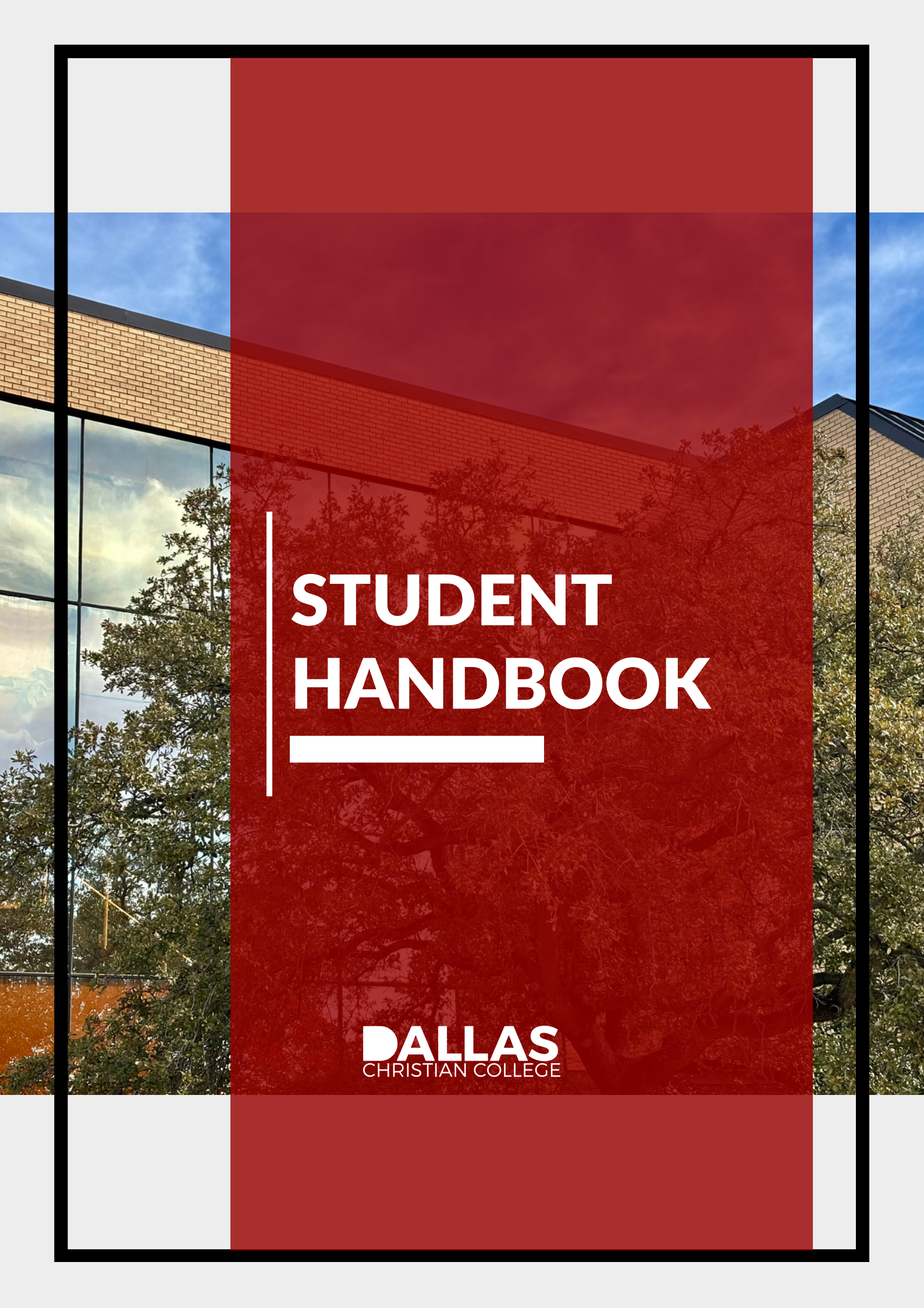




STUDENT HANDBOOK

DALLAS
CHRISTIAN COLLEGE

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Introduction

Welcome to Dallas Christian College, a Christian educational community committed to nurturing and guiding students in their journey towards becoming influential individuals dedicated to the work of Christ in both the church and the world. At DCC, we believe in upholding a set of rules, regulations, and policies outlined in this handbook to foster a safe, conducive, and spiritually enriching environment for all members of our community.

Our handbook serves as a comprehensive guide encompassing rules necessary for the smooth functioning of our community, ensuring the safety and well-being of our students, and promoting academic excellence. As a Christian institution, our policies are not only designed to maintain order but also to reflect and reinforce biblical principles such as righteousness, justice, and love.

It's essential to recognize that our rules fall into three categories: rules of accommodation, rules of conviction, and rules of Scripture. Rules of accommodation pertain to practical matters aimed at harmonious living within our community, such as cafeteria hours and housing regulations. Rules of conviction relate to matters of personal faith and witness, including areas such as alcohol consumption and modesty. While these rules may vary in interpretation, they are established to uphold principles of Christian living and community welfare.

Furthermore, rules of Scripture form the cornerstone of our guidelines, rooted in the unchanging truths of God's Word. These rules are absolute and non-negotiable, serving as moral compass points for our community. While we acknowledge differences in interpretation, adherence to biblical principles remains paramount in all aspects of college life.

It's important to understand that every rule outlined in this handbook is intended for the betterment of our students, the maintenance of order within the College, and ultimately, for the glory of God. Each student is reminded that their actions, both on and off-campus, reflect not only their personal relationship with Christ but also the values of our institution and the broader student body.

Whether it's during the academic year or breaks, students are expected to adhere to the principles and guidelines set forth in this handbook. If there are questions or concerns regarding any rule or policy, we encourage students to reach out to the Director of Student Life and Engagement for clarification and discussion.

As members of the DCC community, let us strive to embody the teachings of Christ in all aspects of our lives, demonstrating love, respect, and integrity in everything we do. Together, let us pursue excellence in both our academic endeavors and faith community.

Thank you for choosing Dallas Christian College as your educational home.

Academic Standards

At Dallas Christian College, we uphold academic decorum as an integral part of our commitment to excellence, integrity, and respect within our Christian community. The following guidelines outline our expectations for student conduct, respect for others, academic integrity, and responsible use of electronic devices:

2.1 Application to Studies: As stewards of the gifts, talents, and abilities bestowed upon them by the Lord, DCC students are expected to approach their studies with diligence, respect, and integrity. Attendance, punctuality, preparation, and active participation are essential components of academic engagement.

2.2 Respect for Persons: Students must demonstrate respect towards professors, college administration, staff, and fellow students. Addressing individuals with courtesy and love is paramount, both in speech and action. Vulgar or unkind speech has no place within or outside the classroom.

2.3 Respect for College Classrooms: Students are required to respect the facilities provided for their education. Food and drink are prohibited in certain areas such as the chapel and library, while spill-proof containers are allowed in classrooms. Classrooms should be left in proper order as determined by Academic Affairs.

2.4 Academic Integrity: Students are expected to uphold the highest standards of academic honesty. All work, including assignments, tests, and exams, must be their own, except in instances of group projects explicitly authorized by the instructor. Any form of academic dishonesty, including plagiarism and cheating, will result in disciplinary action.

2.5 Library Policies: Students must adhere to library policies regarding the use and checkout of resources. Plagiarism, cheating, or any violation of academic integrity policies will be addressed by the Student Conduct Committee.

2.6 Electronic Equipment: Cell phones should be set to silent mode in classrooms, chapel, and library. Accepting calls or electronic notifications during class is discouraged and may result in disciplinary action. Professors may allow or prohibit the use of mobile devices for purposes other than note-taking.

2.7 Student Mailboxes and Folders: Students are responsible for checking their campus mail regularly for official communication from the College. It is imperative to keep mailing addresses updated to ensure timely receipt of correspondence.

2.8 Student Responsibility: Students are accountable for ensuring course attendance, acquiring required textbooks, and following instructions provided by the College. Books will be available on Virtual Bookstore at least thirty days prior to the course start date. The students will receive an e-mail (in their Crusader mail) from the Director of Learning Technology with instructions for accessing their DCC Online course site a few days before the online class begins. 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. Additionally, guidelines for bringing children to the College must be strictly followed to maintain a conducive learning environment.

Dress and Appearance

At Dallas Christian College, we uphold standards of modesty, appropriateness, and respect for all occasions, guided by biblical principles (1 Timothy 2:9; 5:22). Our attire standards are intended to foster a positive and respectful atmosphere within our community. The following guidelines outline our expectations regarding campus attire, summer attire, and attire while representing DCC:

3.1 General Standard: The overarching principle for attire is modesty and appropriateness. Student dress should always be tasteful, respectful, and suitable for the setting and occasion. College personnel reserve the right to request attire changes if deemed inappropriate, and students may appeal such decisions through the Office of Student Development.

3.2 Campus Attire: Students are expected to dress modestly in classes and chapel, with particular attention to maintaining modesty at all times. Shorts and skirts/dresses should extend near or below the knees. Certain attire such as spaghetti straps, cutout sleeves, pajamas, midriff shirts, tank tops, sagging pants or shorts, and clothing with offensive language is not permitted in academic or chapel settings. Proper attire is also expected when entering the café. Some college events may require formal attire.

3.3 Attire While Representing DCC: Students representing DCC, whether officially or unofficially, off-campus must adhere to standards of modesty and appropriateness. Dress attire, such as Sunday morning worship attire, may be expected for certain occasions. Students should recognize that their appearance reflects not only on themselves but also on the entire DCC community.

Café

At Dallas Christian College, we strive to provide students with nutritious meals and foster a positive dining experience. The following guidelines outline our meal plan policies and café etiquette:

4.1 Meal Plan Features:

- The café offers meal programs from Monday through Friday during traditional meal period. Breakfast: 7:30 a.m. – 9:45 a.m. Lunch: 11:45 a.m. – 1:15 p.m. Dinner: 5:30 p.m. – 6:30 p.m.
- No meals are scheduled during announced holidays, with lunch being the last meal before a holiday.
- Meal plan pricing information is available through the Controller's office for commuting students, college faculty and staff, and campus guests.
- Meal plan privileges are non-transferable and can only be used by the purchaser.
- Identification cards are required for access to the dining hall.

4.2 Exemption from the Meal Plan:

- On-campus residents must participate in the full meal plan unless exempted.
- Exemptions may be granted for medical conditions.
- Students can obtain a Meal Plan Exemption Application from the Office of Student Development for review by the Meal Plan Exemption Committee.

4.3 Special Dietary Considerations:

- Students with special dietary requirements must provide a doctor's instruction to the cafeteria manager.
- The café will review the request and determine if dietary requirements can be accommodated.

4.4 Meals When Students are Sick/unwell:

- Students who are sick/unwell in their rooms can request meals to be provided by notifying cafeteria personnel through a written message or phone call from a Resident Assistant.

4.5 Café Etiquette:

- Students are encouraged not to waste food and to take only what they can consume.
- To-go meals are available under specific circumstances, such as illness, studying in the room, or participation in college-approved lunch meetings.
- Students are expected to cooperate in keeping the dining area clean and attractive and to be considerate of others in their conversations and actions.

Gym

Dallas Christian College values both varsity and leisure sports activities as integral components of our student experience. The following guidelines outline expectations for student athletes and gymnasium usage:

5.1 Student Athlete Conduct:

- On the playing field, student athletes are expected to demonstrate Christian sportsmanship and respect towards teammates, coaches, officials, and opponents.
- Off the field, student athletes should maintain commendable attendance, attitude, and scholarship.

5.2 Gym Use Permission:

- Permission for gym use can be obtained from the Athletic Director or their appointee.

5.3 Use and Maintenance Guidelines: Students utilizing the gymnasium agree to:

1. Ensure all trash is picked up.
2. Properly store volleyballs, basketballs, volleyball nets, and equipment.
3. Return bleachers to their original positions.
4. Check locker rooms for trash and damage.
5. Wear appropriate footwear on the gym floor; refrain from using black-soled shoes, hard-soled shoes, or boots.
6. Prohibit food or drink on the playing surface.
7. Report any athletic equipment damage to the Athletic Director.
8. Report facilities damage or problems to the maintenance department.
9. Refrain from any behavior unbecoming of a Christ-follower, including cursing, fighting, bullying, and playing profane or objectionable music.

Violation of these guidelines may result in loss of gym use and payment of damages.

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

Vehicle Use and Employment

At Dallas Christian College, we provide guidelines to ensure orderly and safe vehicle use and parking on campus. Please familiarize yourself with the following regulations:

6.1 Student Parking:

- Residence hall students should park their vehicles in designated areas. Avoiding parking in front of the Administration Building and Future Crusader Parking spaces.

6.2 General Guidelines:

- Vehicles, including cars, motorcycles, and bicycles, must be parked only in designated areas.
- Parking stickers are mandatory for all vehicles on campus.
- Car repairs are prohibited on campus, and wrecked or non-operational vehicles are not permitted to remain on campus.
- Car washing on campus is not allowed unless approved by the Director of Facilities.

6.3 Tickets and Fines: The following infractions may result in tickets and/or fines:

- Parking in a fire lane.
- Occupying more than one parking space.
- Exceeding the campus speed limit of 15 MPH.
- Parking in handicapped spaces without authorization.
- Parking in Future Crusader spaces without authorization.
- Driving or parking on grass areas.
- Failure to park in designated areas.

Please note that the city of Farmers Branch may also issue tickets and fines for violations according to their regulations.

Employment Opportunities for Students

The Dallas/Fort Worth Metroplex provides numerous opportunities for part-time employment, allowing students to balance work with their academic commitments. When seeking employment, consider the following guidelines:

Alignment with Academic Goals: Remember that a job should support your educational endeavors. Ensure that the job schedule accommodates your school commitments and allows sufficient time for studying and rest (refer to Section 2.16).

Adherence to Christian Principles: Seek employment in environments that align with Christian values and principles. Look for workplaces that foster spiritual growth and provide opportunities for worship and service in God's kingdom.

Exploring Job Options: Students can explore employment opportunities by contacting the Office of Student Development for referrals or checking campus announcements. Additionally, a comprehensive Job Posting database is accessible online at www.dallas.edu.

Health Concerns

At Dallas Christian College, we prioritize the health and well-being of our students. Please review the following information regarding health-related policies and resources:

7.1 Bacterial Meningitis Vaccination Requirement:

- New on-campus students must receive a bacterial meningitis vaccination or booster dose during the five-year period preceding, and at least 10 days before attending class, in accordance with Texas Department of Health Law.
- Proof of vaccination must be provided to the Admissions Office prior to class registration.
- 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.
- Exceptions to this requirement include students aged 22 or older, those enrolled in online/distance education courses, continuing education programs or dual credit courses.
- Students may also submit a physician's affidavit or conscientious exemption form if vaccination is not feasible for health or conscience reasons.

7.2 Health Insurance:

- The College does not assume financial liability for medical treatment and hospital services.
- Students are encouraged to secure adequate health insurance coverage. Information on available insurance options can be obtained from the Student Development Office.

7.3 Available Health Services Providers:

- Local physicians are available to provide medical services for DCC students. Contact details can be obtained from Residence Hall Coordinators, Resident Assistants, or the Student Development Office.
- Dallas Medical Center and Metrocrest Family Medical Clinic are accessible options for medical care. Uninsured students may seek treatment at Metrocrest Family Medical Clinic for minor medical conditions.

7.4 Medical Release for Students:

- Students under 18 years of age, must have a notarized release for medical treatment signed by a parent or legal guardian on file. Forms are available in the registrar's office.
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Developing Christian Influence

8.1 Purpose of the Developing Christian Influence Program: The Developing Christian Influence (DCI) program at DCC aims to empower students in discovering avenues for service during their college years, nurturing their spiritual gifts for ministry, and applying classroom teachings to real-world ministry and influence. Every student enrolled in six or more credit hours per semester will participate in DCI. Successful completion of each semester of DCI is required for graduation.

8.2 Foundational Elements:

- **Chapel Attendance:** Attendance to chapel services is a fundamental aspect of the DCI program, fostering growth in spiritual relationships.
- **Christian Service Reports (CSRs):** Students engage in various forms of Christian service and report their participation through CSRs, which constitute a portion of their DCI grade.
- **Serve Day:** Each semester, students participate in a Serve Day, contributing to the community and fulfilling service requirements.

8.3 Christian Service Participation: Students fulfill Christian service requirements by engaging in activities such as ushering, teaching, leading worship, visiting nursing homes, tutoring, and more. Opportunities for service within the metroplex and beyond are available through local churches and the Office of Student Development.

8.4 Special Service Opportunities:

- **Ministry Teams:** Students have the opportunity to travel with ministry teams, leading worship, teaching, and engaging in outreach activities.
- **Service Events:** Special service events, including Service Day and mission trips, provide students and faculty with opportunities to serve in various capacities, both locally and globally.

Financial Responsibility

9.1 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

9.2 Deferred Payments: Students whose financial aid (federal aid, institutional scholarships, private resources, etc.) if any, is not sufficient to cover a given semester's costs are required to pay in full by the designated deadline or will have a payment plan set up automatically. A Deferred Payment Fee is applied when a student's account balance is not paid in full before the first day of class. This fee is automatically applied after the first day of class even if a student pays in a lump sum after the official start date. Payment plans are subject to the criteria and discretion of the Student Accounts Office (see the DCC Catalog for specific payment plan information). Failure to make scheduled payments may result in ineligibility to participate in sport and extracurricular activities, suspension of fitness center access, suspension of meal plan, expulsion/eviction from residence hall, and/or unregistering of classes.

9.3 Timely Payment: Deferred payments must be made on time. Please keep the payment schedule in an accessible place, and be aware of the due dates. If there is a need to delay a payment (even if only one day), you must inform the Student Accounts Office of the situation in advance and gain approval for the extension.

9.4 College Work Study: Taking advantage of job opportunities on campus not only helps in covering bills but also offers a range of benefits that contribute to a well-rounded college experience. From convenience and flexibility to skill-building and financial stability, these jobs play a crucial role in a student's personal and professional growth during their academic journey. Please visit www.dallas.edu/jobs for more information on applying for a college work-study position.

9.5 Financial Irresponsibility: Students are required to pay all school costs in full each semester. Failure to pay one's school bill in a timely fashion may result in a late fee, the inability to register for additional courses, the non-issue of the diploma, withholding transcripts, and/or dismissal from class and from DCC. For more information, refer to your DCC Financial Responsibility Agreement.

General Conduct

10.1 Standards of Sexual Purity and Display of Affection: Dallas Christian College affirms, teaches, and upholds 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 unacceptable and not condoned by the College. They are subject to disciplinary action, up to and including dismissal from the College. 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 counseling support services for all members of our community who may have struggles that can compromise one's ability to practice chastity.

With 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. Displays of affection between same-sex students are not in keeping with biblical standards, and therefore are not tolerated, whether on or off-campus. Likewise, the promotion non-biblical relationships, or influencing others to adopt them, is prohibited.

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.

10.2 Scheduling of Events: Guidance regarding the scheduling of events and the use of campus facilities can be obtained through the Office of Student Development.

10.3 Use and Maintenance Guidelines: Any College students using College facilities outside of normal operating hours must: 1. Have approval from the Director of Facilities, 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 issues to the maintenance department. Violation of these guidelines will result in loss of facility use and/or payment of damages.

10.4 Significant Disciplinary Problems: Faculty members have the authority to expel disruptive students from class, with refusal resulting in immediate removal from the campus. Failure to comply may lead to arrest on criminal trespass charges.

10.5 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.

10.6 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, except as provided by law (specifically Texas Penal Code 46.03 (1)(B); 46.035) and/or by College policies. 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. Dallas Christian College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so in a concealed manner on campus premises except in locations and at activities prohibited by law or by this policy. (Texas Penal Code 46.03 (1)(B); 46.035) This policy does not prohibit firearms and ammunition from being stored by those licensed to carry in a “private residential room,” nor does it prohibit the possession of weapons in a motor vehicle owned or controlled by that person (46.02 (2) (A & B)) “Private residential room” means a room that is capable of being locked by the occupant to whom it is assigned, and no other access to the bedroom space is available through a suite bathroom or other shared space, unless it is also lockable. “Store” means to take steps that a reasonable person would take to prevent the access to a firearm, including but not limited to placing a firearm in a locked container. For purposes of this policy, a firearm that is temporarily rendered inoperable by use of a trigger lock or other means is not stored. 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.

Alcohol and Drug Abuse: Dallas Christian College is committed to maintaining an alcohol-free and drug-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 and drug 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. 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 and drugs:

- The possession, consumption, or distribution of these substances 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.
- These substances are 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 or drugs.
- 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.
- Intoxicated students on campus or at a college-sponsored event will face disciplinary action.

- 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.
- 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.
- All students must abide by Texas law related to the possession, consumption, and distribution of alcohol.

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: fines; completion of an alcohol education program; counseling; disciplinary probation; indefinite suspension; and dismissal from the College. 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. Depending on the level of severity involved per violation, and at the discretion of the VP of Student Development and Enrollment Management 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.

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.

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.

Alcohol and Substance Abuse Support: 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.

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.

Problem-Resolution

The Director of Student Life and Engagement or other College personnel may make referrals should professional counseling be required or desired. Counselors are available for students at a limited number of sessions with 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.

13.1 General Principles and Procedures: The general rationale for rules and policies of DCC is set forth in section 1 - Introduction. 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 Student 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.

13.2 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 Residence Hall Coordinator, faculty or staff member, or administrator. The goal in this is not to "win," but to resolve conflict in a way that maintains unity.

13.3 The Honor System: A student who breaks a rule should confess the infraction to an appropriate authority (Resident Assistant, Residence Hall Coordinator, faculty member). 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, Residence Hall Coordinator, professor, or Director of Student Life and Engagement). The intent is to initiate a process of redemption, correction, and restoration.

13.4 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 Office of Student Development and/or Student 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 Academics who will also inform the Director of Student Life and Engagement. The Director of SL&E may discuss minor offenses with a student dealing with residence hall, café, gym, or vehicle-use policies and assess corrective measures or penalties. Unresolved issues may be forwarded to the Office of Student Development and/or Student Conduct Committee.

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 Director of Student Life or, in the case of the grievance being against the Director of Student Life and Engagement, with the Vice President of Student Development and Enrollment Management. 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.

14.1 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 an audience with the appropriate Vice President. The student may inquire to the Director of Student Life and Engagement about the proper channels of authority.

14.2 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:

- The written complaint should be filed within 10 business days following the attempted informal resolution described above.
- A formal grievance must be in writing and should include the Student Grievance or Appeal Form. This form is available from the Director of Student Life and Engagement. 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.
- The written grievance and any supporting documentation should be submitted to the Director of SL&E. If the complaint pertains to the Director of Student Life, the grievance should be submitted to the Vice President of Student Development and Enrollment Management.
- The Director of Student Life and Engagement (or the Vice President of Student Development and Enrollment Management) will evaluate the grievance to determine the proper course of action. If all informal means of resolution have been exhausted, the Director of SL&E will move the grievance to the investigative stage.

14.3 Appeal: If the student is not satisfied with the determination of the Director of Student Life or the Vice President of Student Development, 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.

Grievance Procedure 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. For more information about Title IX Policy, please visit: dallas.edu/title-ix/. 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 or any DCC Faculty or Staff.

Title IX Coordinator

Mrs. Lorice Perry
lperry@dallas.edu
972-453-8119

Winslow Residence Hall Coordinator

Karima Gabriel
kgabriel@dallas.edu
Number provided to residents.

Newland Residence Hall Coordinator

Mr. Patrick Neal
pneal@dallas.edu
Number provided to residents.

Director of Student Life and Engagement

Mrs. Mariana Galanos
mgalanos@dallas.edu
214-796-8106

Vice President of Student Development and Enrollment Management

Dr. Marshall Dunbar
mdunbar@dallas.edu
214-453-8118

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, located at 3723 Valley View Lane, 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.

Legal Rights

16.1 Students' Rights: DCC affords students' rights primarily because 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 above.

16.2 Principle of Equal Opportunity: Dallas Christian College offers a distinctly Christian curriculum and environment. DCC does not discriminate on the basis of age, sex, race, color, or national and ethnic origin in educational policies, admission policies, scholarship and loan programs, or in other school-administered programs.

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 VP of Finance and Operations.

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 that the College provides students access to their official education records, opportunity to amend those records, written consent before releasing personally identifiable data, and notification of these rights and policies. Detailed information regarding student record preservation, access, contents, and correction is available in the Registrar's office.

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.

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

Emergency Procedures

18.1 Emergency Notifications: Dallas Christian College will notify students of emergency conditions via the college website and through a text messaging system. Cell phone numbers of students, faculty, and staff will be automatically uploaded for emergency notifications, with the option to opt out. Test messages are sent at the beginning of each semester for confirmation.

18.2 Weather Conditions: In cases of dangerous weather conditions like freezing precipitation, high winds, or tornado warnings, DCC administrators will make efforts to cancel classes. Cancellations are communicated through various channels, including local TV channels, radio stations, and direct notifications via DCC CrusaderMail.

18.3 Severe Weather Procedures: During severe weather, students, faculty, and staff are advised to stay informed and take cover when necessary. Designated spaces for tornado warnings include specific areas within residence halls, the Administration Building, and other campus facilities. Proper procedures are outlined for each location.

18.4 Fire, Bomb Threats, or Potentially Life-Threatening Situations: In the event of fire, bomb threats, or other life-threatening situations, individuals should evacuate immediately and call 911 from a safe location. Specific instructions are provided for each scenario.

18.5 Criminal or Potentially Criminal Activities: In situations involving physical assault, threats, theft, or similar occurrences, individuals should follow the principles of AVOID, DENY, and DEFEND:

AVOID: If you are able to safely avoid the attack, do so. Move quickly away from danger. Evacuate to a safe distance from campus, and contact 911.

DENY: If you deem it unsafe to move to an exit and away from harm, your next option is to deny an attacker access to you. This measure involves tactics such as:

- Lock and secure the room door
- Barricade yourself in a room
- Avoid line-of-sight from any window or doorway
- Remain low and quiet
- Contact help by calling 911

DEFEND: If contact with the assailant is eminent, you may have no choice but to fight. Use whatever resource are at your disposal to defend yourself and those around you. Anything you can lift and throw is a viable projectile – books, bags, chairs, laptops, desks, etc. The intent of this last option is to incapacitate the assailant by whatever means possible.

If threatened, report the situation immediately and call 911 for assistance. If faced with a life-threatening situation like a shooting, find a place of safety and await instructions from law enforcement or college officials.

18.6 Other Threatening Conditions: Awareness and quick action are crucial in any dangerous situation. Individuals should trust their judgment and take appropriate measures to ensure safety, including contacting authorities when necessary.

Clubs and Organizations

Students who are interested in starting a club or organization on campus are encouraged to gather like-minded individuals who share their interests. These students should discuss their ideas, goals, and potential activities to determine the feasibility and interest level in forming a club.

Each club or organization should designate a point of contact or leader who will serve as the primary liaison between the group and the college administration. The leader will be responsible for coordinating meetings, organizing events, and communicating with the Student Life Department.

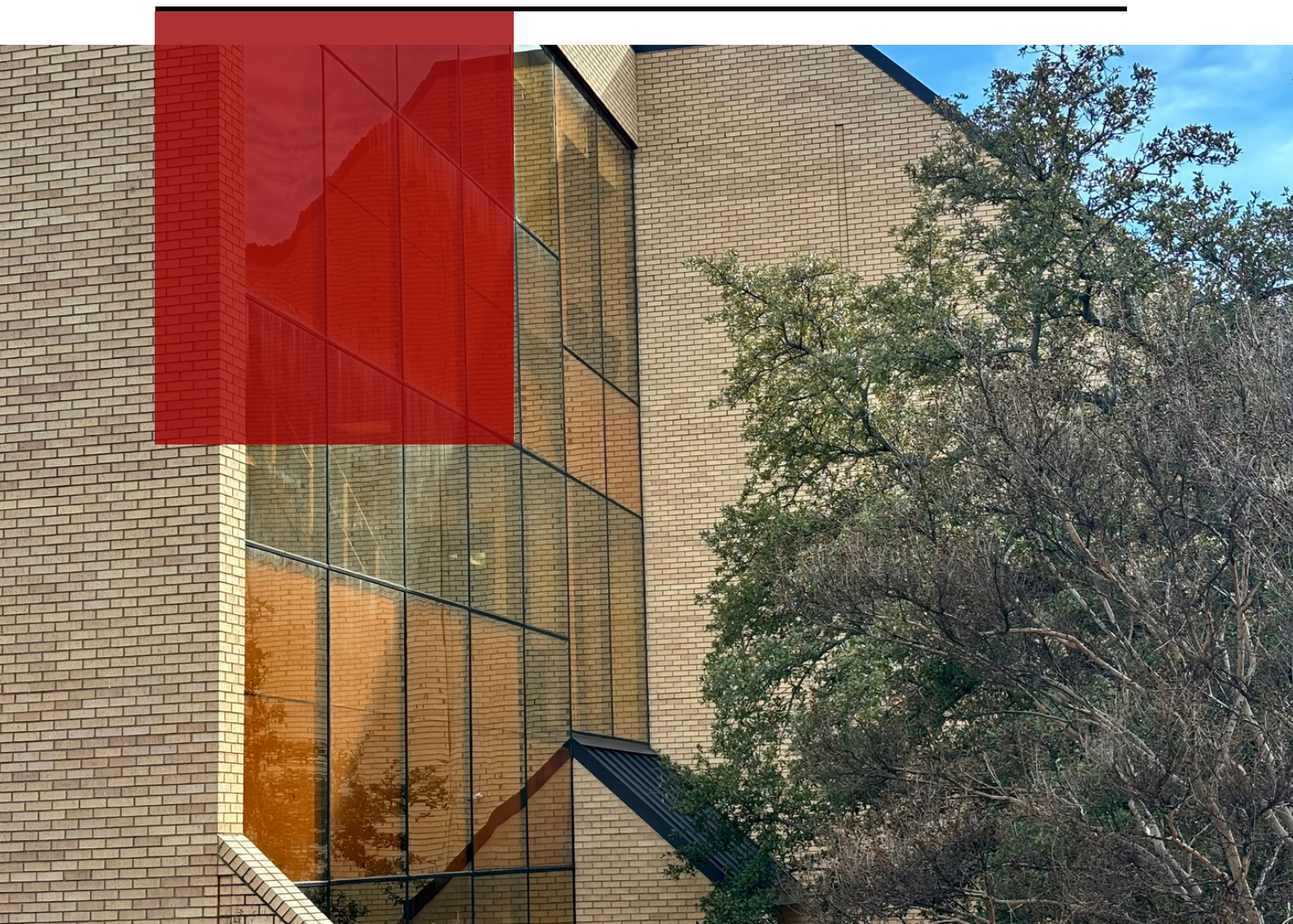
1. Submission of Club Proposal: To officially establish a club or organization, students must complete and submit a Club Proposal Form to the Student Life Department. The proposal should include details such as the club's name, mission statement, objectives, proposed activities, and anticipated membership.

1. Staff Support and Approval: Upon receiving the Club Proposal Form, the Student Life Department will review the submission and provide guidance and support to the students as needed. A staff member will be assigned to serve as the advisor or liaison for the club, offering assistance and resources to help facilitate its establishment and growth. The students seeking to start a club will be required to hold organized meetings with the support of the assigned staff member. These meetings will serve to discuss club logistics, plan future events and activities, and address any administrative requirements or concerns.

Clubs and organizations are encouraged to be student-led, with members actively involved in decision-making and event planning. Student-led initiatives tend to attract greater participation and enthusiasm from the student body.

Once the club has met the necessary requirements and demonstrated viability, it will be officially recognized by the college administration. Recognition may include access to campus facilities, funding opportunities, and promotion through college channels. The Student Life Department will collaborate with the club's leadership to support its initiatives, promote events, and facilitate student engagement. Regular communication between the club's leadership and the Student Life Department will ensure ongoing support and collaboration.

The Student Government Association (SGA) at Dallas Christian College plays a vital role in facilitating student engagement and representation within the college community. Comprised of elected officials, including a President, Vice President, Secretary-Treasurer, and Class Representatives, the Student Government oversees the planning and execution of various campus activities and events, providing a platform for students to voice concerns, complaints, and suggestions regarding college policies and personnel. The Student Government serves as an official forum for students to communicate their ideas and petitions to policy makers, with submissions channeled through the Vice President of Student Development and Engagement to the President's Cabinet for consideration and action.



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