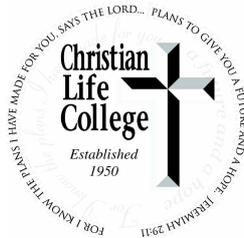


Christian Life College



Our Mission

To glorify God through equipping the local church to fulfill its divine commission. Christian Life College equips the local church by educating individuals who have been called to serve in ministry.

Student Handbook 2012-2013

It is the responsibility of each student to obtain, read and comprehend the purposes, policies and procedures of the Student Handbook. Christian Life College reserves the right to make changes to the Student Handbook at any time.

Such changes will be communicated to students by means of campus mail and chapel announcements. Ignorance of CLC's policies and procedures will not excuse misbehavior or be accepted as a defense in hearings.

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Message from The President



For over sixty years, God has been preparing some of the finest people to serve the cause of Christ through the ministry of Christian Life College. As each school year begins, we pray Paul's prayer for excellence found in Philippians 4:8 for everyone who pursues his or her training with us. We are ready to help you prepare for servant leadership and fulfill the cause.

Christian Life distinguishes itself academically through a highly respected faculty and a challenging curriculum. We provide a setting that is great for study and at the same time a home away from home. We want an environment where Christ is the center of everything we do.

Get ready to make a difference in your world through Christ.

Cordially,

A handwritten signature in black ink that reads "Harry Schmidt". The signature is written in a cursive, flowing style.

Harry Schmidt
President

History

Christian Life College had its beginning over 60 years ago as Chicago Bible College. Even before 1950, annual sessions were held in connection with the ministry of Philadelphia Church, a local church in Chicago. This local church Bible School came to birth as other churches in fellowship with the Philadelphia Church began to send young people to study God's Word in Chicago. The concept of a Bible college grew until a four-year program was eventually implemented.



After several years, it was decided that the period of training should be lengthened into two short-term semesters, it became known as Chicago Bible College, the name it retained until June of 1981. In 1950 the institution became a full-time school for the purpose of training pastors, evangelists, missionaries and Christian workers. Chicago's Philadelphia Church served as the earliest sponsor and became the initial training ground for men and women entering the ministry. By 1954, the school had been incorporated as a state-recognized institution and had expanded its curriculum to include a solid four-year ministry training program.

In 1956, it was agreed by the church and college that the school become separate from the church in location, policy, and administration. Chicago Bible College moved into a new home on December 1, 1956 at 6007 N. Sheridan Road in Chicago. After a number of years at this beautiful mansion home on the shores of Lake Michigan, the larger facilities of the Lake view Covenant Church were purchased by the College. This former church and classroom facility also included a 3-story apartment building used as a dormitory. The location at 1043 W. School Street became home for the Chicago Bible College for the next 15 years.



The fall of 1976 brought startling changes for the ministry of C.B.C. Dr. Russell Meade, President since 1954, passed away. Upon Dr. Meade's death, Rev. Robert J. Anderson was appointed to serve as interim president from 1977 to 1981. Rev. Daryl Merrill, then the Vice President and Academic dean of the College, had become the pastor of Christian Assembly Church in Des Plaines, Illinois.

This church grew under the blessing of the Lord and expanded until they secured facilities of a newer type -- a school being closed in Mt. Prospect, a suburb northwest of the city. In the summer of 1977, the College Board of Directors voted to leave our older city location to share these newer classroom facilities with Christian Assembly. God blessed this move with an increased enrollment and enlarged faculty. The curriculum was also expanded to include a night school program.



The union of the ministries was so mutually beneficial to both the church and the College that in January, 1981, Chicago Bible College voted to share the same philosophy and direction with Christian Assembly. Shortly thereafter, Chicago Bible College and Christian Assembly Church purchased larger facilities at the present location in Mount Prospect at Rand Road and Gregory Street. Reflecting this bond, in June of the same year, the College and the church made name changes to Christian Life College and to Christian Life Church.



In 1984, preparation began for degree-granting approval with the Illinois State Board of Higher Education. Two years later the first phase of this application was filed. On May 5, 1987, Christian Life College was approved by the State of Illinois, Board of Higher Education to grant Associate of Arts and Bachelor of Arts degrees in Pastoral Studies, Christian Education, and Music Ministry.

After serving as College president for fifteen years, Rev. Daryl Merrill resigned in January of 1996. He was elected as chairman of the Board of Directors and President Emeritus. Rev. Harry Schmidt, former Executive Vice President of the College, was installed in May of 1996 and serves as the current President. In March 2002, Christian Life College



was granted full accreditation status with TRACS (Transnational Association of Christian Colleges and Schools) and CHEA (Council for Higher Education), which are both recognized by the US Dept. of Education. In 2004, CLC introduced a brand-new student suites apartment complex capable of housing up to seventy-two students.

Fall 2012 - Spring 2013 Calendar

Fall 2012

August 6-17	Fall Module
August 13	New Student Housing Opens
August 17	Orientation & Registration for all students
August 20	Fall Day Classes Begin
September 3	Labor Day – No Classes
September 21	Last Day to Add/Drop Classes
October 8-12	Midterm Exams
November 19-23	Thanksgiving Break
December 10-14	Final Exams

Spring 2013

January 7-18	Winter Module
January 18	Spring Registration
January 21	Martin Luther King, Jr. Day- No Classes
January 22	Spring Day Classes Begin
February 15	Last Day to Add/Drop Classes
March 4-8	Midterm Exams
March 11-15	Spring Break
March 28-30	Ascension Convention
May 4	Graduation
May 6-10	Final Exams
May 11	Student Housing Move-out Date

Campus Directory

Administration

President: *Dr. Harry R. Schmidt*

Academic Dean: *Wayne R. Wachsmuth*

Registrar and Admissions: *Joshua Joseph*

Director of Finance: *Roger K. Stevens*

Director of Library Services: *Christopher C. Ullman*

Library Technical Assistant: *Donna Schmidt*

Resident Housing Director: *LeAnn Riveness*

President's Office.....Ext. 106

Dr. Harry Schmidt, President hschmidt@christianlifecollege.edu

Academic Dean's Office.....Ext. 103

Wayne Wachsmuth wwachsmuth@christianlifecollege.edu

Admissions/Registrar Office.....Ext. 100

Joshua Joseph admissions@christianlifecollege.edu

Chapel Office.....Ext. 106

Dr. Harry Schmidt hschmidt@christianlifecollege.edu

Facility Management.....Ext. 101

Financial Aid.....Ext. 102

Roger Stevens rstevens@christianlifecollege.edu

Information Technology.....Ext. 109

Christopher Ullman cullman@christianlifecollege.edu

Library.....Ext. 110

Christopher Ullman cullman@christianlifecollege.edu

Donna Schmidt dschmidt@christianlifecollege.edu

College Faculty 2012-2013

Donald Brotherton	General Education
William Calvin	Ministerial Studies
Ebenezer Dei	Ministerial Studies
Paul Ferguson	Ministerial Studies
Fred Joob	Ministerial Studies
Andrew Mercer	General Education
Daryl Merrill, Jr.	Ministerial Studies
Daryl Merrill, Sr.	Ministerial Studies
John Noto	Ministerial Studies
LeAnn Riveness	Music Ministry
Harry Schmidt	Ministerial Studies
Jennifer Strehler	General Education
Christopher Ullman	Ministerial Studies
Wayne Wachsmuth	Ministerial Studies
LuAnn Wachsmuth	General Education

Community Services

Popular Dining in Mount Prospect

\$\$\$ *A night on the town*

\$\$ *A pretty good meal*

\$ *A quick bite on the run*

Black Cow Kitchen \$\$

912 S Busse Rd. (847) 290-9000

Buffalo Wild Wings

301 Euclid Ave. (847) 255-5000

Caribou Coffee \$

90 E Northwest Hwy. (847) 259-2080

Chipotle Mexican Grill \$\$

102 E. Kensington Rd. (847) 483-5033

El Famous Burrito \$

1214 E Central Rd. (847) 788-1844

Five Guys Burgers & Fries

118 E. Kensington Rd. (847) 483-9330

Jersey Mike's Subs \$

106 E. Kensington Rd. (847) 253-3900

House of Szechwan \$\$

10 N Main St. (847) 255-2242

Lou Malnati's Pizzeria \$\$

1504 N Elmhurst Rd. (847) 590-1900

McDonalds \$

100 W. Rand Rd. (847) 577-0053

Oberweis Dairy \$

80 E Northwest Hwy. (847) 577-6100

Panera Bread \$

5 W Rand Rd, Arlington Hts. (847) 255-8533

Pei Wei Asian Diner \$\$

1021 N. Elmhurst Rd. (847) 704-4095

Photo's Hot Dogs \$

1706 E Kensington Rd. (847) 635-6200

Starbucks Coffee Co \$

1 W Rand Rd. # 1 (847) 392-2631

Steak N Shake \$\$

201 E. Euclid Ave. (847) 368-9122

Subway \$

1107 Mt. Prospect Plaza (847) 398-6802

Wendy's \$

205 E. Rand Rd. (847) 255-3250

Area Banks

American Chartered Bank

111 E. Rand Rd.
Mount Prospect, IL 60056
(847) 577-4070

Bank of America

1080 S. Elmhurst Rd.
Mount Prospect, IL 60056
(847) 806-9600

Mount Prospect State Bank

299 W. Central Rd.
Mount Prospect, IL 60056
(847) 832-0950

Health Services

Northwest Community Hospital

800 West Central Road
Arlington Heights, IL 60005
(847) 618-1000

Lutheran General Hospital

1775 Dempster Street.
Park Ridge IL 60068
(847) 723-2210

Accreditation & Recognition

Christian Life College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited status as a Category II institution by the TRACS Accreditation Commission on April 2, 2002; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Accreditation indicates that the institution has provided evidence that:

- it is in substantive compliance with the Standards and Criteria for accredited status
- it has been peer-evaluated after completing a self-study
- it is providing quality instruction, student services and adequate facilities according to the professional judgment of an on-site evaluation team
- it has met the standards for the approval by the Accreditation Commission

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose. TRACS encourages affiliated institutions to develop its own distinctives, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Transnational Association of Christian Colleges and Schools
P.O. Box 328, Forest, Virginia 24551
Phone (434) 525-9539
Fax (434) 525-9538
www.tracs.org

Statement of Faith

I. The Inspired Scriptures

We believe in the verbal, plenary inspiration of both the Old and New Testaments in their original autographs (II Timothy 3:16, 17; I Peter 2:2; II Peter 1:21).

II. Special Creation

We believe that God created all things in time and space by the power of His Word. The events of the creation week are literally and historically true and we believe in the Biblical record, including the literal existence of Adam and Eve as the progenitors of all people, the literal full and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Genesis 1-11; John 1: 1-3; Colossians 1:16; Hebrews 1:1-3, 11:3).

III. The Godhead

We believe in one Triune God; God the Father, Son and Holy Spirit. As a person of the Divine Trinity, God the Father is spirit, infinite, sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration and obedience (Genesis 1:26; Deuteronomy 6:4; Isaiah 48:16; Matthew 28:19; II Corinthians 13:14; I Timothy 1:17; John 4:24).

IV. Man and Original Sin

We believe that man was created in the image of God, historically fell in Adam and now the entire human race shares in total depravity (Genesis 1:26, 3:1-24; John 3:3-6; Romans 5:12, 19; Ephesians 1:7; 2:1-5).

V. The Person and Work of Jesus Christ

We believe that Jesus Christ is the eternal Son of God, born of the Virgin Mary, lived a sinless life, suffered and died a substitutionary death on the cross for the sin of the world (Isaiah 7:14; Matthew 1:21-23; Luke 1:26-35; John 5:19, 36; 8:26; Acts 10:38). After His literal, physical death as a redemptive sacrifice on the cross, Jesus Christ was literally and historically resurrected and ascended bodily into heaven where He ever lives to make intercession (Acts 2:32, 36; Ephesians 1:7; I Corinthians 1:17,18; 15:1-4; II Corinthians 5:21; I Peter 3:18; I John 2:2; Hebrews 4:14-16, 7:25).

VI. Salvation

We believe that salvation is the gift of God by grace alone and is received through personal faith in the person and finished work of Christ (John 3:16; Romans 5:8; 6:23; Ephesians 2:4-10; Acts 2:38,16:3; Hebrews 6:1).

VII. The Person and Work of the Holy Spirit

We believe in the person of the Holy Spirit, fully God, convicting, regenerating and sanctifying the indwelt believer to live a holy, Christ-like life (John 16:7, 8; 3:3-6; Acts 5:3, 4; Romans 8:1-6,8, 9; Galatians 5:17-22; I Corinthians 6:11; I Peter 1:2). The promise of a personal baptism in the Holy Spirit is evidenced by subsequent gifts which empower the believer for a victorious life, the edification of the church and the evangelization of the nations (Matthew 3:11; Mark 16:20; Luke 11:13, 24:46-49; John 7:38, 39; Acts 1:5, 8, 2:4, 32, 33, 39, 5:32; 1 Corinthians 12-14).

VIII. The Nature and Ordinances of the Church

We believe in the New Testament pattern of a local church: indigenous, self-supporting, self-governing and self-propagating. The ordinances of Christ include water baptism by immersion for believers only and the Lord's supper (Acts 1:4-8; 2:42-47; 5:32-35; 6:1-6, 13:2, 14:23; 20:28; I Corinthians 1:2; 1:26; 12:26, 27; Ephesians 4:11; Colossians 1:18; I Timothy 3:1-13; Titus 1:5-9).

IX. Divine Healing

We believe in healing as a provision of God in answer to believing prayer (John 14:13,14; I Corinthians 12:9; James 5:14-16).

X. The Second Coming of Christ and the Last Days

We believe in the personal, visible, Second Coming of Jesus Christ which is the "blessed hope" of the church; the bodily resurrection and final judgment of all mankind resulting in eternal death for the wicked in a place of eternal punishment which was prepared for Satan, (a personal, malignant being who acts as tempter and accuser). All who die outside of Christ shall be confined in conscious torment for eternity, whereas those who die in Christ are saved and shall receive eternal reward in the presence of God (Matthew 24:30-46; Acts 1:9-11; I Corinthians 15:51, 52; I Thessalonians 4:16-18; Titus 2:13; II Peter 3:13; Revelation 11:15; 20:4-6, 11-15; 21:1-4).

General Guidelines of Conduct

CHRISTIAN LIFE COLLEGE PURPOSE STATEMENT

The purpose of Christian Life College is to glorify God through equipping the local church to fulfill its Divine Commission. Christian Life College equips the local church by educating individuals who have the call of God on their lives for ministry. Ministry preparation is provided in a Bible-based, "Spirit-filled" environment, developing men and women to lead the Pentecostal/Charismatic church in the world.

CHRISTIAN LIFE COLLEGE OBJECTIVES

The objectives of Christian Life College are designed from its purpose statement.

1. To develop students who possess a mature relationship with the Lord Jesus Christ. This objective is identifiable by:
 - *a lifestyle that is conformed to the moral standards of Scripture*
 - *personal spiritual disciplines such as prayer, Bible study, obedience and church fellowship*
 - *a Spirit-filled life exemplifying the fruit of the Holy Spirit*
2. To develop students capable of intellectual activity. This objective is identifiable by:
 - *a commitment to the authority of God's Word and a thorough knowledge of the Word*
 - *an integrated Christian worldview, which applies the eternal truths of Scripture to the contemporary setting*
 - *an awareness of Christian history and its implications to the contemporary church*
 - *an ongoing desire to seek further knowledge and understanding for lifelong learning*
 - *an ability to think critically, communicate clearly and defend objectively*
3. To develop students equipped to serve the church in leadership capacities.
This objective is identifiable by:
 - *an intimate knowledge of their calling and gifting and their function in the local church*
 - *a demonstration of leadership skills as pastors, teachers, missionaries and church leaders*
 - *an understanding of God's design for the church and His plan for evangelization*
 - *personal vision and mission for ministry in an attitude of humility and grace*

In accordance with the purpose and objectives of Christian Life College,

- Each member of the campus community is expected to conduct him/herself with honesty, integrity, responsibility, and love as taught in God's Word.
- All are expected to obey the laws of the campus, community, state, and nation.
- Individuals are highly valued and created in the image of God, but where group welfare is in jeopardy the value of the group will prevail over the individual.
- Some College guidelines are not absolute standards for all Christians, but are in the best interest of a community of Christian leaders in training.
- All students who attend Christian Life College commit themselves to live by the standards set by the College. These standards apply whether the student is full-time or part-time, and are to be followed whether students are on or off the College campus.

PHILOSOPHY OF DISCIPLINE

Christian Life College maintains a Christian discipline, promoting a way of life that is intended to uphold the

teachings of Jesus Christ, calling all people to God's truth. Therefore, community life at CLC is a disciplined life. Community standards reflect Biblical principles, and we encourage students, staff, and faculty to live lives of holiness, honesty, decency, and civility. The intent of all discipline is to enhance growth and maturity, especially responsibility for one's own behavior and accountability for one's own actions. CLC's philosophy of discipline is neither legalistic nor permissive. Instead, members of our community are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Our desire is that all people reach their greatest potential in Jesus Christ.

PURPOSE OF DISCIPLINARY RESPONSES

It is the desire of the College that students exercise self-discipline in all situations. At times, however, students need assistance in leading a disciplined life. As outlined in Matthew 18:15-17, responsibility for discipline is shared by every member of the campus community — each person is responsible for the well-being of all. Therefore, we have high expectations of each other, and show our care for one another by the encouragement of responsible choices, and by confronting and correcting those choices that are irresponsible and that undermine not only our purpose for being at CLC but possibly our future Kingdom service. Those involved in helping with this process include Resident Housing Directors and Dean of Students.

In serious or repeated cases, the Disciplinary Committee will step in to provide needed disciplinary action.

Disciplinary action can take, but is not limited to the following forms:

DISCIPLINARY WARNING – Written or verbal, this statement serves as a warning concerning future behavior.

WORK ASSIGNMENT – A number of hours of “campus service” or community service may be imposed.

FINES – Monetary fines may be levied. These may be paid in cash or added to the student's bill. If added to the bill, they will be noted as Disciplinary Fines.

LOSS OF PRIVILEGE – Loss of privilege such as lounge access, membership in CLC musical groups, campus parking, etc.

PROBATION – An official communication that informs the student that any subsequent misconduct, during or after the probation term, will result in additional discipline, including but not limited to, suspension or dismissal from the College. The Dean of Students or his designee determines the terms of the probation, including length of probation, appropriate to the offense. Probation terms may also include loss of privileges. As allowed by FERPA (see page 25) regulations, parents/guardians may be notified of this decision.

SUSPENSION – The student is removed from the College for a period of time. While on suspension, students may not attend classes or be physically present on campus (including *Birkemeier Suites*).

DISMISSAL – Any student who does not conform to the lifestyle expectations of the College, who continue to repeat prohibited actions, or whose character is not in keeping with Biblical standards may be dismissed from Christian Life College at any time prior to commencement. This dismissal may include the denial of granting a degree. If the student's action warrants, police will be called and the student prosecuted.

NON-DISCIPLINARY PROCESS

In keeping with the redemptive nature of CLC's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, internet abuse and eating disorders) may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment at the student's expense. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the disciplinary committee to negotiate an appropriate response. Once an incident is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.

3. The student must understand that in cases where the behavior is repetitive, self-destructive, endangering to others, or illegal, the College has the responsibility to take appropriate actions, including suspension or dismissal.

SPECIAL NOTE: The College maintains the right to require the student to enter into professional counseling and/or medical treatment, at the student's expense, if the behavior in question warrants such a response.

DUE PROCESS

Due process provides a student who is the subject of a disciplinary action the following rights:

1. The right to personally attend the disciplinary hearing and to remain present during all portions of the proceeding except for the deliberation portion of the hearing.
2. The right to personally be heard by the Disciplinary Committee by making a statement and answering questions.
3. The right to appeal disciplinary action in the following manner.

In cases where the Disciplinary Committee has not been involved, the appeals process proceeds this way:

- a. Written appeal to and personal interview with the Dean of Students or his designee.
- b. Written appeal to and personal interview with the Disciplinary Committee.
- c. Written appeal to and personal interview with the President of the College.

In all cases, the decision of the President may be reviewed by the Board of Directors, at the sole discretion of the Board of Directors.

GENERAL COLLEGE POLICIES

ADDRESS CHANGES

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's Office and to the Mount Prospect Post Office. Mail will be received for only two weeks following the end of the spring semester. All mail will be noted as "return to sender" following this time.

ALCOHOL AND DRUG POLICY

In keeping with the educational mission of the College, students are encouraged to refrain from the possession and use of alcoholic beverages. Alcohol use on campus is prohibited. Possession, sale, delivery, or use of any illegal drug is prohibited and subject to disciplinary action. Possession, sale, or delivery of any illegal drug will result in the individual being turned over to the police and State's Attorney. As required by the federal government, counseling is available for students who may be having problems with unacceptable behavior. Students may be referred to an on-campus faculty/ staff member or an off-campus agency. Counseling will be at the student's expense.

CODE OF HONOR

Endeavoring to follow the Lord and to serve Him well, each student agrees by the signing of the application for admission to abide by the College rules and discipline located in the Academic Catalog and the student handbook. In a spirit of humility and willingness, each student will cooperate with the administration. While enrolled as a student at Christian Life College each student will:

1. Refrain from the possession and use of alcoholic beverages, non- medicinal narcotics or hallucinogenic drugs including marijuana and tobacco.
2. Refrain from gambling of all sorts.
3. Exercise self-control and Christian conviction in the choice of entertainment, including the viewing of any questionable movies and internet sites.
4. Abide by the specific rules governing resident life (if a resident student) including adherence to curfew and cleaning assignments.
5. Wear apparel that is not considered offensive.
6. Attend and participate in Chapel, Fall Gala, Winter Retreat, Ascension Convention and Graduation (all are requirements for graduation).
7. Speak in a manner pleasing to the Lord, not using inappropriate, crude or profane language.
8. Maintain academic integrity by submitting to instructors only work that is one's own and not violate the principles of honesty and fairness by cheating (see "Academic Integrity" section).
9. Treat all faculty, staff and students with love and respect, serving and honoring them as brothers and sisters in Christ.
10. Make a commitment to sexual purity and refrain from inappropriate expressions of public affection and walk in a manner both publicly and privately that is honorable before the Lord.

It is understood that some requirements placed upon the student by the College may be different from the student's personal convictions outside of the campus and community. Nevertheless, these policies as listed above and in the Student Handbook and Academic Catalog must be adhered to and respected by all students while attending Christian Life College.

A signed application indicates a willingness to observe these principles and practices. Registering for classes is an agreement to refrain from conduct and practices offensive to normal Christian conscience and the development of consistent Christian character. Failure to abide by these principles and practices will result in disciplinary probation or dismissal. Each student is to read and witness this agreement by signing this Code of Honor.

COMPUTERS AND OTHER ELECTRONIC DEVICES AND THEIR APPROPRIATE USE

Student computer stations are available for coursework. The college computer network is furnished with updated hardware and software. Library computers have access to a laser quality printer, Microsoft Office Suite software, and a high-speed connection to the Internet. Additional information for using computers is available from the Director of Library Services.

Student Computer Usage Agreements are signed during registration. Dataports are available in apartments of the *Birkemeier Suites*. All students are encouraged to become “computer literate.” Computers for student use are located in the Library.

The college computers and the Internet access are the property of Christian Life College, and therefore are subject to the restrictions of use appropriate to the completion of schoolwork and ministry-related research. Internet use for unethical or illegal purposes is prohibited. Files of any kind saved by students on the hard drive of a college computer will be deleted by College staff members.

Any attempt at unauthorized access to the local network or another student’s computer will be subject to discipline as outlined in this handbook. Installing programs, games, or other software applications on College computers is prohibited. Information stored by students on any College computer is not protected by any privacy laws.

STUDENT USE OF ELECTRONIC DEVICES DURING CLASS PERIODS

It is easy for a student’s laptop computer, tablet, cellphone, etc., to become a distraction. Devices are to be utilized for coursework and activities related to coursework, and not for entertainment or socializing during class meetings. Please refrain from instant messaging, e-mailing, surfing the Internet, playing games, and doing homework for another course during class time. Please turn off instant messaging during class. Do not display material on screen which may be distracting or offensive to your neighbor.

Acceptable device uses include taking notes; accessing Bible verses; following along with the instructor on a distributed PowerPoint presentation, demonstration, or other whole-class activities; and working on assigned in-class activities, projects, and discussions that require computer use.

Internet addiction is a clear threat to your spiritual vitality as well as to your academic efforts. Resist the temptation to substitute technology for live, face-to-face interactions, or to withdraw into an all-consuming game-world. Instead, employ the gifts of technology to edify yourself and the Body of Christ.

EMERGENCY CLOSING (SEVERE WEATHER PROCEDURES)

If Christian Life College must close because of severely inclement weather, prolonged energy shortages, etc., an announcement will be made by the administration. Students should listen to WGN (AM 720) and WBBM (AM 780) for the school-closing announcement. Students may also call the College office for information at 847-259-1840.

ENTRY, SEARCH AND SEIZURE

The College reserves the right to enter apartment suites to check the general condition, to perform custodial service, to make repairs, to handle emergencies, to ensure compliance with College rules and regulations, or if there is reason to believe a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items. Where there is legitimate reason, however, designated College officials, with authorization from the Dean of Students or his designee, will search a suite with or without the consent of the occupant. When possible, it is desirable for the student to be present when a search is made.

FACILITY CARE

Good stewardship is a mark of the Christian lifestyle. In order to best care for our facilities, no food will be allowed in library. No food or beverage of any kind is permitted in the chapel auditorium.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords students certain rights for their educational records:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, Academic Dean, chair of their academic department, or other appropriate officials a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that relate to postsecondary institutions are:
 - a. To school officials. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. To schools in which a student seeks or intends to enroll.
 - c. To agencies concerning financial aid.
 - d. To organizations conducting studies for or on behalf of educational institutions.
 - e. To accrediting organizations.
 - f. To parents of dependent students or to students under the age of 21 who have violated College policies related to drugs or alcohol.
 - g. To comply with a judicial order or subpoena. (CLC must make a reasonable effort to notify student in advance of compliance.)
 - h. In the event of a health or safety emergency.
 - i. To produce a College Directory.
 - j. To the student.
 - k. To an alleged victim of a crime of violence, results of disciplinary hearing may be communicated.

Each student has the right to file a complaint with the US Department of Education concerning alleged failure by CLC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW
Washington, DC 20202-4605

FURNITURE

The furniture in all student lounge areas, suites, chapel, and classrooms must remain in those areas. It is not to be moved to other areas without the consent of a College staff member.

MAILBOXES

Each student attending daytime classes at our main campus is assigned a student mailbox located in the hallway near Room 111. Students should check their mailboxes regularly.

Student mailboxes are not for the purpose of receiving outside mail. Food, articles of clothing, or other non-school items should not be stored in student mailboxes.

Residential student outside mail is received at the USPS mailbox located outside of the Student Activities Center. The resident student housing address is 404 East Gregory Street, Suite #___, Mount Prospect, IL 60056.

Mail addressed to students no longer living at the *Birkemeier Suites* will be marked "return to sender." Students leaving for the summer must submit a "change of address form" to the Mount Prospect Post Office.

NOTIFICATION OF PARENTS

Whenever a dependent student receives a disciplinary response of probation, suspension, or dismissal, the parents of the dependent student may be notified. Furthermore, parents of any student under 21 may be notified should their student be placed on probation for violating the CLC alcohol or drug policy. A copy of the disciplinary response may be sent with a letter of explanation. The College also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the College. A student's dependency status is determined according to the Internal Revenue Code of 1986, Section 152.

PORNOGRAPHY POLICY

Possession, sale, delivery, or use of pornographic materials is prohibited. This includes the viewing of internet pornography. All computers on the College network system are monitored for inappropriate use.

PUBLIC CONDUCT

The public conduct of students should be discreet and inoffensive at all times. Displays of affection must remain within the bounds of good manners. Students whose expressions of affection move beyond the bounds of good taste and high morals will be subject to appropriate intervention.

RACISM POLICY

Racism or behavior associated with expressions of hatred or intimidation will not be tolerated. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the College.

SAFETY AND SECURITY

Students assume ultimate responsibility for their safety and security. Information concerning crime statistics is available in office of the Registrar.

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

The College has enjoyed an excellent safety and security record for many years. However, you help maintain your own safety by using common-sense safety practices, such as reporting suspicious activity, not leaving your car or your apartment suite unlocked, or your books, valuables, and coats unattended.

The following paragraphs will provide an overview of security facts that will be helpful to you. Everyone on campus should be safety-conscious and following security procedures.

MT. PROSPECT POLICE PATROL THE CAMPUS AND ITS ENVIRONS

Due to its size, its suburban location and the character of the College community, Christian Life does not employ trained security personnel.

The Mount Prospect Police Department, as part of its routine duty, does occasionally patrol the College campus. The police have authority over any illegal acts on campus, including campus parking violations.

HOW TO REPORT CRIME OR OTHER EMERGENCIES

Everyone in the College community is asked to report crime promptly to the Dean of Students office in person or by phone (847-259-1840). An emergency number is posted in the hallway of the *Birkemeier Suites*. A written report must be completed within 72 hours of any incident of crime. Forms are available in the College office.

Christian Life College is located in Mount Prospect, Cook County. Cook County has 9-1-1 service which should be used to request emergency, fire, police, and ambulance service.

In case of fire, the buildings on campus have a fire alarm system which consists of pull boxes. These alarms alert the fire department. Fire emergency calls should be placed by dialing 9-1-1. Student suites have smoke detectors.

TIMELY WARNINGS

The College will provide timely warning to students and employees whenever the administration believes there may be a threat to students and/or employees.

HOW TO BRING A POTENTIAL PROBLEM TO OUR ATTENTION

Anyone noting a potential safety hazard should report it directly to the College Administration or Resident Housing Director.

PROCEDURE FOR COMPLAINTS

Any student or employee who believes these campus security acts are being violated should file a written complaint with the Disciplinary Committee of Christian Life College, 400 East Gregory Street, Mount Prospect, IL 60056-2522.

SEX OFFENSE POLICY AND PROCEDURE

DEFINITIONS

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. (Equal Employment Opportunity Commission, Title VII regulations)

Sexual Assault: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent. (*Uniform Crime Reporting Handbook*, U.S. Department of Justice, Federal Bureau of Investigation; 1982.)

If you are the victim of a sexual assault, you should go immediately to a doctor or hospital for treatment of any injuries and for other tests which can provide important medical information. You will also want to take special efforts to preserve any evidence, which may be necessary to prove criminal conduct.

Sexual harassment is an offence against your civil rights. If you believe you have been subjected to sexual harassment you should report the matter immediately and fully to the Dean of Students or other College official. A charge of sexual harassment will be taken seriously and will be thoroughly investigated. Substantiated sexual harassment will not be tolerated and will be prosecuted to the full extent of the law.

ON-CAMPUS DISCIPLINARY PROCEEDINGS

On-campus disciplinary proceedings in cases of alleged sexual harassment or sexual assault shall be conducted by the Dean of Students or his designee (in cases of student misconduct). Both the accuser and the accused are entitled to the same opportunity to have others present during the proceeding and both the accuser and the accused will be informed of the proceeding.

POTENTIAL SANCTIONS

The College will terminate any employee and expel any student determined to have committed a sexual assault. Appropriate action will be taken in the event of sexual harassment.

NOTIFY MT. PROSPECT POLICE

To report a sexual assault, contact the Mount Prospect Police Dept. at 847-391-5333.

SMOKING/SMOKELESS TOBACCO POLICY

Possession, sale, delivery, or use of any tobacco product is prohibited. Violators are subject to disciplinary action. CLC is a

smoke/tobacco-free campus. This includes all buildings and surrounding property.

PAYMENT AND REFUND POLICIES

Payment of Charges

A \$200.00 nonrefundable payment is required at the acceptance of the offer of admission from all new students and by July 1 for all remaining students. It is expected that all remaining charges for the semester are due and payable at registration. Cash, personal check, MasterCard, Visa and Discover Card are accepted for any amounts not covered by the students Financial Aid Package. All charges paid by credit card will be assessed an additional 3% service fee.

An alternative deferred payment plan is available for students who are not eligible to apply for Federal Student Financial Aid and/or for any costs that are not covered by the student's Financial Aid Package. The deferred payment plan requires 50% payment of all tuition, fees and housing at registration. This includes those amounts, which remain outstanding due to incomplete or late financial aid paper work. The remaining balance requires payment in three equal installments. A student must submit debit/credit card information for the future processing of these monthly payments. An administrative fee in the amount of \$50.00 will be assessed when the student utilizes the deferred payment plan. In addition, interest will be charged at a rate of 12% per year, compounded monthly, on all outstanding student balances.

- A student using the deferred payment plan whose planned, periodic payment cannot be processed within five days of the designated due date will incur a \$25.00 late payment fee.
- A student whose planned periodic payment is more than ten days late, will be subject to removal from classes until their student account is brought current.
- A student seeking reinstatement after removal from classes will be assessed a \$50.00 reinstatement fee.
- A student removed from classes due to nonpayment will not be entitled to any refunds of tuition, fees or housing.

A student desiring any adjustments to the normal schedule of payments must secure the permission of the Financial Office. Receipts will be required for resolution of account discrepancies.

A student's account must be paid in full before a student can graduate or participate in the Commencement Exercises

Fee Refunds

There is no refund for any fees. Students are responsible for payment regardless of withdrawal.

Room Reservation Refunds

Should an accepted resident student decide not to enter Christian Life College, the College office should be immediately notified for the student to qualify for a refund. If the Room Reservation Deposit has been paid in full, the refund will be made as follows:

Time of Notification	Refund of Room Deposit
4 weeks before registration	100%
3 weeks before registration	75%
2 weeks before registration	50%
1 week before registration	25%
Week of registration	0%

If a student vacates the residential housing after moving in, there will be no refund.

Each unmarried student in residence needs to vacate the property by the Friday of the spring semester final exam week. Each unmarried student in residence not returning for the spring semester must vacate by the Friday of the fall semester final exam week. Married student rentals are on a month-to-month basis by approval of the administration.

Summer rental for all students may be available upon application received by April 1.

Tuition Refunds

If a student must withdraw from College after enrollment, tuition charges will be refunded as follows, beginning with the first day of classes for the semester:

Withdrawal through	Refund
1st week	80%
2nd week	60%
3rd week	40%
4th week	20%
After 4th week	None

Refund Process

It is the student's responsibility to complete the official add/drop or withdrawal process through the office. The refund computation will include the first day of class through the day the student finalizes an official withdrawal form. Refunds of credit balances will require up to 30 days to be paid after the student has officially withdrawn.

Refunds will automatically be canceled should a student be suspended from Christian Life College, and the balance of the school account will remain due and owing, with one percent (1%) interest fee charged per month on all outstanding balances.

In case of course cancellation by the College, credit equal to 100% of tuition and fees will be given.

Students suspended for academic or disciplinary reason will not be entitled to a refund of tuition fees or housing. Any refunds will be issued only if the student's balance is paid in full.

STUDENT LIFE

SPIRITUAL LIFE

Christian Life College considers a student's spiritual life of utmost importance. Students need to cultivate a mature spiritual life that will enable them to serve and lead with distinction and dedication. The opportunity for each student to experience an ever-deepening relationship with God, thereby becoming a Christ-centered person, is provided through a variety of spiritual activities.

PERSONAL DEVOTIONS

Developing and maintaining a personal relationship with the Lord Jesus Christ is necessary for a life of service. Each student is encouraged to cultivate consistent daily quiet times of prayer and Bible study to enrich their personal lives and to further their growth in relationship with the Lord. Students are particularly urged to guard their devotional times so that homework, work, and busy schedules do not infringe upon it.

CHAPEL SERVICES

Chapel services are a time for students to reflect upon and respond to the work of the Holy Spirit. Chapel services include a variety of creative ministry from guest speakers, faculty, and students. Students are provided the experience in chapel services for worship, inspiration and challenge. Emphasis is placed upon learning and responding to the Holy Spirit. Chapel attendance is recorded and a grade of **"P"** (pass) or **"F"** (fail) will be given each semester. Grade is based solely on attendance. A student must attend 80% of chapel services to attain a satisfactory grade.

Chapel attendance is a requirement for graduation. Students disregarding the chapel requirement will be called before the Disciplinary Committee.

CHURCH LIFE

Church life is essential to the total educational experience at Christian Life College. Students enrolled at Christian Life College are required to faithfully attend and be involved in ministry at a local church. This includes regular attendance at weekly worship services. Commuting students are expected to be faithful to their home church. Resident students who do not have a local church in the Chicago area are encouraged to attend Christian Life Church.

SPIRITUAL EMPHASIS EVENTS

Each semester includes special days and events set aside for spiritual emphasis. Student retreats include opportunities for worship, prayer, fellowship and encouragement. Personal development opportunities, such as ministry conferences and seminars are also integrated into the students' total learning experience.

INTERPERSONAL RELATIONSHIPS

It is considered essential that young people enrolled at Christian Life College should permit nothing to interfere with the purposes for which God has directed them here. Wholesome Christian conduct and behavior is a mandate. Students are urged to exercise the utmost care and spiritual discipline in building relationships with the opposite sex. All relationships must be above reproach. Measures of limitation to ensure the spiritual and academic welfare of the student listed here including the following:

- Restraint must be displayed concerning inappropriate visible signs of affection
- First year students are encouraged to set aside building serious relationships with the opposite sex to concentrate on their studies and seeking the Lord.
- Undue sexual familiarity between the sexes is unacceptable
- Dating should not interfere with the students' spiritual commitment and walk, academic achievement, and other student relationships.
- Questions, concerns, or unacceptable situations will be addressed by the Dean of Students or his designee.

- Students not formally engaged before enrolling are encouraged to wait until their fourth semester of attendance before considering an engagement

It is recognized that God leads men and women to form acquaintances that afterwards may result in lifelong companionship. Nevertheless, wisdom, counsel, and waiting on the Lord are necessary to help students guard against hurried courtships and hasty marriages. Students planning to be married must obtain premarital counseling, give evidence of parental approval and check on housing needs and options.

DRESS AND PERSONAL HYGIENE

I appeal to you brethren...and beg you in view of all the mercies of God, to make a decisive dedication of your bodies – presenting all your members and faculties – as a living sacrifice, holy...to God...Do not be conformed to this world – this age, fashioned after and adapted to its external, superficial customs...” Romans 12:1-2 (Amplified Bible)

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern appropriateness.

Dress and grooming communicate a great deal to others about one’s personal values and attitudes. Accurately or not, others form first impressions about character by the way persons dress and present themselves.

The College also seeks to prepare students for professional careers where certain standards of dress are required. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all College-sponsored activities.

1. All students, staff, and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes that are not acceptable include halter-tops, open midriffs, short-shorts, form-fitting tops or pants and revealing skirts.
2. Body piercing is a growing concern among healthcare professionals and in some cases is considered by the College as outside the bounds of Christian appropriateness. Extreme, or otherwise distracting or harmful, body piercing is discouraged and will be addressed by the Dean of Students or his designee. Earrings for both men and women are recognized as a legitimate fashion choice. Extremes in size and number are to be avoided. Items prohibited on campus or in College-sponsored ministry situations are rings and studs on any part of the body other than the ears. Special Note: Men, you may be asked by a team leader to remove your earrings in ministry settings where this fashion choice may not be understood or accepted.
3. During work periods, student workers are expected to conform to the dress code set by the department in which they work.
4. Shorts may be worn on campus, during classes and in Chapel. However, shorts must be modest and conform to a standard of mid-thigh or longer.
5. Athletic clothing appropriate to the sport may be worn while participating in athletic classes/activities in designated athletic areas.
6. Clothing with inappropriate advertising, pictures or slogans that are contrary to the mission and Christian standards of CLC are prohibited.
7. Men may not wear hats or caps in Chapel. Caps and hats in classes are at the discretion of the instructor.

Resident students wearing unacceptable clothing may be required to return home and change.

STUDENT MINISTRY

LOCAL CHURCH INVOLVEMENT

Each student at Christian Life College is required to participate in the ministry of a local church. All students are expected to choose a local church to attend within the first month of classes. Freshman and transfer students are required to engage in a field ministry beginning their second semester at CLC. Students will detail their ministry involvement and church attendance during each semester on a Student Ministry Involvement Form. These forms will be evaluated by the College Administration, and communication will be made with your local pastor or ministry supervisor regarding your church ministry involvement.

The College Administration is available to help students in finding a local ministry that may fit their particular gifting and calling.

STUDENT MINISTRY EXPERIENCE

Student Ministry Experience at Christian Life College is a practical education requirement, equal in importance to other areas of College curriculum.

Christian Life College requires ministry involvement of every student. We recognize that the classroom equips the students with basic principles and teaching which, in turn, need to be put into practice. The Student Ministry requirement is as follows:

1 st year or transfer student	1 semester involvement per year
2 nd year student	2 semesters involvement per year.
3 rd year student	2 semesters involvement per year
4 th year student	2 semesters involvement per year.

This requirement may be fulfilled at the student's discretion, but must be completed prior to graduation.

INTERNSHIP

Internship is for advanced students of Christian Life College in which the whole concept of ministry is explored with special emphasis upon church organization, administration, pastoral service and parliamentary procedure.

Each student will receive three semester credits upon the successful completion of the internship.

The intern is assigned to a field of service consistent with a specified and predetermined calling and ministerial vocation, and is placed under a supervising pastor to participate in as many areas of ministry as possible. For more information on internships, request a Christian Life College Internship Manual.

ASCENSION CONVENTION

On Easter weekend Christian Life College hosts the annual Ascension Convention. The Ascension Convention is a Christian youth convention with attendees from dozens of churches from across the Midwest. Christian Life College students are involved in every aspect of ministry at the Ascension Convention: worship, audio visual, ushering, monitoring, decorations, administrative and office work, greeting and registration. This convention serves as an exceptional opportunity for ministry experience and leadership development. Every student is required to participate.

MISSIONS OPPORTUNITIES

Missions opportunities are available through Christian Life College and Christian Life Church. Teams are led by experienced administration and faculty members to different parts of the world. Teams have ministered in Russia, England, Ukraine, Honduras, India, Mexico, Dominican Republic and other countries.

STUDENT SERVICES

ORIENTATION

An orientation session is presented to all registering students. The orientation session explains the mission and vision of Christian Life College as well as helpful, practical information for the student.

COUNSELING

During these formative, academic years at Christian Life College, questions will may arise concerning classes, personal relationships, future and vocational choices.

The administration and faculty are available for nonprofessional counseling. Students in need of long-term counseling will be referred to experienced professionals in the field of need.

MUSIC TEAM

The Christian Life College Music Team is comprised of students who desire to participate in this area of ministry.

Auditions are held at the beginning of each semester. Students are chosen not only on the basis of musical ability, but in accordance with the high standards listed in the *Academic Catalog* and *Student Handbook*, pertaining to Christian character and conduct.

The Team has regularly scheduled practices and shares frequently in the College Chapel sessions, special school events, and evangelistic outreaches.

STUDENT LIFE COMMITTEE

The purpose of Student Life Committee is to assist in the provision of community-building activities for the student body. At the beginning of the fall semester representatives will be selected to serve for the coming year. Each representative shall seek to maintain a strong spiritual and academic level of leadership.

Student Life Committee will meet at regularly scheduled times in cooperation with the College administration to plan activities for students and to present suggestions and problems as they may arise on behalf of the student body.

LEADERSHIP TRAINING

All students may participate in various training sessions and retreats especially planned to build leadership and ministerial skills. Special guests often speak in classes and chapel in areas of leadership development.

STUDENT RESIDENTIAL LIVING

Living in the Birkemeier Suites provide an excellent opportunity for building relationships and molding character. Within the community, each student is expected to exercise care and respect toward the people and property.

RESIDENCE LEADERS

Residential Housing Director [RHD]

The Residential Housing Director live in an apartment located within the Birkemeier Suites. The Director is responsible for the Birkemeier Suites, and has been granted authority for leadership, supervision, and discipline.

Resident Assistants [RA]

Resident Assistants are responsible to assist the Residential Housing Directors.

BIRKEMEIER SUITES CURFEW

Sunday – Thursday	12:00 midnight
Friday – Saturday	1:00 a.m.

Students are expected to be in their suite before curfew unless working or participating in a College-sponsored activity. Inform the RHD or RA in advance.

Students on disciplinary probation will have no late night privileges and are to be in their suite at 11:00 PM.

ROOM CHECK-IN/CHECK-OUT PROCEDURES

Each apartment has a standard procedure for checking into and out of rooms in the suites. It is the responsibility of each resident to be familiar with the procedures when moving to another room, moving to another suite, or checking out of a room. When vacating a suite, the resident must officially check out by returning the key and completing the appropriate paperwork with the Residential Housing Director or be subject to fines.

Prior to the fall semester, the Residential Housing Director or other staff member will conduct an inventory of each room to assess existing conditions and make certain all furnishings are in place. Residents should notify the RHD of any damages noticed on move-in day and make certain that these are included in the room inventory.

For the protection of the resident, it is important to follow proper check-out procedures and complete room inventories. It is the responsibility of each resident to request that a staff member take an inventory before moving out. This will prevent the accessing of unwarranted charges for damages that may arise after the suite has been vacated. If responsibility for damages to a particular suite cannot be determined, each resident of the damaged suite will be charged equally.

The move out date for mid-semester, non-returning students is the Friday of the week of finals. The move out date for all students at the end of the Spring semester is the Friday of the week of finals.

BICYCLES

Bicycles are to be kept in the racks provided near the gymnasium and are not to be placed in the hallways or suites.

CABLE TELEVISION

Each suite has a cable hookup. The residents of each suite may contract with the cable company. Outside antennas or dishes are not permitted.

CANDLES

No open flames, including candles and incense, are allowed.

COURTESY

Our Christian character and common courtesy demand that we conduct ourselves in a way that shows respect to all students. That includes regulating the volume of stereos, televisions, musical instruments, general voice volume, refraining from entering anyone else's suite without permission, and not committing demeaning pranks.

DISASTERS

FIRE Procedure to be followed when the fire alarm sounds:

1. Lights should be left on.
2. Windows and doors should be closed (doors left unlocked).
3. Walk, don't run, from the building (if the smoke is dense, crawl on your hands and knees).
4. Move to a point at least 150 feet from the building.

Do not reenter until instructed to do so.

TORNADO Procedure to be followed when a tornado is near:

1. All residents go to the inner hallway of your prospective suite.
2. Assume a protected position, cover head with hands.

After the tornado passes, remain in the protective position until instructed to do otherwise.

CONFRONTATIONAL CRISIS

Procedure to follow when a crisis occurs:

1. Retreat to a secure place.
2. Notify Residential Housing Directors, Resident Assistants, Faculty or Staff.
3. Campus personnel will contact authorities.
4. Do not reenter crisis area.

Note: The President of the College will serve as our spokesperson in event of a campus crisis.

FIREARMS/WEAPONS

No firearms or other weapons are permitted on campus. This includes pellet and air rifles, paint guns, bows, swords, large knives, or other instruments deemed as weapons.

FURNISHINGS

The Birkemeier Suites come furnished with the necessities for comfortable living. If a student desires to add furnishings s/he must receive advance approval from the Residential Housing Director. All furniture items must remain in the assigned room. Walls, doors and furniture may not be defaced by nails, tacks, glue, any form of tape. All additional furniture brought to campus must be removed when a student moves out or it will be discarded.

HALLWAYS

Personal belongings should not be stored in the hallways of the Birkemeier Suites. The fire code requires hallways to be kept clear at all times. Personal belongings left in hallways may be confiscated or thrown away.

HAZING

Any form of physical or mental abuse inflicted by a student or group of students on another person will not be tolerated and will result in immediate suspension.

KEYS

Each resident is issued a suite key and a Birkemeier Suites main door key at the beginning of occupancy. If a suite key is lost, a \$50 replacement fee will be charged. If a main door key is lost, a \$250 replacement fee will be charged. If a suite mailbox key is lost, a \$50 replacement fee will be charged.

LAUNDRY

There are laundry facilities located in each suite.

LOST AND FOUND

Lost and found is located in the College office.

STUDENT ACTIVITIES CENTER

The Student Activities Center is located on the southeast corner of the Birkemeier Suites. The center is available to all CLC students. As with any area of campus, students are expected to behave responsibly by cleaning up after themselves and showing consideration for those around them.

The facility is equipped with a refrigerator, microwave, computer, stereo, tv, vcr, dvd, games, pool, vending machines and tables for fellowship.

OPPOSITE SEX VISITATION

No student may visit the suite of a single person of the opposite sex.

OVERNIGHT OR OUT OF TOWN

Students who plan on spending the night out of town must inform their RA or RHD and provide information in case of emergencies.

PERSONAL POSSESSIONS

Christian Life College is not responsible for loss of damage of any student's personal possessions, therefore, each student should keep his or her suite locked and valuables secured. Renter's insurance is suggested for all residents. Renter's insurance information is available in the College office.

PETS

Pets are prohibited in the Birkemeier Suites.

PROHIBITED ACTIVITIES AND ITEMS

Activities & Items

Certain activities and items are prohibited in the Birkemeier Suites due to the potential for disruption, personal injury, or property damage. These activities and items include but are not limited to:

- Running, wrestling, throwing, bouncing or kicking of objects, and the use of golf clubs, lacrosse sticks, footballs, etc.
- Ceiling and wall alterations, such as mounting ceiling fans, mounting light fixtures, affixing or hanging posters, shelving or other decorations, etc.
- Fighting, including fistfights, wrestling, water fights, etc.
- Riding skateboards, roller blades, bicycles, or other wheeled vehicles.
- Smoking (prohibited on CLC campus).
- Throwing, dropping, or hanging objects from windows.
- Fireworks.

- Regular childcare services.
- Weapons.

Substances

- Possession, sale, delivery, or use of any illegal drug .
- Possession, sale, delivery, or use of any alcoholic beverages .
- Possession, sale, delivery, or use of any tobacco product .

QUIET HOURS

Quiet hours in each suite will be 10 p.m. – 7 a.m. During these hours, stereos, radios, televisions, etc., are to be kept at minimal levels or used with headphones. In addition, hallway noise should be kept to a minimum.

ROOM AND ROOMMATE CHANGES

The Residential Housing Directors (RHD) or the Dean of Students reserve the right to move students from room to room or to another suite when deemed necessary.

A student requesting a room change must submit a written request for such a change with the Residential Housing Director or the Dean of Students. Written requests will be considered on an individual basis.

ROOM INSPECTIONS

Weekly room inspections are conducted by the Residential Housing Director. Unsatisfactory room checks may result in a fine or disciplinary action.

ROOM CONSOLIDATION

It is expected that all rooms will be filled to capacity. When a space exists in a room, that space should remain clean and clear at all times for use by a new occupant. The College reserves the right to house campus guests in rooms with vacancies. If the College has to clear the space for a new occupant, the current occupant of the room may be assessed cleaning and moving charges. The College reserves the right to consolidate or reassign students to fill rooms to capacity when there are vacancies.

ROOM DEPOSIT

At the beginning of enrollment, each single residential student will pay a mandatory \$250 room deposit. This deposit will cover room damages, cleaning expenses, and furniture disposal if needed. Some or all of the deposit may be refunded at the conclusion of occupancy.

Students will be held responsible for their actions. Damage, vandalism, removal of furniture, unauthorized activation of fire alarms, could result in fines. If the individual(s) responsible cannot be identified, the College reserves the right to hold the residents of that community responsible. Before a floor or suite is charged, there will be an opportunity for the individuals to identify themselves and take responsibility for their actions.

PARTIAL LIST OF CHARGES

Cleaning Charges

Room cleaning due to failure to clean room before check-out	\$25-75
Clearing a room due to student failure to clear space for new roommate	\$10-75
Removal of belongings due to student failure to remove all belongings from room or school property.	\$25-50
Removal of graffiti	\$10-50
Carpet cleaning	\$75
Removal of contact paper, stickers, paint or double stick tape	\$25-50

Repair Charges

Patch holes in the wall	\$50-100
Repaint Room	\$150
Repaint Wall	\$50
Replace Broken Windows (replacement cost)	\$50-200

Replacement Charges

Suite Key	\$50
Front Door Key	\$250
College Furnishings	replacement cost
Smoke Detector	\$100
Exit Lights	\$250
Fire Extinguisher	\$250
Mattress	\$100
Replace Carpet (individual room)	\$350

Fines

Improper check-in or check-out	\$25
Intentionally setting off the fire alarms	\$250 minimum
Intentional failure to evacuate building during fire alarm	\$100
Not returning furnishings to designated rooms	\$25
Parking on grass or walkways	\$25

SOLICITING AND SELLING

The College prohibits the solicitation and sales on campus by sales people of any kind.

TELEPHONE

Local telephone service is provided in each suite. Long distance is available by calling collect or with a calling card. Prank calls are a violation of College policy.

VISITORS

Visitors are welcome on campus. Those not spending the night must leave at or before curfew. Overnight visitors will be charged \$10 per person per night. Visitors are subject to the same rules as students. Students must inform their RA when hosting an overnight guest. Request forms are in the Student Services office and must be filled out 48 hours (2 days) in advance.

VEHICLE REGISTRATION AND OPERATION

All motor vehicles must be registered with the College Office at the beginning of the semester. Vehicle information forms will be distributed during registration. A Vehicle Registration Fee of \$15 is due at the beginning of each semester. All students must abide by the College regulations governing the use of vehicles. Also, in compliance with the State of Illinois, all vehicle owners must carry adequate liability insurance and have a valid operator's license.

PARKING

Parking areas are designated for visitors, handicapped vehicles, and faculty/staff. Please see maps distributed with registration tags at the beginning of the semester. Designated parking areas are in effect 24 hours a day, seven days a week. Do not park on the street overnight. The Village of Mount Prospect will issue a ticket for such offense.

VEHICLE OPERATION

Vehicles are to be driven on roads only, with a speed limit of 15 mph.

No vehicle is to be driven or ridden on the grass or sidewalks.

PENALTIES

Parking in a reserved area, or a no-parking area may result in a warning ticket. After one ticket has been issued to an individual, we reserve the right to have the vehicle towed off campus and impounded. Parking in a handicapped parking space will result in a \$100 ticket from the Village of Mount Prospect. All towing and recovery fees are the responsibility of the student.

WELLNESS SERVICES

ILLNESS/ACCIDENT

Serious illnesses or accidents should be reported to your RA, RHD or other College staff member.

A.I.D.S POLICY – ACQUIRED IMMUNODEFICIENCY SYNDROME

The Christian Life College policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association. Nothing contained herein shall mitigate, in any manner, the applicability of the Code of Honor to the student body of Christian Life College.

1. Consideration of any form of HIV infection shall not be a part of initial admission decision for those applying to attend CLC.
2. There is no medical justification for restricting access of students with any form of HIV infection to any school facilities.
3. Students having any form of HIV infection shall be allowed to attend regular classes in any unrestricted manner so long as their physical and mental health allows attendance.
4. There shall be no mandatory testing of prospective or current students. The administration of CLC will refer students desiring to be tested to sources of testing.
5. The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have the symptoms of the illness, and of individuals thought to be at risk of infection requires that confidential information regarding any aspect of HIV infection be handled with utmost care.
6. Guidelines concerning the handling of confidential information about students with any form of HIV infection shall follow the general standards set forth in the American College Health Association's *Recommended Standards and Practices for a College Health Program*. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case.
7. The Family Education Rights and Privacy Act supports Christian Life College's position with respect to health records. No person, group, agency, insurer, employer, or institution shall be provided any medical information of any kind without the prior written consent of the student.
8. Christian Life College shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.
9. Christian Life College shall implement safety guidelines as proposed by the U.S. Public Health Service for the handling of blood and bodily fluids of all persons, not just those known to have any form of HIV infection. Surfaces contaminated by blood or other bodily fluids shall be cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted to a 1:10 solution.
10. As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students who are either known to be, or suspected of being infected with HIV may be subjected to emotional or physical abuse. *Christian Life College* condemns all such occurrences as intolerable, and shall respond to them quickly.

Current medical studies indicate that students with any form of Human Immunodeficiency Syndrome Virus [HIV, the virus causing AIDS] infection do not pose a health risk to other students or staff during their normal activities. The consensus of medical opinion is that household, school or other casual contact cannot transmit HIV. Intimate sexual contact, contaminated blood or blood products, pregnant women to their children, I.V. drug use, piercing of ears, or tattooing primarily transmit the HIV virus. The Public Health Service states that there is no risk by living in the same place as an infected person, caring for an AIDS patient, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casually kissing, or swimming in a pool with an infected person.

An increasing awareness and prevention of the spread of AIDS are goals of the highest priority of Christian Life College.

CONTAGIOUS DISEASES

CLC reserves the right to require the testing of any student for any suspected contagious disease at the discretion of the Dean of Students or his designee. Should a student test positive for any contagious disease, please notify the office immediately. The right to privacy will be respected, and only persons needing to know will be notified. If the disease poses a clear and present danger to the campus family, the administration will decide whether a student may remain at CLC.

HEALTH INSURANCE

Health insurance is required for all students. Information on affordable coverage is available from the college administration .

COUNSELING

Difficult situations arise in everyone's life. When difficulties arise, wise counsel may be needed. Contact the college office for a counseling referral.

ACADEMIC POLICIES

REGISTRATION

Scheduled times are designated each semester for pre-registration and to finalize registration for all classes. Students may register for classes through the end of the fourth week of the semester. The fee for late registration is \$50.00.

The design of the curriculum is to carry an average academic load of 16 hours of credit per semester for eight consecutive semesters. The minimum full-time academic load is 12 hours per semester.

COURSE SCHEDULING

The academic calendar of Christian Life College is designed with two semesters of study: Fall and Spring. Each semester is usually sixteen weeks long. Summer sessions, evening school, weekend classes and intensive modular courses are also available upon demand.

Course schedules for each semester are available to students prior to the registration date. Special courses, seminars, and study programs are offered on occasion. These educational opportunities are designed with the purpose of helping to fulfill the mission and objectives of Christian Life College.

A variety of study options may be offered either for credit or for personal enrichment. Certain courses may be taken to substitute for core requirements in a program upon approval from the Academic Dean.

CHANGES IN REGISTRATION

To add or drop a course after the first week of class, or to make any other schedule change, the student must get a Change of Registration form from the Registrar, have the change approved by the Academic Dean, and return the form to the Registrar with the required \$20 fee. Failure to officially withdraw from a class will result in the assigning of an "F" and the loss of tuition and fees for that class.

Refund of tuition and fees (if any) will be computed from the date the forms are delivered to the Registrar's Office.

A student may not drop any course after four weeks without approval from the Academic Dean. No course may be dropped after the seventh week of instruction, except for medical reasons, serious family emergency, or by special approval of the Academic Dean.

All course changes must be made by the student (in person and in writing) in the Registrar's or Academic Dean's Office within the first seven weeks of the start of each semester. Any student may withdraw from a course before the end of the seventh week and receive a WD "Withdrawal" for that course on the transcript.

AUDITING OF COURSES

Courses may be audited by active enrolled students at Christian Life College. Students desiring to audit a course must obtain the permission of the instructor and meet any prerequisites for the course. Audit students are not required to complete the course work for a grade but must agree to abide by all requirements established by the course instructor.

INDEPENDENT STUDY

A student may be allowed to earn a limited number of credit hours on an independent study basis. In such cases, the student must have the approval of the Academic Dean as well as the faculty member who will oversee the course of study.

The study will include research and analysis, concluding in a written report, due on the date assigned by the faculty member. Written guidelines may be obtained from the Academic Dean's office. Courses taken by Independent Study will not exceed a time limit of one regular semester (sixteen weeks).

STUDENT CLASSIFICATIONS

Full-time Students: a student carrying a minimum of 12 semester hours is considered full-time. However, students should note that the programs are designed for 16 hours to be taken per semester if desiring to graduate within four years.

Part-time Students: A student carrying less than 12 hours per semester.

Special Students: Either an audit or credit student with no curricular objective who is only enrolled solely for personal edification.

Returning Students: A student who has satisfactorily completed not less than one full-time semester at Christian Life College.

First Year: An accepted graduate of an accredited high school, or one who presents a satisfactory equivalent thereto, who has earned between 1 and 31 semester hours (cumulative GPA must be 2.0).

Second Year: A student who has satisfactorily completed 32 to 63 semester hours (cumulative GPA must be 2.0).

Third Year: A student who has satisfactorily completed 64 to 95 semester hours (cumulative GPA must be 2.0).

Fourth Year: A student who has satisfactorily completed 96 or more semester hours (GPA must be 2.0 at the end of the senior year).

ATTENDANCE

The attendance policy for all Christian Life College students is as follows: All students are expected to attend all classes in which they are enrolled. Students are expected to demonstrate growing maturity in the matter of class attendance. The student carries the full weight of responsibility for being absent.

Each professor will clearly state what is expected by way of attendance in the course syllabus which is filed with the Academic Dean and distributed to students during the first week of the semester.

The student is responsible for all course work assigned during an absence. Each instructor may determine whether a student may make up assignments missed during an absence.

Protracted absences do not constitute a withdrawal from a course. All withdrawals must be made by following the procedure outlined under "Changes In Registration."

WITHDRAWAL FROM THE COLLEGE

Students deciding to withdraw from the College will initiate this process with the Dean of Students. To withdraw from specific classes, but not from the College, students should consult the "Changes in Registration" section of this Handbook.

ACADEMIC INTEGRITY

The very nature of Christian higher education requires that learners adhere to accepted standards of academic integrity. During the course of studies at Christian Life College, learners will be exposed to the ideas, theories, and creative works of many scholars. Inevitably, ideas will be shaped and formed by the words and ideas encountered in study and research.

The intellectual challenge of academic work goes beyond learning from textbooks, lectures, in the library, and elsewhere -- to evaluate, rethink, and make your own the information, data, and concepts found in

primary and secondary sources. The greatest satisfaction of academic work comes from making something original, genuine, and new out of the material. Knowledge is gained, discovered and demonstrated in the research process. Doing original work is the most demanding, but also the most rewarding, part of a Christian Life College education.

Christian Life College expects learners to demonstrate original work -- whether it is a short answer on a test, an essay response to a question, a solution to a math problem, or a research paper. This is also the basis for an instructor's evaluation of performance in a course. For that reason, academic integrity -- intellectual honesty -- is the cornerstone of our academic community.

The Bible supports academic integrity.

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” (Matthew 7:12)

“A truthful witness gives honest testimony, but a false witness tells lies.” (Proverbs 12:17)

“A good name is more desirable than great riches; to be esteemed is better than silver or gold.” (Proverbs 22:1)

“I will not build on someone else's foundation.” (Romans 15:20)

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (2 Timothy 2:15)

Every Christian and every Christian institution should be able to follow the example of Samuel who at the end of his rule as a judge of Israel, said, “Here I stand. Testify against me in the presence of the LORD and his anointed. Whose ox have I taken? Whose donkey have I taken? Whom have I cheated? Whom have I oppressed? From whose hand have I accepted a bribe to make me shut my eyes?” (1Sa 12:3)

Violations of academic integrity as it is commonly defined include, but are not limited to, the following:

Cheating

- obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor
- submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors
- obtaining a copy of an examination before it is officially available
- receiving an examination question before it is officially available
- copying another person's answer to a quiz or an examination question
- consulting an unauthorized source during an examination
- the use of unauthorized notes
- use of previous exams, books or other materials
- offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
- preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal

Plagiarism

- stealing and passing off the ideas or words of another as one's own

- paraphrasing someone else's writing without acknowledgement
- using another's production without crediting the source

Also of concern regarding academic integrity

- unauthorized collaboration with others -- working with others without the specific permission of the instructor on assignments that will be submitted for a grade
- misrepresenting original work as your own
- arranging or accepting credit for work not completed by you
- lying
- fabricating -- making up work for the purpose of deception
- abusing academic materials
- participating in academic dishonesty
- falsifying records or official documents
- acting as a substitute for another
- bribing or issuing threats

It is the learner's responsibility to be aware of behaviors that constitute academic dishonesty. The simple rule is clearly stated: when in doubt, don't do it! (Romans 14:23)

As an institution of Christian higher education committed to preparing individuals for Christian living and service to the Church of our Lord Jesus Christ, Christian Life College has a zero-tolerance policy regarding offenses of academic integrity. Mercy does no favor to the student who knowingly violates his or her own honor, and it should therefore not be expected. A verified violation of academic integrity will result in a variety of disciplinary measures beginning with immediately failing the course.

- The learner's character is diminished by every violation of academic integrity.
- The Christian Life College community is weakened by every violation of academic integrity.
- The Body of Christ is damaged by every violation of academic integrity.

For these reasons, a verified violation of academic integrity will result in a variety of disciplinary measures, beginning with immediately failing the course.

Sources for many of the statements above include the following sites and titles.

- <http://seaver.pepperdine.edu/academicintegrity/policies/code.htm>
- http://www.acu.edu/campusoffices/campuslife/acad_integrity.html: useful definitions of prohibited practices
- <http://www.oakton.edu/user/~pboisver/NewFaculty/FacAcadIntegr.htm>: designed to help instructor's promote academic integrity
- <http://sja.ucdavis.edu/a-i.htm>, <http://sja.ucdavis.edu/collab.htm>
- <http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html>
- <http://www.Collegepubs.com/ref/10PrinAcaInteg.shtml>: ten principles of academic integrity
- http://www.yorku.ca/tutorial/academic_integrity/
- <http://www.princeton.edu/pr/pub/integrity/index.html>
- <http://www.princeton.edu/pr/pub/integrity/pages/discipline.html>
- Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. Fort Worth: Harcourt Brace Jovanovich College Publications, 1992.

- Booth, Wayne C., Gregory G. Columb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Revised by John Grossman and Alice Bennett. Sixth Edition. Chicago: University of Chicago Press, 1996.

ACADEMIC PROBATION

Students enrolled at Christian Life College will be placed on academic probation for the following reasons:

1. A matriculating student may be placed on probationary status when the grade point average falls below 2.0. In such cases, the student will be asked to register for a limited class load of 12 credit hours or less per semester. Other additional restrictions may also be deemed appropriate.
2. A student on academic probation must raise the cumulative grade point average (GPA) above a C (2.0) within one semester or be placed on academic suspension. If after the semester of probation the student attains a semester GPA of C (2.0), the student may enroll full-time.

TRANSCRIPTS

Official transcripts are released according to FERPA regulations which require written authorization submitted to the Registrars' Office. The sealed transcript is sent to the designated recipient. The first official transcript is free. Additional transcripts are \$10.00 each. Students may receive an unofficial copy of their transcript at no charge.

GRADUATION REQUIREMENTS

To be eligible to receive the Associate of Arts or the Bachelor of Arts degrees from Christian Life College, a student must meet the following requirements.

1. One hundred twenty-eight semester hours of credit for the Bachelor of Arts (64 semester hours for the Associate of Arts.)
2. Completion of all academic requirements with a Grade Point Average of C (2.00) or better.
3. 32 hour residency of Bachelor of Arts (24 hours for Associate of Arts)
4. Fulfillment of required chapel attendance
5. Character showing Christian maturity.
6. Doctrinal soundness with regard to basic Christian beliefs.
7. Faithfulness demonstrated in Christian service.
8. Consistent cooperation with the policies of the College.
9. Payment of all financial obligations due the College.
10. Filing of *Intent to Graduate* no less than ten weeks prior to graduation.
11. Attendance at Commencement.
12. The time limit for completion of Bachelor of Arts program is 6 years (3 years for the Associate of Arts program.) Extension of this time may be granted upon petition to the Academic Dean.

SCHOLASTIC HONORS

Honors are awarded on the basis of work completed prior to the semester before graduation. Graduates who have attained a cumulative grade point average of 3.50 or above for all work completed at Christian Life College are recognized as follows:

Summa Cum Laude	3.90	Magna Cum Laude	3.70
Cum Laude	3.50		

GRADE CLASSIFICATIONS

I: (Incomplete) An incomplete is a grade assigned when a student fails to submit sufficient course requirements for evaluation. Incompletes do not register on Christian Life College transcript. The student must complete all course requirements within fourteen (14) days of notification of an incomplete. Incompletes are transcribed as “F’s” if the student fails to meet the requirements within the designated amount of time.

AU: (Audit) A non-credit course which will not receive a grade.

WD: (Withdrawal) Withdrawal from class before the end of the seventh week of instruction - not used in computing grade point averages.

F: (Failure) Failure to demonstrate comprehension or failure to continue with the course after the eighth week of instruction.

EX: (Extension) An extension of time to complete a course will be allowed for extenuating circumstances beyond the student’s control. Application for an extension must be made with the individual instructor, and approved by the Academic Dean.

I: (Incomplete) The grade of "I" is issued by the instructor only in the case where a student cannot finish the assigned work and has not submitted sufficient course requirements for evaluation because of unavoidable circumstances (e.g., documented illness or emergency situations). The grade of "I" must be formally requested of the instructor by the student and may be granted only if the student has missed no more than one test for the entire semester and the student’s average is no less than 70%. Extensions are normally granted for one semester. If the work is not completed by the deadline, a grade may be determined based on work completed. Incompletes are not computed in the grade point average and if not completed within the allocated time granted automatically change to an F.

FINAL EXAMS

Each student is allowed to take the final exams if financial obligations are concluded and library responsibilities satisfied. Final exams are only to be taken during the scheduled exam week at designated times.

TEXTBOOKS

Prior to the beginning of each semester, a list of required textbooks for each course will be posted on the college website. Students will be notified by email of the posting of the list.

Students are responsible for obtaining their own textbooks, except those produced and sold by individual instructors. There are many online and local sources for both new and used books, and the posted list will include links to several of them. The Director of Library Services is pleased to be of assistance to any student needing instruction on purchasing his/her own textbooks. No student is permitted to check out or use the library copy of a required textbook.

During the first week of each semester, the instructor of each course will be verifying that each student has his/her own copy of the textbooks required for the course.

Our prayer for you:

“May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.”

– Romans 15:13 (NIV)

