



2018-2019

**STUDENT
HANDBOOK**

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1. INTRODUCTION AND RATIONALE

Dallas Christian College (hereafter referred to as DCC or ‘the College’) is a Christian educational community devoted to educating and mentoring students “to be people of influence engaging in their calling to the work of Christ in the church and in the world.” 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 VP of Student Development 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. 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 Academic Office who will notify the Assistant Academic Dean. In some instances, the faculty and the Ethical Conduct Committee may be notified as well. The penalty for academic dishonesty may vary, depending on the student's intent and history. The student may be required to resubmit the assignment, 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 require a resubmission of the assignment, assign an "F" for the assignment and/or course, or the Ethical Conduct Committee may assign an "XF" (see Section 2.5) for the course, and/or be dismissed from school. The professor will notify the Assistant Academic Dean of the problem. The Assistant Academic Dean may notify the Vice President for Student Development for referral to the Ethical Conduct Committee.

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

2.5 Academic Dishonesty Students caught flagrantly plagiarizing, cheating on a test, or

violating the academic-integrity policies in any other fashion will meet with the Ethical Conduct Committee. The ECC may issue a grade of “XF” for the course, 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. Professors may permit or revoke any use of cell phones within the classroom. Mobile devices are welcome in the classroom, unless used for something other than taking notes for class, e.g. games, internet, etc.

2.7 Course Changes and Withdrawals Schedule changes must be made through the Academic Office. A class-change form must be filled out for any class dropped or added. Courses may be added until the end of the second week of the course. Students may withdraw during the drop/add period without the course appearing on their transcript until the end of the second week of Traditional courses. After the second week, a withdrawal is recorded on the transcript with a W/P (Withdraw/Passing) or a W/F (Withdraw/Failing).

From the third through the twelfth week of classes, all withdrawals must be made with the permission of the professor and the Academic Office.

Students withdrawing from *FLEX*Campus® courses must do so with the approval of their academic advisor. An online withdrawal form (available from the Registrar’s Office) must be filled out. Withdrawals made prior to the beginning of the term may withdraw without the course appearing on their transcript. Once the term begins, withdrawals up to the second class meeting are recorded on transcripts with a W and do not affect the grade-point average. Once the second class meeting begins, all withdrawals must be made with the permission of the professor and academic advisor. After the second class meeting, a withdrawal is recorded on the transcript with a W/P or a W/F. A course may not be withdrawn after the last meeting date.

A student who withdraws while passing will receive a W/P, which is not calculated in the grade-point average. A W/F will be given if a student withdraws from a class with an F, and the grade will be calculated in the GPA as an F. The student is solely responsible for initiating and completing the withdrawal process. The date of withdrawal is determined by the date the completed form is submitted. Students who do not initiate and complete the withdrawal process and who never attend class will be administratively withdrawn and charged an Administrative Withdrawal Fee per class.

2.8 DCC Attendance Policy Class attendance is an essential element of the educational process and therefore critical for student success. Furthermore, DCC has a legal obligation to certify attendance to outside agencies including the U.S. Department of Education (for financial aid purposes), the Texas Higher Education Coordinating Board, and other agencies (i.e., student lenders, athletic associations, etc.). Therefore, attendance is required at Dallas Christian College. Minimum attendance must be met in order to pass classes at Dallas Christian College.

Once a student exceeds the maximum number of unexcused absences, the student fails the

class due to excessive absences. Class sessions missed during the late-registration period count as absences. Specific attendance standards for Traditional classes and *FLEX*Campus® classes are listed below.

A professor may outline additional attendance and participation requirements and penalties for non-attendance for the course. These additional requirements must be clearly articulated in the syllabus. Penalties may include penalties for tardies, non-attendance, or non-participation.

Penalties may also include a grade reduction. Students are responsible for reading the syllabus and knowing the extra requirements.

Students are also responsible for acquiring course information and content missed during all absences. The student is responsible for reporting the reasons for absences, in advance when possible, to the professor to see if arrangements for class content are possible. Any assignments due must be submitted on time, even if the student isn't in attendance.

Any student who fails to attend a class during the first two weeks will be subject to administrative withdrawal (AW) with applicable fees.

Traditional Class Attendance

Students who exceed two weeks of unexcused absences and four weeks of total absences are subject to class failure due to lack of attendance. Excused absences are those absences which occur due to a Pre-Approved School-Authorized (PASA) event. PASA events may include athletic events or other school activities (i.e., conferences, seminars, etc.) as determined and approved by the Academic Council. All other absences, regardless of the reason for the absence, are unexcused absences. Absences for reasons of illness are not excused. Any absences which go beyond the maximum number of excused absences will be counted as unexcused absences (whether they are due to PASA events or not).

With prior approval of the professor, students may arrange for video or audio recording/capture of the lectures in lieu of a PASA absence. If approved, the viewing or listening of the recorded class session must be completed in the tutorial service area or in the presence of an approved DCC staff member. The student is responsible for arranging for any equipment or assistance required to make the recording. In some cases, recording of a course may not be approved due to the nature of the course or content. Students may not ask for makeup work after an absence for a PASA event has occurred. Unexcused absences may not be made up.

Follows is a chart showing the maximum number of absences in Traditional courses a student may have before failing due to lack of attendance:

Format	Frequency of meeting	Total number of sessions	Number of excused absences	Number of unexcused absences
Traditional, semester-long	3 times per week	43	6 (300 minutes)	5 (250 minutes)
Traditional, semester-long	2 times per week	29	4 (320 minutes)	4 (320 minutes)

Traditional, semester-long	1 time per week	15	2 (160 minutes)	2 (160 minutes)
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FLEXCampus® Class Attendance

There is no distinction between excused and unexcused absences for *FLEXCampus®* courses. *FLEXCampus®* attendance is determined by a) physically attending the class on campus, b) attending class live via web conference with a live webcam stream, or c) watching the class recording and posting the associated participation activity by 6 p.m. (CST) the evening prior to the next class session. Students missing the deadline will be counted absent and receive a zero for participation credit.

Follows is a chart showing the maximum number of absences in *FLEXCampus®* courses a student may have before failing due to lack of attendance:

Format	Frequency of meeting	Total number of sessions	Maximum number of absences
<i>FLEXCampus®</i> , intensive	3 weeks	3 (630 minutes)	.75 (150 minutes)
<i>FLEXCampus®</i> , intensive	6 weeks	6 (1,260 minutes)	1 (210 minutes)
<i>FLEXCampus®</i> , semester-long	15 weeks	15 (1,800 minutes)	3.75 (480 minutes)

Intensive Class Attendance

A student may not miss more than 10% of any intensive class (i.e., Wintermester, Maymester, or other special mini-mester course offerings). PASA absences do not apply.

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)
- DCC Challenge Exam

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. All approved challenge examinations must be completed prior to pre-registration for the final semester.

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 student taking courses on campus is issued a campus mail receptacle. Students residing in the residence halls are assigned mailboxes in those buildings. All other on campus students may pick up mail from the Library service window. It is important that your campus mailbox be checked on a weekly basis, as this is a primary way for the College to communicate with students including returned homework and any other official communication.

It is the responsibility of the student to update DCC and the U.S. Postal Office of any mailing address changes. Mail received at DCC after a student no longer lives on campus will be returned to either the sender (first-class mail) or shredded (junk mail).

2.11 Incomplete, Grade of Incompletes must be filed by petition. Forms for incompletes may be picked up in the Academic Office, and an incomplete fee will be charged for each course in which a student requests an incomplete. Upon approval by the professor and Vice President for Academic Affairs (or academic advisor for *FLEX*Campus®), 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. Granting an incomplete is predicated upon prior completion of at least 50% of the course assignments.

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 or the Registrar approves the independent study
- the Vice President for Academic Affairs approves the independent study.

Students wishing to complete any course as an "Independent Study" must submit a Request for Independent Study form (available in the Academic Office) to initiate the request. There will be an additional Independent Study Fee in addition to normal tuition and fees if a student is approved to take an independent study.

2.13 Late Registration Fee A Late Registration Fee 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 degree plan. While there are certain core courses common to all the degrees, there are also some vital differences. Faculty advisors are available to assist students to understand program requirements.

Registration information is sent to students via DCC Crusader Mail and is available on the DCC Student Portal. A faculty advisor is assigned to the student at the initial 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 or GENS 2111—DCC 201 the first semester of enrollment with DCC. The Vice President for 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 the course start date. The students will receive in their Crusader Mail an e-mail from the Bookstore Manager with the syllabus for a *FLEX*Campus® class at least two weeks before the beginning of the class via Crusader Mail. It is the students' responsibility to follow all applicable instructions prior to the beginning of the class. The students must check their Crusader Mail and campus mailbox for any course-specific instructions regarding syllabi, texts, etc. and make themselves aware of any campus announcements.

When children are brought to the College, the following requirements apply:

- Children are not be allowed in the classroom or library unless for instructional purposes as deemed necessary by the professor.
- The presence of the child not in a classroom cannot disrupt the classroom environment or negatively impact the productivity of other students.
- Children are expressly prohibited from entering hazardous areas. Laboratories, kitchens, and workshops are examples of locations that often present hazards to children.

- The student who brought the child to the College is responsible for keeping the child within his or her "sight and sound" at all times.
- Children are not permitted to stay in the residence hall overnight unless they are staying with paying adults in the guest room. Child visitation during daytime hours should be minimal. See section 4.12 for more information about child visitation in residence halls.
- The student who brought the child to the College is responsible for all aspects of the child's behavior. The student is responsible for the child's safety and is financially responsible for any damages caused by the child.
- The faculty and/or staff may direct the student to remove the child from the College at any time if the faculty and/or staff member determines that this policy has been violated or that the child's presence negatively impacts College interests.

2.16 Course Load The average course load for a DCC student is 14 hours per semester. A course load of 12 hours or more constitutes a full-time load; fewer than 12 hours constitutes a part-time load. (Nine to 11 hours is considered a 3/4-time load for financial-aid purposes. Six to eight hours is considered a half-time load for financial-aid purposes.) The maximum course load is nineteen credit hours or five classes plus PHED-1112 CPR/First Aid/PE, PHED-11 Team Sports, or MUSC-115/131 Choir. Special approval to enroll in additional courses beyond the maximum must be secured through the student's academic advisor and the Vice President for Academic Affairs. To be considered for special approval, the student must not work more than 12 hours per week and must have at least a 3.3 cumulative grade point average or higher.

Other considerations for planning the course load include the amount of additional time needed for lab-type courses or the student's goal for completing the degree. Certain courses such as choir and physical education require additional class time, labs, or practice time for the credit hours awarded. To complete a bachelor's degree (129 hours) in four years, the student will need to take 16 or 17 hours each semester.

Students enrolled in a Traditional degree program are limited to one *FLEX*Campus® class per session in addition to the traditional course schedule at any given time in a semester. At no point can the student exceed the maximum course load limit per semester without written permission from the Vice President for Academic Affairs.

*FLEX*Campus® students may not take more than two courses at any given time. At no point can the student exceed the maximum course load limit per semester.

Those who must work to help meet college expenses should plan to reduce their credit-hour load. The following chart shows a recommended maximum credit-hour limitation for working students:

Weekly Work Hours	Recommended Maximum Course Hours
0-12	18-19
13-21	15-17
22-30	12-14
31-39	9-11
40+	8 or less

2.17 Late Work Students are expected to submit all assignments when due. Regular written work (essays, projects, reflections, research papers, etc.) will be marked down 2% for every day the assignment is late, beginning immediately after the deadline. Without previous arrangements, written work submitted more than two weeks late will not be accepted.

*FLEX*Campus® students choosing to watch the recorded class session must watch the recording and post the participation activity by 6 p.m. the evening before the following class session. Late postings will not be accepted. Students should refer to the “Attendance” section in the DCC Catalog for more information.

Discussion forums cannot be late under any circumstances. Once the posting period is over, other students will no longer visit the forum, so it is no longer a discussion.

All course assignments for Traditional classes must be submitted by 5 p.m. on the last class day before Final Exam Week unless the professor sets an earlier date. All course assignments for *FLEX*Campus® classes must be submitted by Day 4 after the final live class session. Regardless of course format, no additional work can be submitted after the deadline unless the student and the professor agree on an alternative completion plan prior to the deadline. Even then, severe penalties may apply.

The professor may make modifications to this standard by documenting the modification in the syllabus or opening welcome e-mail to the class.

Final grades for traditional classes will be reported to the Registrar’s office 48 hours after the final test or final project is due. Final grades for all other classes will be reported to the Registrar’s office one week after the final test or final project is due. Students should be aware that instructors will report student grades as they stand at the deadline.

Students should refer to the “Filing for an Incomplete” section in the DCC Catalog for more information when issues arise that make it difficult to complete a course.

2.18 Examinations Students are expected to take all examinations, including quizzes, mid-term examinations, and final examinations, on their assigned dates. Regular tests, quizzes, and mid-term examinations (not final examinations) can only be made up after the test date in one of the two following circumstances:

- 1) The student notifies the professor in advance of the absence, and together the professor and student agree on a time for the student to make up the test.
- 2) The student presents a worthy case as to a) why he/she was unable to notify the professor of his/her absence in advance, and b) why the test or quiz could not be taken on time (e.g., “I was ready to take the test, but was in an accident and was in the hospital”).

Requests to move a final exam will be considered only if a student has three exams scheduled for one day. Requests must be submitted to the professor in writing prior to Final Exam week.

Students on college-approved travel on a scheduled Final Exam day may arrange with the

professor to have the examination given by a pre-approved proctor, usually the DCC personnel sponsoring the event. Such requests must be submitted by the sponsoring personnel on behalf of the student. Requests to move any exam to accommodate personal travel will not be granted.

Final Examinations in traditional, semester-long classes (including concluding projects or presentations in lieu of final examinations), must be given during Final Exam Week. Classes must meet during Final Exam Week.

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 should dress in good taste in classes and chapel. Modesty will prevail in all cases. Shorts and skirts/dresses should extend down near or below the knees. Spaghetti straps, cutout sleeves, pajamas or “sweats,” midriff shirts, tank tops, sagging pants or shorts, offensive verbiage, etc. are not permitted in the classroom or chapel. All persons entering the cafeteria must be properly attired, e.g. athletic wear following practice or games is not acceptable. 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.

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 VP of Student Development.

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 Off-Campus Residency application to the VP of Student Development. 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 VP of Student Development 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.

4.3 Key and iCard Policy 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 room key, and iCard, or a mailbox key, the student may request a new key/iCard from the Student Development Office. A \$25 fee will be assessed for each lost key or iCard. A student that checks out of the dorm and fails to return his/her unlost key(s) will be charged \$100 as this poses a greater security violation.

4.4 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, and musical instruments may be played, 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 by going to the www.dallas.edu website or from the Chair of the Psychology Department, Student Development Office, Resident Directors, or Faculty Advisor. Professional counseling is a free service provided through Student Services Fees and is available to all DCC students as well, and students may request counseling on the Dallas Christian College website.

4.5 Guests If a student hosts an overnight guest in the residence halls, he/she must notify the Resident Director. Guests may visit residents overnight for up to 2 nights per semester at no charge only with permission from the Resident Director. Any non-resident wishing to stay more than two nights in a given semester must make a reservation with the Resident Director for the Guest Room at the current Guest Room rate. Reservations are subject to availability. Approved guests may choose to stay in the student's room instead of the Guest Room for a reduced rate of half of the Guest Room rate. 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 Student Development Office or Student Government 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.

4.6 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.

4.7 Residence Hall Hours Freshmen students with less than 24 hours will have a curfew of 12 midnight to 6am Sunday night through Thursday night and 1:00am to 6am Friday night through Saturday night. Freshmen students 21 years or older of age may appeal to the VP of Student Development 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 year by mutual consent of the Resident Directors and the VP of Student Development.

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).

All Students - All residents are required to be in their respective residence halls, prepared for Hall Meetings at 10:00 PM on the designated Hall Meeting night. These Hall Meetings are mandatory. Any exception to this rule must be discussed with the Resident Director prior to the day of the meeting. The meetings 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.

4.8 Disciplinary Guidelines in Residence Halls Violation of Residence Hall policies may result in a monetary fine being assessed to the student at the discretion of the Resident Assistant (R.A.) or Resident Director (R.D.). All disciplinary matters may be referred or appealed to the VP of Student Development and/or the Ethical Conduct Committee. Fines must be paid or appealed by the due date assigned. Payment may be paid to your R.A. or the R.D. The R.D. reserves the right to add to or alter these penalties at his/her discretion. Students with multiple violations of dorm policies may face more severe disciplinary actions.

Residence Hall fines are paid to a cash account that is used to provide low-expense furnishings for the residence halls (e.g. cue sticks, DVD players, special events, etc.) at the R.D.'s discretion. If the student fails to pay the fine to the R.A. or R.D. by the date specified, the fine will automatically double and be placed on the student's account in the Bursar Office.

The following charges are guidelines for fines related to various offenses. The R.D. reserves the right to add to or alter these penalties based upon severity of the violation, circumstances, or repeated violations.

Closing hour violation for FRESHMEN

1 st offense	Warning
2 nd offense	\$10

3 rd offense	4.6 \$20; See VP of Student Development.
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*Freshmen are allowed 3 late passes per semester that extend curfew to 2:00 a.m. Freshmen should receive the late pass at least 6 hours prior to closing hour.

Upperclassman Violation (10:30 p.m. – 8:30 a.m.)

Accompanying freshmen or badging them in past curfew may result in a \$20 fine.	
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Visitor Violation (opposite sex in room)

1 st offense	4.7 See VP of Student Development
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Tobacco Use of any form

1 st offense	Warning
2 nd offense	\$15
3 rd offense	4.7 See VP of Student Development.

Use or possession of Alcohol

1 st offense	4.7 See VP of Student Development.
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Room Key

Loss of Key	\$25
Unauthorized duplication	\$100; curfew imposed
Re-keying	\$100 minimum

Unexcused Absence from Hall Meeting

1 st offense	\$10
2 nd offense	\$15; minimum 2-page paper about Christian Community
3 rd offense	\$20; minimum 4-page paper about Christian Community; possible meeting with Vice President for Student Development.

Failed Room Check

At the R.A.'s / R.D.'s discretion – generally no more than \$5 for every failed aspect of the room check (i.e. sink, shower, toilet, floor, etc.)	
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Quiet Hour Violation (10:30 p.m. – 8:30 a.m.)

At the R.A.'s / R.D.'s discretion – generally \$5 - \$10 dollars for 1 st offense	
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Hall Meeting Absence Violation (Tuesdays at 10:00 p.m.; exception third Tuesday)

At the R.A.'s / R.D.'s discretion – generally \$5 - \$10 dollars for 1 st offense	
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4.9 Use of Phones and Utilities It is unethical to use another's cell phone, etc. without his/her permission.

A student Wi-Fi network is available throughout the campus. 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 private wireless network a pass code is needed. This pass code can be acquired from the IT department.

It is strongly recommended that students not use the Internet for dating services. Internet dates will not be allowed on campus without the permission of the VP of Student Development 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 leaving the room. Regulate cool air and heat by adjusting the vents in both residence halls. Please keep the window closed anytime A/C or heat is turned on to maintain climate control.

4.10 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 (See Section 12.8).

It is a violation of Texas Penal Code 4206 to make a false alarm or report to a public institution of higher education. Students accused of this crime may face charges up to a state jail felony and will be referred through the Ethical Conduct Committee. Find the full Texas Penal Code regarding false alarms below:

Section 4206 – False Alarm or Report

(a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- (1) cause action by an official or volunteer agency organized to deal with emergencies;
- (2) place a person in fear of imminent serious bodily injury; or
- (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

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 Student Development Office. Each student is responsible for his or her own personal property insurance. The College is not responsible for lost or stolen items.

4.11 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.

4.12 Child Policy While children accompanied by a student(s) are permitted in the residence halls before curfew, minors, including children of students, may not spend the night on campus. Exceptions include children of paying guests (see Section 4.5) or minors participating in a DCC sanctioned event. Children may visit the residence halls during non-quiet hours (8:30 a.m. – 10:30 p.m.). However, child visitation should be kept to a minimum, generally no more than an hour. Child care is not permitted in the residence halls without the explicit permission of the Residence Director. While DCC loves children, the College cannot accept the liability involved in minors staying on campus for long durations or overnight.

4.13 Check-Out Policies Students must have the Resident Director and/or a Resident Assistant 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 fee. 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 Bursar 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 on the Residence Hall Closing Date each semester. 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 VP of Student Development 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.

During extended holidays in which the residence halls are otherwise closed (e.g. Thanksgiving and Christmas breaks), residents should plan to leave the residence hall to go home or to make other living accommodations. If due to extenuating circumstances (such as local work or ministry) the

resident would like to live on campus through the breaks, the resident should apply to their Resident Director for holiday residency and state why he/she needs to remain on campus through the break. Generally, however, residents should plan to vacate the dorms during these extended breaks.

5. CAFETERIA USE

5.1 Meal Plan The college cafeteria offers a continuous feed program Monday through Friday, Saturday brunch (11:00 a.m. -11:45 a.m.) and dinner (5:00 p.m. - 5:30PM) Saturday and a late night meal three times per month (10:45 p.m. – 11:15 p.m.) on Tuesdays for campus residents, off-campus students, faculty, and guests. Continuous feed is available in the Dining Hall Monday through Friday 7:45 a.m. - 6:30 p.m.

The features of continuous feed include the following:

Full program (the hot food line) will be offered during the following time periods, Monday through Friday, reflecting “traditional” meal periods:

Breakfast: 7:45 a.m. – 8:45 a.m.

Lunch: 11:45 a.m. – 1:15 p.m.

Dinner: 5:30 p.m. – 6:30 p.m.

Continental breakfast will be available until 10:00 a.m. and includes cereal, fruit, bagels, and breads.

The following elements will be available throughout the day when the full program or “traditional” meal periods are not:

- All Beverages
- Cereal Bar
- Breads & Bagels with Condiments
- Ice Cream
- Rotating Grab-n-go Selections* (1:30 p.m. – 5:30 p.m.)

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 bursar 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 VP of Student Development. Meal plan privileges are to be used only by the person who purchased them.

Identification cards will be required for board plan meals and will be scanned for access to the dining hall.

5.2 Exemption from the Meal Plan All on-campus residents are required to participate in the full meal plan. If, however, the resident has a medical condition that precludes participation in the meal plan, or if the resident has consistent scheduling conflicts, e.g. student teaching, full-time work, etc., the resident may apply to be exempted from the meal plan or receive a reduced meal plan. Students may obtain a Meal Plan Exemption Application from the Student Development Office. All applications will be reviewed and responded to by the 3-member Meal Plan Exemption Committee.

5.3 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.

5.4 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.

5.5 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. Students may request a to-go meal only under the following circumstances:

- If the student is sick
- If the student is studying in their room
- If the student is on a restrictive diet and prefers, for that reason, not to eat in the cafeteria
- If the student is participating in a college-approved lunch meeting (e.g. Urban Team meeting, Student Government meeting, Kingdom Week meeting, etc.)

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 dishes or utensils out of the cafeteria.

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

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.

6.2 Gym Use Permission for gym use may be obtained from 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 away volleyballs, basketballs, 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, 9. Report any facilities damage or problems to the maintenance department, and 10. Refrain from all behavior unbecoming of a Christ-follower including: cursing, fighting, bullying, playing profane or objectionable music, etc. Violation of these guidelines may result in loss of gym use and payment of damages.

6.4 Further details regarding policies and procedures for athletes and athletic facility usage can be found in the annual Athletic Handbook.

7. VEHICLE USE AND PARKING

7.1 Vehicle Parking All residence hall student vehicles should be parked in front of or behind the appropriate residence hall, not in front of the 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 Director of Facilities.

7.3 Tickets and Fines The following infractions may result in tickets and/or fines to the driver and/or vehicle owner:

- 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
- Not parking in designated areas

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 (see Section 2.16).
2. Find a job in harmony with principles of the Christian life. Seek a work environment that does not hinder spiritual growth and that will allow opportunities for worship and service in God's kingdom.
3. Students seeking employment possibilities may contact the Student Development Office for referrals and/or peruse the campus announcements. A complete Job Posting database is available online at www.dallas.edu.

9. HEALTH CONCERNS

9.1 Bacterial Meningitis Vaccination Requirement In accordance with Texas Department of Health Law (Subchapter T 21.610-21.614), all new on-campus students must receive a bacterial

meningitis vaccination or a booster dose during the five-year period preceding, and at least 10 days prior to, attending class. Every new student must provide proof of vaccination to the Admissions Office prior to registering for classes. This evidence may include a signed and itemized receipt for immunization from a physician/pharmacy/health care facility, the student's most recent shot records, or a copy of the student's shot records. No new student will be permitted to attend class without the required vaccination documentation. Students may wish to contact their general practitioner as many insurance companies cover this vaccination.

It is recommended that students contact their county health department for information and possible discounted vaccinations. Dallas County Health and Human Services offers the meningitis vaccination for \$155. (Students 18 years of age and younger without insurance are included in the Vaccines for Children program and will only be charged \$10 if record of immunization can be produced) The Dallas County Health Department can be reached at 214-819-2162. Vaccinations are available M-F, 8:00 a.m.–4:00 p.m. (subject to change). Cash or check only (no credit cards).

Students who do not submit proof of immunization will not be permitted to register for on-campus classes 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 Walgreens on Josey & Keller Springs (972-323-5096) offers the vaccination for approximately \$133.99. The PrimaCare at Marsh & Forest (972-488-9222) offers the vaccination for \$205. (Insurance not accepted for vaccination.) PrimaCare business hours are M-F from 8:00 a.m.–8:00 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 register.

Exceptions to Bacterial Meningitis Vaccination Requirement – A student is not required to submit evidence of receiving the vaccination against bacterial meningitis, or a booster does, if:

1. The student is 22 years of age or older by the first day of the start of the semester; or
2. The student is enrolled only in online or other distance education courses; or
3. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
4. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to Dallas Christian College:

1. An affidavit or certificate signed by a physician who is fully registered and licensed to practice medicine in the United States, stating that in the physicians' opinion, the vaccination would be injurious to the health and well-being of the student; or
2. An affidavit signed by the student stating that they student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used.

If a student has an objection to receiving the vaccination for reasons of conscience, information about requesting the affidavit form from DSHS is found at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.

The DSHS form may be ordered electronically; however it will be mailed to the address provided by the student. It may take up to two weeks to receive the DSHS form. The DSHS form must be completed, notarized, and provided to the DCC Admissions Office.

9.2 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 Student Development Office 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.

9.3 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, Resident Assistants, or the Student Development Office; this information will be provided to each student. Dallas 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 149, 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 Monday through Thursday from 9:00AM-5:00PM, and Friday 9:00AM-1:00PM. Appointments must be made by calling 972-484-8444 between 8:30AM-5:30PM, Monday through Friday. Hours are subject to change.

9.4 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. DEVELOPING CHRISTIAN INFLUENCE PROGRAM

10.1 Purpose of the Developing Christian Influence 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 Developing Christian Influence (DCI) 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 and influence.

Every student enrolled in six or more credit hours/semester will be enrolled in DCI. A student must have a passing grade in every semester of DCI in order to graduate. Any failed semester of DCI must be made up as described in the DCI syllabus in order to graduate. Students failing a third semester of DCI will not be permitted to continue in his/her studies at DCC until those semesters are made up.

10.2 Foundational Elements Elements of the DCI program are discussed briefly below; more details are available in the DCI course syllabus. For traditional students, DCI grades are assigned:

one-fourth of the grade is based on chapel attendance, one-fourth is based on participation in the Day of Service each semester, one-fourth is based on Illuminate! attendance, and one-fourth on Christian Service Reports (CSRs). For *FLEXCampus*® students, DCI grades are assessed based solely on the CSR. All DCI material must be submitted by the DCI Deadline stated in the DCI syllabus.

10.3 Chapel/Illuminate 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 on Thursdays for traditional students, and Illuminate/mentoring sessions are conducted on Tuesdays. Students residing in the residence halls must attend chapel/Illuminate regardless of the number of hours taken.

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 person of influence under God's influence. 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 Advancement and faculty members within each practical area. Internships are required for graduation.

10.5 Christian Service Participation Each student enrolled in DCI must conduct and report on the prescribed number of hours of Christian service. 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 VP of Student Development. One should feel free to contact local churches or check with the VP of Student Development for available opportunities for service within the metroplex and beyond.

10.6 Special Service Opportunities DCC 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. The Traditional student body observes a Service Day every semester in which classes are canceled for this special service event. 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 Students whose financial aid, if any, is not sufficient to cover a given

semester's school costs and who do not have sufficient private sources to cover all school cost, and who have paid all previous semesters' costs are required to set up a payment plan. Please visit the website or contact the Bursar Office at 214-453-8165 for more information. Payment plans are subject to the criteria and discretion of the Bursar Office (see the DCC Catalog and website for specific payment plan information). Payment plans must be set at the time of registration to remain eligible to begin classes for that specific term. Failure to set up the plan, will result in unregistering of classes.

11.3 Timely Payment Deferred payments, if approved by the Bursar Office, 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 Bursar Office of the situation in advance and gain approval for the extension

11.4 College Work Study Please visit www.dallas.edu/jobs for more information on applying for a college work study position.

11.5 Book Purchases - To purchase textbooks using your remaining FINANCIAL AID, after tuition and fees have been paid, please go to the "Students" section on the DCC website. Click "Bookstore" to calculate the amount you'll need to request (add approximately \$25-30 for shipping charges).

Once you know the approximate amount, click the button "Financial Aid Request" on the Virtual Bookstore homepage. Please allow 1-2 business days for processing. You will be contacted by email when funds are added to your Virtual Bookstore account.

If you do not have sufficient financial aid funds CURRENTLY available on your school account, you must purchase the books with your own funds. You may contact the office of Student Financial Services at fa@dallas.edu for more information about your financial aid status.

You may contact the office of Student Financial Services at fa@dallas.edu for more information about your financial aid status.

Note: Renting a book requires a credit card number (even if you are paying with financial aid funds). Your credit card will not be charged unless the rental book is not returned at the end of the semester or is returned in non-saleable condition.

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

11.7 Scholarships After the FAFSA (Free Application for Federal Student Aid, www.fafsa.ed.gov) has been completed, applicants will be reviewed for initial scholarship eligibility during the admission's process. Renewal requirements will be evaluated at the end of each spring term. Students will be contacted by email if there are any adjustments to their scholarship award. Endowed scholarship eligibility is determined by the Scholarship committee. The distribution of scholarship funds are for the Fall and Spring semesters only. Courses taken during Maymester, Summer I, Summer II and Wintermester are not covered by scholarship awards. Students should consult the Financial Aid Office prior to taking these courses. Additional information regarding financial aid assistance is available online at <https://www.dallas.edu/financial-services/>

12. MATTERS OF GENERAL CONDUCT

12.1 Standards of Sexual Purity and Display of Affection As followers of Jesus Christ, we are reminded of the significance of being good stewards of the gifts the Creator has provided, including our sexuality. Dallas Christian College is a community that seeks to uphold the teachings and examples of the Bible in all things, and expects all members of its community to glorify God through their words and actions.

Dallas Christian College affirms the biblical model, in which sexual relations are experienced only within the marriage bond between a man and a woman.

Relationships or their behavioral expressions outside of this example are not condoned by the College and are subject to disciplinary or other appropriate action.

All students are expected to maintain a lifestyle of sexual purity. We acknowledge the range of temptations that exist within our world, including sexual temptation, and encourage students to seek appropriate help in this regard. The College offers support services for all members of our community who may have struggles that can compromise one's ability to practice chastity. Professional counseling and pastoral care are available, with the intent of receiving students in a constructive and redemptive manner.

In regard to public displays 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.

In all things, and regardless of differing opinions on any subject, Dallas Christian College seeks to affirm the personal dignity, worth, and participation of every member of its community – acting in grace and love. Furthermore, the College is committed to maintaining a safe environment for all students, and will not tolerate sexual harassment or bullying of any kind, and for any reason.

12.2 Off Campus Visitation DCC 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 Some types of dancing, i.e., Masquerade Ball and Swing Dancing Competition, are permitted on campus only by the approval of the Student Government and the VP of Student Development. All other 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 Student Development Office.

12.6 Use and Maintenance Guidelines Any College students using College facilities outside of normal operating hours must: 1. Have approval from the Facilities 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 drinks 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 Service Center. Lost items may be claimed within thirty days, after which the items may be discarded.

12.8 Weapons Policy No student, faculty, staff member or visitor shall possess a weapon on the Dallas Christian College campus as defined by Texas Penal Code Chapter 46. Weapons include, but are not limited to, firearms, ammunition, location-restricted knives (defined as “a knife with a blade over five and one-half inches; Texas Penal Code 46.01(6)), guns, explosives, and dangerous substances (see also Section 46.05 Prohibited Weapons). This includes possession of weapons for the purpose of classroom projects or demonstration without the prior express consent of the President or President’s designee.

This policy does not prohibit firearms and ammunition from being stored “on the person’s own premises or premises under the person’s control; or inside of or directly in route to a motor vehicle or watercraft that is owned by the person or under the person’s control.” (46.02 (2) (A & B))

Students, faculty, staff members and visitors found in violation of this policy are subject to criminal prosecution and/or college disciplinary procedures. Law enforcement officers are exempt in accordance with laws of the state of Texas.

13. COUNSELING AND GUIDANCE

The Vice President for Academic Affairs, Vice President of Student Development, 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 VP of Student Development or other College personnel may make referrals should professional counseling be required or desired. Counselors are available for students at no charge unless the student does not make an appearance for an appointment without previously notifying the counselor, in which case the charge would be \$25. Students may sign up for DCC’s counseling service on the school’s primary website.

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, VP of Student Development). 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 VP of Student Development). 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 VP of Student Development 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 Academic Affairs who will also inform the VP of Student Development.

Resident Directors or the VP of Student Development 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 VP of Student Development and/or Ethical Conduct Committee. All penalties and measures assessed by a Resident Director will be reported to the VP of Student Development. Informal disciplinary conferences may not result in disciplinary probation, assigned mandatory counseling, indefinite suspension, or dismissal (see Section 14.10). These penalties require an official action of the VP of Student Development 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 discipli-

nary conferences forwarded to it by the VP of Student Development. They also will hear matters relating to major offenses that could lead to a student's dismissal.

14.6 Major Offenses DCC 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 (see Section 17)
4. Use or possession of illegal drugs
5. Use on campus of any form of tobacco
6. Heterosexual misconduct, homosexual behavior, or possession or use of sexually explicit material (print or electronic media) (including engaging in soliciting, condoning, supporting, or promoting such practices)
7. 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
8. Financial irresponsibility
9. Fighting
10. Using abusive or vulgar language
11. Theft of any kind
12. Violation of civil law
13. Visitation Violation (see Section 12.2b)
14. Recurrent, flagrant disregard for college regulations and policies
15. Nonattendance 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 VP of Student Development 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 VP of Student Development will preside over hearings. Should the VP of Student Development remove himself because of a conflict of interest, another Vice President may preside. Committee members will be chosen each year by the VP of Student Development. 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 resolution. 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 VP of Student Development 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 Developing Christian Influence grade; which will be reflected on the student's permanent record
11. Loss by the student of any DCC scholarships and/or grants
12. 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 VP of Student Development or, in the case of the grievance being against the VP of Student Development, with the Vice President of Advancement. 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 VP of Student Development 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 Student Grievance or Appeal Form. This form is available from the VP of Student Development. 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 VP of Student Development. If the complaint pertains to the VP of Student Development, the grievance should be submitted to the Vice President of Advancement.
4. Evaluation and Investigation – The VP of Student Development (or the Vice President of Advancement) will evaluate the grievance to determine the proper course of action. If all informal means of resolution have been exhausted, the VP of Student Development will move the grievance to the investigative stage.
 - A. Academic Written Grievance Procedure The VP of Student Development 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.
 - B. Non-Academic Written Grievance Procedure If the VP of Student Development

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 VP of Student Development (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 VP of Student Development 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 VP of Student Development 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 VP of Student Development or the Vice President for 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 VP of Student Development or the Vice President for Academic Affairs shall be put into effect immediately regardless of the complainants desire to appeal the disposition. Appeal – If the student is not satisfied with the determination of the VP of Student Development or the Vice President for Academic Affairs, that student may submit a written appeal to the 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.
6. The goal of Dallas Christian College is to resolve complaints quickly and, as much as possible, to the satisfaction of both the college and the complainant. Once the informal procedures listed above are exhausted, the complainant may file a formal grievance as instructed above. If the complainant is still not satisfied after exhausting all of the college’s complaint resolution procedures, the student may file a grievance with the Texas Higher Education Coordinating Board (THEBC). Complainants may find forms and a description of the complainant procedure of the THEBC on their Student Complaints page at <http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>. Find more information regarding rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120 at: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

16. LEGAL RIGHTS OF STUDENTS

16.1 Students’ Rights DCC 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 DCC 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 DCC 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 Student Development.

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 DCC 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 amend 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 (as stipulated in the amendment), 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 Student Development Office. 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 for Academic Affairs, Registrar, and college personnel related to the contents in question. The student has the right to be represented at the hearing by an attorney or other representative. However, the student must bear the expense of such representation. If the hearing determines that the student record contains inaccurate or misleading information, the records will be corrected immediately. If it is determined that the record is accurate, the student has the right to insert 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 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 and Sexual Assault Dallas Christian College employs response procedures designed to offer a discrete and effective reporting system, thorough investigation practices, and comprehensive assistance and guidance services for the victim as well as the accused.

In the event that a student experiences sexual harassment, sexual assault, domestic violence, dating violence or stalking, the victim is advised to report the incident immediately to one of the following persons on campus:

Name	Title	Phone	Email	Location
Challis Castleberry	Title IX Coordinator	972-241-3371 214-636-8494	ccastleberry@dallas.edu	Title IX Office on 1 st floor of

				Admin. Bldg;
Tyese Little	Winslow Hall Residence Director	Number provided to residents	tlittle@dallas.edu	Winslow Hall RD Apartment
Gary Hardy	Newland Hall Residence Director	Number provided to residents	ghardy@dallas.edu	Newland Hall RD Apartment
Mac Ingmire	Vice President of Student Development	972-241-3371 ext. 113	mingmire@dallas.edu	President's Suite on 1 st floor of Admin. Bldg.

A victim of sexual assault is also strongly encouraged to report the assault to the **Farmers Branch Police Department** for criminal investigation at 972-484-3620 or 3723 Valley View Ln., Dallas, TX 75244. The College will provide reasonable assistance to students who request such assistance in filing a report on or off campus. Medical treatment is advised at an area hospital in order to preserve evidence that may be needed in the investigation. The hospital nearest the DCC campus is **Dallas Medical Center** located at 7 Medical Pkwy, Dallas, TX 75234, 972-888-7000. Services may also be obtained through the **Parkland Rape Crisis Center** at 214-590-0430.

While DCC will strongly encourage and support the victim in reporting sexual crime to the appropriate law enforcement agency, this choice lies solely with the victim.

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 VP of Student Development 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 VP of Student Development will submit the request along with his or her recommendation to the President's Cabinet for final approval.

17. ALCOHOL AND SUBSTANCE ABUSE

Dallas Christian College is committed to maintaining an alcohol-free campus. The DCC community cares deeply about the health and safety of our students, and is committed to educating students about the physical and spiritual dangers of alcohol abuse.

Furthermore, DCC realizes the heightened dangers in some social settings off campus and thus discourages students from attending establishments such as dance clubs, bars, and private parties where the principal purpose is known to be the sale and/or consumption of alcoholic beverages. The history of activities associated with these establishments (such as alcohol abuse, underage drinking, and drunkenness) is counter to our Christian values and lifestyle. The life choices and decisions that students make extend far beyond the college experience, and DCC is committed to challenging students to make decisions that ultimately glorify God.

In accordance with our educational mission, and for the well-being of our students and the DCC community, the College has established the following policies related to alcohol:

1. The possession, consumption, or distribution of alcoholic beverages on campus (including the residence halls) is strictly prohibited. Moreover, any student present where alcohol is found on campus (including but not limited to residence halls or vehicles, or in personal belongings) will be subject to disciplinary action.
2. Alcohol is prohibited at all College-sponsored events (including off-campus events). Any DCC-provided channels of communication may not be used to promote or advertise any event (on or off campus) that involves alcohol.
3. Any officially recognized student club or organization (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to: special interest groups, social clubs, athletic and intramural teams, etc.
4. Intoxicated students on campus or at a College-sponsored event will face disciplinary action. For the purposes of DCC's student conduct policy and process, intoxication will be defined as any disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages.
5. Alcohol paraphernalia (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.
6. Local neighborhood disturbances of the peace caused by DCC students will result in disciplinary action. Where alcohol is involved, additional or further sanctions may apply. For the purposes of DCC's student conduct policy and process, a disturbance involving alcohol will be defined as an event in which alcohol is present and one or more of the following occur: the student(s) fail(s) to maintain control of the event, complaints are reported, and/or police respond to the scene.
7. All students must abide by Texas law related to the possession, consumption, and distribution of alcohol. Specifically, Texas law prohibits:
 - a. The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age (Texas Alcohol Beverage Code Sec. 106.02, 106.04-106.05, 106.071);

b. Being intoxicated in public to the degree that one poses a danger to him/herself or to others (Texas Penal Code Sec. 49.02);

c. Furnishing alcohol to a minor (Texas Alcohol Beverage Code Sec. 106.06). For the purposes of this policy, DCC defines furnishing as purchasing for, giving to, or making alcoholic beverages available to a minor. This includes, but is not limited to, creating a situation where there is a risk a minor may be provided with or obtain alcohol.

d. Driving while intoxicated (Texas Penal Code Sec. 49.04).

e. Driving under the influence of alcohol by a minor (TABAC Code 106.041). Per Texas law, any detectable amount of alcohol in the minor's system (such as alcohol emitting from the person's breath) is defined as driving under the influence.

Students who are found guilty of violating the College policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging from \$100 to \$250; (2) completion of an alcohol education program, which involves a \$75 fee to students; (3) counseling; (4) disciplinary probation; (5) indefinite suspension; and (6) dismissal from the College. (See Section 14) Violations of under-age drinking, serving, or making alcohol available to those who are under the legal drinking age will result in strict sanctions (up to and including dismissal), and will be turned over to the appropriate legal authorities.

This information is intended to give students a range of expected outcomes or consequences regarding violations of the College's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Vice President for Student Development or his/her designee, sanctions may vary from what is outlined above. Subject to privacy laws, parents or legal guardians may be informed of the violation.

17.1 Standard of Conduct Dallas Christian College prohibits the use or possession of beverage alcohol, illegal drugs, and any form of tobacco (including electronic cigarettes or any other smoking devices) 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 Student Development Office 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 diluted 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 of Student Development.

18.4 Institutional Responsibilities DCC 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 VP of Student Development with input from the Student Government President.

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 VP of Student Development who will forward it to the President's Cabinet. The initial petition may be oral or written, but the VP of Student Development may request that the Student Government submit a formal request, complaint, or suggestion in writing.

20. EMERGENCY PROCEDURES

Emergency situations are 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 Emergency Notifications DCC will notify students of emergency conditions as appropriate via the college website (www.dallas.edu) and through a text messaging system. All students, faculty, and staff cell phone numbers will automatically be uploaded into the database for emergency notification purposes. Individuals may opt out of this service if desired. However, DCC strongly encourages every affiliate to remain in the notification system as long as they are students or employees. Only important notifications will be sent to the emergency group.

Students, faculty and staff will be notified at the beginning of each semester when a test message is sent. If one does not receive the message, it is that individual's responsibility to either notify the Student Development Office or simply opt into the group as described in campus notifications and announcements.

20.2 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 channels 5-KXAS and 8-WFAA TV, KLTU--94.9 FM, and are sent directly to students via DCC CrusaderMail. However, such occurrences cannot always be predicted accurately. Weather conditions can and often do deteriorate quickly to present danger to faculty and students.

20.3 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 sirens warning of tornado activity are heard, students should immediately take cover in the following designated spaces: If in the residence halls, 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 to 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 or the Student Development Office.

20.4 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.

20.5 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.”

20.6 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.

20.7 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 and Student Learning Center
Dallas Christian College
www.dallas.edu/library
Updated 4.10.2017

Located on the first floor of the Administration Building, the Crawford Library contains 35,000 print volumes and 300 print periodicals. Additionally, the Library offers 21,000 electronic periodicals and 26,000 electronic books. The Library is equipped with wireless access to the student network. Please ask the Library staff for the password to the student network or the Library computers.

The Student Learning Center provides tutoring services to traditional and online students. The Tutoring Coordinator and the Director will edit papers, conduct study sessions, and help students to organize their academic calendar. Assistance is available for one-on-one and group sessions. The SLC will also proctor tests for professors.

Library and Student Learning Center hours during Fall and Spring semesters

Monday through Thursday: 8:00 am – 9:00 pm

Friday: 8:00 am – 4:00 pm

Saturday: Closed

Sunday: Closed

The Library may be open additional hours during midterms and finals as well as the week before each.

Hours are posted on the Library door and on opac.dallas.edu. If the College is officially closed, then the Library is closed.

Librarian

Jane Reynolds is the Director of Library and Student Learning Center. She also handles the Mailroom. She can be reached at jreynolds@dallas.edu or direct dial at 214.453.8109. She is never too busy to assist any student. For an improved grade in any course, she encourages each student to spend ***30 minutes a semester*** asking her how to use the Library resources: print and electronic. Mrs. Reynolds will often be seen in other roles around the College, including meeting with students or attending classes to assist a professor.

See the Librarian for the following items:

- To check out a book
- To learn how to search for journal articles in EBSCO
- To borrow a Course Reserve book
- To locate books we may have in the Library
- To get an article through Inter-Library Loan (ILL)

Circulation

Circulating items may be checked out for 3 weeks. Books may be renewed any number of times. You will receive an overdue notice to your DCC email address at the end of 3 weeks. You are expected to respond to the email to ask for renewal or to indicate when you will return the book. Books available for checkout are the books in the General stacks at the back of the

Library. Any book labeled as Reference is not to leave the Library. Failure to comply with this basic courtesy to your fellow students will result in loss of privileges.

If an item is lost or damaged after it is checked out to you, you will be required to pay full cost for repair or replacement. If the book is later found, then you will receive a refund.

To ensure that you are credited for returning checked out books, please hand books you are returning to whoever is at the Reference window. If you place the books on a cart or a table, the books are very likely to be re-shelved without being checked in.

Course Reserves

Books listed by a professor as a **required textbook** is considered a **Course Reserve which are located in Mrs. Reynolds' office. These books may be used in the Library or the classroom.**

The book is to be returned to Mrs. Reynolds' office within 2 hours. Books listed by a professor on the syllabus as a **recommended textbook** may or may not be in the Library. Ask if the book is available.

To check out a Course Reserve book:

To save you time, have your syllabus with the exact title of the book.

Hand your student ID to the Library staff.

They will sign the book out to you.

If there are special restrictions, you will be told.

When you return the book, you will be given back your ID.

Periodicals

Magazines, journals, and newspapers are to be used in the Library unless you make arrangements with Mrs. Reynolds. Most journals are located in storage on the third floor; all efforts will be made to pull the journal within a half hour of the request.

Over 26,000 electronic journals can be accessed from EBSCO and other databases the Library provides. Please ask the Librarian to show you how to use these resources.

Older Books (pre-1942)

To make space for new materials, many of the books older than 1942 were relocated to our on-campus storage room. If you find a book in the Catalog that is marked as being in Storage, please ask for it to be retrieved.

Online Catalog and Collection

The Online Library catalog is at www.dallas.edu/library. All books are given call numbers. When you are looking for a book, please write down the **entire call number and any icon**. This will save you time. The icon tells you if the book is in a special collection. The Library staff is happy to help if you need assistance with finding materials.

The Library has several sections of books with different icons:

Reference

General stacks

C.S. Lewis – all books by him, about him, and other Inklings
Bonhoeffer articles
Children’s books
Christian fiction

Research

To access research materials remotely or from a wireless laptop, please use your Moodle account. Access to EBSCO databases makes journal articles available to students and faculty. EBSCO Books, Credo Reference, CCEL, and Project Gutenberg are collections of digital books available by logging into your Moodle account as well.

Library computers

The Crawford Library contains 8 computers available to assist in academic research and access to the Internet. If you use a Library computer, please set up a Google docs account for saving documents. **DOCUMENTS SAVED TO THE LIBRARY COMPUTERS ARE A VIOLATION OF ETHICAL CONDUCT AND ARE SUBJECT TO BEING DELETED WITHOUT NOTICE.**

Student WIFI

You are welcome to bring in your own laptop. Ask the Librarian or a library student worker for the password to the student WIFI.

Information Technology Use Guidelines

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

Interlibrary Loan Service

The Crawford Library offers interlibrary loan service (ILL) for all students and faculty. If DCC does not own an item that is needed for research, the Library can order the material from another Library. The Library will only order items that are free of charge, unless you indicate you are willing to pay for the transaction. You will be notified of any charge BEFORE the item is ordered. You must bring a printout of the complete citation to the Librarian, or email the Librarian the complete citation. This is very easy to do from EBSCO. **Requested material is usually received within two weeks.** Please note: the Library will not process requests for book reviews, nor will the Library borrow a print book if we have a digital copy of the book available.

Photocopier / Printer

The Library provides a photocopier / printer for the use of all Library patrons. At the present time, photocopies and prints are free. If assistance is needed with the photocopier, please ask the Library staff.

If you don’t want double-sided printing of your papers, then you will need to change the settings everytime on the Library computer.

When you copy from a book, you should copy the title page and the back of the title page; staple this with all the pages. This will provide you with all the information needed for a proper citation. Save your photocopies, particularly from commentaries; you will likely need them again.

Library Atmosphere

All students are asked to refrain from loud conversations. 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 noise, the student will be asked to leave.

Food and Drink

Please do not eat in the Library. Drinks in closed containers are permitted in the Library.

Children in the Library

All children under the age of seventeen must be accompanied and supervised by an adult. Children are not allowed to use the computers if a DCC student needs the computer. Ask the Librarian to show you where children's books are located. If you do not comply with the Librarian's request to supervise your child, you will be asked to leave.

Handling Materials

Please handle books and other Library materials with care. When pulling a book from the shelves, move 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.

Fire Drills

When you hear the alarm, please leave your things where they are and walk to the Library exit. The Library staff must clear the Library before they can lock the doors and turn off the lights. Proceed outside to the west side of the Administration Building. Everyone will wait until the appropriate person gives us permission to re-enter the building.

Chapel Services

The Library closes for Chapel. Please prepare to leave by 5 minutes to 11 AM. The Library will be locked before Chapel and will be opened as soon as Chapel is over.

Re-shelving Library books

Please do not re-shelve books.

Copyright 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.

Information Technology Policies

Dallas Christian College Acceptable use of IT Resources

BRIEF DESCRIPTION:

Access to communication systems and networks owned or operated by Dallas Christian College imply certain responsibilities and obligations. Access is granted subject to college policies and local, state, and federal laws. Acceptable use is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanism, and individual rights to privacy and to freedom from intimidation and harassment. This policy pertains to all members of the Dallas Christian College community; faculty, staff, and students.

Introduction:

This acceptable use policy applies to all users of College Information Technology (IT) resources. This includes the resources under the management or control of the Information Technology Department (IT). A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from remote locations. The term "user" thus includes system sponsors and system managers, faculty, staff, students, and other customers. "Institutional technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are classroom technologies, electronic resources, and computing and electronic communication devices and services, such as, but not limited to, computers, printers, e-mail, fax transmissions, video, multi-media, instructional materials, Wi-Fi, and course management and administrative systems. Student owned personal equipment physically connected to the College network is also subject to this policy, along with the *Residence Hall Network Acceptable Use Policy*.

Policy Statement:

In making appropriate use of IT resources, you MUST:

- Use resources for authorized purposes; Any personal network extenders, routers/modems are prohibited without permission from the Director of information Technology. Devices found will be confiscated and/or disabled.
- Protect your user ID and the system from unauthorized use. You are responsible for all activities taking place under your user ID or that originate from your system;
- Log off IT resources when they are not in use;
- Access only information that is your own, that is publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software in compliance with the vendor license requirements;

- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources;
- It is required that your device, Cell phones, tablets, PC's and laptops, have installed and kept up to date an Anti-virus, anti-spam, and anti-malware software program to prevent viruses and intrusions into the Dallas Christian College Network. If you need assistance with recommendations or assistance with what is acceptable. Please contact the IT Department; and
- Students are only authorized to be on the Student network, if a device of a student is found on another network it will be disconnected.
- Conform to instructions/warning signs given in all lab areas.

In making appropriate use of resources you MUST NOT:

- Consume beverages or food in any computing lab facility on campus;
- Use another person's system, user ID, password, files, or data;
- Use computer programs to decode passwords, gain access to confidential information , control confidential information, or monitor network activities;
- Attempt to circumvent or to subvert security measures;
- Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files;
- Use college systems for commercial or for partisan political purposes;
- Use college systems or networks to view or print pornographic material;
- Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
- Use email, messaging, or display services to harass or to intimidate another person, for example, by broadcasting unsolicited message, by sending unwanted mail, downloading, printing or displaying offensive material (e.g., screen savers), or by using someone else's name or user ID;
- Waste computing resources, for example, by intentionally placing a program in an endless loop, by using excessive amounts of paper through printing needlessly, for amusement, or by sending chain letters;
- Destroy or damage networking equipment, such as Wi-Fi Access points, Fire and control systems, Access and Control, surveillance, cables, keyboards, mice, computer towers, printers and monitors;
- Use the college's systems or networks for personal gain, for example, by selling access to your user ID or performing work for profit with college resources in a manner not authorized by the college, or by selling/buying merchandise on-line;

- Use of devices that extend or re-broadcast a signal, such as routers/modems, Wi-Fi extenders are prohibited without authorization; and may interfere with the network operation and degrade service;
- Engage in activity that does not conform to the statements above.

Enforcement:

Dallas Christian College considers any violation of the acceptable use principles or guidelines to be a serious offense. Any or all uses of these systems and all files on these systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to Dallas Christian College and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. Dallas Christian College also reserves the right to protect its network from systems and events that threaten or degrade operations. Dallas Christian College also reserves the right to determine what is acceptable and not acceptable in the use of computer systems. Violators are subject to disciplinary action as prescribed in the honor codes, in the *Student Handbook*, in the *Faculty Handbook*, and in the *Staff Handbook*. Offenders may be prosecuted under the law to its fullest extent.

Dallas Christian College Department of Information and Instructional Technology may suspend or limit access to its resources for misuse of software, hardware, and/or network services. Other actions may be taken depending on the nature of any misuse including investigating any suspicious activity. Violations may result in loss of access privileges, disciplinary action by student judicial groups, and/or prosecution under civil or criminal laws. By using these systems, you are consenting to follow and submit to all Dallas Christian College policies concerning appropriate network use.

Dallas Christian College Residence Halls Network Acceptable Use

BRIEF DESCRIPTION:

Rights and responsibilities of students using the Residence Halls Network

Introduction:

As a student of Dallas Christian College and connected to the Residence Hall Network, you will be connected to the campus network and the global Internet. This connection is a privilege, not a right. The College expects ethical and responsible behavior in the use of this network. That is, you are expected to be a good Internet citizen. Do not participate in any illegal or inappropriate or other activity that will negatively impact the other users of the network.

Policy Statement:

Your use of all campus information systems and technology resources, including the Residence Hall Network, is subject to The Dallas Christian College Policy on Acceptable Use of Institutional Technology Resources, as well as to all other applicable Dallas Christian College policies and state and federal laws. In addition, the following standards are in effect. This list is meant to be illustrative, not exhaustive.

1. The student is responsible for all activity originating from this connection. The student must take reasonable precautions to prevent unauthorized use by others of this connection, and his/her accounts, programs, or data.

2. Students should not engage in activities that consume excessive amounts of network bandwidth.
3. The student must not modify or extend Residence Hall network services and wiring. This applies to all network wiring and hardware. The only device you can connect is a personal computer. You may not connect servers of any type, hubs, wireless routers, or network printers.
4. Residence Hall connections are provided for individual use only. The student may not create accounts on his/her computing system that provide campus network access for anyone else.
5. Residence Hall connections are for College-related activities only. The student may not conduct a commercial business via the Residence Hall connection. Nor shall the student use this connection for political gain or campaigning.
6. The student may not run sniffers or any other software or hardware designed to intercept packets or to disrupt the security or operation of the campus network, this includes but not limited to, packet sniffers, key-loggers, and "script kiddy hacking tools" or utilize Wi-Fi extenders, modems or routers.
7. The student may not participate in illegal activities such as software piracy -- either the distribution of copy-righted materials or illegal attainment of software or other copyrighted materials -- from the Residence Hall connection. Dallas Christian College will be fully compliant, to the best of its abilities, with requests from the MPAA, RIAA, organizations dealing with software piracy and law enforcement agencies. This means that if the college receives a notice to identify users that have been suspected or seen performing such activities, Dallas Christian College will work with these agencies to the best of its ability.

Enforcement:

The Residence Hall Network is a privately owned network by Dallas Christian College that has access to the global Internet, and as such, The Department of Information and Instructional Technology of Dallas Christian College may monitor any and all telecommunications traffic on the Residence Hall Network, this includes both Data and Telephony, as it sees fit and or the needs arise. The users of the Residence Hall Network should have no expectations of privacy. Dallas Christian College may use any and all means at its disposal to perform said monitoring. However; Dallas Christian College is not obligated, in any way, to monitor any telecommunications traffic, including both Data, and Telephony.

The Department of Information and Instructional Technology of Dallas Christian College may block, restrict or shape any network protocols or use as it sees fit on the Residence Hall Network. However; Dallas Christian College is not obligated, in any way, to block, restrict or shape any network protocols, on the Residence Hall Network.

At its discretion, the College may use its capability to examine network resources for violations of this policy. Sanctions for violation of this policy may result in disconnection from the campus network, other disciplinary action, or referral to external authorities.

A COMMUNITY COVENANT

Print your name: _____

Dallas Christian College

In the Bible, the most important relationships between people are covenant relationships. These relationships reflected God's relationship with his people, and thus were deeper and more beneficial than simple business transactions. In covenants, people agree to invest in each other, in their relationship, rather than just investing in property or profit.

At Dallas Christian College, the relationship between the College and its people, including its students, is a covenant relationship. We don't want a mere business relationship with our students. We want a relationship where we invest in our students, in what God wants to do in their lives, and our students invest themselves in the College and what God is calling the College to be.

What does this covenant relationship look like? How do we invest in each other? By making the following reciprocal commitments.

The administration, faculty, and staff of Dallas Christian College promises to act consistently with its core values, by:

- 1. Providing students with access to a quality education, as defined by accrediting agencies approved by the United States Department of Education.**
- 2. Treating students with respect and grace; when discipline is necessary, the College will aim to restore students rather than expel or punish them.**
- 3. Listening to students when they feel we've fallen short, or acted in ways not in keeping with our values.**
- 4. Respecting students financially, by constantly working to operate efficiently and doing our best to NOT overcharge and under-deliver.**
- 5. Providing students with access to quality mentoring and life-coaching, tailored within reason to meet their personal and professional needs, so that they grow spiritually and emotionally, develop self-knowledge, value service to others, and become mentors themselves.**
- 6. Praying for and with students.**
- 7. Going above and beyond to help students succeed.**
- 8. Educating the whole student: heart, soul, mind, strength.**

We, the administration, faculty, and staff of Dallas Christian College, do so promise.

In return, the College expects students to live in ways that lead to a good learning environment on campus, in and out of the classroom, and give the student greater opportunities for success in life. Specifically, we expect students:

- 1. To apply themselves to learning Standard English, and developing professional demeanor and disposition appropriate to their career goals.**

In the space below, write the following affirmation and sign it. I will apply my best efforts to learning Standard English and developing professional demeanor and disposition appropriate to

my career goals.

2. To form habits that open them to God's work in their lives. Members of the community ...

- a. ... attend chapel as scheduled, to the best of their ability.
- b. ... participate in devotions and other spiritual growth opportunities.
- c. ... investing their best effort in the mentoring the College offers.
- d. ... attend and participate in church weekly.
- e. ... regularly participate in ministry and service opportunities.

Write and sign this affirmation: I will work to form habits that open me to God's work in my life.

3. To not behave (or stop behaving) in ways that short-circuit God's work in their lives.

Members of the community ...

- a. ... refrain from sex outside of marriage.
- b. ... do not use drugs or alcohol inappropriately or illegally.
- c. ... do not engage in or model rebellious or destructive behaviors or attitudes.

Write and sign this affirmation: I will not behave in ways that short-circuit God's work in my life.

4. To demonstrate honesty, effort, integrity, and respect in all dealings with other members of the Dallas Christian College community.

- a. In the classroom, members of the community ...
 - i. ... practice academic honesty & integrity, by not cheating, plagiarizing, etc.
 - ii. ... demonstrate respect for the professors' authority; professors rule the classroom.
 - iii. ... respect fellow students by not disrupting class or keeping others from listening.
 - iv. ... prepare themselves for class discussions, in-class assignments and tests, etc.
 - v. ... purchase the books and resources for each class, as professors require.
 - vi. ... participate in classroom discussions in constructive ways.
- b. On and off the campus, members of the community ...
 - i. ... respect roommates and fellow-students, by not gossiping or behaving or acting destructively toward other DCC students or personnel, or their property.

- ii. ... practice honesty, even when it hurts, in dealings with Student Services, the Bursar Office, the Library, the Cafeteria, etc.
- iii. Members of the community who are athletes demonstrate and grow in character, sportsmanship, & respect for opponents & teammates.
- iv. Members of the community who represent the College in public will behave in ways that bring credit to the College.

Write and sign this affirmation: I will demonstrate honesty, effort, integrity, and respect in all dealings with other members of the DCC community.