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**College Statement of Mission**

*As an institution of higher learning, Ecclesia College mentors effective leaders to strengthen the foundations of society through the life and values of Christ.*

**College Motto**

*Where Leaders Are Learning*

**College Colors**

*Blue & Gold*

**College Alma Mater**

*Words & Music by Twila Paris*

*One by one our God has called us out  
And led us to this place  
We are given light and wisdom  
Hope and courage by His grace*

*All we stand and offer  
For the glory of the Lord  
Building on this firm foundation  
Christ in us forevermore*

*Ecclesia, Ecclesia  
For the Kingdom strong and true  
Raise the standard, pure and faithful  
We will lift it high with you*

*Send us by the Word anointed  
We will go in Jesus' name  
For this very time appointed  
Truth to live and to proclaim*

*All of life we will determine  
By the leading of the Lord  
One eternal voice declaring  
Christ in us forevermore*

### **Student Responsibility**

It is each student's responsibility to learn how to apply the general standards of community conduct (outlined in this publication) to avoid conflicts or interference with the rights of others. It is the responsibility of the students to read, be familiar with, and abide by the Code of Honor, Student Handbook, the Work Learning Program Guidelines, academic requirements as stated in the EC Academic Catalog, and official announcements of the college.

Definitions. When used in these guidelines:

- a. The term "College premises" means buildings or grounds owned, leased, operated, controlled or supervised by the College;
- b. The term "College sponsored activity" means any activity on or off campus that is initiated, aided, authorized or supervised by the College;
- c. The term "College" or "Institution" means Ecclesia College in Springdale, Arkansas;
- d. The term "College Official" means any administrator, faculty member, staff member (including resident assistants) and other authorized individuals of the College.

### **Civility, Respect, and Responsibility**

By choosing to attend Ecclesia College, you have become a member of the Ecclesia community. Whether you live on or off campus, you are one of us. As a result, you have responsibility to yourself and other members of the community to behave in a civil manner that illustrates respect for all persons. In any community it is necessary to act in a civil manner, respect others, and take responsibility for one's actions.

## Ecclesia College Code of Honor

# “Excellence, Integrity, & Order”

### Preamble

The Bible is God’s inspired and authoritative Word, revealing that Jesus Christ is God’s only begotten Son; that all people are created in God’s image; that He created us to have eternal life in Him through His Son, Jesus, “Christ, in you the hope of glory,” to “separate the holy from the profane,” “extract the precious from the worthless,” discern the spiritual, which is of God, by God, and for God, from the carnal, which is of self, by self, and for self, and to convert our thought, time, talent, treasure, and trust to God’s eternal riches over temporal values; that although all have sinned and come short of God’s glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that hope, repentance, faith, love, and obedience are fitting responses to God’s initiative of grace toward us; that God desires everyone to be saved and to come to the knowledge of the truth; that the Holy Spirit’s power is demonstrated in and through us for the accomplishing of Christ’s Great Commandment to “Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and love your neighbor as yourself” with His Great Commission to “go into all the world and preach the Gospel to every creature” and “make disciples of all nations;” and that Christ’s Church is God’s authorized model and agency for the advancement of His Kingdom (Luke 10:27; Colossians 1:27; Jeremiah 15:19; Mark 16:15 KJV; Matthew 28:19 NIV).

In that God lowers His standard of excellence, integrity, and order for no one, but rather always provides sufficient grace to the humble to meet His standard (1 Peter 5:5), the Ecclesia College Board of Governance has adopted the following student “Code of Honor.”

*This “Code of Honor” supplements the current EC Student Handbook, especially the segment subtitled, Lifestyle Expectations.*

By God’s grace:

As a student at Ecclesia College, I will endeavor to exemplify Christ-like character through my daily personal prayer life, study of the Word of God, through faithful attendance at Assembly and a local church, and the pursuit of excellence in my academic program.

In signing the Code of Honor, I fully recognize that Ecclesia College was founded to be and is committed to being a Christian institution of higher education and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord, and as an integral part of its educational and evangelistic outreach. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what Ecclesia College is, in its calling to be a Christian college.

I accept my attendance at EC as a privilege and not a right and that the college reserves the right to require the withdrawal of a student at any time if in the judgment of the President of the College or of the College Student Development Committee such action is deemed necessary to safeguard EC’s ideals of scholarship or the spiritual and moral atmosphere of it as a Christ-centered college.

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**In the context of God's grace:**

I commit to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I commit to grow in my spirit in developing my own relationship with Jesus Christ.

I commit to develop my body with sound health habits by participating in wholesome physical activities.

I commit to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie; I will not steal; I will not curse; I will not gossip.

I commit to holding to the high academic standards as are expected in an institution of higher education. I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.

I commit at all times to keep my total being under subjection from all immoral and illegal actions and communications, whether on or off campus. I will not take any illegal drugs or misuse any drugs. I will not drink alcoholic beverages of any kind; I will not use tobacco in any form.

I will not engage in or attempt to engage in any illicit unscriptural sexual acts, which will include 1) sexual intercourse with one who is not my spouse through ceremonial marriage, 2) use of pornographic or sexually suggestive materials and 3) any homosexual activity. I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook.

I commit to do my utmost to grow in God's grace and knowledge for His pleasure and glory.

I commit to attend classes, assemblies, and all required meetings and events, and to attend the house of worship of my choice wherever Jesus Christ is honored and lifted up.

I commit to abide by the rules and regulations that from time to time may be adopted by the college administration. I understand that Ecclesia College is a private school, and I therefore have no vested rights in the governing of the school.

I commit to faithfully participate with my fellow Ecclesia College students in scriptural accountability for the above according to Matthew 18:10-17 (steps 1, 2, and 3) with Genesis 4:9; Proverbs 27:17; Galatians 6:1; James 1:26; 4:6; 5:16, 19-20; I Peter 5:5.

I will keep the Code of Honor carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between me and Ecclesia College which is a prerequisite for matriculation and my continued association with the College and becomes a part of my permanent file. Further, my acceptance of the Code of Honor is a solemn vow and promise to God as to how I will live my life.

Edit: 8/26/07

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## 1.0 ACADEMIC INFORMATION

### 1.1 EC Academic Catalog

The EC Academic Catalog contains the academic regulations and policies of the college. Students should read the Catalog carefully to be certain they are familiar with these policies, and that they are progressing toward the fulfillment of all graduation requirements. Students should review with special care the discussion of major academic regulations noted in the Catalog. Academic Mentors and the Registrar are available to assist in this task but **the student retains the final responsibility for making certain all graduation requirements are fulfilled in a timely manner.** For each student, the degree requirements at Ecclesia College may be met by using the catalog that is in effect during the student's beginning semester at the College. Permission is required from the Academic Office to change to a different catalog. Combining requirements from various catalogs is not permitted.

### 1.2 Attendance

**Regular and punctual attendance is required at all classes.** Ecclesia College's attendance policy requires every student to be present for each scheduled class. A maximum number of absences equivalent to no more than two weeks of instruction are permissible before grade reduction penalties may be imposed by the instructor. **This means that a student may not miss more than four (4) class periods for a class that meets twice a week before penalties may be imposed by the instructor; a student may not miss more than two (2) class periods for a class that meets once a week before penalties may be imposed by the instructor.** A student who misses more than twenty-five percent (25%) of scheduled contact time for any course will not receive credit for the course.

The instructor, at his or her discretion, may impose a penalty for any absence and/or require compensatory work for some absences. **It is the student's responsibility to approach the instructor, explain the nature of the absence, and request compensatory work—preferably before a scheduled absence.**

**Furthermore, three tardies are equivalent to one absence.** A student is considered tardy if arriving to class after the instructor has started class.

### 1.3 Academic Standards & Regulations

It is the student's responsibility to maintain satisfactory progress toward a degree in accordance with the regularly prescribed standards of the college. Specifically the standards are the following:

- A 1.7 cumulative grade point average for the first two semesters.
- A 2.0 cumulative grade point average at the end of the third semester.
- A cumulative average of 2.0 thereafter on the basis of a 4.0 point scale.

Students who are unable to meet these standards will be placed on academic probation and will be asked to withdraw at the close of the following semester if improvement is not seen.

Any student who has less than a 2.0 grade point average will be asked to evaluate priorities and develop a strategy to improve his/her study habits.

Class status requirements:

Freshman	0-31 credit hours
Sophomore	32-63
Junior	64-95
Senior	96-128+

### 1.4 Course Load

Any student who drops below full time academic status (below 12 credit hours) must be aware that their eligibility for financial aid and campus residency is in jeopardy.

### 1.5 Course Repetition

Any course taken in Ecclesia College may be repeated in order to improve the student's grade for that course. The student must apply to the Registrar's Office in order to retake the course. Only the final grade and grade points will be counted in the student's cumulative grade point average.

### 1.6 Grading Policy & System

Students are given a final grade for the course based on classroom participation, completion of homework assignments, and examinations.

**Ecclesia College's official grading scale is as follows:**

98-100	A+	88-90	B+	78-80	C+	68-70	D+	60 or below	F
94-97	A	84-87	B	74-77	C	64-67	D		
91-93	A-	81-83	B-	71-73	C-	61-63	D-		

**Transcript Notations/Abbreviations indicate the following:**

A	91% -100%	Superior Accomplishment
B	81% - 90%	Commendable Accomplishment
C	71% - 80%	Satisfactory Accomplishment
D	61% - 70%	Minimal Accomplishment
F	60% or below	Failure or Excessive Absenteeism
E		Current Enrollment in Course – no grade assigned
I		Incomplete Work
AU		Audit
P		Pass (equivalent to a minimum grade of "C" or above)
NP		No Pass
CR		Credit (e.g. by examination – equivalent to a minimum grade of "C" or above)
NC		No Credit Earned
W		Withdrawal without Penalty by Last Day to Withdraw Passing
WF		Withdrawal Failing or with Excessive Absenteeism
AW		Administrative Withdrawal
MW		Military Withdrawal
R		Repeat

Ecclesia College uses a 4.0 cumulative grade point system to compute a student's final semester grade point as well as cumulative Grade Point Average for degree completion as indicated below:

**A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0**

*Incomplete (I), Pass (P), Credit (CR), No Credit (NC), No Pass (NP) and Withdrawal (W, WF, AW, or MW) grades are not included in the College's grade point average computations. A Withdrawal (W, WF, AW, or MW) grade is given for a student's termination of classes and/or withdrawal from the College. See EC Catalog for more information.*

### 1.7 Academic Mentoring

Each student will be appointed an academic mentor (advisor).

Class load will be determined by the student in consultation with his/her academic advisor but must not exceed eighteen (18) hours per semester without special permission from the Vice President of Academics.

### **1.8 Audit Policy**

See EC catalog

### **1.9 Program Restrictions**

Registration is scheduled during the orientation sessions prior to each semester. All students are required to be present for registration each semester of enrollment.

### **1.10 Withdrawal Procedures**

See EC catalog

### **1.11 Class Visitors**

Students who desire to take visitors to class must first receive permission from the instructor.

### **1.12 Graduation Requirements**

See EC catalog

### **1.13 Library**

A library is provided for student use. For detailed information, see the library section of this handbook.

### **1.14 Academic Appeal Process**

Academic appeals should be made in the following order:

1. Appeal to the Instructor
2. Appeal to Vice President of Academics\*
3. Appeal to Academic Committee\*

\*Appeals to the VP of Academics and Academic Committee should be put in writing (preferably type written).

See also *Student Comments and Grievances*.

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## **2.0 SPIRITUAL LIFE**

### **2.1 Personal Devotions**

A daily devotional time is important for the development of a personal relationship with God through prayer and Bible reading. The faculty and staff model devotional lifestyles and all students are encouraged to set aside time daily for prayer, worship, and devotional study of scriptures.

### **2.2 Assembly at Ecclesia College**

1. Regular Assembly attendance is required of all students taking courses on campus.

a. An all-campus assembly is scheduled each Tuesday and Thursday from 9:30 am – 10:20 am. All full-time resident and non-resident students are to attend all scheduled Assemblies. If any full-time student does not have a class scheduled on Tuesday or Thursday mornings, the student is still responsible to attend Assembly. Student work hours are to be scheduled so that they do not conflict with Assembly.

b. All students participating in the Work Learning Program are required to attend Work Reporting & Development sessions on Mondays at 9:30 am.

c. All full-time students are required to attend Small Groups on Fridays at 11:00 am.

2. Students must sign the attendance sheet at the beginning of Assembly to be counted present. A student is considered tardy if arriving after the Assembly has started.

3. Leaving before the end of Assembly results in an absence and may lead to disciplinary action. Students should remain until Assembly is concluded. Students needing to leave Assembly should immediately notify the Assembly Secretary to be excused.

4. Assembly attendance is recorded by the Student Development's office. The office will report to students every five weeks the number absences to date. Excessive absences will result in penalty and loss of privileges for the students. The following scale will be used to determine acceptable Assembly attendance each semester:

0 - 4 Absences Acceptable.

4 + Absences Unacceptable – Student will be placed on immediate Assembly Probation for remainder of semester – See #8 below

Reports are updated in the Student Development Office and student inquiries into their record are welcomed.

5. In all situations, the student must make up the missed assembly. All missed assemblies may be made up by listening to the recorded assembly audio disk. Disks are available in the Library Listening Room.

5. Assembly Excuses. The Assembly attendance policy takes into account possibilities of absence due to: (1) serious illness, (2) death in the immediate family, or (3) unavoidable circumstances. In these and all situations, the student must make up the missed assembly.

6. Assembly Work Releases. Students should make every effort to avoid work conflicts with the Assembly hour. All missed chapels must be made up by listening to the recorded chapel audio disc. Disks are available in the Library Listening Room.

7. **Assembly Absenteeism.** Absenteeism will be treated with immediate and utmost concern. The Assembly Secretary will keep accurate records of Assembly attendance and report individual Assembly ratings to the individual student and the Honor Council for inclusion in the student's records.

8. **Assembly Probation.** At anytime during the semester when a student's attendance falls to an unacceptable level, the Assembly Secretary will place that student on immediate Assembly probation. At the end of a semester, any student's attendance that falls to a failing level will be placed on Assembly Probation for the following semester as well. Two (2) full, consecutive semesters of failing Assembly attendance will place a student on academic suspension for the following semester.

A student's Assembly rating should be regarded seriously. Any unacceptable or failing rating negatively affects opportunities for ministry, as well as scholarships and awards. Students under "Assembly probation" are not permitted to participate in any extracurricular activities, such as traveling groups, Assembly leadership/music, school programs, summer/holiday tours, hold an office in campus organizations, classes or student council, or engage in a school activity which puts them in a visible, public role during the time the probation is in effect. A resident student on Assembly Probation immediately loses any curfew exemptions.

9. **Assembly Suspension.** Any student earning a failure Assembly rating two consecutive regular semesters will be suspended for the next regular semester.

10. The Assembly make-up plan is posted in the Library. For more information, contact the Vice President of Student Development.

### **2.3 Worship and Intercession Gatherings**

The administration and faculty of Ecclesia College seek to be sensitive to both the needs of students and the direction of the Holy Spirit. Periodically, a special time of worship and intercession may be organized for those students, staff, and guests who may wish to participate.

### **2.4 Small Groups (a part of Ecclesia's distinctive Mentoring Program)**

Qualified faculty, staff, and upper-level students will work with you for times of practical application, study, prayer, learning, and growing together. See EC Catalog for more information.

### **2.5 Church Attendance**

All students are expected to attend church services on Sunday mornings. Periodically, opportunities are afforded to be a part of mobilization teams who travel to area churches to represent Ecclesia College and its diverse ministries.

### **2.6 Counseling Services (a part of Ecclesia's distinctive Mentoring Program)**

#### **2.6.1 Mission Statement**

The mission of the counseling office is to model God's unconditional love and demonstrate Biblical principles of living through the provision of professional counseling services. The counseling office staff serves as a resource for students, faculty, and staff, providing individual counseling, support groups, educational opportunities, consultation and referral services.

#### **2.6.2 Rationale for Counseling Services**

Students are in a transition period of life in which changes can occur at such a rate and intensity that assistance is required at times to make the necessary adjustments. Some

issues are developmental in nature, while others are situational or circumstantial. Areas that most frequently need attention include:

- 1) Family of origin issues
- 2) Attending to new and existing relationships
- 3) Preparing for the future
- 4) Experiencing the realities of life in a college community

The emotional health and developmental needs of Ecclesia College students greatly influence their ability to excel in the academic community. The counseling office offers students opportunities for personal growth deemed necessary for maximum benefit during their college experience.

## **2.7 Service Learning (a part of Ecclesia's distinctive Mentoring Program)**

### **2.7.1 Philosophy**

Ecclesia College believes that every student needs to be involved in the practical and continuous sharing of faith, particularly in view of the professional character of his college education.

### **2.7.2 Objective**

see EC catalog

### **3.0 Lifestyle Expectations**

Our goal is for all students at Ecclesia College to know God in a personal way and to grow more and more into the image of Jesus Christ. Believing the Bible to be our authority, we promote a lifestyle based on the Bible.

The life of the individual student is of utmost importance; the life of the institution, composed of numerous individuals, is equally important. Therefore, campus standards must reflect the greatest good for all involved.

Students are expected to be fully acquainted with the Code of Honor, the current school catalog and handbook and to abide by the regulations contained in them. Though a rule may not be definitely stated, students are expected to comply with the spirit of principles of conduct stated.

If you have questions, consult with the Vice President of Student Development.

The Scriptures give general principles on how we should confront a person who has disregarded the standards of community life: Matt. 18:12-17; I Cor. 5:1-5; II Cor. 2:5-11; Eph. 5:6-13; and I Thess. 4:3-9. Infractions of community life are dealt with at many levels.

1. Accountability begins with *self-discipline*. One of EC's goals is to help students become less dependent on rules to govern behavior and more dependent on their ability to discern what is right and wrong, independent of peer pressure and external props.
2. If self-discipline should break down, then *peer involvement becomes* necessary. It is essential that students share some responsibility for each other's growth and a willingness to express concern and to caringly confront each other. It is important that students take this responsibility seriously.
3. If response to peers does not take place, then accountability must be sought through *community discipline*, specifically through the faculty, administration, etc. A verbal or written warning may be issued. Many problems can be resolved at this level, provided the student can make the appropriate behavior changes. *Warning – a written statement is issued when a student's conduct is irresponsible (disorderly conduct, disregarding responsibilities, and rules).*
4. *Institutional discipline (probation; suspension) becomes* necessary when the means of discipline listed above have not been successful in producing change in a student's ongoing behavior.

### **3.1 Disciplinary Process**

To live in a community means to abide by the standards and policies set forth by that community. When individuals choose to violate these standards and policies, they threaten the quality of the community.

The aim of discipline is to, whenever possible, redeem the violator so that he or she will again be a productive member of the campus community. This must at the same time be balanced with the need to protect the community and its individual members.

#### **3.1.1 Disciplinary Sanctions**

The following sanctions may be administered in response to violation of standards of student conduct or college policy:

#### **3.1.2 Warning**

A verbal or written warning to the student that he/she is in violation of a college policy.

#### **3.1.3 Reprimand**

A written statement to the student that he/she has violated college policy and that future misconduct will result in a more severe sanction.

#### **3.1.4 Loss of Privileges**

Removal of privileges for a designated period of time, including, but not limited to, loss of residence in a hall or room of choice, holding elective or appointive offices, and/or having motor vehicles, stereos, or other equipment on campus. Reinstatement of the privilege will come through the Honor Council.

#### **3.1.5 Confiscation**

Articles or substances (e.g., alcoholic beverages, pornographic materials, weapons) which violate college policy and/or governmental statute may be taken into the custody of the college or turned over to law enforcement authorities as appropriate. These items will be held until disciplinary and/or legal action has occurred. If articles are in college possession, the college retains the right to decide whether such articles will be returned to their owner or destroyed by the college. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located, and following any legal investigation.

### **3.1.6 Types of Disciplinary Probation**

Probation is a written warning and a notice that the student has violated college policy and that any further violation of policy may result in punitive action up to and including suspension from the college. There are several types of probation, listed in order from least severe to most severe.

*Residence Hall Probation* – An official letter that certain residence hall policies have been violated and repeated violations may result in a more serious sanction.

*Personal Probation* – Because of the violation of college policy, the student is required to meet with a member of the college staff who will help him/her explore alternatives to the exhibited behavior. This involves a contract and the breaking of this contract will jeopardize the student's continuation at EC.

*College Probation* – The offense is serious enough that privileges are removed. The student placed on college probation may be ineligible to participate in extra-curricular activities, to campaign for or hold office in any student organization, receive any college honors except those awarded for academic achievement, or represent the College in any extra-curricular activities. One who is on an intercollegiate team or group may be restricted from representing the college after consultation with the appropriate coach or professor. The student on college probation will meet regularly with the Vice President of Student Development who will monitor his/her attendance in classes and Assembly. Any violation will result in immediate suspension from the college.

### **3.1.7 Restitution**

Requirement to reimburse or otherwise compensate an injured party or the college for damage or loss of property resulting from the student's misconduct. Within residence halls, common assessment or group billing may be charged for damages occurring in common areas shared by groups of residents, when the specific individual(s) responsible cannot be determined.

### **3.1.8 Change in living assignment**

The student will be moved from his/her present living assignment to another when such is deemed appropriate to the violation.

### **3.1.9 Fines / Charges**

Charges levied for violations as specified in the Student Handbook, the Academic Catalog, and/or housing contract. All fines must be paid in cash to the Business Office. Students will have two weeks from the date of the written notification to pay the fine. If the fine is not paid or appealed within two weeks of the issuance of the letter of notification, the student will be blocked from class until the fine is paid. The classes that a student misses while blocked will count as unexcused absences.

### **3.1.10 Eviction**

Removal from the residence hall or other campus facilities as designated in the sanction. Room fees and deposits will not be refunded.

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### **3.1.11 Behavioral contract**

The college will make efforts to work in a pastoral, spiritual, and counseling context with individuals who will not choose to make appropriate lifestyle choices. A behavioral contract may be established in conjunction with other sanctions.

### **3.1.13 Suspension**

Termination of status as a student at EC for a period of time, usually one semester to one full year. The suspension may be immediate or deferred until the end of the current term. The student will be notified that he/she is expected to leave the campus within 24 hours following the suspension decision.

Students receiving an immediate non-academic suspension during the first eleven weeks of a semester will receive a "W" for all classes in which they are enrolled. Students receiving an immediate non-academic suspension during the final four weeks of a semester will receive a "W" in all classes in which they have passing grades and an "F" in all classes in which they have failing grades at the time of suspension.

### **3.1.14 Expulsion**

Termination of status as a student at Ecclesia College for an indefinite period of time, or permanently. The student will be expected to leave campus within six hours following expulsion.

### **3.1.15 Disciplinary Education**

When deemed appropriate, the student may be required to participate in disciplinary education with a college staff member or the college counselor in addition to or in lieu of other sanctions. Often there will be a minimum number of sessions stipulated for the student. While the contents of these sessions will remain confidential, the educator or counselor will provide the appropriate Student Development staff person with information on the student's attendance and general progress in required disciplinary education.

### **3.1.16 Suspension of Aid for Disciplinary Reasons**

Students who fail to abide by the policies of the College as defined in the student handbook, as well as local, state, and national laws, may have their institutional financial aid immediately suspended by the college. Students currently on college disciplinary probation (or who have been previously warned) who fail to maintain their standard of conduct may have aid suspended. The Vice President of Student Development may recommend the suspension of aid. Final appeal of the loss of aid is to the Student Development Committee.

### **3.1.17 Disciplinary Procedures**

Minor infractions may be handled by the Resident Director. These violations include, but are not limited to noise, improper moves or checkouts within the residence hall, minor vandalism, tobacco use, and possession of pornography or alcoholic beverage containers or advertisements. Such infractions will be recorded. Sanctions may include verbal or written warnings, fines, reprimands, restitution, behavioral contracts, and changes in living assignment.

More serious violations of standards of student conduct or college policy will be handled through the personnel of the Student Development Office. The Honor Council will determine the appropriate person(s) or committee to interview and evaluate an incident.

Suspected violations of the college's policies on academic integrity may be heard by the Academic Committee at faculty request.

Students who have reportedly committed a conduct violation will be interviewed. The administrator conducting the interview will determine if college policies or standards have been violated and will prescribe appropriate action / sanctions. Legal counsel is not permitted at college disciplinary hearings.

### **3.1.18 Appeal Process**

An appeal at any level of the disciplinary process must be filed in writing within 24 hours of the date of notification of the sanction or the disposition of the case. In order to appeal, the student must give evidence that some facts in the case were not presented in the original hearing, or that there is new evidence. An Honor Council representative will hear appeal cases. The Student Development Committee will hear appeals adjudicated by the Honor Council representative. A decision by the committee is final.

### **3.1.19 Student Comments and Grievances**

Formal comments or grievances regarding campus standards may be addressed to EC's accrediting body, The Association for Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781.

## **3.2 Sexual Standards and Conduct**

### **INTRODUCTION**

Ecclesia College is committed to a policy that maintains an environment where employees and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality.

A person's desire for sexual intimacy is a natural and often very strong characteristic in human nature. Ecclesia believes, based on its understanding and interpretation of the Bible, that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual interaction is in the marriage partnership of a man and a woman. The college expects all students, faculty, and staff to live in accord with this understanding of sexual interaction as long as they are members of the college community.

Ecclesia College believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite gender, as well as a loving and supportive attitude toward those who struggle with restricting their sexual interaction to marriage. The college will make efforts to work in a counseling context with individuals who do not restrict their sexual activity within the institution of marriage. Ecclesia may determine that as a result of any extramarital sexual activity, sexual activity with someone of the same gender or with someone other than one's spouse, an individual shall be dismissed from the college.

Ecclesia College is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature. The sexual harassment policy and

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procedures are intended to provide fair and equitable treatment of both the complainant and the alleged harasser.

All students and employees are responsible to determine if they can abide by Ecclesia's sexual standards and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to the appropriate college official to receive guidance and/or instruction. The Vice President of Student Development or the campus Counselor are available to discuss any of these issues.

### **Prohibited Sexual Activity**

1. Homosexual relations. Ecclesia specifically holds as unacceptable sexual relations with someone of the same gender. Ecclesia also prohibits promoting or advocating such activity.
2. Extramarital sexual relations. Sexual activity with anyone other than with one's spouse is prohibited.
3. Promotion, use, or distribution of pornographic or sexually suggestive material.
4. Promoting or advocating sexually immoral activity. This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, or examining such issues as they affect individuals, society, or others.

### **Discrimination, Harassment, and Retaliation Policies**

It is Ecclesia College's policy to comply with federal, state, and local laws prohibiting discrimination, harassment, and retaliation. Such laws prohibit discrimination and harassment based on an individual's "protected legal status." Such laws also prohibit retaliation against an individual for making allegations of discrimination or harassment. Attributes that are granted protected legal status include race, color, age, gender, national origin, disability or religion. As a religious institution, Ecclesia College retains the right to make legitimate employment, admission, and educational decisions on the basis of an individual's religious beliefs and conduct, consistent with applicable law.

All situations in which the accused or the victim is a student should be reported to the Student Development Office. When the situation involves an employee, a report should be made to the President's Office.

#### **I. Discrimination**

"Discrimination" is unequal, adverse treatment of an individual because of his or her protected legal status, such as race, color, age, gender, national origin, or disability. Such discriminatory behavior violates the law and is contrary to Ecclesia College's mission and vision, and it will not be tolerated. A student who believes that he or she has been discriminated against on any unlawful basis should report the alleged misconduct to the Student Development Office.

Reported complaints of discrimination will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved by the Student Development Office.

#### **II. Harassment**

Ecclesia College is committed to providing a workplace free of harassment of any employee because of the employee's race, sex, age, national origin, disability, citizenship status, or any other category

protected under state or local law. The college is committed to protecting employees from such harassment, whether from other employees or non-employees. Likewise, the college is committed to protecting students from such harassment, whether from other students or college employees.

**Definition.** *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. a student's submission to unwelcome sexual conduct becomes an explicit or implicit condition of a grade, admission to a program, a favorable recommendation, or a disciplinary or similar decision;
2. submission to or rejection of such conduct is used as a basis for employment or education decisions;
3. such conduct has the purpose or effect of interfering substantially with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault.

Sexual harassment is one form of illegal harassment. It includes unwelcome sexual advances or requests for sexual favors or acts, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based on gender and the posting or display of sexually offensive or degrading materials on campus or any property owned by the College, or at any College-related function. Ecclesia College is committed to providing its employees and students with an environment free of sexual harassment. A student's refusal to submit to or willingness to engage in such conduct can never be the basis for any faculty member or other employee to make educational decisions regarding such matters as the grade for a course, admission to a program, or a favorable recommendation. Ecclesia College strictly prohibits its faculty members, supervisors, and other employees from implying or suggesting that a student's submission to, or refusal to submit to, sexual advances or participation in sexual conduct is a condition of a grade, admission to a program, favorable recommendation, or other educational decision.

Harassment" is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status (such conduct includes, but is not limited to, derogatory comments or slurs, unwelcome touching, insulting drawings, or jokes directed to an individual's race, color, age, gender, national origin, disability, or any other protected legal status). Such conduct violates College policy, and may violate the law if it (a) has the purpose or effect of creating a work, living, or study environment that a reasonable person might find intimidating, hostile, or offensive, or (b) threatens substantial interference with an individual's work, living, or study environment. To ensure that no employee or student is subjected to such harassment, Ecclesia College strictly prohibits any offensive or unwelcome physical, written, or spoken conduct regarding any person's race, color, age, gender, national origin, or disability.

Given the nature of this type of conduct and the serious effect such conduct can have on the person harassed and the accused, the college treats alleged violation of this policy seriously and, to the extent possible, confidentially. The college expects all individuals to treat alleged violations in the same responsible manner.

No action will be taken against any employee or student because he or she reports behavior believed to violate this policy. All employees and students are assured that action will be taken to investigate and

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resolve complaints and that the college is firm in its commitment to maintain an environment free of discrimination and harassment.

### **III. Investigation and Resolution of Harassment Complaints**

Any student who feels he or she is a victim of harassment by any faculty member, supervisor, employee, student, or person doing business with the College should bring the matter to the attention of Student Development at the earliest possible opportunity. This is not only appropriate but also **required**. The very nature of harassment may make it virtually impossible to detect unless the student being harassed registers a complaint with one of the College representatives identified above.

All complaints of harassment are serious, and a prompt, thorough investigation of each complaint will be conducted. When the accused is a student, the investigation and resolution of the complaint will be handled by Student Development. Sanctions for a student's violation of the College's policy against harassment include disciplinary action, up to and including dismissal.

When a report or complaint arguably implicates more than one type of student misconduct under the College's policies (as, for instance, where misconduct arguably constitutes both sexual assault and sexual harassment), the Student Development Office will explore all such possibilities as part of its initial investigation and determine, in its discretion, which investigation or adjudication procedure shall apply to a particular incident. It may also modify any applicable procedures during a specific investigation or adjudication as circumstances warrant.

When the alleged harasser is an employee or other member of the College community, the investigation and resolution of the complaint will be handled by the President's Office in consultation with the Student Development Office. Any employee found to have violated the College's policy against harassment is subject to disciplinary action, up to and including immediate termination.

During the investigation and resolution of harassment complaints, the College will make every reasonable effort to preserve an individual's privacy and protect confidential information. Protection of the campus community is paramount, however, and the College may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant where harassment is found to have occurred.

### **IV. Retaliation**

Ecclesia College prohibits reprisals or retaliation against any person for (a) alleging or complaining about discrimination or harassment, (b) for filing an internal complaint of discrimination or harassment, (c) for filing an agency action or lawsuit alleging discrimination or harassment, or (d) for participating in a harassment investigation. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment and, in the case of a student, dismissal.

Knowingly making false allegations of discrimination or harassment, or providing evidence during an investigation with knowledge that the evidence is false, is also a violation of College policy and will subject a person to disciplinary action up to and including termination of employment or expulsion. Any disciplinary proceedings against students for alleged retaliation or reprisals will be resolved by the Student Development Office. Complaints of retaliation should be reported in the same manner as complaints of discrimination or harassment.

## **4.0 CAMPUS SERVICES**

### **4.1 General Office Guidelines**

The Administrative Building offices open daily at 8:30 A.M., Monday through Friday and close at 5:30 P.M. The offices are also closed during lunch hour, which is 12:00 P.M. – 1:00 P.M. All office transactions are to be made during office hours.

- All phones in the Administration Building Offices are for official college use and emergencies only.
- Please obtain permission before using any office equipment, especially computers.
- Students are not permitted to enter areas, either locked or unlocked, that are not zoned for their use. The following is intended to be both specific and illustrative of the type of access that is not acceptable:
  - a. entering an office without the occupant of the office being present
  - b. using another person's key to gain access
  - c. loaning a key to another to gain access
  - d. entering any building, room, mail room, or personal property without proper permission
  - e. accessing another's computer, laptop, or any other information storage / retrieval device without proper permission

### **4.2 Audio/Visual Equipment**

Do not use or remove any audio/visual equipment without proper authorization.

### **4.3 Business Office Policies**

All bills may be paid at the Business Office during regular business hours. A locked deposit box has been provided in the Business Office for all transactions. Fill out a deposit form (located next to the deposit box), and enclose it with your payment (or donation) in one of the envelopes provided and place it in the box. If you have questions, ask one of the Business Office personnel to assist you. Never leave cash or checks, designated for business purposes on an unattended desk or in an office worker's mailbox.

### **4.4 Food Services**

It is our desire to serve delicious and nourishing food in an attractive and clean environment. Many friendships are established and fellowship takes place when the campus community gathers together at the dining hall table. To help achieve this goal there are some guidelines for us to follow.

#### **4.4.1 Serving Times**

Meals are only served at specific times and these times may vary depending on need and the number of people on campus. If you are unsure of the serving times, please check the current serving times posted in the dining hall. Due to sanitation requirements, we cannot allow anyone to come into the kitchen area to prepare their own meals or personal snacks.

Unless otherwise announced, meals will be served according to the following schedule:

#### **4.4.2 Meal charges**

Meals for most students are prepaid by their board fees. Guests and students not on a meal plan are asked to pay for any meals eaten in the dining hall. Meal tickets (\$5.00 per meal) may be purchased in the Dining Hall. Please have exact change, as the Dining Hall staff is not prepared to make change. The current charges are:

Age	Under 3	3 to 11	12 & up
Lunch	Free	\$3.50	\$5.00

Dinner      Free      \$3.50      \$5.00

#### 4.4.3 Dining Room General Guidelines

During meal times, servers are usually available to assist you with any needs that you may have. Please help keep the dining room neat and organized. Please collect your personal items and put chairs, tables, etc. back to their original locations after you use them.

Please help preserve our equipment by not sitting or pounding on the tables, or standing on the tables or chairs.

Everyone is encouraged to practice appropriate manners at mealtimes in consideration of others. Your use of manners is a teaching tool for others.

#### 4.4.4 Buffet Line Courtesy

Please show courtesy to others by allowing families and guests, with their hosts to go to the front of the serving line.

Children must either be accompanied by their parents through the serving line or remain seated at the table.

Please take one normal serving of your desired dish from the serving line so that others who eat later may also have a full serving.

#### 4.4.5 Food Take-Out

Requests for food for take-out will be honored on a limited basis.

#### 4.4.6 Kitchen Access

Please do not go into the kitchen. As we keep the number of people in the kitchen to a minimum, we increase our level of sanitation. Please help us with this by not entering the cooking area or any of the storage units unless you are a member of the kitchen staff.

#### 4.4.7 Use of the Dining Hall for Group Activities

The Dining Hall is available for use for various campus activities. The Food Service Dept. schedules its use. If you desire to use the Dining Hall for special occasions, please inquire with the Food Services Coordinator.

#### **4.4.8 Personal Use of Equipment**

Departments or offices desiring to borrow or use items from the kitchen should submit a written list to the Food Services Coordinator. Arrangement can be made for pickup pending approval. Nothing should ever be taken from the kitchen with prior approval.

#### **4.4.9 Guest Housing and Meals**

See section above for meal tickets for any guests. Guest housing may be provided for up to three nights free of charge. After three days a fee of \$15 per day will be charged. These fees should be paid in the business office.

#### **4.4.10 Regulations**

- Inappropriate behavior is unacceptable.
- Food Services Department dishes, utensils, and containers are not to be removed from dining hall.
- Only authorized personnel are permitted in the kitchen.

#### **4.5 Mail**

Stamped mail may be left at the Administrative Building before 1:00 P.M. in the box marked "Outgoing Mail". This mail will be picked up and mailed Monday through Friday. Each person will receive his or her own "mailbox" for personal mail. If you wish, you may rent a private mailbox at a local post office.

Your address on campus is as follows:

Your name  
Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762

#### **4.6 Duplicating Services**

Copy machines are primarily for business use. Personal copies are available for the posted fee under the following guidelines:

- Requested information must be recorded on the logsheet.
- Anything other than office use is considered personal. There is a container near the copier for payment, or you may place your payment in an envelope designating what it is for and give it to the Business Office.
- If you do not know how to use the machine, ask someone to help you.
- Please do not attempt to service a copy machine.

#### **4.7 Computer Use**

The following guidelines should be observed:

- All students are required to purchase a USB Flash Drive.
- All students will be given a User Name and Password to logon to campus computers.
- Students with work program positions requiring special access to network resources will be issued a User Name and Password. Do not share that information.
- Computer equipment may be used for approved personal use only if it will not inhibit business use. Students will be held responsible for the information and/or photos they post on a social networking site.
- No software, [movies](#), or [music](#) may be pirated to a personal computer.

- No entering a locked office to use a computer for any reason unless you have permission.
- No one other than [authorized](#) personnel is to use computers located in [office areas](#) without explicit permission first. (ex. [Academics](#), [Reception Desk](#))
- No installation of hardware or software on any computer is allowed.
- Any disks used in computers outside the college must first be scanned using F-Prot. Contact the Communications department for assistance if you need it.
- No games are to be installed or played on college computers.
- Please do not service any computer. Contact Communications Personnel.
- Observe the following scanner policies:
  - The scanner in the Library is available to students. If you need to be trained on how to use the scanner, arrange a training time with the Communications Personnel.
  - Please put all personal scans on [your USB flash drive](#) after you are finished. Do not leave [them](#) on the server.

#### **4.8 Health and Medical Information**

In the event of sickness or accident, students are advised to contact a Resident Assistant as quickly as possible for assistance for receiving proper medical attention. The Northwest Medical Center (479-751-5711) is located in Springdale. There are several physicians' offices in town.

##### **4.8.1 Immunizations and Medical Records**

Students are required to complete and return an immunization record to the Admissions Office as part of the application process. Students are encouraged to have medical files on record with a physician in the Springdale area.

##### **4.8.2 Student Health Services**

Currently, there are no on-campus student health services. The student is responsible to pay for all personal medical charges. Students are encouraged to participate in their personal insurance plans to cover these costs.

##### **4.8.3 Non-Emergency Medical Transport**

A Resident Assistant should be contacted when students need travel assistance for medical appointments. Please allow at least 24 hours notification.

#### **4.9 Motor Vehicles**

##### **4.9.1 General Policies**

All students may have motor vehicles at their disposal while in attendance at the College. The College does not, under any circumstances, assume any liability for students as riders or operators of motor vehicles. Neither does the College assume any responsibility for any damage to motor vehicles parked or stored on the campus. All students operating motor vehicles must have a valid driver's license and must have proper insurance coverage on the motor vehicles they operate. Motor vehicle privileges may be revoked if a student fails to follow regulations in effect at the College, violates state or local motor vehicle laws, or operates a motor vehicle in an unsafe manner.

##### **4.9.2 Enforcement**

The enforcement of the College's motor vehicle regulations rests with the Business Office, with some services being provided by the Work Learning Program (WLP) Office. These regulations do

not relieve a student of the responsibility for compliance at all times with all federal, state and municipal laws and ordinances.

#### **4.9.3 Violations and Penalties**

In some instances, cars that are illegally parked may be towed away at the owner's expense.

#### **4.9.4 Misuse of Motor Vehicle Privileges**

The following constitute possible misuses of the motor vehicle privileges at the College. This list is not all-inclusive and serves as an example:

1. Parking in reserved parking spaces, or in an area not designated as parking; or operating a motor vehicle on areas other than driveways, streets, or parking lots;
2. Any act resulting in damage to campus or personal property in which case the person responsible shall pay the cost of such damage;
3. Reckless driving and/or speeding;
4. Creation of a nuisance through the use or operation of a motor vehicle, including college-owned vehicles.

#### **4.9.5 College Owned Vehicles**

Personal use of College vehicles is not allowed. College owned vehicles are reserved for College business. Any student driving a College vehicle must be pre-approved. Approval involves a thorough check of an individual's driving record and takes at least one week. After providing the Business Office with a copy of a valid driver's license, personnel in that office will notify the individual if he/she has been approved to operate college vehicles.

### **4.10 Campus Security**

Ecclesia College is committed to ensuring that our students are as free as possible from any threats to their safety or well being. Our Northwest Arkansas location affords us the luxury of a low crime rate. In order to anticipate the unexpected, residence life staff and the students themselves are asked to ensure that all students and their possessions are protected as much as possible.

#### **4.10.1 Security Policies and Procedures**

1. Students, faculty and staff have regular access to all campus buildings from 7:45 am to 11:40 pm each day. WLP personnel closely monitor key distribution.
2. WLP staff maintains campus buildings and grounds with a concern for safety and security. Adequate lighting is considered as well as sufficient locks on doors and windows. Prompt response is given to any report of a potential safety or security hazard.
3. Any disturbance or breach of campus security can be reported by dialing 479-248-7236 ext. 226 for the WLP staff (during regular business hours) or after hours by contacting your RA. Upon receipt of a call, the responsible staff person assesses the situation and either handles it or calls local police to intervene.
4. The Student Council plans programs on a variety of topics to help educate students on personal safety awareness and security. Information on safety and security is provided through seminars, posters and brochures.

#### **4.10.2 Crime Statistics and Other Information**

- EC Crime Statistics are available in the Student Development Office and in the following locations: EC Library; Business Office bulletin board; and <http://ope.ed.gov/security> (do a search for Ecclesia)

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- The College's policies on sexual offenses are available in the Student Development Office and also found in the EC Student Handbook.

#### **4.11 Outstanding Accounts**

Upon entry into Ecclesia College, an account is established for each student. The account statement will show all charges and credits. Students will receive a monthly statement indicating the status of their account. Questions about student accounts should be directed to the EC Business Office.

Student accounts must be current before registering in a new semester or academic year. Similarly, accounts need to be current before degree diplomas or transcripts can be issued.

#### **4.12 Check Cashing**

It is recommended that students open an account at a local bank for their personal check cashing needs.

#### **4.13 Refunds & Withdrawals**

Refunds are mailed approximately four weeks after we receive your request to withdraw. If you paid by check, your refund cannot be processed until six weeks after your enrollment date. We do not refund amounts less than \$5.00.

#### **4.14 Financial Aid**

##### **Office Goals**

- To provide financial aid need, beyond the family and student's own contribution, to meet the basic costs of education.
- To provide financial aid based on need (within available college and federal aid resources and policies) for campus and / or off-campus jobs that provide earnings and experiences related to community service, academic program of study, and career goals.
- To provide educational programs for students and others on financial aid opportunities, policies, and practices to increase community understanding.

##### **Ecclesia Scholarship Funds**

Friends and partners of Ecclesia are funding scholarships for Ecclesia College students who have financial need or who meet certain profile criteria. These scholarships form the basis of the general scholarship fund. . Current scholarships include:

- Academic
- Recognition and Achievement
- Performance
- Need Based

The distribution of all scholarship funds is determined by the Scholarship Committee according to established criteria. Candidates for scholarships are determined by direct application, invitation by the Scholarship Committee, or nomination by any member of the Scholarship Committee or established fund representative.

Contact the Financial Aid Office for scholarship application information.

### **Federal Financial Aid**

Ecclesia College participates in the following federal student aid programs: Federal Pell Grants; Federal Supplemental Educational Opportunity Grants; Federal Work-Study; FFEL Stafford Loans; and FFEL PLUS Loans. For more information, visit the following website, [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

For a student to be considered for any Ecclesia College scholarship plan, he/ she must fill out the *Free Application for Federal Student Aid (FAFSA)*.

### **Office Information**

We are located on the second floor of the Administration Building. Stop by or call us at 479-248-7236 ext. 110 between the hours of 10:30 am – noon and 3:30 – 5:30 pm Monday – Friday. Correspondence can be faxed to 479-248-1455 or emailed to [jwadkins@ecollege.edu](mailto:jwadkins@ecollege.edu).

## **EC Financial Aid / Scholarship Package Elements**

### **THE PELL GRANT PROGRAM**

This program is a federal aid program designated to provide financial assistance to those who need it to attend post-secondary institutions. Recipients are determined by the Department of Education's evaluation of the student's application for federal student aid. The amount of the Pell Grant is based on both the student's and his/her family's financial resources and the cost of attendance at the student's chosen school. As part of the EC financial aid / scholarship package, the Pell Grant is credited to the student's tuition charges.

### **CAMPUS WORK LEARNING PROGRAM**

All resident, full-time students at Ecclesia College must participate in the college work learning program. An allotment of federal college work study funds (CWSP) is used each year for students who show the greatest need. Federal CWSP funds are used as a supplement to the Ecclesia College work learning funds. College work learning wages are determined by the Ecclesia Board of Directors. Student work stations and other facets of the work program are detailed in the EC Student Work Policy Manual, the EC Student Handbook and the work program section of the EC Academic Catalog. As part of the EC financial aid / scholarship package, all student work income is applied as tuition credit.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):**

SEOG are federal funds available to undergraduate students with exceptional financial need. Normally, the maximum SEOG award at Ecclesia College is \$1,500/semester. A student applies for the SEOG when the student files the FAFSA. The SEOG is credited to the student's Cost of Education charges.

### **ACADEMIC COMPETITIVENESS GRANT**

These federal academic-based Grants are available to full-time students from any of the 50 states. 50% of the Academic Competitiveness Grant is credited to the Cost of Education as part of the financial aid package, replacing the EC Scholarship by that same amount; 50% can be used at the discretion of the student.

### **ARKANSAS HIGHER EDUCATION OPPORTUNITIES GRANT**

These need-based Grants are available to full-time (and some part-time) students who are Arkansas residents. 50% of the Arkansas GO Opportunities Grant is credited to the Cost of Education as part of the

financial aid package, replacing the EC Scholarship by that same amount; 50% can be used at the discretion of the student.

**ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP**

These academic-based scholarships are available to full-time students who are Arkansas residents. 50% of the Arkansas Academic Challenge Scholarship is credited to the Cost of Education as part of the financial aid package, replacing EC Scholarship by that same amount; 50% can be used at the discretion of the student.

**EC SCHOLARSHIPS: ATHLETIC / ACADEMIC / MERIT / NEED-BASED**

These scholarships are based on athletic, academic, merit, or need-based criteria. Any award notification of other federal / state grants or scholarships may alter the current year's EC Scholarship as noted in EC financial aid policies.

Edited and approved: January 29, 2008

Effective: July 1, 2008

#### **4.15 Family Educational Rights and Privacy Act**

The college complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

Ecclesia College maintains compliance with the Family Educational Right and Privacy Act (FERPA—20 U.S.C. Sections 1232g; and implementing, 34 C.F.R. Section 99. 1 et seq.). As required by this federal law, EC provides students the following rights:

1. With certain exceptions, the right to inspect and review education records of the student;

These consist of the following records:

- Financial Aid: financial aid records
- Student Development: academic transcript; registration information; application for admission; high school transcript; college transfer work; test scores; work evaluations; letters of recommendation; activities list; general correspondence; disciplinary records; work records

The following records are exempt from FERPA regulations and may not be viewed by students: Personal notes of faculty and staff; medical and counseling records used solely for treatment; financial records of parents; confidential statements of recommendation of admission placed in student files for which the right to inspect and review has been waived by the student.

Requests to review must be made separately, in writing, to each office that maintains them. Written requests must be given with reasonable advance notice (at least 24 hours). A fee is charged for reproducing copies of records.

2. An opportunity to challenge such records on the grounds that they are inaccurate, misleading, or in violation of the student's privacy or other rights. This right includes the right to a hearing to present evidence that the records should be changed if this institution decides not to alter the education records according to the student's request;
3. The right to prevent disclosures of education records to third parties with certain limited exceptions. This protection involves obtaining written consent of a student before releasing personally identifiable data about the student from records other than a specified list of exceptions, such as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Prior written consent from students is needed before records can be disclosed to third parties unless they are exempted from the law. Exemptions include releases:

- a. to faculty and staff with a legitimate educational "need to know"
- b. in accordance with a lawful subpoena or court order
- c. to representatives of agencies or organizations from which students have received financial assistance
- d. to others specifically exempted from prior consent requirements (including certain federal and state officials, accrediting organizations, etc.)
- e. to parents of dependent students (as determined by the Financial Aid Office).  
Examples of information that may be released include, but are not limited to the following: grades; withdrawal; emergencies; violations of college regulations
- f. to the INS (for international students only)

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- g. in emergencies where the information is necessary to protect health and safety of the student or others
  - h. Each student admitted to Ecclesia College gives written consent for educational information to be disclosed, as deemed necessary by the College, to the student's home pastor and/or the student's parents. Home pastors and/or parents may be contacted in cases where a student has violated regulations and home pastor and/or parental knowledge is deemed appropriate by the Student Development staff or required by written policy.
4. The right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning this institution's alleged failure to comply with FERPA;
  5. The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the EC President's Office.

The college has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including e-mail address, (3) telephone number (4) date and place of birth, (5) major field of study, (6) part-time/full time enrollment status (7) participation in officially recognized activities, (8) height and weight of members of athletic teams, (9) dates of attendance (including matriculation and withdrawal dates), (10) academic classification by year, (11) degrees and awards received, (12) the most recent previous educational agency or institution attended by the student, (13) student's photograph, (14) small groups or care groups, (15) field assignments (stateside and/or international), (16) residence hall cleaning assignments, (17) intercession groups, (18) work assignments, and (19) housing assignments.

This institution may disclose directory information for any purpose in its discretion, without the consent of a student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution during regular business hours. Forms for this purpose are available in the Student Development' Office. The written notification does not apply retroactively to previous releases of directory information. To prevent publication of directory information, written notification must be filed no later than the second week of classes during the fall or spring semester.

In the event a refusal is not filed, this institution assumes that a student does not object to the release of the directory information designated.

The law permits school officials (where legitimate "need to know" exists) to use information contained in the students' education records for internal use, and under certain circumstances to provide it to others, including the use of this information in the event of an emergency. This information will not, however, be used in the College Directory, in public releases or be made available to the public without consent of the student.

Further information about education records and the process of obtaining access to records may be obtained in the Student Development' Office.

#### 4.16 Student "Consumer Information"

In the 1998 Higher Education Act amendments Congress requires that colleges provide students with a list of consumer disclosures. Here we give you a brief description of the disclosure information and how to obtain the complete disclosure information. If you need any further assistance after reading the various publications or after contacting the individual departments we ask that you contact the Financial Aid Office at 479-234-7236 ext. 214 .

#### Family Education Rights and Privacy Act (FERPA)

- Right to and procedures for inspecting and reviewing a student's educational records
- Right to and procedures for requesting amendment of a student's education records
- Right to consent to disclosure of personally identifiable information contained in the student's education records
- Right to file a complaint with the U.S. Department of Education
- Right to obtain a copy of the student records policy

*Our student records policy is available in the Student Handbook. Copies are also available upon request in the Student Development Office or in the Financial Aid Office.*

#### Available Financial Assistance

- Description of all available federal, state, and institutional financial need-based *and non-need-based assistance* programs, and for each program a description of:
  - Application form and procedures
  - Student eligibility requirements
  - Selection criteria
  - Criteria for determining the amount of a student's award
- Rights and responsibilities of students receiving Title IV and other financial aid, including:
  - Criteria for continued eligibility
  - Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress
  - Method and frequency of financial aid disbursements
  - Terms of any loans received, sample loan repayment schedules and the necessity for repaying loans
  - General conditions and terms applicable to any employment offered as part of student's financial aid award

*This information is available in the Financial Aid Office, in the Financial Aid Office Handbook (some of the above information), and in the Stafford Loan Master Promissory Note.*

#### Institutional Information

- Cost of attending Ecclesia College
- Refund policies
- Requirements for officially withdrawing from school
- Summary of requirements for the return of Title IV loan assistance by withdrawn students

- 
- Information regarding Ecclesia College's academic programs
  - Entities that accredit, certify, or approve Ecclesia College and procedures for reviewing school's accreditation, certification or approval documentation
  - Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them

*This information is available in the Financial Aid Office and in the following Ecclesia College publications:*

*EC Academic Catalog (some of the above information)*

*Student Handbook (some of the above information)*

### **Completion/Graduation Rates**

- Completion or graduation rates of degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the normal time for graduation or completion

*These rates are available upon request in the Registrar's Office.*

### **Campus Security Information**

These statistics are provided in compliance with the Crime Awareness and Campus Security Act of 1990 (Public Law 101-542). If you have questions, contact Titus Hofer, Campus Security Survey Administrator at 479-248-7236.

All colleges and universities in the United States who receive any type of federal student aid “must prepare, publish, and distribute through appropriate publications or mail” to all students and employees their campus security policies and campus crime statistics.

*This information is available in the Student Development Office and in the following locations: EC Student Handbook (some of the above information); EC Library (statistics); Business Office bulletin board (statistics); and <http://ope.ed.gov/security> (do a search for Ecclesia)*

### **Equity in Athletics Disclosure Act: Annual Report on Athletic Program Participation Rates and Financial Support Data**

*These rates are available upon request in the Student Development Office.*

### **Drug-Free Schools and Campuses Act: Information on the College's alcohol and drug awareness program**

*These rates are available upon request in the Student Development Office.*

### **Annual summary of the College's policy concerning alcohol and drugs**

See the EC Code of Honor, page 5 in the Student Handbook. See 5.7.32. The possession and/or use of pornography, alcohol, tobacco, or unlawful drugs is prohibited on and off campus. (For disciplinary action, see 5.1.1.)

#### **4.17 Americans with Disabilities Act (ADA)**

Policy Statement: Ecclesia College will comply with the provisions of Title III of Americans with Disabilities Act, as a public accommodation, and will provide reasonable accommodation to persons otherwise qualified who fulfill the College's ADA procedures, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for the institution.

Please note: If you have a disability as defined in the Americans with Disabilities Act, you must notify the Academic Office and the Student Development Office of your disability and complete the necessary steps to receive reasonable accommodation for your disability.

Information regarding the Americans with Disabilities Act is available through the Student Development Office. The First Year Program Coordinator is the designated ADA liaison for the institution.

Students who fail to register their disability(ies) with the Academic Office and the Student Development Office and complete the procedures as outlined in the ADA Policy (AMPAP 2:8.0) will not receive any accommodation for their disabilities. Reasonable accommodation begins when the procedures are fulfilled and are not retroactive to the period of time before the procedures were completed.

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## 5.0. STUDENT LIFE

### 5.1 Student Government

No student may hold more than one major office during a school year. The Student Council President must be a resident full-time student. Students on academic or disciplinary probation are ineligible to hold a major office. Major offices include Student Council President, Student Council Vice President, and class presidents. The faculty may amend any suggested list of nominees for officers by students.

#### CLASS ORGANIZATIONS

The Vice President of Student Development appoints advisors for the classes. He / she will appoint a faculty member to meet with the freshman class until faculty advisors have been chosen.

Elections are held the first week of the fall semester. Class members are required to be in attendance at class meetings.

#### Officers

Each class will elect these officers:

1. President / Reporter
  - a. maintains the life of a good spiritual leader and example before class members
  - b. provides effective leadership for the class and all of its activities
  - c. takes leadership in following the principles of Matthew 18 & 5
  - d. the representative spokesperson for his/her class when necessary
  - e. presides at all class meetings in an orderly fashion
  - f. works with class advisors concerning all class activities
  - g. may make fund disbursements in the absence of the treasurer
  - h. appoints committees
  - i. informs class members of all class responsibilities including class meetings, deadlines, practices, etc.
  - j. reports pertinent news to Director of Public Relations or other departments as applicable.
2. Secretary / Treasurer
  - a. maintains the life of a good spiritual leader and example before class members
  - b. records all proceedings of the class meetings including any pertinent details
  - c. reviews minutes from previous meetings if necessary
  - d. keeps attendance at all the meetings
  - e. handles all necessary class correspondence
  - f. collects class dues
  - g. keeps a record of all distributions of all funds, makes all deposits, and keeps a record of all monies accessible to the class and all funds withdrawn
  - h. prepares and reads a report on the state of the treasury at each meeting

## STUDENT COUNCIL

### Student Council Bylaws

I. Name of Organization: Student Council of Ecclesia College

#### II. Purpose

- A. To serve as a liaison between the student body and college administration.

- B. To serve as a forum for student input on school policy and activities relevant to student life.
- C. To sponsor, promote, and assist in the conducting of programs and activities that are beneficial to the school.
- D. To handle minor infraction matters.
- E. To charter student organizations.

### III. Membership

Membership of the student council shall consist of the President, Vice President, and eight representatives - two from each class. The secretary and the treasurer will be elected from the eligible candidates of these representatives. The Vice President of Student Development shall serve in an advisory position.

#### A. President

- 1. shall chair council meetings
- 2. shall announce before the student body the date of the next regularly scheduled meeting at least nine days in advance of the meeting and will distribute an agenda for that meeting to the secretary, no less than four days before the meeting
- 3. shall make fund disbursements in the absence of the treasurer
- 4. shall be at least a third year student and must have attended EC for at least two semesters as a full-time student (the nominating committee reserves the right to select nominees from the upcoming sophomore class)
- 5. shall carry a cumulative GPA of at least 2.5
- 6. shall appoint a successor to complete the unexpired term of an officer, in the event of the vacancy of a Council office for any reason, with the advice and consent of 2/3 of the council. (In the event that the vacant office is that of the Vice President, the Student Development Committee will approve the appointed successor.)
- 7. shall address the student body in the Code of Honor Assembly held during the first full week of the fall semester. Other addresses are to be made as needed.
- 8. shall perform responsibilities assigned by the council

#### B. Secretary

- 1. shall keep an accurate attendance record
- 2. shall record the minutes at the meetings
- 3. shall be responsible for all council correspondence
- 4. shall distribute a copy of the agenda to council members three days prior to regularly scheduled meetings
- 5. shall post on the Student Center bulletin board three days prior to the next regularly scheduled meeting, a list of proposals
- 6. shall be responsible to make copies of the minutes to be presented to the Vice President of Student Development
- 7. shall post on the Student Center bulletin board proposals considered and council and Administrative Committee action toward them
- 8. shall be at least a second year student and must have attended EC for at least two semesters as a full-time student
- 9. shall carry a cumulative GPA of at least 2.5
- 10. shall perform responsibilities as assigned by the council president and the council

#### C. Treasurer

- 1. shall be responsible to the president and/or council for all revenue and capital of the council
- 2. shall make no expenditures without the approval of the president and/or council
- 3. shall be responsible for the recording of all financial transactions of the council
- 4. shall have a basic knowledge in accounting

5. must be at least a second year student, and must have attended EC for at least two semesters as a full-time student
6. must carry a cumulative GPA of at least 2.5
7. shall perform responsibilities as assigned by the council president and the council

#### IV. Election Procedures

The Student Council shall serve as the nominating committee for president.

##### A. President

1. The Nominating Committee shall nominate no more than three candidates in the regularly scheduled April meeting. The Administrative Council will approve these nominations.
2. The student body will have 48 hours to consider the candidates.
3. The student body will elect the officers the second Thursday of April.
4. The Nominating Committee shall appoint a board of three tellers from the membership of the council in the regularly scheduled April meeting to tally election results.
5. The candidate winning the most votes is elected.
6. The offices shall begin after the last instructional day of the spring semester and terminate at the end of the last instructional day of the following spring semester.

##### B. Secretary and Treasurer

1. The council during the first council meeting of the school year shall elect these officers from the eligible representatives.
2. These offices shall begin during the first council meeting of the school year and terminate the first council meeting of the following school year.

#### V. Meetings

- A. Regular meetings shall be held at least once every full month of the school calendar year.
- B. Special meetings may be called by the president of the council in consultation with the Vice President of Student Development when it is deemed necessary.
- C. A majority of members shall constitute a quorum to do business.
- D. Each member present shall have one vote, excepting the chair, which shall have no vote unless the council is equally divided.
- E. Council members are expected to be present unless they have secured permission to be absent from the council president or the Vice President of Student Development.
- F. No more than 30 minutes may be spent on any one proposal in any one meeting; after the elapse of 30 minutes, the chair shall call for a motion.
  1. The council president shall appoint a clerk to monitor the time.
  2. Each member of the council is allotted two minutes to speak on any one proposal in any one meeting.
  3. If a member runs out of time he/she could ask another member to yield him/her time in increments of no less than 15 seconds.
  4. The Vice President of Student Development is not restricted in debate.
    - a. He/she does not have to be recognized by the chair.
    - b. He/she is not restricted in debate time.
  5. Nonmembers shall be recognized for no more than one minute. If more time is desired, the council may permit them to speak longer by majority vote. They shall not be permitted to speak for more than three minutes.

#### VI. Voting

- A. The members present at the roll call shall exclusively have the right to vote in that meeting. Tardy members may appeal to the council.
- B. The chair shall have no vote unless the council is equally divided.
- C. The Vice President of Student Development does not have the right to vote.

VII. All Student Council decisions are subject to Administrative Council approval.

VIII. Impeachment

- A. A council member can be removed from office for not discharging his/her office or for misconduct.
- B. Any and all charges are to be addressed to the Vice President of Student Affairs who shall serve the accused in writing with the charges.
- C. The Vice President of Student Development shall call a special meeting of the Student Council Committee and serve as its chair, to deal with the charges. At that time the accused will be given opportunity to defend him/herself. If the council executive committee finds that there is suitable evidence to convict, they may vote to impeach by a 2/3-majority vote.
- D. If the vote is to impeach, then the full council is called into special session to provide a hearing for the accused.
- E. The accused shall have opportunity to defend him/herself. Evidence shall be presented on both sides; a 2/3-majority vote of the council is needed to remove the accused from the council.
- F. The impeached council member has the right to appeal to the Administrative Council within seven days. The decision of the Administrative Council will be final.

IX. Amendments

- A. Only council members can propose changes in the bylaws.
- B. A proposed amendment is to be submitted to the president in writing no less than one week before a regularly scheduled meeting for consideration at that next meeting.
- C. A proposed amendment is passed with a 2/3 majority vote of the council.

X. Financial Guidelines

- A. Budget
  - 1. Student Activities Fund
  - 2. Council Funds (Income from Sales Merchandise)
    - a. 30% of the profits shall be used for miscellaneous Council expenses
    - b. 70% of the profits shall be used for the purchase of more merchandise.

XI. Student Bill of Rights

- 1. Any student may present to his/her class representative a signed college-related matter in the form of a proposal. Only proposals received at least one week prior to the next regularly scheduled meeting shall receive consideration at that meeting. These proposals shall be posted for consideration at least three days prior to the meeting.
- 2. Any member of the student body, the faculty, or the staff may visit council meetings and have a voice when recognized by the chair. The visitor has no vote and may be requested to leave for executive session.
- 3. Any student may present the student council a request to have a proposed student organization chartered. No student organization will exist except those chartered by the student council.

**5.2 Student Honors**

President's List. At the end of each term of study, the Registrar publishes a list of student who have achieved a grade point average (GPA) of 4.0 or above in at least 12 hours of credit courses.

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Notification of this achievement is sent to the home town paper of each student, and the list is announced in Assembly.

Dean's List. At the end of each term of study, the Registrar publishes a list of student who have achieved a grade point average (GPA) of 3.5 – 3.99 in at least 12 hours of credit courses. Notification of this achievement is sent to the home town paper of each student, and the list is announced in Assembly.

Graduating Senior Awards. The Valedictorian and Salutatorian awards are presented to graduating Seniors who have maintained the highest and second-highest GPAs during their time of study at EC. In addition, any graduating Senior who earns a GPA of 3.85 or higher will graduate with the Honor status of Summa cum laude; a 3.6 – 3.859, Magna cum laude; and 3.3 – 3.599, Cum laude.

### 5.3 Athletics

EC is a Division I member of the National Christian College Athletic Association (NCCAA). Games are scheduled each year with colleges in and out of the state of Arkansas. Conference teams fielded by EC are men's baseball, men's basketball, and women's basketball.

The colors of the Ecclesia Royals are Blue and Gold.

### 5.4 Music Ensembles

Various groups are formed each year, some of which are sponsored by the College. All requests to form musical groups that represent the College should be submitted in writing to the Director of Admissions. Groups representing the College are under the supervision of a music coordinator, who determines their makeup and works out the formal representation of EC. Students in such groups are expected to represent the college with excellence in all standards.

### 5.5 Dress & Appearance

Our purpose in providing guidelines for appearance is to show deference to one another as we are coming from a wide variety of backgrounds and cultures. We wish to dress in a way that will be edifying to one another. Our physical appearance symbolizes the value we place on our time together. The guidelines are as follows:

- Your appearance, including clothing and hairstyle, should be neat, *modest*, and clean.
- No sagging pants/shorts. Underwear should not purposely show. No pajama pants or bare feet during class or official functions.
- During class, Assembly, or official functions no cut-offs, muscle shirts, clothes with holes, hats, spaghetti strap shirts, racer back or sports bra cuts (without an additional appropriate top), and no midriffs are to be shown.
- Your appearance should reflect consideration for others and your ministry without bringing opportunity to offend people who have different convictions.

Certain work positions will require a minimum dress code of "business casual." We reserve the right to make specific requirements regarding appearance for certain college functions or ministry occasions.

### 5.6 Fire Drill / Emergency Procedure

In order to be prepared for a fire or other type of emergency, the College will be conducting a fire drill each semester. This information is provided to inform you of your responsibilities during a fire or fire drill.

<u>Building</u>	<u>Safe gathering area</u>
Dome	Main parking lot, central area
Dining Hall	APB main entrance
Farmhouse	Dining Hall deck
The Barn	Dining Hall deck
Ark	Dining Hall deck
Inn	Dining Hall deck
K2	Dining Hall deck
Unit #25	Dining Hall deck

- Do not leave your designated area until notified that it is okay to do so.
- All RAs will give accountability to the Resident Director(s), who will report to the Fire Department upon their arrival.

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## 5.7 Other General Campus Guidelines

1. Ecclesia College has been designated a smoke free campus. (See 4.7.32)
2. All clubs must be registered with the Student Council to become official campus organizations.
3. Posters displayed on campus must be approved and initialed by personnel in the Student Development Office and removed within 24 hours after the event. No signs may be taped to any glass doors or windows. There are designated areas for signs in each building. No signs may be posted on bulletin boards designated to specific departments without the permission of the department. Each group or individual posting signs is responsible for removing and properly discarding the signs.
4. At the beginning of the semester each new student is issued an Identification Card. Returning students are expected to retain their IDs. There is a \$10.00 fee for replacement cards.
5. All announcements and printing jobs, including publications, which pertain to Ecclesia College must be approved by the Director of Public Relations before being released to the news media or the general public. Such items include news releases, poster and brochures that represent the College officially.

## 5.8 Housing Information and Guidelines

Ecclesia College fosters a community life on its campus that will appropriately reflect the Christian attitude. Cooperation, respect for the rights of others, respect for property, respect for authority, cleanliness and good personal habits are factors that are important in residence hall life.

### Housing Contract Agreement

All students who live in College Housing must sign the following agreement prior to taking occupancy:

1. The Student Agrees:
  - a. That this contract will extend for one academic year, renewable provided the student remains eligible for College housing.
  - b. To exercise reasonable care in the use of the facilities in the residence halls in keeping with health, safety, and maintenance standards.
  - c. To report any maintenance issues in his/her room and in any common area in a timely fashion.
  - d. That he/she will accurately report any damage to the room or furnishings prior to check-in, complete an accurate room condition report, and be held responsible for any future damage to the room or furnishings, including any "excessive mess" charges, not previously documented.
  - e. To know and abide by all College policies and regulations, whether such regulation be in effect now or be later enacted.
  - f. To hold harmless the College from any suit, action at law, or other claim whatsoever resulting from or arising out of any injury to the student's person or property while an occupant of a residence hall under this contract.
  - g. To pay the amounts prescribed by the schedule of payments as approved by Ecclesia College for the type of room assigned.
2. The College agrees:
  - a. To grant the use of the facilities of the residence halls to full time students from the day the student officially reports to school, except during stated College break periods or after termination of student status, until 24 hours after the student's final examination of the semester, or by the published closing date and time, whichever comes first.

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- b. To provide each resident with a bed, dresser, closet/wardrobe and room key upon check-in. Desks and chairs for study are available in each residence.
3. The College and the Student Mutually Agree:
    - a. That the College reserves all rights in connection with assignment, reassignment, or consolidation of room spaces. Any student whose actions are found by the College to be detrimental to the welfare of the student living group may be required to withdraw from housing covered by this contract and may be refused assignment.
    - b. That students may bring additional furniture for their rooms with permission of their RA. College furniture cannot be removed from the room.
    - c. With the exception of emergencies, no room changes will be made before or after moving in days. Any individual(s) moving to another room without the approval of the Vice President of Student Development will be subject to disciplinary action and/or fines.
    - d. The College Dining Hall will serve meals during the times the residence halls are open except during published break periods.
    - e. That students are to be held responsible for damages and/or excessive messes in common areas in the residence halls. Theft of College property and damage to public areas not assignable to a specific individual(s) may be pro-rated to the students on the floor, hall, or the entire campus if determined appropriate. Failure to pay damage/pro-rata charges will result in the denial of College services.
    - f. The College attempts to protect the students from theft and declares theft to be an offense against the College – subject to penalty by the College. The College, however, assumes no responsibility for damage to personal possessions or for theft or loss of monies, valuables or personal belongings. All students are advised to lock their doors in their absence.
    - g. The College is obligated to operate under the Room Search Policy guidelines outlined in this Handbook. Each resident is responsible to cooperate with periodic furniture and room checks so that the College may identify any damages or needed repairs. Students are responsible for the cleanliness of their rooms and are subject to disciplinary action and/or fines for excessive mess. College personnel are authorized to enter any room on campus for health and safety reasons.
    - h. Absolutely no pets are permitted in the residence halls for health and safety reasons.
    - i. Students who withdraw from the College or who are suspended for academic, social, or work related reasons are required to remove all of their personal belongings from the residence halls within 24 hours of the termination of their attendance. The College reserves the right to remove personal belongings of students who do not follow this time schedule and has no responsibility for the safety of students' belongings under these conditions. (Refund policies are listed in the College Catalog.)

### **Campus Residence Policy**

All students are required to live on campus. Exceptions to this rule may be made for;

1. Those students who are older than the traditional age (18 – 24);
2. Students who reside with their spouses or their parents in the area;
3. Students who take less that a full time (12 hours) schedule of courses;
4. Those students who have been removed from residence by specific College actions.

It is expected that these students will not reside on campus and must receive permission from the Student Development Office if they wish to reside in a residence hall. A resident senior student who turns

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25 and wishes to live off campus the next term must have a minimum GPA of 2.5. The College does not offer married or family housing. Residence hall students are expected to be full-time students.

### **Room Deposit**

1. (Commencing Fall 2009) At the time of acceptance for enrollment students must pay a \$100 room deposit which is retained by the College until the end of the spring semester for that academic year.
2. Deposits (minus any outstanding charges) will be refunded upon official room check out. Deposits are forfeited by the student if the student does not "officially" check out with the campus approved Resident Assistant.

### **Fire Safety**

1. The Director of Physical Plant will designate the physical plant professional to be campus Fire Marshal. He/She may conduct fire drills and training sessions as deemed necessary and appropriate. He/She will issue guidelines for procedures to be followed in the event of a fire.
2. In order to ensure the safety of all persons on campus, the Fire Marshal has the responsibility of correcting any fire hazard. Occasionally, this may involve the confiscation of personal property. This will be accomplished through the normal Room Search Policy and property will be turned over to the Student Development Office and appropriate action will be taken.
3. For reasons of fire safety, students are not permitted to have the following in their rooms:
  - a. hot plates
  - b. electric frying pans
  - c. toasters
  - d. absolutely no incense, candles, or other combustibles
  - e. floor halogen lamps
    - This is not an exhaustive list; when in doubt, check with your RA.
4. The fireplace in the Dining Hall may not be used without the consent of the Food Services Director.

### **Vacation/ Semester Break Housing Policy**

Due to the nature of being a Work College, student labor is necessary for College operation. Housing is available to only those students who are selected to work for the College, have College related academic commitments, and international students where travel to and from home would be prohibitive. Students will be charged for break housing unless they work on campus or have a College related commitment. Employment in the area will not necessarily be viewed as an exception to this policy.

#### **5.8.1 Room Usage**

The room will be taken care of by its occupants. Decorations and pictures may be hung after receiving approval from RA. Nails or the equivalent should not be driven into the walls, closets, or furniture. DO NOT glue mirrors or cork to the walls. Fines will be levied if permission and approval is not sought and the student may be required to have the room repainted in an appropriate fashion at their own expense.

#### **5.8.2 Room Furniture**

Every student is provided with a dresser or chest of drawers and a bed. Students are expected to take care of College furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacement or destruction of room furniture. FURNITURE MUST NOT BE MOVED FROM ONE ROOM TO ANOTHER OR ONE DORMITORY TO ANOTHER OR TAKEN APART WITHOUT PERMISSION FROM THE RA.

Dorm residents are permitted to personalize their rooms with their own furnishings. However, residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

### **5.8.3 Room/School Property**

Students will be charged for the repair of any damage done to school property. The Business Office will assess the damage and make recommendation to the Vice President of Student Development. Student Development will notify the student in writing and inform the Business Office, who will add the charges to the student's school bill.

### **5.8.4 Room Cleanliness**

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room. A planned room inspection occurs once a week. Unannounced room checks will be made periodically to insure that rooms are kept neat and clean.

### **5.8.5 Official Access**

The housing fee entitles the student to the use of dorm facilities in the same manner as he/she pays for use of other campus facilities. While the residence halls remain the property of Ecclesia College, the student should not be subjected to unreasonable access to his/her property.

1. Rooms and personal belongings will not be routinely searched. Room checks for neatness are for the purpose of encouraging orderliness and are not for purpose of search, but violations discovered during checks will be reported to the appropriate counseling coordinator and may be subject for discipline.
2. A college official may enter a student's room for search and seizure without consent of the student under the following conditions:
  - a. If he has "reasonable cause to believe" that a federal, state, or civil law, or a college regulation is being violated.
  - b. Emergency situations where life, health, or property is endangered.
3. Civil authorities are required to present "probable cause" and a warrant before entering a room for search and seizure.

### **5.8.6 Loss of Personal Property**

For one's own protection, rooms should be locked at all times when not occupied. The college is not responsible for the loss of personal belongings of students in any building. Students may check with the Office of Student Development for any lost items.

The college assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, inclement weather or otherwise. Students desiring to protect personal property should contact their insurance carrier to purchase "renters type" insurance. The business office may be contacted for a referral to an insurance carrier if needed.

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### 5.8.7 Room Changes

A student may not change dorm rooms without the specific and written approval of the RA and VP of Student Development. A form is provided for this transaction.

### 5.8.8 Curfew

**Curfew:** All freshmen and sophomores, as well as all other students with a most recent semester GPA below 2.75 and/or on a campus probation, have curfew. Students 21 years of age or older may be curfew-exempt, regardless of academic classification, provided they meet academic and disciplinary stipulations (2.75 GPA minimum for the previous semester and no disciplinary status higher than Probation).

Curfew times are as follows:

12:00 a.m. nightly (except Fridays & Saturdays)

1:00 a.m. Friday & Saturday nights; all nights during student breaks and summer

After curfew, no students may be inside campus buildings (other than the residence halls) without *written* permission from a faculty or EC staff. *Wireless web access is now available on campus.*

Students who are exempt from curfew may exit or enter the residence hall after curfew but may not loiter anywhere outside. For guidelines applicable to curfew-exempt students, see the EC Student Handbook.

### Curfew Exemption Policy

This policy is for resident students who are exempt from curfew:

Make it a personal practice to leave the residence hall before curfew if you are planning to be out past the curfew hour. Additionally, once you're in the building, plan to stay in for the night.

While entering and exiting the building, please observe Quiet Hours.

For security and safety, the campus officially closes at curfew. Therefore, students may not loiter anywhere outside. Students should be in their residence hall or off campus after curfew.

Curfew-exempt students may visit a same-gender hall after curfew, provided that they respect the officials and all guidelines of that hall.

Because the campus is closed at curfew, students, whether exempt from curfew or not, may not order food to be delivered to campus after curfew.

If during the semester you think you become qualified for curfew exemption, see your RD.

Letting others in or out of the building after curfew will result in your forfeiting your no-curfew privilege in addition to a \$50 fine. This includes allowing others to "tailgate" in or out along with you.

Illegal entry into the building or illegal exit from the building may result in you forfeiting your no-curfew privilege in addition to a \$50 fine.

Students on Probation (or higher disciplinary status) or attaining less than a 2.75 semester GPA will forfeit their no-curfew privilege.

### **5.8.9 Late Permission**

If a student needs to be out of the Residence Hall after curfew, permission needs to be received from the RA.

### **5.8.10 Resident Hall Meetings**

Since attendance at Residence Hall meetings is mandatory, the RA must approve permission for absence.

### **5.8.11 Working Students**

If a student needs to be out of the Residence Hall after curfew due to employment, that student must file with the RA a "Work Card" indicating the place of employment and the hours scheduled for work.

### **5.8.12 Overnight Visit/Weekend Off-Campus**

Before a student can take a single person of the opposite sex home, that student's parent(s) must contact the RA by 5 p.m. Thursday and issue an invitation for them to visit their home. The parents must be present during the requested visit. Any exception to these guidelines must be made by the VP of Student Development.

### **5.8.13 Single Student Visits in Residences of Opposite Sex**

Single students are not permitted in the residences of single students of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at Ecclesia College. This applies to all students whether they reside on or off campus. (exception: Work Learning Program assignments)

### **5.8.14 Students in Room of a Member of the Opposite Sex**

Students who are found to have been in the room of a member of the opposite sex may be terminated from enrollment at Ecclesia College. Permission to carry luggage may be obtained from the RA in special circumstances.

### **5.8.15 Guests**

- a. Non-student guests are expected to leave the Resident Hall at curfew unless the RA has received and approved a request for them to stay in the Residence Hall.
- b. Overnight guest of an on-campus student must obtain written approval from Hospitality for his/her guest(s). The guest(s) may stay a limit of three (3) nights without charge maximum (one visit per month maximum). If the guest(s) stay longer than three (3) nights, approval must be obtained and the student or guest must pay \$15 per night to the Business Office.
- d. If the guest of an on-campus student is not approved by Hospitality, the student is charged for the nights the guest has stayed in the resident hall and the guest may be required to leave.

- e. Day Guests

- If your guest desires a tour of the Ecclesia College campus, arrangements should be made with the Admissions Office one week prior to their arrival. Any scheduled tours of the campus will start at the lobby of the “Dome.” at 10:30 A.M. Monday through Friday.
- Contact Hospitality for meal tickets for guests.
- Contact the Student Development Office if your guest desires to attend class with you. Students should not ask guests to “hang out” with them during scheduled student work assignments.

#### **5.8.16 Quiet Hours**

Quiet hours are from 10:00 p.m.-7:00 a.m. in each of the Residence Halls. Quiet hours shall be strictly observed to insure each student opportunity for privacy, rest, study, and spiritual renewal. Therefore, the following guidelines will be enforced.

- a. Students must learn to live in mutual respect. EC is an institution of higher learning and students should respect one another's need for study and appropriate sleep.
- b. Stereos, cassettes, compact discs, and radios may be used with head phones during quiet hours. In consideration for others, all music is to edify the person, to glorify God, and to be played at a level that is not disturbing to others.

All students involved in outdoor activities on campus during quiet hours should be considerate of those students in the Residence Halls.

#### **5.8.17 Musical Instruments**

Musical instruments may be played in the Residence Halls only between 5:30 p.m. and 9:00 p.m. Musical instruments must not be played during quiet hours unless they can be used with earphones. Drums are not to be played in the Residence Halls.

#### **5.8.18 TV, DVD Viewing, Internet use, and Video or Computer Gaming**

Successful students learn the value of budgeting time and viewing/hearing “entertainment” that is beneficial (not detrimental) to their heart, mind, and body.

No “R” rated (or above, inappropriate UNRATED) movies or “M” rated (or above) computer games are permitted on campus. The RAs may impound any equipment that is used in a fashion that violates EC policies.

Students will be held responsible for the information and/or photos they post on a social networking site.

#### **5.8.19 Fireworks or Firearms Prohibited**

Students shooting or storing fireworks may be fined \$250. All firearms or weapons of any kind must be turned in to the RA or they will be confiscated.

#### **5.8.20 Telephone Use**

All campus phones include local dialing (Springdale area). “Dome” telephones feature local and U. S. long distance dialing. Please do not make international calls using administrative office telephones unless using personal phone cards.

#### **5.8.21 Searches**

Room searches are discouraged and seldom performed. If a serious need warrants it, the RA may search any or all rooms with approval from the VP of Student Development as long as the occupant is there at the time of the search. If the occupant cannot be notified the RA shall be accompanied by two witnesses.

#### **5.8.22 Illnesses**

Any illness is to be reported immediately to the RA. In a case of immobility the RA will inform the VP of Student Development as to the need to visit the student. Students in need of sick trays for their meals should contact the Dining Hall via friend, roommate or Resident Assistant that day.

See EC Catalog for illness, missing classes, and faculty notification requirements.

#### **5.8.23 Dorm Windows**

Talking, whistling, gesturing, or yelling out of windows is prohibited at all times, in all buildings. Students are not permitted to remove windows, screens, or doors. Nothing should be thrown from the windows.

#### **5.8.24 Residence Hall Dress**

Students are expected to be fully dressed at all times according to the dress code in effect. Proper dress should be observed when lounging in one's room or moving through the halls. Shades should be pulled when dressing or undressing.

#### **5.8.25 Checking Out of the Residence Halls**

All students must clear check out with the RA, turn in their keys, and have their rooms inspected for satisfactory condition before leaving school. Rooms must be completely vacated and cleaned out by noon the day the Residence Halls close. The only exceptions will be students who contract to reside on campus for the InterTerm or SummerTerm. If rooms are not left clean and in good repair, the student's account may be fined up to \$150 for cleaning and minor repairs. Anything left in the room becomes the property of EC and will be discarded. Failure to properly check out of your Residence Hall will result in a forfeiture of the \$100 room deposit (begins Fall 2009).

#### **5.8.26 Summer Storage**

Regrettably, due to space limitations, annual maintenance, and use of the college facilities by outside groups, summer storage of student possessions is a service that cannot be offered.

#### **5.8.27 Summer Housing**

The College offers summer housing. The summer contract is available through the Student Development Office. This contract shares the pertinent information for an agreeable living arrangement for the summer. It also includes cost information.

Note the following procedures:

- 1) Obtain a contract from the Student Development Office.
- 2) Read in full, sign, and then turn in to the Student Development Office.

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- 3) When the countersigned document is returned to the student, the student is to pay the summer fee in advance at the Business Office.
  - 4) The cashier will validate on the student's contract that the fee has been paid.
  - 5) The student will take the validation to the Student Development Office for room assignment.

#### **5.8.28 Animals**

We have a "no pets" policy on campus. Please do not play with, pet, or feed any stray animals. If you see a stray animal in the housing area, please contact Facilities Management.

#### **5.8.29 Laundry**

There are several laundry facilities off-campus. You will be able to take advantage of their services in your unscheduled time.

#### **5.8.30 Repairs**

Dormitory students should tell their Resident Assistant about any needed repairs.

#### **5.8.31 Cleaning Equipment & Supplies**

Cleaning equipment and supplies are available for those students living on campus. Resident Assistants will provide cleaning supplies for resident students. Contact Housekeeping concerning any supplies needed that are not in stock.

#### **5.8.32 Alcohol/Drugs/Tobacco/Pornography**

The possession and/or use of pornography, alcohol, tobacco, or unlawful drugs is prohibited on and off campus. (For disciplinary action, see 5.1.1.)

### **5.9 Student Life Summary (for recipients of Scholarship Packages)**

- Students are required to attend all regularly scheduled and specially called meetings. To be absent or to leave early, special permission is required from the appropriate Seminar Coordinator, on a case by case basis.
- Resident students must participate in the Work Learning Program a minimum of 15 hours per week (or average equivalency) per regular academic semester in his/her assigned work assignment.
- Students must meet all specified Service Learning requirements.

**Fall Semester 2009**

August 18	Returning resident students check-in
August 19	Work Learning begins for returning students
August 20	Residences open for new students
August 20	Parent/Administration Reception
August 21-23	Registration & New Student Orientation
August 24	FIRST DAY OF FALL SEMESTER CLASSES
August 24	President's Assembly
September 7	Labor Day – all classes in session
September 8	Last day to drop/add classes.
	Drop/add fees apply Aug 31-Sept 8.
	Fall Break
October 19-20	Last day to withdraw passing/change from credit to audit
October 21	Homecoming – all classes in session
	Thanksgiving Break
October 29-31	Christmas Party
November 25-29	Last Day of Classes
December 4	FINAL EXAMS - see published schedule
December 11	Christmas break begins
December 14-16	Final grades due in Registrar's Office
December 17	Last day for Fall incomplete grades
December 28	
January 8, 2009	

**Spring Semester 2010**

January 14	Registration
January 15 (Friday)	FIRST DAY OF SPRING SEMESTER CLASSES
January 19	President's Assembly
January 29	Last day to drop/add classes.
	Drop/add fees apply Jan 22-29
March 15	Last day to withdraw passing/change from credit to audit
	Spring Break
March 22-26	Good Friday, no classes
April 2	Last Day of Classes
May 6	EMC Activities
May 7	Commencement
May 8	FINAL EXAMS – see published schedule
May 10-12	Final grades due in the Registrar's Office
May 21	Last day for Spring incomplete grades
June 4	

**Summer Semester 2010**

May 17	Summer classes begin
May 19	Last day to add a course
May 28	Last day to drop a course
June 30	End of Summer term
July 14	Final grades due in the Registrar's Office

Note: Dates subject to change.

## ***ACADEMIC CALENDAR 2009-2010***

### **Disclaimer of Contract**

The information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The student has the responsibility to be aware of the information contained in this handbook and any additions or corrections thereto as they are announced through various college media. The information contained in this handbook are presented as a matter of information, and are not intended as a contract or offer to contract.