



**2010-2011**

**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 influence in life 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. 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/herself—remember that what is done on and off campus is a reflection of the student's relationship with Christ, his/her fellow students, and himself/herself. 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. Participate.

2.2 Respect for Persons Students should respect their professors and the college administration, staff, and fellow students. Address and refer to faculty and staff members in the way each person 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. Classrooms should be left in proper order and arranged as determined by Academic Affairs.

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 who will also notify the Vice President for Academic Affairs. The student may receive a zero for the assignment or exam, fail the course, receive an “XF” (see Section 2.5) 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, receive an “XF” (see Section 2.5) for the course, and/or

be dismissed from school. The professor will notify the Vice President for Community of the problem. The Vice President of Academic Affairs will be notified by the Vice President for Community.

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

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 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 electronic notifications 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 the semester, 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 traditional classes, all withdrawals must be made with the permission of the professor, faculty advisor, and the Vice President of Academic Affairs.

Students withdrawing from Quest and online courses must do so with the approval of their academic advisor. A Class Change 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 while failing, 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 missing class for any reason, including a college function, will be counted absent. 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 five examinations by which a student may earn credit in addition to courses and Credit for Demonstrated Competency (CDC). 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 who wishes to meet a requirement of any general-studies or open 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 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 campus mailbox 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. These folders are found in the Service Center. Each student has a folder in which homework and other official communications to individual students from faculty or staff 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, 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 academic advisor approves the independent study
- the Vice President of 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 registration that takes place after the registration deadline date prior to each semester. Each semester the Academic Office will announce the date of registration for the next semester. Students must register during the announced registration period or be charged the late registration fee to register individually through an Academic Advisor or the Registrar.

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 or have an approved payment plan.

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 DCC Student Portal. The student is responsible to see that the correct books are in hand before the class start date and that any necessary business connected with textbook purchases has been completed with the business and financial aid offices. Books will be available on Virtual Bookstore at least thirty days prior to course start date. The student will receive in their Crusader Mail an e-mail from the Bookstore Manager with the syllabus for a Quest class at least two weeks before the beginning of the class. It is the student's responsibility to follow all applicable instructions prior to the beginning of the class. The student must check their Crusader Mail and campus mailbox for any course-specific instructions regarding syllabi, texts, etc. and make himself/herself 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 9 to 11 hours considered a 3/4 time load and 6 to 8 hours considered 1/2 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 students 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.

The residence halls at Dallas Christian College foster a culture unique to young men and women. Accordingly, DCC does not permit students over 26 years of age to live in the residence halls. The Vice President of Community and the Residence Director may make

exceptions under certain circumstances. Generally, however, students older than 26 years of age should make alternative housing arrangements.

4.2 Care for Residence Hall Furnishings Gifts from churches and individuals have helped to provide and furnish the residence halls 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.

The use of irons, microwaves, crock pots, toasters/toaster ovens, or electric skillets is permitted in the residence hall rooms. However, no exposed heating elements, incense, candles, or open flames are allowed.

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.

While the College advocates benevolence, for the safety of fellow students, the school does not allow residents to bring into the residence hall the homeless, strangers, drifters, or any other person that is not well known by a resident. Should a student desire to help one of the "least of these," he/she should contact the Office for Community for assistance.

The College hosts regular college preview days and student conferences in which Junior High and/or High School guests will stay in the residence hall. Students should anticipate occasionally hosting such guests in their rooms. When adequate bedding is not available for guests, they will be instructed to bring bedding to sleep on the floor. These events are great ministry opportunities for residents, and they are major factors in a prospective student's impression of the school. Therefore, residents should make concessions to occasionally welcome guests into their rooms with warm hospitality.

In certain circumstances, e.g. parents visit, etc. students may check with the Resident Director about the availability and cost of the guest room(s) in the residence halls.

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, generally on a weekly basis. The bathroom is considered a part of the resident's room for the sake of a room inspection. Failure to keep one's room clean can be discourteous to a roommate and may result in a fine.

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. The breaking of curfew may result in fines, and 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. However, for safety purposes, and communication in cases of emergency, these upper classmen must sign out if they plan to return after curfew. 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 strangers) 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 and may result in a fine.

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

It is unethical to use another's cell phone, etc. without his/her permission.

Internet access is available in the library, Wallace's and through wireless DSL. 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. Please turn off unnecessary electronics such as TVs, radios, and computers when you leave the room. Regulate cool air and heat by adjusting the vents in both residence halls. Please keep your window closed anytime A/C or heat is turned on to maintain climate control.

#### 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 Vaccination Requirement In accordance with Texas Department of Health Law (Subchapter T 21.610-21.614), all new students who wish to live in DCC residence halls are required to have a bacterial meningitis vaccination. All incoming students will need to submit evidence of immunization to the Residence Director upon move-in. This evidence may include a signed receipt of immunization from a physician/pharmacy/health care facility, the student's most recent shot records, or a copy

of the student's shot records. You may wish to contact your general practitioner as many insurance companies cover this vaccination.

It is recommended that students contact their county health department for information on discounted vaccinations. For example, Dallas County Health and Human Services offers the meningitis vaccination for \$5 or \$10 depending on the student's age. You may reach the Dallas County Health Department at 214-819-2162. Vaccinations are available Monday-Friday, 8:00 a.m. – 4:00 p.m. (subject to change).

Students who do not submit proof of immunization will not be permitted to move into the residence hall until the vaccine has been administered. Students who cannot show proof of immunization will be directed to the county health department or a local pharmacy to receive the vaccine. Currently, the 24-hour Walgreens on Josey & Keller Springs (972-323-5096) offers the vaccination for approximately \$126. The Primacare at Marsh & Forest (972-488-9222) offers the vaccination for \$125, with an additional \$35 Injection Fee. Primacare business hours are M-F from 8:00 a.m. – 9:00 p.m. and Sa/Sun from 8:00 a.m. – 5:00 p.m. (Availability, prices, and hours are subject to change.) Once a student receives the injection, he/she will be permitted to move into the residence hall.

4.10 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.

4.11 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. Departure from the residence hall without properly checking out may result in a \$50 Failure to Check Out fine. 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. The Resident Director will make a copy of the Damage Report Form to be submitted to the Business Office, along with a request for a refund of the deposit to be mailed to the student. 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. Students who are asked to leave the College for ethical conduct issues or students who choose to leave the College in the middle of a semester will not receive a refund.

## **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	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 Students 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 Parking, All dorm student vehicles should be parked in front of or behind the appropriate dorm, not in front of Administration Building.

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 unless approved by the Plant Manager.

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

- Parking in a fire lane
- Occupying more than one parking space at a time
- Exceeding the campus 15 MPH speed limit
- Parking in handicapped parking
- Driving or parking on the grass
- Parking where there are hash marks
- Not parking in designated areas (i.e. females in green spaces and males in red spaces)
- Parking in yellow zones.

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.
3. Students seeking employment possibilities may contact the Office for Community for referrals and/or peruse the campus announcements. A complete Job Posting database is available online on the Current Students page.

## **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 pre-approved by the Business Office after all financial aid resources have been processed. 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 book purchase through the online virtual 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 shall 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 Financial Aid office. The distribution of scholarship awards is for the Fall and Spring semesters only. Courses taken during Maymester, Summer I and Summer II 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.

12.6 Use and Maintenance Guidelines Any College students using College facilities outside of normal operating hours must: 1. Have approval from the Master College Calendar coordinator, 2. Ensure faculty/staff supervision throughout the event, 3. Replace equipment as it was found, 4. Check for trash and damage, 5. Allow no food or drink in rooms where food or drink are prohibited, 6. Report damage or problems to the maintenance department.

Violation of these guidelines will result in loss of facility use and/or payment of damages.

12.7 Lost and Found Policy The campus Lost & Found is located in the Office for Community behind Wallace's Student Lounge. Lost items may be claimed within thirty days, after which the items may be discarded.

## **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, in consultation with the Vice President for Academic Affairs. Resident Directors may be present at a hearing as witnesses, but are not voting members. 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 Appeal Process for Ethical Conduct Committee Decisions Students wishing to appeal decisions against them by the Ethical Conduct Committee must submit, in writing, a request for a second hearing of the committee within 30 days of the committee's initial decision. The Ethical Conduct Committee shall reconvene as soon as possible to assess the student's appeal and any additional arguments, evidence or witnesses presented. 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. This final written appeal should be submitted to the President no later than 30 days following the appeal hearing with the Ethical Conduct Committee. The President's decision is final.

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, an "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

## **15. GRIEVANCE POLICY**

A student grievance is an issue which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. One should apply the principles of Matthew 18 in resolving conflicts or complaints. The student should first speak privately with the college personnel involved in an attempt to resolve the complaint informally. This informal resolution is the preferable manner in which to settle any dispute. However, if the issue is not resolved to the satisfaction of the student, the student may file a formal written grievance with the Vice President for Community or, in the case of the grievance being against the VP for Community, with the Executive Vice President. The formal grievance should be handled equitably and in a non-adversarial manner by the college and the student. Should the student not find satisfaction in the determination of the college in response to his/her formal grievance, he/she may submit a written appeal to the President. The decision of the President is final. Formal hearings or appeal to the Board of

Trustees shall not be provided.

15.1 Informal Grievance Resolution – Students are encouraged to resolve complaints or conflicts informally whenever possible by speaking to the member of faculty, staff or student directly involved in the grievance. Meeting privately enables the individuals to express and resolve the complaint at the lowest level possible. Both parties should strive to resolve the issue objectively and with courtesy and respect for the other party. If the student is not satisfied with the result of his/her initial conversation with the person(s) directly involved in the grievance, that student may continue to attempt to resolve the matter informally by appealing to the next level of authority. The student may then seek audience with the appropriate Vice President. The student may inquire to the Vice President for Community about the proper channels of authority.

15.2 Formal Grievance Resolution – If the informal grievance resolution procedures described prove inadequate, the student may submit a formal grievance in writing using in the following manner:

1. When to File Grievance – The written complaint should be filed within 10 business days following the attempted informal resolution described above.
2. What to File – A formal grievance must be in writing and should include the Written Student Grievance or Appeal Form. This form is available from the Vice President for Community. The statement must be concise and complete and should include named individuals and dates involved. The statement should include the steps that the complainant took to resolve this issue informally prior to the formal written grievance, and it should state the complainant's desired resolution.
3. Where to File Grievance – The written grievance and any supporting documentation should be submitted to the Vice President for Community. If the complaint pertains to the Vice President for Community, the grievance should be submitted to the Executive Vice President.
4. Evaluation and Investigation – The Vice President for Community (or the Executive Vice President) will evaluate the grievance to determine the proper course of action. If all informal means of resolution have been exhausted, the Vice President for Community will move the grievance to the investigative stage.

15.4.2a Academic Written Grievance Procedure – The Vice President for Community will determine whether or not the complaint is of an academic nature. All academic complaints such as grade disputes will be referred to the Registrar. Please see Section 16.7 – Challenges to Student Records for such grievances.

15.4.2b Non-Academic Written Grievance Procedure – If the Vice President for Community determines that the complaint is of a non-academic nature, he/she or his/her impartial appointee shall conduct an

investigation of the complaint. The investigator may interview the complainant. He/she may also interview and/or require written statements from any or all members of faculty, staff or student relevant to the complaint.

The Vice President for Community (or his/her designee) will notify the college employee(s) or student(s) involved with the complaint and request a written response from them within ten (10) business days (or other appropriate timeframe if the institution is on break). The Vice President for Community or his/her designee shall share the nature of that written response with the complainant. If the student is not satisfied with that response, the Vice President for Community may convene a conference between the employee(s) and/or student(s) and the aggrieved within ten (10) business days. This conference is considered a part of the investigative work pertaining to the grievance.

5. Determination – Once the Vice President for Community or the Vice President of Academic Affairs has concluded his/her investigation, he/she will notify the complainant and the member(s) of faculty, staff or student(s) involved and offer a written summary of the investigation and a disposition. The disposition will also be shared with any college personnel necessary to the implementation of the disposition. The disposition determined by the Vice President for Community or the Vice President of Academic Affairs shall be put into effect immediately regardless of the complainants desire to appeal the disposition.
6. Appeal – If the student is not satisfied with the determination of the Vice President of Community, the Vice President of Academic Affairs, or the Executive Vice President, that student may submit a written appeal to the President through the Vice President for Community (or Executive Vice President). The written appeal must be submitted within ten (10) business days of the student's notification of the original disposition described above. The appeal should include any supporting documentation or rationale. The determination of the President is final. No appeal to the Board of Trustees shall be afforded.

## **16. LEGAL RIGHTS OF STUDENTS**

16.1 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 15 above.

16.2 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.

16.3 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.

16.4 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.

16.5 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.

16.6 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 any party other than a specified list of exceptions (see 16.5) 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.

16.7 Challenges to Student Records Students have the right to challenge their official education records. Challenges to grade assignments must be made within one year of the end of the class in which the grade is being challenged. 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, deleted or adding to the file the insertion of a student statement. 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 of 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 a student statement with explanatory comments into the record. The student statement must be treated as a permanent part of the record and must be disclosed whenever the related record is communicated or disclosed. Furthermore, under the FERPA law, students have the right to file a complaint with the U.S. Department of Education and/or the college's accreditors.

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

16.9 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.

16.9.1 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.

16.9.2 Grievance Procedures Pertaining to Sexual Harassment If the alleged 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 alleged 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.

16.10 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.

## **17. ALCOHOL AND SUBSTANCE ABUSE**

17.1 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.

17.2 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.

17.3 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.

17.4 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 17.1-3 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.

## **18. AIDS/HIV POLICY**

18.1 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.

18.2 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.

18.3 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.

18.4 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.

## **19. STUDENT GOVERNMENT**

19.1 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.

19.2 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.

19.3 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.

## **20. 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.

20.1 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](http://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.

20.2 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.

20.3 Fire, bomb threats, or 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.

20.4 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.

In the case of a life-threatening situation, i.e. at the sound of gunshots or the appearing of a shooter, immediately find a place of safety where a door can be locked. Stay in the locked area until recognized law enforcement officials or College officials give the “all clear.”

20.5 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.

20.6 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.

**The Crawford Library**  
**([www.dallas.edu/library](http://www.dallas.edu/library))**

Located on the first floor of the Administration Building, the Crawford Library contains over 50,000 print volumes and more than 100 print periodicals. Additionally, the library offers over 50 electronic databases, over 21,000 electronic periodicals and over 17,700 electronic books.

**Library Hours**

**Monday through Thursday:** 8:30 a.m. – 10:00 p.m.

Closed 11:00 a.m.-12:00 p.m. for chapel

**Friday:** 8:30 a.m. – 5:30 p.m.

**Saturday:** 10:00 a.m. – 6:00 p.m.

**Sunday:** Closed

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

Jane Reynolds

**Director of Library Services**

[jreynolds@dallas.edu](mailto:jreynolds@dallas.edu)

972.241.3371 x109

**LIBRARY SERVICES**

**Circulation**

Circulating items may be checked out for 14 days. You may request to renew an item either in person, by phone at 972-241-3371 X 110, or by using the *Renewing an Item* form located under the *Contact a Librarian* link on the library's home page. You are not notified when an item is overdue.

The overdue fine for each late circulating book is \$0.10 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.

**Course Reserve Textbooks**

Class textbooks and other materials DCC faculty place on reserve are located on the shelves behind the Reference desk and are for in-library use only. You may retrieve these items by making a request at the Reference desk. When using any of these materials, you will need to sign-out for them on the form provided. You will also need to give your driver's license, student ID, or keys to the Library staff. When finished, return the item to the Reference desk and put the time you returned the item on the form. You will then receive your license back. You will be notified of any special restrictions for the use of reserve material.

**Periodicals**

Magazines, journals, and newspapers are to be used in the Library only. Journals owned by the Library are shelved in the section located behind the computers as you enter the Library. All journals are arranged in alphabetical order by title; the current year of each print title is kept on the first floor and previous years are in storage on the third floor. Should you need a journal that is located in storage, all efforts will be made to pull the journal within a half hour of the request.

Over 21,000 electronic journals can be accessed from the EBSCOHost and FirstSearch databases the Library provides. For an example of how to locate journal articles, see the *Locating Journal Articles in ATLA* tutorial located on the Library's home page at [www.dallas.edu/library](http://www.dallas.edu/library).

**Online Catalog**

Online Library catalog: <http://library.dallas.edu>. This catalog is available online and can be accessed from inside or outside of the Library.

All books are arranged according to the Dewey Decimal System. This means that all books are in order by specifically assigned numbers, known as call numbers. Each book has a unique call number based on its subject matter. All assigned call numbers are designated in the catalog. Each shelf in the Library is marked with the call numbers of the books it holds.

The Library staff is happy to help if you need assistance with finding materials.

### **Research**

The Crawford Library contains 8 computers available to assist in academic research and access to the Internet. Access to EBSCOHost databases (ATLA Religion Database with ATLA Serials, Academic Search Elite, Business Source Elite, and Regional Business News), numerous FirstSearch Databases, and NetLibrary, the Library's collection of eBooks, is available by accessing the Library's home page at [www.dallas.edu/library](http://www.dallas.edu/library). Each computer is also equipped with the *NIV Study Bible* and *Gramcord Bible Companion* (Greek language software).

Computer 7 contains *Logos Scholar's Library*, the required software for *How to Study the Bible*. On computer 5 *BibleWorks* is installed; this Bible study software focuses on the biblical text and original language work. Unless you need to access *Logos* or *BibleWorks*, please do not sit at these computers. An exception can be made if all other computers are occupied. Each computer is equipped with appropriate software and has appropriate shortcuts to the Library catalog. Please ask the Library staff if you desire assistance with these programs.

The computers are also protected with security software. You may type a paper and save it to the *network* drive. If you save to the computer's hard drive, your data will be lost when the computer is rebooted. You may also download a program, but once the computer is "re-booted" the original settings appear and the download is lost.

### **Accessing Materials Remotely or From a Wireless Laptop**

The Library's EBSCOHost, FirstSearch, and NetLibrary databases can be accessed via the Library's home page at [www.dallas.edu/library](http://www.dallas.edu/library). Note: if you are accessing any of the Library's electronic resources from outside the Library, or from a wireless laptop inside the Library, you will need to enter your last name and password in the space provided on the Library's home page. The Librarian will supply you with a password. Once you have entered both items, you will again see the Library's home page. Scroll down and click on the *Access Electronic Resources* link, and then look for the resource you want to access and click on it.

You may also access the Library's resources remotely via a course in Moodle. Once you have logged in and chosen a course, scroll down and look for *DCC Electronic Library*, then *DCC Library Resources* on the right hand side of the page. Look for the resource you want to access and click on it.

### **Information Technology (Computer) Use Guidelines**

Information Technology Use Guidelines are located in this handbook. See the next section, which is titled *Information Technology Policies*.

### **Reference Service**

Reference Service is available in person, by telephone and online. To reach the Library Director or staff member, call 972.241.3371 x109 or 110, or e-mail [Library@dallas.edu](mailto:Library@dallas.edu). For online reference service, access the Library's home page, click on the *Contact a Librarian* link, and choose the *Ask a Librarian*, *Interlibrary Loan*, or *Renewing an Item* form. Online requests will normally receive a response within 24 hours.

### **Interlibrary Loan Service**

The Crawford Library offers interlibrary loan service for all students. If DCC does not own an item that is needed for research, the Library can order the material from another Library. 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 will only order items that are free of charge, unless you indicate you are willing to pay for it. You will be notified of any charge BEFORE the item is ordered. You must fill out an ILL form for each item requested and bring a printout of the complete citation(s) to the Reference desk, or complete and submit the [Interlibrary Loan](#) form available via the [Contact a Librarian](#) link on the Library home page. Requested material is usually received within two weeks. \*\*Please note--the Library will not process requests for book reviews.

### **Photocopier**

The Library provides a photocopier for the use of all Library patrons. Each copy is 10 cents per page, or a patron may purchase a copy card for \$10.00 (100 copies). Please purchase copy cards at the Reference desk. If assistance is needed with the photocopier, please ask the Library staff.

### **NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **LIBRARY POLICIES**

#### **Library Atmosphere**

The Library must provide an atmosphere conducive to study for each Library patron. All students are asked to refrain from loud conversations and/or loud study habits. Cell phones must be turned on silent and no cell phone conversations are permitted. If a student does not comply with the requests of the Library staff regarding the proper study atmosphere, the student may be asked to leave and/or borrowing privileges may be suspended.

#### **Food and Drink**

No food of any kind is permitted in the Library. Drinks with closed containers such as a water bottle with a lid or a plastic sealable soda have been permitted. None of these are permitted in the library: coffee cups with a lid, open cups, fast food cups with straws, or soda cans. This policy is subject to change at the discretion of the Library Director.

#### **Children in the Library**

All children under the age of seventeen must be accompanied by adult supervision.

#### **Handling Materials**

Please handle books and other Library materials with care. When pulling a book from the shelves, scoot the next book over a little, and then gently remove the item you want. Please do not remove the book by the top or the bottom; use the middle instead. Please do not fold down pages to keep your place, but use a bookmark instead. When you are copying materials, do not push the spine flat as this could cause the binding to come loose.

# ***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.**

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**Printed Name**

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**Signature**

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**Date**