and from the Sturtevant Amtrak Station outside travel date and time parameters will be subject to a charge of \$75.

*Milwaukee Intermodal Station - \$50 Travel Fee*

- Schedule bus/train arrival and departure times between 9:00 a.m. and 6:00 p.m.
- Travel to and from the Milwaukee Intermodal outside travel date and time parameters will be subject to a charge of \$150.

**Packing**

Specific packing requests should be communicated to the Administrative Assistant no later than one week prior to travel day. Parents will receive a courtesy reminder e-mail approximately one month prior to travel day. Packing requests cannot be guaranteed after the deadline. Student Life staff members are not responsible for the detailed checking of clothing for tears, fit, and wear, etc. Students and parents can make those decisions when students are home. Packing for breaks can be simplified by leaving clothing and toiletries at home sufficient for a two to six week stay. This will allow students to avoid check-in baggage fees and travel with carry-on luggage only.

## EMERGENCIES

### School Closing Due to Inclement Weather

In the event of severely inclement weather, the college leadership will determine if classes and/or occupational experiences will be canceled.

#### Winter Weather

Shepherds College is committed to providing a safe environment for students. This includes providing support, training, and guidelines regarding the weather. All staff members are responsible to be aware of the temperature and implement the following guidelines. Students are advised to wear a winter coat, hat/good, gloves, boots, and a scarf for winter weather.

#### Guidelines:

- When the temperature and/or wind chill is **below 0 degrees**, the staff from the homes will transport students from Glanville and Olsen Homes to the Wood Center. Clark students will walk to the Wood Center but should only be outside when necessary. Any off-campus activities that primarily occur outside will be canceled.
- During a **Wind Chill Advisory**, the staff from the homes will transport students from Glanville and Olsen Homes to the Wood Center, Clark students should not be outside, and all off campus activities will be canceled including church. Occupational Experiences will be canceled by Administration on an as needed basis.
- During a **Wind Chill Warning**, the staff from the homes will transport students from Glanville and Olsen Homes to the Wood Center, Clark students should not be outside, and all off campus activities will be canceled including church. Occupational Experiences will be canceled.
- When there is a warning related to snow or freezing rain, off campus activities will be canceled or modified based on the discretion of college leadership regarding Occupational Experiences and evening and weekend activities.

#### Severe Weather Conditions

- A **Condition Gray** is announced when weather conditions exist which may produce dangerous weather including high winds or possible tornadoes, and the Weather Bureau issues a Tornado Watch. All students and staff should be alerted to prepare for a possible evacuation to shelter areas. Students should only relocate to another building as instructed by staff.
- A **Condition Black** is announced when a tornado has been sighted, or its presence was detected by radar, and the Weather Bureau issues a Tornado Warning. This means that an actual funnel cloud was sighted within a two-county radius of Racine County, including the following counties Kenosha, Walworth, Waukesha, and Milwaukee. Students are instructed to take shelter immediately.

- **Tornado Imminent - Take Cover:** When this page sounds precede to the inner halls or smaller inner rooms, lay on the ground face down, and cover heads. Keep away from rooms with windows or other areas with glass.

### **General Instructions for Tornado Evacuation**

- As students evacuate their residential areas, whenever possible they should turn off the lights, oven, stove, etc.
- Students should remain in the designated meeting location until authorized to leave.
- Shelter locations for tornado:
  - Students in the Wood Center South Dorms and classrooms located south of the Wood Center Nurses Station should evacuate to the basement located underneath the South Dorms.
  - Students in the Wood Center North Dorms and classrooms located north of the Wood Center Nurses Station should evacuate to the basement underneath Clark Commons.
  - Students in the College Homes and Lamb Hall should evacuate to the basement in their respective Home/Hall.
  - Students in Cook Hall should evacuate to the basement of Lamb Hall.
  - Students in the Clark Apartments should evacuate to the basement underneath Clark Commons.
  - Students in the Miter Building should evacuate to the multi-stall bathrooms.
  - Students in the Franke Hospitality Center and the Franke Apartment should evacuate to the basement located in the Franke Hospitality Center (enter the first door as you enter the laundry room and walk downstairs).
  - Students in the Findley Center should evacuate to the basement.

## **Lockdown and Evacuation**

- In the event of an emergency requiring evacuation, Shepherds College students will go to planned local partner organizations. We also recognize the need to practice lockdown and active threat responses. We partner with the Racine County Sheriff's department for training and practice campus drills each semester.

### **General Instructions for Fire Evacuation**

- As students evacuate their residential areas, whenever possible they should turn off the lights, oven, stove, etc.
- Students should remain in the designated meeting location until authorized to leave.
- Shelter locations for fire evacuation:
  - Students in the Wood Center South Dorms and classrooms south of the Wood Center Nurses Station should exit through the nearest door and evacuate to the Lamb Hall.
  - Students in the Wood Center North Dorms and classrooms north of the Wood Center Nurses Station should exit through the nearest door and evacuate to the Greenhouse.
  - Students in the College Homes should exit through the nearest door and evacuate to the alternate College Home.
  - Students in the Clark Apartments should evacuate to the Findley Center lobby.
  - Students in Miter should evacuate to Cook Hall.
  - Students in the Franke Hospitality Center and the Franke Apartment should evacuate to Glanville or Olsen house, depending on student gender
  - Students in the Findley Center should evacuate to the Clarke Commons



## **BEHAVIORAL POLICIES AND EXPECTATIONS**

Policies and guidelines are established to encourage student growth while living in community. We respect the fact that when students are home they are under their parent's authority and not that of Shepherds College. However, when one or more Shepherds College students are visiting another student's home, it is expected that the school's policies and guidelines are followed.

### **ALCOHOL, TOBACCO, AND ILLEGAL DRUGS**

In order to promote the virtues of sobriety and self-control, Shepherds College prohibits the use of alcohol, tobacco (in any form), and illegal drugs on campus and during school-related functions. It is illegal for anyone to purchase, possess, or distribute alcohol, tobacco, and illegal drugs on campus property. Violation of this policy may result in disciplinary action from Shepherds College and/or state and local authorities. Disciplinary actions taken by Shepherds College may include: demerits, suspension, expulsion, or other, commensurate with the violation.

A student's eligibility might be suspended if the offense occurred while you were receiving federal student aid (grants, loans, or work-study). When you complete the FAFSA, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is "yes," you will be provided a worksheet to help you determine whether your conviction affects your eligibility for federal student aid.

If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can receive any aid for which you are eligible.

If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

### **ANTI-BULLYING POLICY**

Bullying behavior will not be tolerated by or against any member of the Shepherds College learning community, including: student, staff, faculty, or guest. Violation of the anti-bullying policy will result in discipline.

Bullying behavior can take a variety of forms, including, but not limited to the following examples:

- Verbal abuse such as derogatory remarks and insults, slandering, name calling, using an individual/group as the center of jokes
- Verbal or physical conduct that is threatening, intimidating, or humiliating
- Undermining an individual's or group's work performance or learning environment
- Inappropriate physical contact such as: pushing shoving, kicking, poking, tripping, assault, or damage to personal property

## TECHNOLOGY USAGE POLICY

Technology is a vital part of our learning environment. This policy provides guidelines and information about Shepherds College (SC) expectations for students who are using a personal or SC owned device in both the classroom and residential life areas.

Shepherds College holds students responsible to select and participate in entertainment options – including music, movies, television, computer, video games, and printed materials, internet and social media that align with Biblical principles. What we see and do has a great effect on our character. Therefore, students are to be mindful of what they are doing and seeing while on the Internet. By using the SC network and personal devices, each user assumes personal responsibility for his/her appropriate use and agrees to comply with SC policies as well as local, state, and federal regulations. SC uses a content filtering system in order to restrict access to inappropriate content. Using VPNs, mobile hotspots, data plans, or other means to bypass the filter to view prohibited material is not permitted. Attempts to bypass the filter will result in disciplinary action. SC reserves the right to monitor all activity on the network and all computers and devices on campus.

Failure to follow technology guidelines will result in the forfeiture of using technology in the classroom and residential life for a determined amount of time. Other consequences may apply.

### *Students will:*

1. Refrain from sharing, loaning, or selling their 1:1 personal electronic devices or accessories.
2. Use appropriate language in all communications avoiding profanity, obscenity, and offensive speech.
  - Cyber bullying, including personal attacks or threats toward anyone made while using either SC owned or personally owned technology, is to be reported to school personnel.
  - Communication should be conducted in a responsible, ethical, and polite manner.
3. Respect the internet filter and security measures put in place.
4. Refrain from downloading applications that contradict SC media policy. If students have applications on devices that contradict SC policies, they will be expected to remove these applications.
5. During instructional settings, both during the academic day and during residential life, students may only use technology for school-related purposes. Unless given permission from staff, students will refrain from the following:
  - Texting/Messaging
  - Checking E-mail
  - Viewing Social Media Sites
  - Browsing the Internet
  - Games/Personal Applications
6. Practice biblical principles when using both personal or SC-owned device. This includes refraining from viewing, sending, or receiving any communication that is offensive, insulting, or sexually impure.
  - We expect students to exercise discernment with regards to the amount of time and materials posted online. All social media use should be appropriate and may include the following tasks:
    - Interacting with family and friends
    - Sharing appropriate photos and news
    - Chatting with appropriate individuals in a healthy manner

7. Agree to random checks for inappropriate content by making devices available for inspection by a staff member on personal and SC devices. Files stored and information accessed, downloaded, or transferred on SC-owned technology are not private and, as result, they may be viewed, monitored, or archived by the staff at any time.
8. Accept any and all consequences for violating the technology policy, including the loss of access to technology for an extended period of time.

### **Classroom Technology Guidelines**

The use of technology in the classroom is a means to promote achievement and independence, provide flexible learning opportunities, and enhance the overall learning experience. During the academic day, cell phones are to be kept in residential areas. Occasionally, an instructor may incorporate cell phones into a lesson. When phones are needed for class, the instructor will notify students, in advance, when to bring a device. If a device is scheduled to be used in a class, it should be taken only to that class and should be kept in the student's locker the rest of the school day.

### **Student Life Technology Guidelines**

Students may use personal technology in the living areas for leisure and as a means to communicate with friends and family.

1. Students will have Wi-Fi access on campus.
2. After receiving permission, students may video chat with family members while in bedrooms with doors closed.
  - Permission must be received prior to each occurrence.
  - Video chat with anyone other than family members must take place in public areas.
3. It is expected that students turn personal technology off nightly between 9:00 p.m. and 6:00 a.m.
  - Cell phones may be left on and used as an alarm clock.
  - Additional guidelines may apply based on each residential living area.
4. Public live-streaming is not permitted in student life areas.

### **Personal Cell Phone and Tablet Usage**

Students are permitted to have personal cell phones so they can remain in contact with family and friends. Parents should discuss phone use guidelines with students. Parents are encouraged to monitor student phone usage through cell phone company records.

Phone and tablet use will not be permitted during:

1. Class unless notified in advance by your instructor
2. Meal/snack times
3. Medication passes
4. Residential and group activities

Students may bring phones and tablets to church services for Bible reading and note taking, only as approved.

#### *Additional Items to Note*

1. If a student does not have a cell phone, he/she may call home once each week using a campus phone.

2. Parents may want to establish parameters for their student’s cell phone usage both with the student and with the phone company. We recommend that prior to arriving on campus parents set internet access between 9:00 a.m. and 9:00 p.m. Consider applying other parental control options to block material, limit usage, and restrict purchasing based on each student’s level of responsibility.
3. Students may use their own personal devices. Devices may only be used by the owner of the device.

Accept any and all consequences for violating the technology policy, including the loss of access to technology for an extended period of time.

### **Music**

Our choice in music has the potential to both reflect and shape our character. We all have individual taste in music. We encourage students to discern and evaluate their selection of music to determine if it is in harmony with the standards of the college. Music which contains inappropriate language, immorality, violence, or anything else that conflicts with Scripture is not acceptable.

The following questions should be used as a guide to determine if the music a student is listening to is appropriate:

- Is this song encouraging or discouraging to me when I listen to it?
- Does this song have any inappropriate or profane language?
- Does this song promote destructive behaviors such as immorality, drunkenness, violence, or bad thoughts?

Students should be considerate of others around them. If the music they are listening to is not necessarily inappropriate but considered offensive by another, students should use headphones. Students should respect others in regards to the volume of their music. Downloading and burning songs or CDs a student has not purchased is illegal and is not permissible on campus.

### **Student Life Media Approval Procedure**

In order to provide a safe environment for all students, it is necessary to establish parameters for acceptable media. The movies, TV shows, and video games we choose to watch and play have the potential to reflect and shape our character. Movies, TV shows, and video games are screened for content that contains violence, obscene or crude language, and sexual immorality. Media that contains an excessive degree of any of these is not permitted and should not be in the possession of the student while at Shepherds College. Questionable content will be reviewed by the Student Life Manager or Campus Director for individual approval. Below is a general guideline for media approval.

*Media Overview Rating Chart:*

<b>Media Rating</b>	<b>Television Programs</b>	<b>Movies</b>	<b>Video Games</b>
<b>Approved</b>	Y, Y-7, G, PG	G, PG	C, E, E-10+
<b>Require Approval</b>	TV-14	PG-13	T
<b>Not Permitted</b>	MA	R+	M+

**Television:** SpectrumU at Shepherds College is filtered based on rating. The filter is set to allow shows rated TV-PG and lower. Shows rated TV-14 could be approved through one of the SC Deans on an individual basis.

**Movies:** Movies rated PG-13 must be approved by the Director of Student Life. Movies rated R or higher are prohibited from campus.

**Video Games:** Video Games Rated T will be approved based on a rating system found online. This system rates video games based on violence, profanity, drug use, and sexuality. Games T will need approval from the Residential Life Manager or Campus Director. Games with high levels of any of the categories, or that grossly contradict SC policy will not be permitted in the student's possession. Additionally, games that consist of a first-person shooter will not be permitted.

**Literature:** Literature that contains extreme violence, obscene or crude language, and sexual immorality is not permitted. Students are encouraged to use discernment with reading materials and may be asked to refrain from some literature while at college.

## SOCIAL POLICY & DATING

An important part of any individual's development and pursuit of independence is the ability to develop healthy relationships. A healthy relationship requires proper boundaries and balance by maintaining open communication. An important part of a relationship is a strong community. As a part of Appropriate Independence™, students are encouraged to develop relationships with those around them while keeping their own individuality. If any of these factors are missing it is a sign of an unhealthy relationship.

In an effort to encourage healthy relationships and promote social development outside of the realm of dating, we established a dating policy that intentionally seeks to prevent unhealthy interactions between any pair of students. All student interactions and relationships are held to the following set of standards:

- Respect Personal Boundaries (No Touch)
  - **Physically:** Avoid physical contact except handshakes, fist bumps, and high-fives based on appropriate context.
  - **Emotionally:** Avoid exposing/revealing too many feelings and thoughts.
- Refrain from Isolation (3 or More)
  - **Physically:** Avoid situations where two students are alone in any setting; keep from pairing off with the same individual in a group setting. Students are never allowed in a room or apartment of a student or resident unless they are roommates.
  - **Emotionally:** Avoid becoming consumed with one particular individual.
- Resist Temptation (Keep a Distance)
  - **Physically:** Resist setting in motion physical interactions that will be difficult to control.
  - **Emotionally:** Maintain control of one's thought life regarding emotional attachment and physical purity.
- Accountability:
  - All students will be held to these standards by faculty and staff.
  - Students who demonstrate an unwillingness to follow this policy will be subject to verbal warning and subsequent consequences that may include loss of privileges, social restriction, demerits, suspension, and expulsion.

- All interactions that are sexually oriented need to be avoided. This includes joking, teasing, gestures, sexting, physical touch, exposure of private areas, and anything else that is overtly sexual in nature.

NOTE: A comprehensive policy regarding the organization's stance on human sexuality has been established and adapted by our Board of Directors and is available.

## **COUNSELING POLICY**

Students attending Shepherds College have diverse emotional and mental health needs related to their history, diagnoses, and behaviors. When these personal needs surpass the level of support SC provides, it is important for the students to seek therapy from trained professionals. The following policy outlines the criteria, approval process, and school requirements for students to receive professional counseling.

### **Criteria**

A student must meet at least one of the criteria below in order to be considered for professional counseling:

- Current eating disorders
- Past spiritual, emotional, physical, or sexual abuse
- Sexuality\*
- Psychosis
- Hallucinations
- Threats of suicide or homicide
- Aggressive behavior
- Reoccurrence of a concern for which a student had previously attended therapy
- Recommendation by a psychiatrist after an evaluation
- Request from parents
- Victim of sexual offenses
- Depression\*
- Anxiety\*

\*Beyond the scope of what SC staff typically manages

## **Approval Process**

Once a student meets counseling criteria, the Advisor should discuss the areas of concern with the Campus Director. Together, they will determine if the individual's needs appear to benefit from counseling.

If counseling is recommended, the Advisor will approach both the student and the student's parents with this possibility. Upon request, SC will provide a list and information regarding local counselors. Ultimately, it is up to the student and parents to select a counselor and pursue counseling.

### **Local Students** – As determined by the Campus Director

Parents of local students should schedule and take students to counseling appointments. Parents should notify the Advisor a minimum of one week prior to each appointment. The Advisor will fax a counseling review form with pertinent information regarding the student prior to each appointment as needed. The counselor will summarize the appointment and fax it back to SC.

### **Out-of-the-Area Students**

The Advisor will schedule counseling appointments. The Advisor will fax a counseling review form with pertinent information regarding the student prior to each appointment as needed. This form allows the counselor to make notes to SC staff members about the appointment. The staff member may sit in on the session, depending on the preference of the student and counselor.

Counseling is a time intensive process. Each appointment takes between 2-3 hours including travel time and may be as frequent as weekly. Evaluation as to the effectiveness of counseling should take place each semester by the counselor, student, parents, Advisor, and Campus Director. Transportation to counseling appointments are subject to the medical transportation fee.

All costs related to professional counseling will be the responsibility of the student's parents/guardians.

Any student needing professional counseling and/or treatment for drugs and/or alcohol will be referred to a professional off-campus.

## DISCIPLE AND ACCOUNTABILITY

### Philosophy of Discipline

At Shepherds College, an important aspect of a student's pursuit of Appropriate Independence™ (Ai) is acceptance of responsibility and the authority to make decisions and to be accountable for those choices. The process of Ai involves graduated responsibility with full accountability that is consistent with the Word of God. Graduated responsibility assumes proportional opportunity relative to experience and skill. As skills increase, so does one's responsibility and independence.

Responsibility and decision-making process, involves two questions:

- **Can I?** – This question demonstrates the skill and ability to perform a given task
- **Should I?** – This question involves the ethical rationale that dictates an individual's response to an opportunity or a decision

With the ability to make decisions comes a comprehension and acceptance of the consequences of one's actions and an understanding of the ethical rationale needed to make wise decisions. Personal responsibility is the ability to make wise choices and respond appropriately in a given situation. Accepting responsibility for one's own actions implies a reasonable understanding of the consequences of an act and a willingness to accept the outcome, whether positive or negative. It is important that decision-making is grounded in moral comprehension that is both aligned with and guided by biblical principles. We recognize that, at times, students may use their independence improperly which may result in significant consequences based on the severity of the action.

Mistakes are inevitable and bring about learning opportunities with the attempt to avoid greater mistakes in the future. Wrong choices are met with full accountability and responsibility for the consequences. Following an unwise or immoral decision, our goal is to implement appropriate and consistent natural consequences proportionate to the severity of the action and at the same time provide the necessary supports to assist the student with restoration and growth.

Discipline is one of the catalysts utilized to educate and train students with intellectual disabilities to achieve Ai and fulfill God's plan for their lives.

### Purposes of Discipline

It is our desire that discipline for behavior detrimental to our SC community, when addressed in a spirit of care and an interest in personal growth, serves a variety of purposes, such as:

- **Protection** – Guidelines and consequences for violating such serve to protect the members of our community;
- **Prevention** – Consistent and relative consequences help serve as a deterrent to harmful behaviors, and;
- **Restoration – Recognition**, acknowledgment, and apology for harmful behavior serve as the foundation for restoring relationships within our community

### Levels of Discipline

Discipline at Shepherds College is progressive in nature. However, immediate dismissal may occur if an offense is such that it creates a risk of substantial harm to the individual or others or if federal/state laws are violated.



## **Demerits**

The demerit system is a concrete method of tracking significant student behaviors that violate college policies. Demerits may be given by staff after being approved by Shepherds College leadership and administration. Each time a demerit is administered, it is recorded on a written discipline report. Due to their sensitive nature, discipline reports, or copies thereof, do not leave the Administrative office. The primary purpose in administering demerits is to track significant student behaviors that violate college policies. Demerits can be given for, but not limited to, the following reasons:

- Violation of dress code
- Violation of music, TV, movie guidelines
- Violation of curfew
- Failure to manage appropriate level of cleanliness in apartment
- Inappropriate displays of affection
- Unexcused absences from classes
- Use of foul language
- Violation of Community Covenant
- Violation of the Housing Rules
- Dishonesty
- Cheating in classes

## **Loss of Privileges**

When a student accumulates 10 demerits, certain privileges are forfeited for a period of time. These privileges include the ability to go off campus, attend and/or participate in special activities and outings, etc. The Advisor will communicate with the student's parents/guardians at each accrued increment of 10 demerits.

## **Damaged Property and Financial Retribution**

Students who cause willful or negligent damage or destruction to Shepherds' property or the property of others will be expected to cover the cost of the damage. This financial retribution can be combined with other penalties based on the seriousness of the offense.

## **Full Campus Restriction**

Students may be placed on Full Campus Restriction when they reach a total of 30 demerits. During this time of restriction, students are required to meet with their Advisor in an effort to identify and correct problem areas in the students' life that led to this disciplinary action. Full campus restriction should be considered very serious and should make students and their parents/guardians aware that suspension and dismissal is the next course of action should the issues continue. Full Campus Restriction can also occur for the following reasons:

- Blatant disrespect for authority
- Repeated acts of dishonesty
- Intentional or negligent destruction of property
- Sexual impurity
- Use of alcohol, tobacco, or illegal drugs
- Violation of the Shepherds College Community Covenant

## **Suspension and Dismissal**

Suspension and Dismissal are both part of the process of discipline and accountability at Shepherds College. Suspension and/or dismissal will occur when all other levels of discipline have proven ineffective or the severity of an incident deems it necessary. Dismissal may occur if an offense is such that it creates a risk of substantial harm to the individual or others, or if federal/state laws are violated.

Suspension may be implemented as a student's future at Shepherds College is determined and may be a precursor to dismissal. When suspended or dismissed, students are not permitted to remain at Shepherds College, attend class, or participate in any college-related activities. Once the determination for suspension/dismissal is made, the student will need to leave campus as soon as possible. All costs incurred to send a suspended/dismissed student home will be the responsibility of the student's parents/guardians. Suspended students will be reinstated at the discretion of the Shepherds College President or a designee of the President. A suspension/dismissal notice communicates the reason for, and the effective date of, the suspension/dismissal. When applicable, subsequent communication will summarize the action steps taken and any stipulations for reinstatement.

The dismissal appeal process:

- The President or a designee of the President notifies the student and parents/guardians of the decision to dismiss the student from school.
- Upon communication of the dismissal, the student and the parents or guardians have seven working days to file an appeal of the decision.
- The President of Shepherds College will consider any and all appeals of dismissal and render a decision within five working days of receipt of the appeal. The decision of the President of Shepherds College will be final. No further appeal will be considered.

Dismissal may occur for the following reasons:

- Violation of the conditions of Full Campus Restriction
- Accumulation of 40 demerits
- Repeated acts of property destruction
- Threatening and/or unsafe behavior
- Physically harming another student, resident, or staff member
- Repeated violations of the Shepherds College Community Covenant
- Sexual offenses
- Exhibitions of psychological, behavioral, or medical needs that cannot be appropriately met by the college staff
- Failure to pay the agreed-upon tuition
- Participation in illegal activity
- Acts of sexual immorality or sexual harassment
- Consumption or possession of alcohol, tobacco, or illegal drugs on campus or at a school-related function

Depending on the specific circumstances that cause a student to be dismissed or his/her standing at the time of a withdrawal from Shepherds College, we reserve the right to ask the student and his/her parents to not return to campus. This will be done in an effort to limit negative impact on our student body and the overall Shepherds College community.

## GRIEVANCE PROCEDURE

Shepherds College seeks to resolve all student/parent concerns in a timely and effective manner. To that end, this process serves as an ongoing means for students/parents to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements.

The Offices of the President, Admissions, Business, Students Records, and Financial Aid all provide specific means to address and resolve most, if not all, of the questions and concerns you may have. The contact information for each of these Offices is provided below:

- **Office of the President** (Accreditation) [executivedirector@shepherdscollege.edu](mailto:executivedirector@shepherdscollege.edu).
- **Office of the Vice Presidents** (Academic Programs and Student Life) [vicepresidents@shepherdscollege.edu](mailto:vicepresidents@shepherdscollege.edu)
- **Office of Admissions** (Admissions Eligibility) [admissions@shepherdscollege.edu](mailto:admissions@shepherdscollege.edu).
- **Business Office** (Tuition and Fee Payments) [businessoffice@shepherdscollege.edu](mailto:businessoffice@shepherdscollege.edu).
- **Office of Student Records** (Academic and Student Records) [studentrecords@shepherdscollege.edu](mailto:studentrecords@shepherdscollege.edu).
- **Office of Financial Aid** (Loans, Scholarships, and Grants) [financialaid@shepherdscollege.edu](mailto:financialaid@shepherdscollege.edu).

It is expected that students/parents will fully utilize the College's administrative procedures to address concerns or complaints in as timely a manner as possible. On occasions when a student/parent believes that these administrative procedures have not adequately addressed concerns, the following independent procedures are available to them:

1. The Division of Trade and Consumer Protection of the Wisconsin Department of Agriculture, Trade and Consumer Protection (the "Division") is prepared to receive and review student consumer complaints regarding alleged fraudulent or abusive practices by a college or university in the delivery of postsecondary academic programs and activities, including, for example, fraud or false advertising. Complaints may be filed with the Division in written or electronic form by accessing the following link: or contact the Consumer Protection Hotline at 800-422-7128.
2. The Office of the Attorney General for the State of Wisconsin is authorized to investigate and prosecute violations of State consumer laws, including laws relating to deceptive advertising, credit, charitable solicitations, telecommunications, telemarketing and sales. The Office cooperates with other States, the Federal Trade Commission and other federal agencies in addressing national consumer protection issues. Further, the Wisconsin Department of Justice Office of Consumer Protection litigates cases that are referred to the Department by other States agencies. Complaints may be filed with the Wisconsin Department of Justice Office of Consumer Protection at the following link <http://www.doj.state.wi.us/dls/consumer-protection/how-file-complaint> or by calling:
  - Fraud/telemarketing: 1-800-422-7128
  - Solicitations: 1-877-617-1566
  - Financial Services: 1-855-411-2372

3. The Department of Health Services is prepared to receive and review complaints regarding long-term support/services for people with disabilities. Complaints may be directed to the Division of Long-Term Care Administrator at the following link <http://www.dhs.wisconsin.gov/aboutdhs/DLTC/>.

In addition, complaints regarding any form of fraud or abuse of a Wisconsin Department of Health Services program may be filed at the following link <https://www.reportfraud.wisconsin.gov/rptfrd/default.aspx> or by calling 608-266-0554.

4. The Council on Occupational Education (COE) is an independent body responsible for the accreditation of Shepherds College. COE relies on constant contact with the College to ensure quality higher learning. Accredited institutions are required to submit progress reports, monitoring reports, contingency reports, and annual reports, as well as to participate in focus visits. Each year, COE receives a number of complaints from students or other parties. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, COE will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with COE at the following link <http://www.council.org/feedback/> or by calling 800-917-2081.

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

## **CAMPUS SAFETY AND SECURITY**

Shepherds College takes the safety of our students and staff on campus very seriously. Violence and other threatening acts will not be tolerated. This includes but is not limited to: any violent or physically aggressive acts, dating or domestic violence, stalking, sexual abuse or misconduct, any other physical or mental abuse, and any other behavior that causes or poses a threat of harm to an individual or his or her physical or emotional well-being, fear for safety, or damage to property. Students and or staff found to be engaging in these behaviors will face disciplinary action.

In meetings with advisors, training in student life, and during Personal and Professional Development class, students are instructed in ways to be safe and how to report violent and threatening acts. Staff are instructed through annual trainings. The Campus Safety Report can be found at this link: <https://shepherdscollege.edu/students/current-students/campus-security-report/>. Students and staff are notified each year by email when the new report is available and were to find it.

Shepherds College will also not tolerate any retaliation against somebody accused of any of the above acts of violence or threatening action. Students and or staff found to be retaliating will face disciplinary action.

### **Security Cameras**

It is our desire to continue to provide a safe and secure campus for all of our students and staff. To that end, we will be utilizing security cameras at various locations on our campus to help us monitor public areas for legitimate business purposes, including security. Students should have no expectation of privacy in these areas. Cameras will be mounted in various locations throughout campus in order to record activity in each of those locations. Designated staff members will have access to the live and recorded video stream.

### **Reporting**

Shepherds College serves adults who are considered at risk, have varying levels of guardianship, and may or may not be able to give consent, including to sexual contact or activity. In an abundance of caution and to ensure the safety and support of the Shepherds College community, Shepherds College staff members will report any instances of abuse or sexual contact involving students, whether forced or consensual, that meet the definitions outlined by the Wisconsin Statutes 46, 55, and 940

## COMMENCEMENT

Upon successful completion of Shepherds College three-year postsecondary program, qualifying students will participate in the commencement ceremony and be awarded a certificate of completion.

Graduation from Shepherds College is a significant achievement, and it is our desire that the commencement events adequately celebrate this accomplishment. In an effort to help students gain a sense of the pride and success in continuing in the program through completion, participation and attendance is mandatory for all students in the college, even if they are not graduating.

### Commencement Fees

A graduation fee is applied to each student's tuition account. This fee is reflected in the monthly bill. This fee is required during the third year only and covers the cost of regalia, certificate, celebratory dinner, and other commencement-related expenses.

### Commencement Participation

All non-graduating students will participate in the choir and/or other aspects of the ceremony. Their attendance at commencement is required, and they should dress professionally.

## STUDENT PORTFOLIOS

Upon successful completion of course work, students receive an electronic portfolio containing documents such as their personal resume, employment readiness assessment, etc. Shepherds College will download the portfolio on the student's academic flash drive (provided by the student). If additional copies are needed, there will be a fee of \$20. Please contact the Administrative Assistant to request an additional copy of the student portfolio.

## EMPLOYMENT PLACEMENT SERVICES

In preparation for employment, students participate in many activities outside of the classroom to support their ability to find and maintain a job in their chosen occupational field. The Interview Fair is an opportunity for second-year students to increase their professionalism. Professionals in the community including Occupational Experience site supervisors, conduct interviews. Each interviewer assesses the student on his/her ability to conduct a professional interview. Students then receive feedback from the interviewer.

Students receive training in writing resumes, interview techniques, job search, and employment readiness. Students participate in mock interviews and develop a resume. Shepherds College provides a visual resume highlighting a student's work in his or her occupational experience. Students are expected to actively search for employment upon graduation. Shepherds College assists graduates in their pursuit of employment. Shepherds College tracks the employment placement of our graduates and submits annual data reports to our accreditor, the Council on Occupational Education, and the US Department of Education. While efforts will be made to assist in the pursuit of employment, employment placement is **not guaranteed**.

**CONSUMER INFORMATION DISCLOSURES**  
**Statistics of the 2022-2023 Student Body**

**Pell Grant Recipients:**

43%

**Student Body Diversity**

Male: 48%

Female: 52%

**Race/Ethnicity**

Nonresident alien	0%
Hispanic/Latino	6%
American Indian or Alaska Native	0%
Asian	7%
Black or African American	2%
Native Hawaiian or other Pacific Islander	0%
White	78%
Two or more races	6%
Race/ethnicity unknown	1%
Total	100%

**Outcome Data for Specialty Majors - 2022 Report**

<b><u>Program</u></b>	<b><u>Completion</u></b>	<b><u>Placement</u></b>	<b><u>Licensure</u></b>
Culinary Arts	87%	100%	NA
Horticulture	81%	72%	NA
Technology	79%	84%	NA

# Finding Hope Fulfilling Dreams



1805 15<sup>th</sup> Avenue, Union Grove, WI 53182  
[www.shepherdscollege.edu](http://www.shepherdscollege.edu)

