



2007-2008

**STUDENT
HANDBOOK**

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1. INTRODUCTION AND RATIONALE

Dallas Christian College is a Christian educational community devoted to preparing men and women for leadership and ministry in the Lord's church. This handbook outlines rules, regulations, and policies necessary or expedient for such a community's life. Some encourage the calm operations and safety necessary for any community to exist and run smoothly. Others are in place to facilitate a quality academic environment for all students. But because DCC is a *Christian* educational community, it also must have policies and standards that reflect, encourage, and enforce the biblical mandates for all Christians: righteousness, holiness, justice, and love (Amos 5:24; Titus 2:11-15; Matthew 5:48; Mark 12:28-31; 1 Peter 1:13-2:3, 2:11-12, 3:8-12; 1 John 4:7-12). The policies and regulations of DCC are intended to be concrete expressions of those mandates.

Some items in this handbook stem from clear biblical prohibitions or commands; the justification for these is obvious. Others, admittedly, represent matters of taste, interpretation, opinion, culture, and tradition. Student welfare (a concern for their safety, security, education, and health), institutional welfare (a concern for the college's purpose, values, image, reputation, and property), and principles deduced from scripture provide the main justification for those rules of conviction and accommodation not based on clear biblical commands or injunctions. While there is no room for discussion on matters of clear scriptural command, individuals may very well disagree on the rationale for and the appropriateness of rules and policies of conviction and accommodation. DCC administration, faculty, and staff are always open to reasoned discussion in matters of opinion, but disagreement with the rationale and particulars of a policy is not license for non-compliance. Students should remember the biblical norm of respect for those in authority (1 Peter 2:13-17, 5:5-7) and their need to pray for their leaders (1 Timothy 2:1-4; Hebrews 13:7, 17-18).

Why so many rules? There are some who come to Dallas Christian College who think that there should be more rules and regulations. They are concerned about "permissiveness" that takes place in the city of Dallas

and on the campus by DCC students. There are others who are on the opposite spectrum. They feel that they are treated as children and given very little freedom. It is difficult to find a balance as everyone comes from a different frame of reference. We believe there are three types of rules: rules of accommodation, rules of conviction, and rules of Scripture. Almost every rule has a history. Rules of accommodation have to do with the best ways to get along. These rules would include such items as hours the cafeteria serves, taking out the trash, and housing occupancy. Rules of conviction have to do with areas of witness. These rules would include such items as the use of tobacco, the use of alcoholic beverages, and the use of firearms. It would also include such rules as curfew, quiet times, and visiting “clubs.” These two types of rules can sometimes be difficult to justify as they represent matters of taste, interpretation, opinion, culture, and tradition. For example, modesty can be a relative term. How much clothing can a Christian remove in public and still be modest? Are the college’s dress codes too strict, too permissive, or just right? Students disagree on their answers to that question. Other questions would include public display of affection, attending chapel, or going “clubbing.” Many standards are matters of taste or principle, and therefore subject to differences of interpretation. Nevertheless, lines have to be drawn somewhere. The lines that have been drawn and the rules that have been written represent the results of years of cumulative observation, experience, prayerful deliberation, and careful wording. Student welfare and College welfare are the two main factors influencing the establishment of the rules in this handbook outside the Scriptures themselves.

Rules of Scripture are the third criteria for the establishment of rules at DCC. Dallas Christian College holds God’s Word as the accepted rule of faith. Everyone who enrolls at DCC majors in Bible. It is the central focus of this college. The Bible can be seen as oppressive if used in a legalistic way, or it can be seen as guidance if used as God’s guidelines for living. Certain rules of Scripture should be considered as absolute. Examples of these types of rules would include pre-marital sex, lying, drunkenness, homosexuality, stealing, etc. Dallas Christian College will adhere to the rules of Scripture. These guidelines are not a matter of tradition or culture. They are matters of a relationship with God. These guidelines are not to be dismissed, even during school breaks. On the other hand, the college cannot forbid what the Bible plainly commands. The college encourages caring for the poor, evangelizing the lost, and visiting the sick.

All rules are established for the betterment of the students, order for the college, and the glory of God. Each student represents God, the student body of DCC, and himself—remember that what is done on and off campus is a reflection of the student’s relationship with Christ, his fellow students, and himself. A student should consider himself/herself a student from the time of enrollment until the time of graduation or transfer from the college. Rules of conduct should be adhered to during Christmas breaks, Spring breaks, and summer vacations—as long as the student is considered a student of DCC. If there are questions as to why a certain rule has been established and/or enforced, please contact the Vice-President for Community or the Student Government President.

2. ACADEMIC DECORUM

2.1 As members of a Christian academic community, DCC students should apply themselves to their studies in ways that glorify the LORD who gave them their gifts, talents, and abilities. Their conduct and study should exhibit respect and integrity. Each student is expected to attend every class session for all courses. Take care of personal needs before class. Avoid leaving class before it is over. Remember the purpose of the class. Be Punctual. Participate. Be prepared.

2.2 Respect for Persons Students should respect their professors and the college administration and staff. Address and refer to faculty and staff members in the way each requests. All people should be addressed with respect and love. There is no place inside or outside the classroom for vulgar or unkind speech. DCC students also should show respect for persons by respecting the personal property of fellow students, faculty, administration, and staff.

2.3 Respect for College Classrooms Students must respect the facilities provided for their education. Food and drink are not permitted in the chapel or library. Drinks are permitted in the classroom in spill-proof containers. Professors may permit some food items in a room or revoke any permission for food and drink.

2.4 Academic Integrity Students are expected to do their own work. While a teacher may occasionally encourage group participation in a project, students should do their own work on class assignments, tests, and exams. Academic Dishonesty (cheating) will not be tolerated. Academic Dishonesty (cheating) will be reported to the Vice-President for Community, and the student may receive a zero for the assignment or exam, fail the course, receive an “XF” for the course, and/or be dismissed from school.

A major goal for students is to learn to communicate effectively through writing. The use of ideas researched from other writers and giving proper credit for those ideas are major and sometimes confusing skills. Professors offer students help in learning how to identify adequately the sources of information. When plagiarism (copying or using the work of other writers without adequate recognition) does occur, the professor may assign an “F” for the assignment and/or course. The professor will notify the Vice-President for Community of the problem. The Vice-President for Learning will be notified by the Vice-President for Community.

Students will observe library policies for the correct use and checking out of library properties.

2.5 Academic Dishonesty Students caught plagiarizing, cheating on a test, or violating the academic-integrity policies in any other fashion may be given a grade of “XF” which will be recorded on the student’s permanent record and reflected on the transcript as “XF – Failure Due to Academic Dishonesty.” The “XF” may be removed from a student’s record as outlined in the DCC Academic Catalog.

2.6 Electronic Equipment Cell phones should be turned to the “off” or “silent” position in classrooms, chapel, and library (see the Library section of this Handbook for further information). Accepting phone calls or Instant Messaging during class sessions is discourteous to the professor and fellow students and may result in a student being counted tardy or absent for that class period. Notebook computers are welcome in the classroom, unless used for something other than taking notes for class, e.g. games, internet, etc. (see the Informational Technology section of this Handbook for further information).

2.7 Course Changes and Withdrawals During the first week of classes, courses may be dropped or added. These changes must be made through the Academic Office and be approved by the faculty advisor. A class-change form must be filled out for any class dropped or added. Changes may not be made until the second day of classes. Withdrawals made in the first two weeks are recorded on transcripts with a W and do not affect the grade-point average.

From the third through the twelfth week of classes, all withdrawals must be made with the permission of the professor, faculty advisor, and the Vice-President of Academic Affairs. A class-change form must be filled out for any class dropped.

Students withdrawing from Quest and online courses must do so with the approval of their academic advisor. A withdrawal form must be filled out. Withdrawals made up to the second class meeting are recorded on transcripts with a W and do not affect the grade-point average. After the second class meeting, all withdrawals must be made with the permission of the professor and academic advisor.

The student is solely responsible for initiating and completing the withdrawal process. A student who withdraws while passing will receive a W/P, which is not calculated in the grade-point average. A W/F will be given if a student withdraws from a class with an F, and the grade will be calculated in the GPA as an F.

2.8 Attendance Policy Class attendance is required; therefore, students should plan to attend every class session for all courses. Attendance for online students is defined as a substantive posting to the discussion board during the week assigned. A student cannot miss more than two weeks of classes taken in the traditional program three-day-per week classes (six sessions), two-day-per-week classes (four sessions), and one-day-per-week classes (two sessions). Students in the Quest program cannot miss more than one class session per course. Students in the online program cannot miss more than one week. Class sessions missed during the late-registration period are counted as absences.

At the beginning of the course, the professor may outline in the course syllabus additional attendance and participation requirements that may affect the grade.

The student is responsible for reporting the reasons for the absences, preferably in advance, to the professor so that make-up work can be arranged. The student is also responsible for acquiring course information missed during the absences. A student who never attends will be subject to an Administrative Withdrawal (AW) with applicable fees. A student with excessive absences will be subject to an instructor-initiated drop with a failing grade.

2.9 Credit by Examination Policy DCC accepts four examinations by which a student may earn credit in addition to the courses and the CDC process. These are:

- College Level Examination Program (CLEP)—a national set of exams on selected topics offered on a regular schedule (testing available off campus only)
- Defense Activity for Traditional Educational Support (DANTES) - a national set of exams developed by the military and covering college introductory courses in 50 different subject areas (testing available on campus)
- Advanced Placement (AP) Examinations - a national set of exams on selected college-level topics studied at the high school (testing available off campus only)
- International Baccalaureate (IB) Higher-Level Examinations – An international set of exams on selected topics studied through the International Baccalaureate Diploma Program (testing available off campus only)
- A challenge exam may be requested by any DCC student in the Quest program who wishes to meet a requirement of any general-studies or elective course through a special examination. A challenge exam may not be requested for a course required in the major. The procedure is as follows: the student submits a written request to the Academic Office. If approved, an instructor will be contacted, and an exam will be constructed and administered by the Academic Office. A non-refundable fee is required at the time of application for the challenge exam.

Assuming that an acceptable grade is attained on an examination, DCC grants full degree credit. Assuming an acceptable score, all CLEP, DANTES, AP, and IB credits will be accepted for transfer students. Students may not receive credit for CLEP, DANTES, AP, IB, and a college course covering the same subject matter, i.e. the course equivalency will only be awarded once. All credit-by-examinations must be completed prior to pre-registration for the final semester. In certain cases, departmental examinations may be required as a part of the evaluation process.

2.10 Student Mailboxes and Folders Each Traditional student is issued a campus mailbox which is located in the foyer of the cafeteria. It is important that your box be checked on a regular basis, as this is a primary way for the College to communicate with students.

Student folders serve as student mailboxes for Quest students. Each student has a folder in which homework and other official communications to individual students from faculty or the Quest division are placed. This folder should be checked weekly by individual students to retrieve any information contained therein. Items returned in this way are important for your records. Check your Folder frequently.

2.11 Incomplete, Grade of Incompletes must be filed by petition. Forms for incompletes may be picked up in the Academic Office, and a \$50 incomplete fee will be charged for each course in which a student requests an incomplete. Upon approval by the professor and Vice-President of Academic Affairs (or academic advisor for Quest students), an incomplete may be granted in circumstances of death in the immediate family, sickness, or extenuating circumstances. If the incomplete is not removed within six weeks of the end of the grading period, there will be no extension on the original incomplete, and the student's grade will automatically be recorded as the grade which the student would have received if an incomplete had not been granted. At no time will an incomplete be granted unless the majority of the work has already been completed.

2.12 Independent Study Students may apply individual courses as "independent studies" only under the following conditions:

- the course will not be offered again in time to allow completion before scheduled graduation date
- a qualified instructor agrees to supervise the independent study
- an advisor approves the independent study
- the Vice-President for Academic Affairs approves the independent study.

Students wishing to complete any course as an "Independent Study" should obtain an Independent Study Application form from the Academic Office to initiate the request. There will be an additional charge of \$100 if a student is approved to take an independent study.

2.13 Late Registration Fee A Late Registration fee of \$50.00 is charged for all course enrollments that take place after the 2-week enrollment deadline date prior to the start of each class. Date of enrollment is that date on which the Academic office receives the completed enrollment form. Enrollment forms lacking complete information will not be counted as official enrollment and will be returned to the student for completion.

2.14 Registration and Advising The degree programs are listed in the catalog and can serve as worksheets to follow a student's progress through a given degree plan. Each student should study carefully the programs and the graduation requirements for each. While there are certain core courses common to all the degrees, there are also some vital differences. Faculty advisors are available to assist student to understand program requirements.

Registration packets and a faculty advisor are provided for the student at the time of registration. Degree plans are arranged so that the student may progress from one year to the next in an orderly sequence. Not all courses are offered annually. Non-sequential scheduling of courses can cause schedule conflicts, which may make additional semesters necessary in order to meet requirements. Students should check carefully with their advisors on these matters. All students of Dallas Christian College are required to take GENS 1111—DCC 101 the first semester of enrollment with DCC. The Vice-President of Academic Affairs must give final approval to the program of each student.

Although provisional enrollment may be granted for a limited period, no student is officially enrolled in classes until the student's admission is completed, all enrollment forms are approved, and all fees and charges are paid.

2.15 Student Responsibility Although we are always happy to assist the student, he/she is responsible for checking to see that a course will be taught on a certain date by checking the Student Portal. The student is also responsible to see that the correct books are in hand before the class start date. For Quest courses, the course syllabus is available thirty days prior to the course start date. The student must pick up the syllabus for a Quest class prior to the beginning of the class and follow all applicable instructions prior to the beginning of the class. It is the student's job to check their e-mail and campus mailbox for any course-specific instructions including syllabi, texts, etc. and to be aware of any campus announcements.

2.16 Course Load A course load of 12 hours or more constitutes a full-time load; fewer than 12 hours constitutes a part-time load, with 7 to 11 hours considered a 3/4 time load for financial-aid purposes. Eighteen credit hours are normally considered the maximum load. To complete a bachelor's degree (129 hours) in four years, the student should take 16 or 17 hours each semester. Unless the student's program calls for more than 18 hours, special permission to enroll in additional courses beyond this maximum must be secured through the student's advisor and the Vice-President of Academic Affairs. Certain courses: such as choir and physical education, require additional class time, labs, or practice time for the credit hours awarded.

Those who must work to help meet college expenses should plan to reduce their credit-hour load. It is recommended that students who work more than 12 hours per week reduce their course load one credit hour for each three hours of self-support work done.

3. DRESS AND APPEARANCE

3.1 General Standard The general standard for attire is modesty and appropriateness (1 Timothy 2:9, 5:22). Student dress should always be in good taste, inoffensive, and appropriate for the place and occasion. Resident Directors and resident assistants as well as college faculty and staff may direct a student to change attire deemed as inappropriate. Students who think they have not violated the standards of modesty or appropriateness or specific policies listed below may appeal through the Student Government.

3.2 Campus Attire Students may not wear shorts or “pajama pants” in classes or chapel. Tank tops may be worn only for the athletic activities. All persons entering the cafeteria must be properly attired, e.g. athletic wear following practice or games is not acceptable. Modesty will prevail in all cases. Some college functions may call for dress attire. Dress attire for men would include a dress shirt and dress pants. Dress attire for women would include a dress or pants outfit. It is desired that Chapel be a more formal setting, and although not required, it would be appreciated if students would dress appropriately. Hats should NOT be worn in chapel.

3.3 Summer Attire Students working on campus or taking classes on campus during summer months will consult with their professors and work supervisors to determine proper attire.

3.4 Attire While Representing DCC Students who officially or unofficially represent DCC off-campus must continue to observe standards of modesty and appropriateness. Sunday morning worship services at most churches call for dress attire. Campus attire may be appropriate for other gatherings. Students should remember that they represent the student body at DCC and their presentation reflects back on their fellow students.

4. RESIDENCE HALL LIVING

4.1 Residence Hall Eligibility In order to be eligible to live in the residence halls, traditional student must be enrolled in at least six (6) hours of class work at DCC. Any exceptions must be approved by the Vice-President for Community.

All single Freshmen, Sophomore, and Junior students under 21 years of age not living with parents or a guardian must live in one of the residence halls, sharing together in this phase of the college community. Senior students desiring to live off campus must complete an application to the Vice-President for Community. However, Senior students are encouraged to continue to live on campus providing leadership and continuity in the residence halls.

4.2 Care for Residence Hall Furnishings Gifts from churches and individuals have helped to provide and furnish the residence hall that current students and future students will use. An attitude of gratitude and stewardship will lead to the proper care for residence hall rooms and facilities. Each student should exercise care not to mar, mark, deface, or damage walls or furniture. No signs or stickers of any kind with adhesives which may leave permanent marks are permitted on residence hall room walls, doors, or the walls in any hall of the residence hall. Students responsible for damage other than normal wear on furnishings will compensate the college for damage. The maintenance department will assess the amount of damage done. The cost of repair or cleaning may exceed the \$150 deposit. In this case, the additional amount will be added to the student’s school bill.

The customizing of rooms (including painting, paneling, or contact paper) is not permitted. Fixed furniture may not be moved or removed, and extra furniture may be added to rooms only with the permission of the Resident Director. A resident may not make any repairs without the permission of the Resident Director.

No pets other than fish are allowed.

No cooking, other than the use of microwaves or crock pots, is permitted in the residence hall rooms.

Plants may be kept in a room as long as they do not inconvenience the roommate.

Any unauthorized use (including possession and duplication) of college keys will result in disciplinary probation or other disciplinary action. This action produces a breach of security in the residence halls and could result in payment for "re-keying the residence hall" (approximately \$900). If a student should lose a key for a room, the maintenance department will produce a new key after a \$25 fee is assessed.

4.3 Consideration of Fellow Students Rooms are usually shared with other students; the residence hall, as a whole, is a community. An individual must respect the rights of fellow students to privacy, the control and use of personal property, and quiet. Radios, stereos, televisions, tape or CD players, and musical instruments may be played (except during devotions), but the volume must be kept down so as not to disturb other students. Quiet times are from 10:30 PM to 8:30 AM. No unusually loud or disruptive behavior should take place during this study/rest time. Work with roommates to meet the mutual needs of a harmonious lifestyle and study habits.

Students with serious counseling issues (e.g., depression, abuse) should be considerate of fellow students who are not equipped to deal with such issues. Students with counseling needs should seek help from the Office for Community, Resident Directors, or Faculty Advisor.

4.4 Guests If a student hosts an overnight guest in the residence halls, he/she must notify the Resident Director by completing an overnight guest form located in the residence hall lobby. Stays of more than one night require special arrangements. Guests must abide by the college standards of dress, residence hall hours, and personal conduct. Guests who are disruptive to college life may be banned from the college campus. Rather than guests be a negative influence on the campus, it is the goal of the campus to be a positive influence on them.

4.5 Room Inspection Students must keep their rooms clean and orderly; the Resident Director or a Resident Assistant appointed by the Resident Director will periodically inspect rooms.

4.6 Residence Hall Hours Freshmen - Freshmen students with less than 24 hours will have a curfew of 12 midnight Monday through Wednesday and 12:30 AM Friday through Sunday. Freshmen students 21 years of age may appeal to the Vice-President for Community for the curfew to be waived. The curfew hours may be extended for special events by mutual consent of residents and the Resident Director and/or for the entire semester or school years by mutual consent of the Student Government, Resident Directors, and the Vice-President for Community.

If late, students must contact a Resident Assistant.

Freshmen residents may not work at jobs that keep them out past their stated curfew hours. Repeated breaking of curfew may bring disciplinary action. (See Section 14 - Resolution of Problems and Infractions.)

Sophomores, Juniors, and Seniors - There is no curfew for Sophomores, Juniors, and Seniors. With the absence of curfew comes responsibility and accountability. Students who are on academic or disciplinary probation may be subject to the same curfew as Freshmen (see above).

Any misuse of keys (e.g., unlocking the door for freshmen breaking curfew) will result in disciplinary probation or disciplinary action (see 4.2).

All Students - All residents are required to be in their respective residence halls, prepared for dorm devotions, at 10:00 PM on Thursday nights. These devotions are mandatory. Any exception to this rule must be discussed with the Resident Director prior to the day of the devotions. The devotions are designed to build camaraderie as well as spiritual growth. Failing to attend would be counter-productive to this effort. On these particular nights, the residence halls will be locked at 10:30 PM.

Any student living in the residence halls must sign out to spend any nights off campus. All residents are required to follow the sign-out policies and procedures as determined by the Resident Directors. In cases of emergency, it is necessary to know where students may be reached.

It is recommended that no student walk off campus unaccompanied after dark.

4.7 Use of Phones and Utilities Phone lines are provided in rooms. No modification of phone lines can be made.

Students are not permitted to use "1010 220" or any similar long-distance access number on campus phones.

It is unethical to use another's telephone without his/her permission.

Internet access is available in the computer lab, through wireless DSL, or through individual dorm room phone lines. It is unethical to use someone's computer and e-mail access without his or her permission. It is a violation of school policy (see 14.6.7) to use the Internet for accessing sexually explicit material. Please see the Information Technology section of this Handbook for further guidelines.

In order to access the internet on campus, you'll need the following information:

- Open Internet Explorer
- Near the top of the screen, select Tools, Internet Options
- Click on Connections tab, then click on LAN Settings
- Under Proxy Server, check the box "Use a proxy server for your LAN"
- In the Address box, enter 192.168.1.10
- In the Port box, enter 8080
- Check the box "Bypass proxy server for local addresses"
- Click on Okay, then click on Okay again to exit settings

It is strongly suggested that students not use the Internet for dating services. Internet dates will not be allowed on campus without the permission of the Vice-President for Community or the Resident Director. Such dates could result in a danger to the student initiating the contact as well as other residents.

Utility costs are high. Use energy carefully. Use lights only when needed, and turn out lights when leaving the room. Regulate cool air and heat by adjusting the vents in both residence halls.

4.8 Health, Security, and Safety Concerns

Each student is expected to share in general house cleaning.

Any residence hall student who becomes ill should have someone inform the Resident Assistant.

Weapons, firearms, and fireworks may not be kept in the residence halls.

It is a violation of local ordinance to set off a false fire alarm deliberately. Students doing so will be reported to local civil authorities and appear before the Ethical Conduct Committee.

Smoke detectors must not be disabled. A fine of \$200 by the college and \$1500 by the city of Farmers Branch fire department will be assessed. It is a class "B" felony to disable or tamper with a life saving device. The fire department will be notified of violations.

Students need to contact the Resident Director in the event of any unruly or unwelcome guests being on campus.

The college administration reserves the right to check or search rooms for any reasonable suspicion at any

time.

Each student will assume responsibility for keeping his or her room secure. For the security of each roommate and suite mates, it is highly recommended that residents keep their doors locked. It is also recommended that students determine whether their personal property is covered by their parents' homeowners insurance. If not, please seek policy information from the Vice-President for Community's office. Each student is responsible for his or her own personal property insurance. The college is not responsible for lost or stolen items.

4.9 Propriety Guidelines Students may not enter the residence hall of the opposite sex (except in the lounge areas) without permission from the Resident Director.

No student should enter another's room when that student is not present without first obtaining permission.

4.10 Check-Out Policies Students must have the Resident Director check their rooms before moving from campus. Rooms must be cleaned and free of damage upon checkout.

A refundable housing deposit of \$150.00 will be required from each student living in the dorm. In order for a student to receive a refund of the deposit, the Residence Hall Director must check his/her room and provide the student with a signed "Release of Deposit" form confirming that the room has been inspected and is clean and free of damage. The "Release of Deposit" form must be provided to the Business Office in order to receive a refund of the deposit. If the student has a balance owed on his/her account, the refund will be applied to the account.

Students should move out of the residence halls by 3:00 PM of the Monday following the last day of fall or spring semester classes. Students desiring to live in the residence halls during the summer must submit a Summer Residence Application.

Special permission must be obtained from the Resident Director and the Vice-President for Community before a student may move off campus during the school year.

5. CAFETERIA USE

5.1 Meal Plan The college cafeteria serves breakfast, lunch, and dinner Monday through Friday, brunch and dinner Saturday and a late night meal on Thursday for residence hall residents, off-campus students, faculty, and guests. Hours are:

	Weekdays	Saturday
Continental Breakfast	7:45-8:45AM	NA
Brunch	NA	11:00-11:45AM
Lunch (M/W/F)	11:30AM-12:00PM	
Lunch (T/Th)	11:45AM-12:45PM	
Dinner	5:30-6:00PM	5:00-5:30PM
Late Night Bkfst (Th)	10:45-11:15PM	

No meals are scheduled when classes have been dismissed for announced holidays. The last meal before a holiday will be lunch. A schedule of individual meal prices is available from the cafeteria manager or the business office for commuting students, college faculty and staff, and campus guests. Students living in the residence halls are required to be on the meal plan unless they have received exemption permission from the Vice-President for Community. Meal plan privileges are to be used only by the person who purchased them.

Identification cards will be required for board plan meals until further notice.

5.2 Special Dietary Considerations Those with special dietary requirements must present a doctor's instruction to the cafeteria manager. After their review, the student will be notified whether the cafeteria can meet the dietary requirements or whether the student will be excused from participating in the meal plan.

5.3 Meals When Ill Students ill in their rooms should request that a meal be provided to them. Submit this request to cafeteria personnel by written message or by phone call from a Resident Assistant.

5.4 Cafeteria Etiquette Do not waste food; take only one serving at a time of those items you are going to eat. All food is to be eaten in the dining area.

Cooperate in keeping the dining area clean and attractive by avoiding horseplay and by immediately notifying food-service workers of any messes.

Do not take cups or utensils out of the cafeteria.

Be considerate of others in the dining hall in your conversations and actions.

All persons entering the cafeteria must be properly attired. Athletic wear following practice or games is not acceptable.

6. GYM USE

6.1 Student Athlete DCC encourages varsity sports and leisure sports activities. On the playing field, the student athlete must display an attitude of Christian sportsmanship and respect towards teammates, coaches, officials, and opponents. Off the field, student athletes must exemplify commendable attendance, attitude, and scholarship. Participants in varsity sports must have distinguished attendance and at least a 2.0 GPA. Failure to keep these standards will lead to suspension from athletic competition.

6.2 Gym Use Permission for gym use is through the Athletic Director or the Athletic Director's appointed agents.

6.3 Use and Maintenance Guidelines Students using the gymnasium agree to: 1. Make sure all trash is picked up, 2. Put up volleyball nets and equipment, 3. Put back bleachers as they were found, 4. Check locker rooms for trash and damage, 5. Check balls and athletic equipment for damage, 6. Use only basketball or court shoes on the gym floor; use no black-soled shoes, running shoes, hard-soled shoes, or boots on the playing surface, 7. Allow no food or drink on the playing surface, 8. Report any athletic equipment damage to the Athletic Director, and 9. Report any facilities damage or problems to the maintenance department. Violation of these guidelines may result in loss of gym use and payment of damages.

7. VEHICLE USE AND PARKING

7.1 Vehicle Registration All motorized vehicles parked on campus must be properly registered. Only one vehicle (automobile or motorcycle) may be registered per student at one time. Properly registered vehicles are those which can be moved immediately upon request, have a valid inspection sticker (if your state requires one), and have a valid license tag. The process of obtaining a vehicle registration sticker includes: accessing the on-line form at <https://www.dallas.edu/VehicleRegistration/index.cfm>, procuring the actual sticker from the DCC Plant Manager, and then placing the sticker on the upper left-hand corner of the back window of the vehicle. Faculty, staff, and students residing off campus do not require a parking sticker. Females living on campus are limited to parking in the green zones, while males are to park in the red zones.

7.2 General Guidelines Cars, motorcycles, and bicycles are to be parked in designated areas only.

Major car repairs are not to be performed on campus. Wrecked cars, cars not in operational condition, and/or cars not properly inspected and registered will not be permitted to remain on the college campus.

No car washing is permitted on campus.

7.3 Tickets and Fines The following make a vehicle owner and/or driver subject to tickets and/or \$25 fines:

1. Parking in a fire lane

2. Occupying more than one parking space at a time
3. Exceeding the campus 15 MPH speed limit
4. Parking in handicapped parking
5. Driving or parking on the grass
6. Parking where there are hash marks
7. Not parking in your designated area (i.e. females in green spaces and males in red spaces)

The city of Farmers Branch may also issue tickets and fines at their own rate.

7.4 Loss of Driving and/or Parking Privileges Repeated violations of regulations contained in 7.1-3, failure to pay fines assessed under 7.3, and/or falsifying any registration information may result in the loss of driving and/or parking privileges on the DCC campus.

8. EMPLOYMENT

The Dallas/Fort Worth metroplex offers many opportunities for part-time work. Students should be able to find jobs that fit their needs and schedules. One should consider the following when seeking employment:

1. The job is a means to accomplish the end of attending school. A job should fit one's school schedule as well as allow ample time for needed study and rest. Students with a normal full-time academic load (12-16 hours) should limit their outside work to not more than 25 hours per week. Those finding it necessary to work more hours should consider limiting their class loads to 8 to 12 hours.
2. Find a job in harmony with principles of the Christian life. Seek a work environment that does not hinder your spiritual growth and that will allow you opportunities for worship and service in God's kingdom.

9. HEALTH CARE

9.1 Health Insurance The College cannot assume financial liability for medical treatment and hospital services. Most students are protected today for medical and hospital claims through family insurance programs. For those students not so covered, the College provides information on available insurance through private agencies and recommends each student secure adequate coverage. Premium payment is the responsibility of the individual student. Contact the Office for Community to obtain information. All students participating in intercollegiate athletics are required to show coverage in an accident and hospitalization program before being allowed to engage in athletic competition.

9.2 Available Health Services Providers Some local physicians have agreed to provide needed medical services for DCC students. Their names, locations, and phone numbers can be obtained from the Resident Director or the Office for Community; this information will be provided to each student. RHD Memorial Medical Center (located at I-635 and Webb Chapel Road) is the closest hospital to the College. Uninsured students may be treated at the Metrocrest Family Medical Clinic located at Suite 140, Plaza 1, One Medical Parkway, Farmers Branch, TX 75234 (I-635 and Webb Chapel Road). The clinic treats minor medical conditions only, and is open Tuesday, Wednesday, and Thursday evenings from 6PM-8:30PM. Appointments must be made by calling 972.484.8444 between 10AM and noon, Monday through Friday.

9.3 Medical Release for Minor Students Minor students must have on file a notarized release for medical treatment signed by a parent or legal guardian. Forms are available in the registrar's office.

10. CHRISTIAN SERVICE PROGRAM

10.1 Purpose of the Christian Service Program All Christians are called to be servants. That ministry-service may take various forms: preaching, teaching, encouraging of others, counseling, visiting of the sick, administering church and para-church organizations, ministering to those in prison, meeting the needs of the homeless, the elderly, children, taking leadership roles in the teaching and worship ministries of a

congregation, and countless more. The Christian service program of DCC seeks to encourage students in finding venues for service during their college years, to help them develop their spiritual gifts for ministry, and to apply what they learn in the classroom to the task of ministry.

10.2 Foundational Elements The foundational elements of the Christian service program are regular chapel attendance, mentoring relationships and internships, monthly service participation, and special service opportunities. Brief discussions of those elements follow below; more details are available from the Vice-President for Community. Christian service grades are assigned; one-half of the grade is based on chapel attendance and one-half on monthly service participation.

10.3 Chapel Attendance A meaningful relationship with God is a prerequisite for serving others. The corporate worship experience of chapel helps students, faculty, administration, and staff to grow in that relationship. Chapel services are conducted two days a week for traditional students. Students residing in the dorms must attend chapel regardless of the number of hours taken. Quest students are required to attend chapel the first evening of each class start. Grades are given on the basis of attendance and are entered on the student's transcript. The grading scale is available in the Academic Office. Chapel attendance meets some of the requirements for Christian Service mandatory to any student pursuing a degree at Dallas Christian College.

10.4 Mentoring Relationships and Internships The guidance and support of more mature brothers and sisters in Christ is essential to the spiritual and ministry development of a servant-leader. Therefore, the college seeks to help students find mentors who can help them to grow spiritually in a relationship not unlike that of Paul and Timothy (see 1 and 2 Timothy). Internships assist the student in applying information and skills learned in class in the field under the guidance of experts. DCC students generally participate in practicums or internships during the junior or senior year. These internships are directed through the Vice-President for Community and faculty members within each practical area. Internships are required for graduation.

10.5 Monthly Service Participation Each student taking 6 or more hours must participate in a minimum of six (6) hours of Christian service activities per month. Reports of these activities are submitted each month to the Vice-President for Community's office via the web at <http://www.dallas.edu/ChristianServiceReport/index.cfm>. Acceptable activities are listed on the Christian service forms, including: ushering, serving communion, participating in a ministry team project, teaching a lesson, leading in worship, presenting special music, preaching a sermon, assisting in Sunday School or children's worship, visiting a nursing home, tutoring, attending to someone's needs, etc. Questions regarding the acceptability of an activity for meeting the requirements should be addressed to the Vice-President for Community. One should feel free to contact local churches or check with the Vice-President for Community for available opportunities for service within the metroplex and beyond.

10.6 Special Service Opportunities The College provides special opportunities to exercise one's gifts and ministry. Various ministry teams travel, leading congregations in worship or teaching through drama, music, and preaching. Others work among inner-city children and youth of Dallas. At other times, there are special days/weekends/weeks of service in which students and faculty set aside classroom work for mission trips, participation in civic charitable events, inner-city work, local church projects, work in children's homes, etc.

11. FINANCIAL RESPONSIBILITY

11.1 College Costs DCC is a private, church-related college. Tuition and fees paid by the student cover a percentage of the cost of operating the college. The remaining percentage of the cost is paid through contributions by interested individuals and churches committed to Christ and Christian education.

11.2 Deferred Payments Any student interested in a deferred payment plan must be approved by the Business Office. Upon approval, one-third of the balance must be paid at registration. The remaining balance is payable at six weeks and twelve weeks into the semester. A deferred-payment-plan fee is charged to all students utilizing the plan.

11.3 Timely Payment Deferred payments must be made on time. Please keep the payment schedule in an accessible place, and be aware of the due dates. If there is a need to delay a payment (even if only one day), you must inform the business office of the situation in advance. Those in the process of requesting financial aid should cooperate fully and quickly with the Financial Aid Director to fill out all necessary forms. The Financial Aid process must be fully completed within 30 days of registration. There are no exceptions.

11.4 College Employment College work-study and non-CWS student employees will have their checks issued by the Business Office.

11.5 Book Purchases Students who have financial aid or scholarships to cover the cost of books may charge books to their account with the approval of the Business Office. Students who are self-pay must pay with cash, credit card, or check at the time of registration in the bookstore.

11.6 Financial Irresponsibility Failure to pay one's school bill in a timely fashion or failure to co-operate fully with the Business Office and Financial Aid Office may lead to a late fee, the non-issue of grades or degrees and/or dismissal from class and from DCC (see section 14.6).

11.6a Deferred Payment Plan In order to assist students in the payment of their school expenses, DCC may offer students a deferred payment plan. (See 11.2)

1. If a student misses one payment, notification (see #5) should be sent to that student from the Business Office informing the student that if payment is not made within seven days, the Ethical Conduct Committee will meet to determine the status of the student. The student should either make the payment or contact the Business Office immediately.
2. If a student does not make the payment or make contact with the Business Office within seven days, the Business Office will notify the Ethical Conduct Committee. The student would be in violation of Section 11.3 (Timely Payment), 11.6 (Financial Irresponsibility) and 14.6.9 (Major Offenses: Financial Irresponsibility) of the DCC Student Handbook. The Ethical Conduct Committee would determine the standing of the student based on Section 14.10 (Corrective Measures and Penalties) of the DCC Student Handbook.
3. If a student shows a pattern of late payments without notification, the Business Office will inform the student (see #5) that he/she is in danger of being turned over to the Ethical Conduct Committee. If the pattern continues, the Ethical Conduct Committee will meet to determine the status of the student (see item #2 above).
4. The missed payment notification from the Business Office should be in the form of a memo, email, or letter, followed by a phone call to the student, insuring the receiving of notification. Seven days following the notification, the Business Office will inform the Vice-President for Community.
5. The Vice-President for Community and/or the Ethical Conduct Committee will meet with the student to review the data and, if the student has not made payment arrangements with the Business Office prior to the meeting, will proceed with dismissal from school on the grounds of "financial irresponsibility" effective as of the date in the Business Office notice.
6. The appropriate offices will be informed of the dismissal in accordance with the Ethical Conduct Guidelines in the Student Handbook.

11.7 Scholarships After the FAFSA (Free Application for Federal Student Aid) and DCC Scholarship application have been completed, recipients are approved by the Scholarship Committee. Students desiring assistance should apply for additional funding through the Admissions office. The distribution of scholarship awards is for the Fall and Spring semesters only. Courses taken during Maymester may not be covered by scholarship awards. Students should consult with the Director of Financial Aid prior to taking these courses.

12. MATTERS OF GENERAL CONDUCT

12.1 Standards of Sexual Purity and Display of Affection DCC is committed to the biblical standards of sexual purity and expression. Couples, unmarried and married, should be discrete, modest, and pure in their displays of affection. They should respond positively when concerns are raised by fellow students, faculty, administration, and staff. Premarital and extramarital heterosexual expression as well as homosexual behavior is grounds for discipline and dismissal.

12.2 Off Campus Visitation The College strongly recommends that students not visit off-campus living quarters inhabited solely by single persons of the opposite sex, unless one is an immediate family relative. Unmarried couples should not spend the night together in the home of anyone other than their immediate families. Students who are guests in private homes should always display attitudes of courtesy and thankfulness.

12.3 Clubs Attendance at social clubs is inconsistent with the Christian walk and the values and standards of the college.

12.4 Dancing Social dancing is not permitted on campus nor is it to be sponsored by the college off campus.

12.5 Scheduling of Events Guidance regarding the scheduling of events and the use of campus facilities can be obtained through the Office for Community.

13. COUNSELING AND GUIDANCE

The Vice-President for Academic Affairs, Vice-President for Community, Resident Directors, and professors are available for counsel regarding personal and/or academic concerns. There may be times when appointments will have to be scheduled to accommodate students or groups desiring counseling. The Vice-President for Community or other college personnel may make referrals should professional counseling be required or desired.

14. RESOLUTION OF PROBLEMS AND INFRACTIONS

14.1 General Principles and Procedures The general rationale for rules and policies of DCC is set forth in SECTION 1 - INTRODUCTION AND RATIONALE. DCC students are expected to abide by the standards set forth in scripture and in this handbook. From time to time, however, students may unwittingly violate a rule or fail to display the courtesy and concern which their fellow students and teachers deserve. Others may even purposely test the rules or challenge the authority of persons placed over them. Still other students may seek to find resolution when they think they have been wronged by others. Principles and procedures are in place to provide redemptive and corrective discipline or resolution at such times. Those procedures include the exercising of principles of correction and discipline outlined in Matthew 18:15-17 and Galatians 6:1, use of the honor system, informal disciplinary conferences, and formal hearings of the Ethical Conduct Committee. This section might seem long and fraught with detail, but dealing with conflict and misbehavior is difficult. The college, moreover, is concerned with each student's right to due process as well as its need to be just, honest, and compassionate in its dealings.

14.2 Exercising Scriptural Principles In resolving personal conflicts, one should first approach the individual with whom one has the conflict and seek to work it out one-on-one. There is no room for gossip or the smearing of the person's name. If the one-on-one meeting brings no resolution, ask one or two other mature, unbiased individuals (perhaps a Resident Assistant or Student Government officer) to hear both sides and offer counsel. If there is still no agreement, ask for the counsel and arbitration of a Resident Director, faculty or staff member, or administrator. The goal in this is not to "win," but to resolve conflict in a way that maintains unity.

14.3 The Honor System A student who breaks a rule should confess the infraction to an appropriate authority (Resident Assistant, Resident Director, faculty member, Vice-President for Community). A student

with knowledge of an infraction should go to the offender privately and encourage the offender to confess the wrongdoing. Voluntary confession may mitigate any penalties for the action. If there is no positive response, the student may then ask a Resident Assistant to join in encouraging the offender to confess. Psalm 50:18, Galatians 6:1, and James 5:20 indicate that Christians have a responsibility not to stand by passively when a brother or sister is in error. If an offender refuses to acknowledge the wrongdoing, the student should then communicate his knowledge to a proper authority (Resident Assistant, Resident Director, professor, or Vice-President for Community). This is not being a tattletale; its goal is to initiate a process of redemption, correction, and restoration.

14.4 Informal Disciplinary Conferences A professor may discuss with a student inappropriate classroom behavior or alleged incidents of cheating or plagiarism. Agreed-upon penalties and/or corrective measures will be implemented. Unresolved issues may be forwarded to the Vice-President for Community and/or Ethical Conduct Committee. While the student and professor may agree upon a penalty for cheating or plagiarism, all such incidents will be reported to the Vice-President for Community who will also inform the Vice-President for Academic Affairs.

Resident Directors or the Vice-President for Community may discuss with a student minor offenses dealing with residence hall, cafeteria, gym, or vehicle-use policies and assess corrective measures or penalties. Unresolved issues may be forwarded to the Vice-President for Community and/or Ethical Conduct Committee. All penalties and measures assessed by a Resident Director will be reported to the Vice-President for Community. Informal disciplinary conferences may not result in disciplinary probation, assigned mandatory counseling, indefinite suspension, or dismissal (see Section 14.10). These penalties require mutual agreement of the student and the Vice-President for Community or a hearing of the Ethical Conduct Committee.

14.5 Formal Hearings of the Ethical Conduct Committee

1. The Ethical Conduct Committee will hear undisputed charges against a student in order to determine appropriate disciplinary measures (see 14.8).
2. The Ethical Conduct Committee will hear disputed charges against a student (see 14.8).
3. The Ethical Conduct Committee will hear unresolved matters from informal disciplinary conferences forwarded to it by the Vice-President for Community. They also will hear matters relating to major offenses that could lead to a student's dismissal.

14.6 Major Offenses The College may dismiss a student for violations of the college's standards of personal and ethical conduct that include, but are not limited to:

1. Academic dishonesty
2. Repeated academic misconduct including, but not limited to plagiarism or cheating
3. Use or possession of beverage alcohol
4. Use or possession of illegal drugs
5. Use on campus of any form of tobacco
6. Heterosexual misconduct or homosexual behavior
7. Possession or use of sexually explicit material (print or electronic media)
8. Giving false statements to the college orally or in writing (including, but not limited to, one's application for admission or registration) or altering records
9. Financial irresponsibility
10. Fighting
11. Using abusive or vulgar language
12. Theft of any kind
13. Violation of civil law
14. Visitation Violation (see Section 12.2b)
15. Recurrent, flagrant disregard for college regulations and policies
16. Non attendance of classes

14.7 Ethical Conduct Committee The Ethical Conduct Committee will hear unresolved issues from informal disciplinary conferences and matters regarding alleged major offenses. The committee will consist of three members: the Vice-President for Community and two faculty/staff representatives. An alternate faculty representative will sit on the committee in cases where a regular member may have a conflict of interest. The Vice-President for Community will preside over hearings. Should the Vice-President for Community remove himself because of a conflict of interest, the Vice-President for Academic Affairs will preside. Committee members will be chosen each year by the Vice-President for Community and confirmed by the faculty in its pre-fall semester meeting. Resident Directors may be present at a hearing as witnesses, but are not voting members. a conflict of interest, the Vice-President for Academic Affairs will preside. The Committee's actions and decisions are intended as vehicles of redemption, correction, personal growth, and professional development. Its primary concerns are the welfare of the student, of the college community, and of the churches the college serves.

14.8 Hearing Process 1. The student being called into a hearing of the Ethical Conduct Committee for unresolved matters will be notified of the time and location of the hearing not less than one day before the scheduled time. The student may choose to waive this notification in lieu of a quick resolve. 2. The student will be notified as to the charges against him or her and of the right to gather evidence and/or witnesses to contest the charge. 3. During the hearing, the committee and/or witnesses will present the evidence for the charge. 4. The student will then present rebuttal evidence and/or witnesses. The committee and the student will have the opportunity to cross-examine witnesses. 5. The student will be dismissed while the committee deliberates until a consensus for verdict and action is reached. 6. The student will be notified of the committee's decision. 7. A written digest of the hearing will be prepared for the student's file. It will include the charge, a list of witnesses who presented evidence, the decision as to guilt or innocence, and any penalties assessed. If a decision of innocence is reached, the student may ask the digest be removed from his or her file after one year. 8. If punitive or corrective measures are assessed, the Student Government will be notified as to the student involved and the measures levied. The charge will not be stated. 9. The college President will be given a copy of the student-file digest.

14.9 Appeals Process Students wishing to appeal decisions against them must submit, in writing, a request for a second hearing of the committee. Should the student not be satisfied with the committee's decision after the appeal hearing, the student may make a final written appeal to the President.

14.10 Corrective Measures and Penalties Actions of the Ethical Conduct Committee include, but are not limited to:

1. A written reprimand from the Vice-President for Community to the student and disciplinary probation; a copy of the reprimand is placed in the student's file
2. Campus confinement for a specified period of time; students are confined to their rooms, except for classes, meals, chapel, work, and dorm devotions. They may be restricted from representing the school during the time of confinement.
3. Monetary compensation for damage to college property and/or a person's property
4. Assigned service to make restitution to a wronged individual(s)
5. Assigned mandatory counseling from an approved counselor
6. Disciplinary probation for one semester or a year with exclusion from representing the college in any official capacity, exclusion from leadership positions on campus, initiation of curfew, potential loss of scholarships, and/or exclusion from holding office in student organizations
7. Reprimand, disciplinary probation, a zero for the course, failing the course, and "XF" for the course, suspension from the college, and/or loss of credit in the course or courses where dishonest work or inappropriate behavior was done
8. Temporary suspension with time and terms of re-admittance indicated; (Suspension includes the forfeiture of refunds otherwise available in ordinary withdrawal from classes)
9. Indefinite suspension with time and terms of readmission not indicated; (appeal for re-admittance must go through the committee);
10. Receiving an "XF" as a Christian Service grade; which will be reflected on the student's

permanent record

11. Any of the above may be noted on the student's transcript and may be removed at the discretion of the committee

14.11 Grievance Policy Grievance issues are those in which there is a possibility of error in the college's policies (or lack of them), in its prescribed procedures for carrying out policies, in the administration of these procedures, or in varying combinations of these. It is desirable for a student to identify and resolve difficulties with college policies or personnel first through informal means. One should apply the principles of Matthew 18, first speaking privately with college personnel involved and then to those persons in the presence of an arbiter or witnesses. Discussion of the issue with the professor's or staff member's immediate supervisor, discussion with the President, or appeal through the Student Government would then follow. Should these discussions fail to bring resolution and/or satisfaction, the student may present a written grievance to the President. Concerns may also be filed with the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orland, FL 32822.

15. LEGAL RIGHTS OF STUDENTS

15.1 Students' Rights Dallas Christian College affords students rights primarily because her students are brothers and sisters in Christ belonging to a community of faith and learning. As members of such a community of faith, students are entitled to fair and equitable treatment. In addition to the institution's concern for truly acting as a Christian body, a body of federal and state law bolsters the rights the student possesses. The sections below outline various basic rights the student has under law. Students who think the college has infringed upon their rights are asked to follow procedures outlined in section 14.11 above.

15.2 Principle of Equal Opportunity Dallas Christian College does not discriminate on the basis of race, color, sex, age, national origin, handicap, or veteran status in any aspect of its programs and activities including admission or access to, or treatment or employment therein.

15.3 Principle of Equal Educational Policy In compliance with Title VI and Title IX, complete equality exists in the offering of all benefits to students without regard to sex, race, color, or national origin.

15.4 Student Right-To-Know and Campus Security Act Dallas Christian College is in compliance with the Student Right-To-Know and Campus Security Act, Public Law 101-542. Any individual desiring campus security information should contact the Vice-President for Community.

15.5 Privacy of Information Under the Family Educational Rights and Privacy Act of 1974 (FERPA), directory information may be made public unless the student desires to withhold all or any portion of it. Directory information includes, but is not limited to, student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. Those wishing to withhold any or all of this information must sign a waiver available in the registrar's office.

15.6 Student Records Dallas Christian College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA or "Buckley Amendment"). The Buckley Amendment requires 1. That the college provides students access to their official education records 2. That students be given an opportunity to challenge those records they think are inaccurate, misleading, or otherwise inappropriate 3. That written consent of students be obtained before releasing personally identifiable data about students from records to other than a specified list of exceptions (see 15.5) and 4. That students be notified of these rights and policies. In compliance with Public Law 93-380, the following information is provided concerning the student records maintained at Dallas Christian College: Academic Records are maintained in the Academic Office.

Student Affairs Records are maintained in the office of the Vice-President for Community. Financial Records are maintained in the Business and Financial Aid Offices.

15.7 Challenges to Student Records Students have the right to challenge their official education records. If any contents are believed to be inaccurate, misleading, or inappropriate, students will be given the opportunity to have the contents in question investigated and, if needed, corrected or deleted. Informal proceedings should be attempted first in settling any disputes. An informal meeting or discussion with the person responsible for entering questionable contents into the record may be all that is necessary to correct the record to everyone's satisfaction. Should informal means not bring resolution, the student should present a written complaint to the Registrar. The Registrar will then schedule a formal hearing involving the student, Vice-President for Academic Affairs, Registrar, and college personnel related to the contents in question. The student has the right to be represented at the hearing by an attorney or other representative. However, the student must bear the expense of such representation. If the hearing determines that the student record contains inaccurate or misleading information, the records will be corrected immediately. If it is determined that the record is accurate, the student has the right to insert explanatory comments into the record. The explanatory comments must be treated as a permanent part of the record and must be disclosed whenever the related record is communicated or disclosed.

15.8 Specific Policies Detailed information regarding student record preservation, access, contents, and correction is available in the Registrar's office.

15.9 Sexual Harassment Relationships between men and women at DCC are guided by the principle of respect for each other's body, feelings, rights, and responsibilities. The college has a moral, educational, and legal obligation to provide policies and procedures that protect students and employees from sexual harassment and to establish an environment in which unacceptable behavior will not be tolerated.

15.9.1 Definition of Sexual Harassment Sexual harassment is a form of sex discrimination made illegal in a scholastic setting under Title IX of the Educational Amendments of 1972. Sexual harassment in the classroom may be defined as harassment in which the faculty member covertly or overtly uses the power inherent in the status of a professor to threaten, coerce, or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, or even a job. Sexual harassment in the college workplace would include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1. Submission to such conduct explicitly or implicitly is made a condition of an individual's employment or advancement, or 2. When such conduct creates an intimidating, hostile, or offensive working environment. Examples include, but are not limited to unwelcome physical sexual advances, sexually oriented kidding, teasing or joking, graphic commentary about an individual's body, and offensive crude language.

15.9.2 Grievance Procedures If the offender is a student, the victim should register the complaint in writing with the Vice-President for Community, who will investigate the matter. If the complaint is found to have sufficient merit and it cannot be resolved informally, the Vice-President for Community will call a meeting of the Ethical Conduct Committee to hear the charges and render a decision.

If the offender is a member of the faculty or staff, the victim should register the complaint with the President, who will investigate the matter. If the complaint is found to have sufficient merit, the President will call a meeting of the Grievance Hearing Committee to hear the charges and render a decision.

15.10 Student Leave of Absence In accordance with the guidelines set forth by the Department of Education relative to Title IV funds, a student attending Dallas Christian College may request a "leave of absence" from classes should an appropriate situation arise.

The request for a leave of absence must be submitted to the Vice-President for Community prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so, in which case the request must be submitted as soon as circumstances permit.

Any request must be written, signed and dated by the student. Upon receipt of the request, the Vice-President for Community will submit the request along with his or her recommendation to the President's Cabinet for final approval.

16. ALCOHOL AND SUBSTANCE ABUSE

16.1 Standard of Conduct Dallas Christian College prohibits the use or possession of beverage alcohol, illegal drugs, and any form of tobacco among its students. Please keep DCC an alcohol-free, tobacco-free, and controlled-substance-free campus. NOTE: if a beverage contains more than zero percent alcohol, it is considered to be an alcoholic beverage.

16.2 Sanctions for Violation of the Standard Violation of this policy will lead to disciplinary action up to and including suspension from the college. The student may be referred for prosecution when local, state, or federal codes have been broken.

16.3 Available Help DCC recognizes the college community is not immune to the societal problem of substance abuse. Confidential referrals for counseling, treatment, or rehabilitation are available from the office of the Vice-President for Community for students and employees who voluntarily seek such assistance.

16.4 Drug-Prevention Program *Public Law 101-226* requires institutions of higher education receiving funds or any other form of federal financial assistance under any federal program (including participation in any federally funded or guaranteed-student-loan program) to certify a drug-prevention program for students and employees of the institution. In response, DCC has: 1. Established the policies found in 16.1-3 2. Established a substance-abuse policy for college employees 3. Incorporated a substance-abuse unit in the Physical Education course required for all traditional B.A. and B.S. programs and in the Wellness and Lifestyle courses.

17. AIDS/HIV POLICY

17.1 Definitions and Background Information AIDS is the acronym for Acquired Immune Deficiency Syndrome. HIV is the abbreviation for Human Immunodeficiency Virus. Infection with HIV is silent and produces no symptoms. Individuals infected with HIV are capable of transmitting the infection. HIV infection is life-long. The latent period between initial HIV infection and the development of full-blown AIDS averages from five to ten years. AIDS is uniformly fatal. HIV infection is transmitted by contact of infected blood or body fluids from an infected individual to an uninfected person. The main routes of HIV infection are sexual intercourse (anal, oral, or vaginal), drug abuse (shared needles), and transfusion of infected blood products. The risk of acquiring HIV infection by activities other than those mentioned above is remote, but not non-existent. Risk is related to personal habits and behavior. Casual contact is not a risk in the transmission of infection.

Studies indicate HIV is a fragile virus, incapable of prolonged exposure to environments outside the host cell. It is rapidly deactivated by 1. drying, 2. heat sterilization, and 3. a dilute solution (1:10) of household bleach.

17.2 The College and HIV Infected Students There are conflicting demands being placed upon educational institutions. On the one hand, it is illegal to inquire about HIV infection on admissions and employment applications. On the other hand, the uninfected population has a legitimate right to know about the presence of HIV infection. Again, on the one hand, the Center for Disease Control requires that cases of full-blown AIDS be reported. And again, on the other hand, disclosure will subject the school and its officials to civil liability for breach of confidentiality and invasion of privacy based on provisions of the Buckley Amendment. The weight of legal opinion and the thrust of recent public health statutes favor personal privacy over public safety concerns. Schools cannot exclude HIV-infected students nor can they notify the school community of an HIV-infected student's presence without that student's consent.

17.3 Personal Responsibilities In light of the legal constraints placed upon the school, students and employees are advised to recognize the possibility that HIV-infected students may be attending school.

1. Avoid blood and body fluids. Current AMA recommendations require that all blood and body fluids be treated as potentially infectious. Custodial staff should do the cleaning of potentially infectious material.
2. Disinfect wounds. The school requires that open sores of all kinds be adequately covered.

3. Practice sexual abstinence until marriage. Remain monogamous within marriage.
4. Avoid drug abuse and shared needles.
5. Students and employees who use syringes for medications such as insulin must dispose of needles and lancets in a Sharps container designed for medical waste disposal. These are available in area drug stores. For other options of disposal, contact the Vice-President for Community.

17.4 Institutional Responsibilities The College will work within the law to act responsibly to minimize risk to students and employees.

1. The school is obligated to educate students and employees on how to protect themselves against the risks of HIV infection.
2. The school will provide proper equipment and supplies for disinfecting spills in classrooms, dorms, the gym, and the cafeteria.
3. The school will provide custodial employees with adequate supplies of disposable gloves and disinfectants.
4. To comply with federal statutes, the school will neither ask for, disclose to third parties, nor keep records of the results of HIV tests.

18. STUDENT GOVERNMENT

18.1 Purpose Students sponsor many activities and projects during the school year. Socials, intramural competitions, assemblies, and other events are planned and carried out by the student body under the leadership of the Student Government. The Student Government provides valuable help in the operation of campus-hosted social and ministry events. The Student Government also serves as a sounding board and advisory panel for the College. Individual students or student groups with concerns, complaints, grievances, or suggestions regarding college policies or personnel are encouraged to voice their views through the Student Government, should informal means fail to bring resolution.

18.2 Composition The Student Government, in concert with its administration or faculty advisor, will determine policies and procedures for nomination and election of members for the following school year. The Government will consist of a President, Vice-President, Secretary-Treasurer, and Class Representatives from each class. Freshman class representatives will be selected in the fall semester. Sophomore-, junior-, and senior-class representatives as well as the President, Vice-President, and Secretary-Treasurer will be selected for the next school year in the spring semester. The administration or faculty advisor will be selected by the Vice-President for Academic Affairs and Vice-President for Community.

18.3 Role in College Government The Student Government provides an official forum for students to voice concerns and ideas to policy makers. All such petitions should be submitted through the Vice-President for Community who will forward it to the President's Cabinet. The initial petition may be oral or written, but the Vice-President for Community may request that the Student Government submit a formal request, complaint, or suggestion in writing.

19. EMERGENCY PROCEDURES

Crime of any sort is virtually nonexistent on the DCC campus. Emergency situations of other kinds are extremely rare. However, knowing what to do in a potentially dangerous situation can mean the difference between a relatively minor outcome and disaster. These emergency procedures cannot possibly anticipate every occurrence, but should be used as general guidelines in reacting to potentially dangerous or harmful situations. Classes during evening hours or on Saturdays presents some unique problems.

19.1 Weather conditions Potentially dangerous weather situations include freezing precipitation and resulting dangerous road conditions, high winds, hail, imminent flooding, or tornado warnings. DCC administrators will make every effort to anticipate such developments and cancel classes when it is considered prudent. These cancellations are posted on channel 8--WFAA TV, KLTY--94.9 FM and

www.cancellations.com. However, such occurrences cannot always be predicted accurately. Weather conditions can and often do deteriorate quickly to present danger to faculty and students.

19.2 Severe Weather Procedures The City of Dallas, Farmers Branch, and surrounding areas are often affected by severe weather systems that can, and do, result in high wind and even tornadoes. The College strongly recommends that students, faculty and staff stay informed about weather conditions through radio, TV, or cell phones and always take cover when storms are severe. If there is a tornado warning in the area, or if you hear sirens warning of tornado activity, please immediately take cover in the following designated spaces: If you are in the dormitories, go to the ground floor immediately. Yell out to other residents as you go. Take cover under stairwells and along inside walls, away from windows and exterior doors. Lie down if you can and cover up with mattresses, pillows, blankets, etc. If you are in the Administration Building, go to the ground floor immediately. Yell out to others as you go. Take cover in the men's and women's bathrooms; the President's Conference Room; or the Academic Office, away from windows and exterior doors. If you are in the Gymnasium, Dining Hall, or Banquet Hall, go the first floor of the Dormitories or the Administration Building and take cover as noted above, away from windows and exterior doors. **DO NOT STAY IN THE GYM OR THE DINING HALL.** If you have questions about proper Severe Weather Procedures, please contact your Resident Director, the Student Development Office, or the managing Vice President of your Department.

19.3 Fire, bomb threats, or similar potentially life-threatening situations Sound the fire alarm if fire or smoke is detected, evacuate the building immediately through the nearest exits. From a place of safety (men's or women's residence halls, for example), call 911 to report the situation to appropriate authorities.

In the event of a bomb threat, evacuate the building through the nearest exits immediately. From a place of safety (men's or women's residence halls, for example), call 911 to report the situation to appropriate authorities.

19.4 Criminal or potentially criminal activities This includes but is not limited to any form of physical assault, overtly threatening behavior (including stalking or harassment), theft, vandalism, unauthorized persons on premises, or similar occurrences).

If you feel physically threatened by another person or persons on campus, report this to your professor or to any other school employee immediately.

Call 911 to report criminal or potentially criminal situations and request immediate assistance.

19.5 Significant disciplinary problems Each faculty member has the right to expel any disruptive, disorderly student from his or her class. Any person who continues to create problems, and/or refuses to leave will be instructed to leave the classroom and the campus immediately. Failure to leave as directed may result in arrest on criminal trespass charges.

19.6 Other threatening conditions Remember: We have no on-campus security force. Your awareness of and reaction to any dangerous situation is very important.

Good judgment should always prevail. If your common sense tells you that circumstances present danger to yourself or to others, take appropriate measures to remove persons from dangerous proximity or contact appropriate authorities (police, fire department, emergency medical services, etc.) to deal with the situation.

Library Handbook

The Crawford Library contains approximately 34,000 print volumes, 19,000 e-books, 200 print journals, and 3,500 full-text periodicals. In addition, faculty and students have access to numerous on-line electronic databases.

The library is a member of OCLC, the world's most extensive bibliographic database, and of the Association of Christian Librarians. These memberships make it possible for DCC library users to borrow books and obtain journal articles from thousands of libraries throughout the world.

The library also houses a collection of primary and secondary documents relevant to the history of the Restoration Movement (also known as the Stone-Campbell Movement).

LIBRARY HOURS

Monday	8:00 a.m. -- 10:00 p.m.
Tuesday	8:00 a.m. -- 11:00 a.m. 12:00 p.m. -- 10:00 p.m.
Wednesday	8:00 a.m. -- 10:00 p.m.
Thursday	8:00 a.m. -- 11:00 a.m. 12:00 p.m. -- 10:00 p.m.
Friday	8:00 a.m. -- 8:00 p.m.
Saturday	9:00 a.m. -- 5:00 p.m.
Sunday	Closed

Library hours vary during the summer, holidays and spring break.

GENERAL LIBRARY RULES/POLICIES

All library users are expected to respect the rights of others. Common courtesy requires that conversation is kept to a minimum.

Cell Phones, Electronic Devices, and Computer Lab Use

You may enter the library with a cell phone, BUT please place it in silent mode. If your cell phone activates, please exit the library and carry on your personal conversation in the hallway. If you speak on a cell phone in the library, you will be asked to leave.

Library computers are to be used for research or word processing ONLY. No email, MySpace, FaceBook, or other sites are permitted.

Circulation Policy

To borrow library material, you must present a current DCC identification card. Locate the book(s) that you wish to borrow and take them to the circulation desk. The book(s) will be scanned and entered into the circulation system. The library attendant will then stamp the book with the date due.

You will NOT be Notified when Items are Past Due

The overdue fine for each late circulating book is \$.10 per day. Maximum fine is equal to the replacement cost of the item, plus a \$10.00 processing fee. Lost or damaged items checked out to you will require that you pay full cost for repair or replacement.

Continual disregard for circulation procedures will result in loss of privileges.

LIBRARY COLLECTIONS

Circulating Collection

Circulating books may be checked out for 14 days. If you are in need of the book longer, please return it to the library to be re-checked. Most books in the library are in the circulating collection.

Reserve Collection

DCC Faculty place books and other material on reserve (for use in the library only). You may retrieve these items by making a request at the circulation desk. You will need to know the name of the professor and the exact titles of the items needed. The library staff will tell you of any special restrictions for the use of reserve material.

Periodical Collection

Magazines, journals and newspapers are to be used in the library only. Please use the photocopier to duplicate articles that you need. All back issues of journals are located in the storage area. Please make a request for a journal at the circulation desk. Every effort will be made to retrieve the journal within 15 minutes.

Reference Collection

Books marked REF (Reference) are shelved in the reference section and are designed to provide quick, definitive answers to questions. Reference books are for use in the library only.

Bible Study Collection

Bible Study books are dictionaries, concordances and similar study aids used primarily for reference purposes. This collection is for use in the library only.

LOCATING YOUR MATERIALS

Books

Books in the DCC library are shelved according to the Dewey Decimal Classification system. In this system, each book has a unique call number based upon its subject matter. Finding a specific book is simple:

1. By using a research computer (located in the computer lab), double click the icon labeled "DCC On-line Catalog" and choose search. Type in the information that you desire and the system will take you automatically to the book listing.
2. Write down the call number for each book that you seek.
3. The bookshelves are labeled for easy reference. Books are shelved in numerical order according to their assigned individual call numbers. Since the call number reflects the subject of the book, other titles of the same or similar subject are located in the same area.

If you need assistance locating material, please ask the library staff.

Dewey Decimal System	
000	Generalities
100	Philosophy and Psychology
200	Religion
300	Social Sciences
400	Languages

500	Natural Science/Mathematics
600	Applied science
700	Arts
800	Literature
900	Geography and history

Periodicals

After searching the various research databases, you may find that you need to locate a periodical article.

1. Write down the pertinent information you will need, including title of article, periodical title, author, date, and pages.
2. Check the "Periodical Holdings List" located at the front desk.
3. If the periodical is listed as a current periodical, and you are looking for an issue from the most recent year, check the shelves labeled "current periodicals".
4. If the periodical is a back issue, please proceed to the circulation desk and make a request to have it pulled from the second-floor storage area. The library staff will make every effort to locate the periodical for you within 30 minutes.
5. Once you have the periodical, make notes or photocopy the article. PLEASE return the periodical to the circulation desk. Do not reshelve the periodical.

OTHER LIBRARY SERVICES

Research

The library computer lab has eight computers available to assist students in academic research and access to the Internet. Another lab, providing five computers, is located on the third floor. All computers contain research capabilities on Academic Search Elite, Business Source Elite, ATLA Religious Index One (American Theological Library Database), FirstSearch, and Gramcord. All computers contain supportive software called NIV Study Bible. Please ask the library staff if you desire assistance with these programs.

Inter-Library Loans

The library has thousands of resources from which to borrow material to assist you in research. Please ask at the circulation desk for assistance. Please make note of the date the material is needed and whether or not you are willing to pay a charge. If there is a charge for the inter-library loan, you will be notified before it is ordered.

Photocopier

Photocopier cards (100 copies) are for sale at \$8.00 each. You may also make copies at \$.10 per page, without purchasing a card. Please purchase copycards at the circulation desk. If assistance is needed with the photocopier, please ask the library staff.

Audio-Visual Programs

Chapel audiotapes must be requested from the circulation desk. Audiotapes may circulate for three days with a deposit of \$1. The \$1 deposit will be reimbursed when the tape is returned to the library. Other videotapes and CDs are for use in the library only. Please ask for assistance when trying to locate audio-visual material in the library.

Information Technology Policies

General access computer laboratories, mainframe computers, and networks maintained by Dallas Christian College are provided as a service to students, faculty, and staff. Use is a privilege, not a right. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the policy of Dallas Christian College that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, as well as the highest standards of ethics. Failure to comply with the following regulations may result in disciplinary action, suspension of privilege, or civil or criminal action under state or federal law. The intent of these regulations is to ensure a productive and economical computing environment for all users, while abiding by laws governing copyrights and information technology access. Questions and suggestions should be directed to the Office of Information Technology.

1. Information Technology resources include but are not limited to computer hardware and/or software, network-delivered services, Internet access and services, audiovisual equipment, or electronic media in any format.
2. Use of Information Technology resources must correspond to and support the stated educational purposes and underlying Christian principles of Dallas Christian College.
3. Use of Information Technology to access, produce, transmit, or use any information or materials in violation of DCC regulations or local, state, or federal laws is prohibited. This includes but is not limited to:
 - Accessing, producing, using, and/or transmitting of copyrighted information or materials without proper, legal authorization.
 - Accessing, storing, transmitting, and/or using information or materials protected by patent or other rights of ownership without proper, legal authorization.
 - Producing and/or transmitting potentially dangerous, harmful, obscene, offensive, or threatening information or materials.
 - Receiving, storing, and/or otherwise using potentially dangerous, threatening, offensive, harmful, or obscene information or materials other than in a legitimate, specifically-authorized research capacity.
4. Use of Information Technology resources to access, produce, receive, and/or transmit any materials that violate standards of Christian conduct is prohibited. This proscription includes but is not limited to the items listed under Number 3, above.
5. Dallas Christian College prohibits involvement in these or similar activities:
 - Attempting to access, alter, or change computer data of another user without written, signed authorization from an appropriate authority.
 - Attempting to access, alter, or change the configuration of any computer or computer network without written, signed authorization from an appropriate authority.
 - Attempting to access, alter, or change security-protected or unprotected files, program settings, or administrative aspects of a computer or computer network without written, signed authorization from an appropriate authority.
 - Attempting to introduce any files or programs commonly referred to as computer viruses into the

operating systems or programs of any computer or computer network.

- Attempting to change an assigned password without the knowledge of the Office of Information Technology.

6. Guidelines for use of Dallas Christian College Information Technology resources for personal profit are available in the Office of Information Technology. Students are expected to comply with those guidelines.

7. Users are expected to treat Information Technology resources with appropriate care. In addition:

- Attempting to access, alter, or change computer data of another user without written, signed authorization from an appropriate authority.
- Attempting to access, alter, or change the configuration of any computer or computer network without written, signed authorization from an appropriate authority.
- Attempting to access, alter, or change security-protected or unprotected files, program settings, or administrative aspects of a computer or computer network without written, signed authorization from an appropriate authority.
- Attempting to introduce any files or programs commonly referred to as computer viruses into the operating systems or programs of any computer or computer network.
- Attempting to change an assigned password without the knowledge of the Office of Information Technology.

8. All web site pages associated with the Dallas Christian College community must be developed and submitted in advance for approval by the Information Technology Committee. All web pages will conform to the standards and policies of the College. The employee or student responsible for the development of the web page will assume responsibility and accountability of maintaining and monitoring changes in web pages and ongoing discussions. The name "Dallas Christian College" and associated seals and logos may not be used without the approval of the college administration and the express written permission of the President of the college.

9. Dallas Christian College respects the privacy of user files, email, and printer listings. However, the College reserves the right to monitor any and all aspects of a system including login sessions, storage and transmission of data to determine if a user is acting in violation of the policies set forth in this document or as stated by law. Members of the campus community may report violations to the Office of Information Technology or an appropriate Vice-President.

Student Handbook Agreement

I agree to follow the policies and rules set forth in the Dallas Christian College Student Handbook as long as I am a student at the College.

Printed Name

Signature

Date