**2016-2017 EC STUDENT HANDBOOK**
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***College Statement of Mission***

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

***College Motto***

## *Where Leaders Are Learning*

***College Colors***

## *Blue & Gold*

**College Alma Mater**

*Words & Music by Twila Paris*

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

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

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

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

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

**Student Responsibility**

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

Definitions. When used in these guidelines:

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

**Civility, Respect, and Responsibility**

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

# Ecclesia College Code of Honor

*"Excellence, Integrity, & Order"*

*John 13:34-35 "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."*

## PREAMBLE

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

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*IN THAT GOD LOWERS HIS STANDARD OF EXCELLENCE, INTEGRITY, AND ORDER FOR NO ONE, BUT RATHER ALWAYS PROVIDES SUFFICIENT GRACE TO THE HUMBLE TO MEET HIS STANDARD (I PETER 5:5), THE ECCLESIA COLLEGE BOARD OF GOVERNANCE HAS ADOPTED THE FOLLOWING STUDENT CODE OF HONOR.*

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***This Code of Honor supplements the current EC Student Handbook.***

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

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

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

**In response to God's grace and mercy, according to Jesus' commandment to love the Lord your God with all your heart, soul, mind, strength, and to love your neighbor as yourself:**

I commit to grow in my spirit in developing my own relationship with Jesus Christ. I commit to grow in God's grace and knowledge for His pleasure and glory.

I commit to participate in a local body of believers where Jesus Christ is worshiped.

I commit to develop my body with sound health habits by participating in wholesome physical activities and avoiding addictive substances. I will not take any illegal drugs, synthetic drugs, or misuse any drugs.

I commit to biblical sexual purity. I understand that sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Ecclesia College. In my personal relationships, I will abide by common sense guidelines to avoid the appearance of impropriety.

I commit to cultivate good relationships with others and to seek to love others as I love myself. I commit to building others up with my words. I will not lie; I will not steal; I will not curse; I will not gossip; I will not slander.

I commit to live in a way that honors my brothers and sisters in Christ and will avoid actions and behaviors that could be a stumbling block to them. With this in mind, I will not drink alcoholic beverages.

I commit to developing myself academically for the glory of God. I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.

I commit to responsibly serve in the work-learning program with integrity and a heart of servanthood.

I commit to keep my total being under subjection from all immoral and illegal actions and communications. I commit to abide by the rules and regulations that are in the Student Handbook and any subsequently adopted by the college administration. I commit to be punctual and attend classes, assemblies, and all required meetings according to EC policy. I understand that Ecclesia College is a private school, and I therefore have no vested rights in the governing of the school.

***I Will Not…***

- Lie
- Steal
- Curse
- Cheat or plagiarize
- Gossip or slander
- Take any illegal drugs, synthetic drugs, or misuse any drugs
- Drink alcoholic beverages
- Engage in unbiblical sexual activity

I commit to keep the Code of Honor carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between me and Ecclesia College which is a prerequisite for matriculation and my continued association with the College and becomes a part of my permanent file.

Print Full Name: _____

Signature: _____ Date: _____

## *1.0 ACADEMIC INFORMATION*

### 1.1 EC Academic Catalog

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

### 1.2 Attendance

Believing that students in a traditional classroom setting benefit from discussion and interaction with the instructor and other students, Ecclesia College requires regular and punctual attendance at all classes. A student may have a maximum of two (2) weeks of unexcused absences before penalties may be imposed by the instructor, including but not limited to lowering the final grade or requiring additional compensatory work. A student who misses more than four (4) weeks of class will automatically either receive a failing grade or be administratively withdrawn from the course upon recommendation of the instructor to the Academic Committee.

Class absences due to sickness, family emergency, or attending Ecclesia College-sponsored events are considered to be excused absences and the student will be allowed to make up the work missed. It is the student's responsibility to approach the instructor to inquire about work to be made up during these absences. In the case of College-sponsored activities, the student must consult with the instructor before the absence to determine what arrangements need to be made for making up the work to be missed.

In cases of extenuating circumstances (such as an extended illness) beyond the student's control, appeal for credit may be made to the Academic Committee. This appeal must be in writing, state and document reasons for the absences, and must be made before semester final exams begin. An exception may also be made for College teams who compete in national championship tournaments.

Students who are tardy for a class will be counted as absent unless they inform the instructor of their presence at the conclusion of the class period. Three tardies will be considered equivalent to one absence. A student is considered tardy if he/she arrives after the commencement of the class session.

### 1.3 Academic Standards & Regulations

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

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

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

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

Class status requirements:

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

**1.4 Course Load**

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

**1.5 Course Repetition**

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

**1.6 Grading Policy & System**

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

See current **Ecclesia College Academic Catalog** for updates on Grading Policy & System.

**1.7 Academic Mentoring**

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

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

**1.8 Audit Policy**

See EC catalog

**1.9 Program Restrictions**

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

**1.10 Withdrawal Procedures**

See EC catalog

**1.11 Class Visitors**

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

**1.12 Graduation Requirements**

See EC catalog

**1.13 Library**

The Library offers materials, special areas, and services to serve students.

Materials include reference books for quick answers, general circulation books for more in-depth coverage of topics or leisure reading, and periodicals for the most current information available. The Library subscribes to EBSCO which offers more than 375 full-text and secondary research databases and

over 550,000 e-books plus 360,000 e-journals, e-journal packages and print journals. EBSCO can also be accessed from any computer via the internet. The Library's holdings total some 13,000 items.

For better access to its materials, the Library has an automated book catalog. OPAC, the automated catalog, can be accessed via the Internet from any computer.

Services include reference help for all patrons and interlibrary loan, through which the Library offers students access to materials in several libraries.

The Computer Lab located on the 2nd floor contains five Windows 7 computers with Microsoft Office 2010 and is available to the student body when the Dome is open.

### 1.14 Academic Appeal Process

Academic appeals should be made in the following order:

1. Appeal to the Instructor
2. Appeal to Academic Dean*
3. Appeal to Academic Committee*

*Appeals to the Academic Dean and Academic Committee should be put in writing (preferably type written).

See also S*tudent Comments and Grievances*.

## *2.0 SPIRITUAL LIFE*

### 2.1 Personal Devotions

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

### 2.2 Assembly at Ecclesia College

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

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

b. All students participating in the Work Learning Program are required to attend Work Reporting & Development assemblies. See the current semester schedule for the time allotted for that assembly. The Work Assembly is required of all students participating in the student work program.

c. All full-time students are required to attend Small Groups. See the current semester schedule for the time allotted for that regular gathering time.

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

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

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

80% Attendance: Acceptable.

Reports are updated in the Student Development Office and student inquiries into his/her record are welcomed.

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

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

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

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

8. Assembly credits (CR) are required in order to receive a bachelor's degree from Ecclesia. In order to earn one Assembly credit, a student must attend at least 80% of the regularly scheduled assemblies during a semester. Attendance records are kept in the Student Life office. At the end of each semester, the record of "credit" or "no credit" will be registered on the permanent transcript and the cumulative Assembly credits will be transferred to the Registrar's Office which monitors all graduation requirements. Two (2) full, consecutive semesters of failing Assembly attendance will place a student on academic probation the following semester.

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

9. The Assembly make-up plan is posted in the Library. For more information, contact the Dean of Students.

### 2.3 Worship and Intercession Gatherings

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

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

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

### 2.5 Church Attendance

All students are expected to attend church services on a regular, weekly basis. Most often, this would occur on Sunday mornings. Periodically, opportunities are afforded to be a part of mobilization teams who travel to area churches to represent Ecclesia College and its diverse ministries. If you have an interest in taking part on a mobilization team, contact the Dean of Students' Office.

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

### 2.6.1 Mission Statement

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

### 2.6.2 Rationale for Counseling Services

Students are in a transition period of life in which changes can occur at such a rate and intensity that assistance is required at times to make the necessary adjustments. Some issues are developmental in nature, while others are situational or circumstantial. Areas that most frequently need attention include:

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

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

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

### 2.7.1 Philosophy

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

### 2.7.2 Objective

see EC catalog

### *3.0 Lifestyle Expectations*

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

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

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

If you have questions, consult with the Dean of Students.

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

1. Accountability begins with *self-discipline*. One of EC's goals is to help students become less dependent on rules to govern behavior and more dependent on their ability to discern what is right and wrong, independent of peer pressure and external props.

2. If self-discipline should break down, then *peer involvement becomes* necessary. It is essential that students share some responsibility for each other's growth and a willingness to express concern and to caringly confront each other. It is important that students take this responsibility seriously.

3. If response to peers does not take place, then accountability must be sought through *community discipline*, specifically through the faculty, administration, etc. A verbal or written warning may be issued. Many problems can be resolved at this level, provided the student can make the appropriate behavior changes. *Warning – a written statement is issued when a student's conduct is irresponsible (disorderly conduct, disregarding responsibilities, and rules).*

4. *Institutional discipline (probation; suspension) becomes* necessary when the means of discipline listed above have not been successful in producing change in a student's ongoing behavior.

## 3.1 Standards of Student Conduct

### 3.1.1 Respect for the Institution

Anything identified with the college must be in keeping with the official Statement of Purpose of Ecclesia College. Some examples include contents of programs or performances and texts of printed material.

### 3.1.2 Respect for Ecclesia's Christian Purposes

It is assumed that students come to Ecclesia with a commitment to standards of behavior consistent with the Christian faith and life.

By accepting admission to Ecclesia College, each student assumes responsibility to abide by the rules and standards of conduct of the college as well as by all city, state, and federal laws.

The regulations and standards of this handbook apply to all students who are enrolled at Ecclesia and any guest(s) they may bring to campus. Students are responsible for informing their guests of college policies and assuring that they behave within the guidelines of established policy.

Some of the violations listed here may also violate local, state, or federal statutes. In dealing with such violations, college disciplinary action will not preclude the filing of charges with appropriate law enforcement agencies. The reporting of certain crimes committed on campus is required by federal law.

The following standards of student conduct provide a framework by which students may conduct themselves in keeping with the Christian purposes to which Ecclesia is committed.

### 3.1.3 Respect for Others

Respect for others is a basic tenet of the Christian faith as well as the United States legal system. Failure to act in ways that affirm respect for others denigrates individuals and damages the sense of community so vital to the Ecclesia experience. Such failure will result in action by the college, the legal system, or both. Violations and their definitions are listed below:

**Insubordination**

Failure to comply with the directive of a college official acting in his or her official capacity; failure to show respect for college faculty, staff, or guests; verbal and/or physical abuse.

**Irresponsible conduct**

Behavior which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Fighting is considered irresponsible conduct, and it may be considered an assault.

**Dishonesty**

Includes but is not limited to deceit, cheating, plagiarism, falsification of information, theft of services, electronic tampering; failure to divulge to college officials knowledge of violation of college standards of conduct.

**Excessive Noise**

Noise in or around a residence hall or other campus building which disturbs or disrupts normal activity. Noise is especially monitored in the residence halls during quiet hours (see section on residence life)..

**Visitation Violation**

Entering or allowing a member of the opposite sex to enter into a restricted residence hall area or violating Housing guidelines (see Residence Life).

### 3.1.4 Respect for Self

Respect for oneself expresses itself in self-discipline and avoidance of practices damaging to one's physical, emotional, and spiritual wellness. It affirms the divine spark within each individual. Violations and their definitions include:

**Alcohol and Illegal Drugs**

Since its founding in 1975, Ecclesia College has prohibited the use by students of alcoholic beverages or unlawful use of controlled substances either on or off campus.

The college intends to fully comply with the Drug Free Schools and Communities Act Amendments of 1989 (PL 101-226). The college goals are to provide an environment where the campus is aware of the health and safety risks of alcohol and drug use; to discourage by every means possible use of alcohol and illegal drugs; and to provide confidential and redemptive help to students and employees who seek assistance.

The possession, consumption, manufacture, sale, transfer, purchase or distribution of alcoholic beverages or illegal drugs by any individual or group either on campus or off campus is prohibited. It is also a violation for anyone to possess, use, or be intoxicated or impaired in normal mental and/or physical functioning due to the use of alcohol or other drugs. Such actions may be subject to law enforcement involvement as well as campus disciplinary action. Any student who is arrested for alcohol or drug related offenses may be subject to discipline under college policies.

Disciplinary sanctions for first offense violations range from probation to suspension from the college. When suspension is not warranted, Student Life personnel will meet with the student and will assess the student's level of risk. Based on the results, an individualized plan consisting of educational activities concerning alcohol and substance abuse will be developed. Students considered to be at high risk may be required to engage in further activities, including personal counseling. Repeated violations or failure to complete the Response Plan may result in suspension.

Illegal drug paraphernalia or alcoholic beverage containers, including those that are empty, are not allowed in the residence halls/campus apartments or anywhere on campus; alcoholic beverage or other drug logos on clothing, posters, etc., are also prohibited. Violation of this regulation by a group may result in the revocation of the organization's charter and suspension of individual students involved.

Parents and/or guardians will be informed of any drug or alcohol violation if the student is under 21 years of age.

**Lewd, indecent, obscene conduct**

Prohibited conduct includes but is not limited to lewd, profane, vulgar language (verbal or written), including on clothing; musical lyrics, or gestures; possession of pornographic materials; voyeurism, indecent exposure, or other inappropriate sexual behavior.

**Gambling**

Playing a game for money or something else of value in hopes of gaining something significant beyond what the individual invests.

**Tobacco**

Smoking and use of smokeless tobacco have been documented to be injurious to one's health and to violate the health and rights of non-smokers. Tobacco use of all kinds is prohibited on campus / campus property, and at all official College off-site events.

### 3.1.5 Respect for Property

It is vital to the ongoing existence of the community that individuals respect the property of the university and of persons who are members of or visitors to this community.

**Theft**

Unauthorized taking or keeping of items or services which are university property, are borrowed, rented, or leased by the university, or which belong to students, faculty, staff, or guests of the university.

**Vandalism**

Damaging, defacing, or destroying property belonging to the university or its students, faculty, staff, or guests, or property belonging to another college or university.

**Tampering with fire and safety equipment**

Tampering with or removing fire alarms, smoke alarms, fire extinguishers, sprinklers, exit signs or other safety equipment; sounding or reporting false alarms. Misuse of safety equipment is a violation of state law and punishable as such. Malfunctioning equipment should be reported immediately to the appropriate authority.

**Possession or use of fireworks**

Persons are not allowed to have any type of fireworks or explosives on campus or to set them off on campus.

**Firearms/Weapons**

Possession of weapons of any type, including but not limited to firearms, blowguns, air guns, pellet guns, bows or crossbows, knives, martial arts training materials, slingshots, paintball guns, explosive or incendiary devices, dangerous chemicals, and ammunition are prohibited on campus property.

An exception is made for residence hall students who participate with EC Shooting Sports and/or those students with hunting equipment. Such equipment must be registered immediately with the Campus Safety office, which will direct student with appropriate action for safe storage. Students who hold a concealed-carry license should contact Campus Safety office for current policy. In accordance with Arkansas law, Ecclesia authorizes certain employed individuals to have concealed-carry for campus safety purposes.

## 3.2 Disciplinary Process

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

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

### 3.2.1 Disciplinary Sanctions

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

### 3.2.2 Warning

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

### 3.2.3 Reprimand

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

### 3.2.4 Loss of Privileges

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

### 3.2.5 Confiscation

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

### 3.2.6 Types of Disciplinary Probation

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

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

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

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

### 3.2.7 Restitution

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

### 3.2.8 Change in living assignment

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

### 3.2.9 Fines / Charges

Charges levied for violations as specified in the Student Handbook, the Academic Catalog, and/or housing contract. All fines must be paid in cash to the Business Office. Students will have until the final day of regular classes to pay the fine. If the fine is not paid or appealed, the student will be blocked from final exams until the fine is paid.

**Ecclesia College: Restorative Practices**

Restorative Practice is a form of discipline for students that focuses on helping them learn from mistakes and repair harm they have caused. It is a distinctive form of discipline in several ways: First, it views violations comprehensively. Rather than defining violations as simply rule breaking, it recognizes the harm a violation causes to victims, communities and the offenders themselves.

Second, by utilization of the Student Council and other appropriate office, more individuals are involved in responding to violations. Rather than giving key roles only to the Dean of Students and the offenders, it includes victims and community members. Restorative Practices are best utilized for discipline issues that carry the consequence of certain notations.

**Notations**

• Late to Assembly

• Late for curfew

**Notation Examples (+ $10.00 Fine)**
• Absence from a required meeting (Assembly – fines begin after maximum allowed, etc.)
*Appeals for offenses must be submitted in writing to the Student Council within 48 hours of notification.*

**Notation Examples (+ $25.00 Fine)**
• Possession and/or use of tobacco / e-cigarettes/vaping on campus
•Violation - Disregard for Curfew – RA discretion
• Moving of dorm furniture away from designated rooms
*Appeals for offenses must be submitted in writing to the RD or the Student Council within 48 hours of notification.*

**Notation Examples (+ $50.00 Fine)**
• Malicious conduct that disrupts community or damages property (plus financial restitution)
• Rage; Obscene, profane or abusive language or behavior
• Complicit to drugs or alcohol in dorm / dorm room, first offense
• Entering residence of the opposite sex (or allowing the same)
*Appeals for offenses must be submitted in writing to the RD or the Student Council within 48 hours of notification.*

**Notation Examples (+ $250 Fine & Disciplinary Community Service)**
• Commission or conviction of a misdemeanor
• Intentional participation in a social gathering where alcohol is served, on or off campus (e.g. party, bar, or nightclub) or illegal drugs are used
• Sexual misconduct and/or any state of undress with member of opposite sex
• Threat to do bodily harm
• Vandalism (plus financial restitution)
• Possession or consumption of alcoholic beverages, first offense
• Complicit to drugs or alcohol in dorm / dorm room, second offense
*Appeals for offenses must be submitted in writing to the Student Life Office within 48 hours of notification.*

**Notation (+ $500.00 Fine, Disciplinary Community Service, & Possible Administrative Withdrawal)**
• Commission/conviction of any felony
• Violation of Policy on Sexual Harassment, Discrimination, and Assault
• Violation of Policy on Racial Harassment & Discrimination
• Drug possession, use/distribution (possible minimum one semester out)
• Possession or consumption of alcoholic beverages, second offense
• Refusal to submit to a drug test as directed by a College employee.
• Stealing or possession of stolen property (plus financial restitution; possible one semester out)
*Appeals for offenses must be submitted in writing to the Student Life Office within 48 hours of notification.*

Notes: Those deciding appeals will uphold, dismiss or adjust the sanction. The decision will be final. All Fines must be paid prior to first day of finals for each semester. No final will be administered to a student with unpaid fine(s).
Fines Approved & Edited: July 8, 2016

### 3.2.10 Eviction

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

### 3.2.11 Behavioral contract

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

### 3.2.12 Suspension

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

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

### 3.2.13 Expulsion

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

### 3.2.14 Disciplinary Education

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

### 3.2.15 Suspension of Aid for Disciplinary Reasons

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

### 3.2.16 Disciplinary Procedures

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

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

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

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

### 3.2.17 Appeal Process

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

### 3.2.18 Student Comments and Grievances

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

### 3.3 Harassment & Discrimination

Ecclesia College is committed to providing students and employees with an environment free of harassment. Any person or group who commits acts of harassment or discrimination based upon race, ethnicity, gender or disability, on or off campus, will be subject to disciplinary action, which could result in dismissal from the College. Any act of harassment (i.e., physical, psychological, verbal or sexual) that is threatening is considered a serious offense and will not be tolerated.

***Sexual Harassment, Discrimination, and Assault***

Ecclesia College is committed to providing students and employees with an environment free from all forms of sex-based discrimination which can include acts of sexual violence, sexual misconduct and disrespect for one another. Non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking are all prohibited at Ecclesia College. All members of the Ecclesia community are expected to treat everyone with a spirit of Christian love, mutual respect, and individual dignity.

The College provides educational and spiritual programming to promote our commitment to Biblical principles of abstinence and purity. Our programming also promotes the awareness of any type of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act.

Sex-Based Misconduct Offenses categories include, but are not limited to:
• Sexual Harassment; Sexual Exploitation
• Non-Consensual Sexual Contact (or attempts to commit same)
• Non-Consensual Sexual Intercourse (or attempts to commit same)

Other Misconduct Offenses when based on sex or gender includes, but are not limited to:
• Bullying
• Domestic Violence
• Dating Violence
• Stalking

***Reporting and Process***

Any student who believes that he/she has been the subject of sexual harassment, discrimination, or assault in any form should immediately report the incident to the Title IX Office (a part of EC's Student Life Office). Students who would like assistance in contacting local authorities may request such help from campus authorities.

For confidential reporting options, please contact:
• Student Life Office: 479-248-72236 x 212
• Counseling Department: 479-248-7236; rgrace@ecollege.edu
All Responsible Employees are required to report incidents of sexual harassment, discrimination, or assault to the Title IX Office unless designated as a confidential reporting option.

The College will provide prompt, compassionate and discreet support services to victims. When a student contacts the Title IX Office, he/she will be given the opportunity to make a formal complaint with the Title IX Office which will take immediate steps to inquire or investigate a complaint, stop the occurrence of the harassment/violence, protect and prevent reoccurrence, provide support and resources to those affected or involved, and ensure the safety of the campus/community. Both interim measures and reasonable accommodations are available to affected parties. Reporting parties will review a Notification Checklist to ensure that the reporting parties are aware of resources and appropriate accommodations.

Any reporting party may request confidentiality, but will be granted such on the basis of the discretion of the College Title IX Office. Inquiries will be made into all reports regardless of location of the incident

absent a request for confidentiality. The grant of a request for confidentiality is a case by case decision in consideration of student/ community safety.

In a situation involving sexual violence, a student's request for confidentiality will be granted at the discretion of the Crisis Management Team.

Ecclesia College strongly encourages reporting of all forms of sexual harassment, discrimination, or assault. If you are not sure if an incident qualifies as a violation of the Policy on Sexual Harassment, Discrimination or Assault, please contact our Title IX Office.

Additionally, any student, faculty or staff may contact the Ecclesia College Crisis Management Team for emergencies, questions or concerns regarding an incident of sexual harassment, discrimination, or assault.
• Emergency – Call 911
• Non-emergency: CMT Coordinator, Andrew Kroeker 620-200-3532

***Consequences***

Any act of sexual harassment, discrimination, assault or any other sex-based misconduct, as determined by Student Conduct and the Title IX Office, that interferes with the learning environment is a serious offense and will not be tolerated. Any Ecclesia College student violating this policy will be subject to disciplinary action, which may result in dismissal for a minimum of two semesters. Any student dismissed also will be restricted from campus. Since the College takes such charges seriously, where the results of an investigation reveal a complaint under this policy to be frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action.

***Racial Harassment & Discrimination***

Ecclesia College insists that all members of the College Community are entitled to and shall be afforded an environment free of racism—whether overt or subtle. Therefore, members of the College community will not tolerate racial discrimination or harassment of any kind.

Behavior that constitutes racial discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act and is a violation of the Honor Code. This includes, but is not limited to racial/ethnic slurs, coarse jesting with racial/ethnic overtones and other forms of communication resulting in disparagement or intimidation based on race or ethnicity.

***Reporting and Process***

• Report the incident to the Student Life Office, Crisis Management Team.
• CSM staff will review the racial discrimination/harassment policy with the complainant.
• Complainant must decide if he/she wants to pursue a formal complaint, which may result in disciplinary action.
• The CMT will examine the results of the investigation and determine the best course of action.
• The CMT staff representative will conduct a final interview with complainant.

***Consequences***

Any Ecclesia College student who engages in racial discrimination or harassment is subject to disciplinary action, along with possible fines, and community service and/or possible administrative withdrawal. In addition, since the College takes such charges seriously, where the results of an investigation reveal a complaint of racial discrimination or harassment to be frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action.

### 3.4 Statement on Sexuality & Relationships

Sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Ecclesia College. In personal relationships, students are encouraged to know and abide by common sense guidelines to avoid the appearance of impropriety.

**Personal & Community Respect**

Respect is an attitude and behavior that should be afforded to all members of the College. We believe in the inherent value and dignity of all men and women as God has created them. We are committed to treating everyone who visits our campus with respect, and we actively encourage our male and female students, staff, faculty, and athletes to love others as Christ loves them.

Proper respect should be shown from one student to another at all times. Derogatory comments of a sexual, religious or racial nature will not be tolerated. Students are expected to treat Ecclesia College faculty and students in a spirit of Christian love, mutual respect, and individual dignity.

## *4.0 CAMPUS SERVICES*

### 4.1 General Office Guidelines

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

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

### 4.2 Audio/Visual Equipment

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

### 4.3 Business Office Policies

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

### 4.4 Food Services

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

#### 4.4.1 Serving Times

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

| | Breakfast | Lunch | Dinner |
|---|---|---|---|
| Monday – Friday | 7:00 – 8:30am | 11:45am – 1:00 pm | 5:30 – 6:30 pm |
| Saturday | 10:30 am – noon (brunch) | | 5:00 – 6:00 pm |
| Sunday | 8:00 – 9:00 am | X | 5:00 – 6:00 pm |

Schedule subject to change. See current schedule posted in Ecclesia College Dining Hall.

### 4.4.2 Meal charges

Meals for most students are prepaid by their board fees. Guests and students not on a meal plan are asked to pay for any meals eaten in the dining hall. Meal tickets ($7.50 per meal) may be purchased in the Dining Hall. Please have exact change, as the Dining Hall staff is not prepared to make change. The current charges are:

| Age | Under 3 | 3 to 11 | 12 & up |
|---|---|---|---|
| Lunch | Free | $5.00 | $7.50 |
| Dinner | Free | $5.00 | $7.50 |

### 4.4.3 Dining Room General Guidelines

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

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

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

### 4.4.4 Buffet Line Courtesy

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

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

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

### 4.4.5 Food Take-Out

At this time, there are no options for food for take-out.

### 4.4.6 Kitchen Access

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

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

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

### 4.4.8 Personal Use of Equipment

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

### 4.4.9 Guest Housing and Meals

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

### 4.4.10 Regulations

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

## 4.5 Mail

Stamped mail may be left at the Administrative Building before 1:00 P.M. in the USPS Mail box located outside in front of the building. Mail will be picked up according to regular USPS standards. Each person will receive his or her own “mailbox” for personal mail. Your mail may be requested at the Receptionist Deck during regular operating hours. If you wish, you may rent a private mailbox at a local post office.

Your address on campus is as follows:

Your name
Ecclesia College
9653 Nations Drive
Springdale, AR 72762

## 4.6 Duplicating Services

Copy machines are primarily for business and educational use.

- If you do not know how to use the machine, ask someone to help you.
- Please do not attempt to service a copy machine.

## 4.7 Computer Use

The following guidelines should be observed:

- All students are required to purchase a USB Flash Drive.
- All students will be given a User Name and Password to logon to campus computers.
- Students with work program positions requiring special access to network resources will be issued a User Name and Password. Do not share that information.
- Computer equipment may be used for approved personal use only if it will not inhibit business use. Students will be held responsible for the information and/or photos they post on a social networking site.
- No software, movies, or music may be pirated to a personal computer.
- No entering a locked office to use a computer for any reason unless you have permission.
- No one other than authorized personnel is to use computers located in office areas without explicit permission first. (ex. Academics, Reception Desk)
- No installation of hardware or software on any computer is allowed.
- Any disks used in computers outside the college must first be scanned using F-Prot. Contact the Communications department for assistance if you need it.
- No games are to be installed or played on college computers.

- Please do not service any computer. Contact Communications Personnel.
- Observe the following scanner policies:
  - The scanner in the IT Office is available to students. If you need to be trained on how to use the scanner, arrange a training time with the Communications Personnel.
  - Please put all personal scans on your USB flash drive after you are finished. Do not leave them on the server.

## 4.8 Health and Medical Information

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

### 4.8.1 Immunizations and Medical Records

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

### 4.8.2 Student Health Services

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

### 4.8.3 Non-Emergency Medical Transport

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

## 4.9 Motor Vehicles

### 4.9.1 General Policies

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

All student vehicles must be registered through the Campus Safety Office. Upon registration, a decal will be issued. The decal must be affixed to the inside lower left corner of the front windshield.

The student in whose name the permit is issued is responsible for the vehicle at all times regardless of who is operating it.

All boats, trailers, and motorcycles are to be parked in designated areas.

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### 4.9.2 Enforcement

The enforcement of the College's motor vehicle regulations rests with the campus Safety Office. These regulations do not relieve a student of the responsibility for compliance at all times with all federal, state and municipal laws and ordinances.

### 4.9.3 Violations and Penalties

The College has established parking and traffic regulations in order to help ensure the safe and orderly operation of vehicles on campus. The following regulations are in effect 24 hours a day.

Traffic citations may be issued for the following violations:

- Lack of current decal
- Improper display of decal
- Unauthorized parking in reserved or parking spaces
- Parking in other than a marked space
- Double parking
- Parking in a loading zone
- Parking on a sidewalk or grounds
- Parking too near a fire hydrant
- Parking in a visitor parking space
- Parking in a no parking zone
- Driving on sidewalk or ground
- Unsafe driving (the campus speed limit is 15 mph or less if conditions demand it)
- Failure to come to a complete stop at a stop sign
- Excessive speed/acceleration
- Disruptive Noise
- Unauthorized parking in a handicapped space
- Parking in a fire lane
- Any act resulting in damage to campus or personal property in which case the person responsible shall pay the cost of such damage;
- Creation of a nuisance through the use or operation of a motor vehicle, including college-owned vehicles.

Fines will be added to the student's account in the Business Office after a holding period of approximately two weeks.

Designated parking zones are shown on campus maps available at registration and in the Safety Office.

A parking decal is issued per vehicle. If a different car is brought to campus, it must be registered immediately.

Vehicles will be towed at owner's risk and expense if they are blocking a loading zone, are in a handicapped space (without authorization), in a no parking zone or fire lane, on sidewalks or grass, or otherwise impeding the normal flow of traffic. Unregistered vehicles with multiple tickets will be charged a $25 tracing fee.

Students who wish to appeal a traffic citation may do so by attending or presenting a written appeal to the Student Council. The appeal must be made at the next scheduled StuCo meeting after the citation was issued. Later appeals will not be considered. The council may uphold, or propose to void, or modify a citation and/or fine.

### 4.9.5 College Owned Vehicles

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

## 4.10 Campus Safety

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

### 4.10.1 Security Policies and Procedures

- Students, faculty and staff have regular access to all campus buildings from 7:45 am to 11:40 pm each day. WLP personnel closely monitor key distribution.
- WLP staff maintains campus buildings and grounds with a concern for safety and security. Adequate lighting is considered as well as sufficient locks on doors and windows. Prompt response is given to any report of a potential safety or security hazard.
- Any disturbance or breach of campus security can be reported by dialing 479-248-7236 ext. 212 for the WLP staff (during regular business hours) or after hours by contacting your RA. Upon receipt of a call, the responsible staff person assesses the situation and either handles it or calls local police to intervene.
- The Student Council plans programs on a variety of topics to help educate students on personal safety awareness and security. Information on safety and security is provided through seminars, posters and brochures.

### 4.10.2 Severe Weather

The College is not now located near Springdale's tornado alert system. When a severe weather alert is posted, the Resident Director (RD) and Campus Safety personnel will respond and take appropriate action with students and employees. Whether in a classroom building or a residence hall, students should go to the lower floor in the center of the building, usually the hallway, away from any windows. Smartphone apps often trace the movement of severe storms and tornadoes, and this may help one know how much time there is before a storm occurs. When severe storms are in the area forecast, updates may be given via e-mail.

During thunderstorms, one should take shelter inside a building or in a vehicle. Do not stand near trees, telephone or electric poles, or in open fields.

For ice or snow, students seeking information concerning the possibility of altered schedules may watch for emails from Academics or Student Life. Students who commute should use their own judgments when assessing road conditions. If you are a commuter and you believe it is unsafe for you to travel to campus, contact your instructors, work supervisors, and others who will need to know. Each instructor sets his or her own guidelines concerning missed assignments or exams, so it is important that you communicate with them directly.

### 4.10.3 Fire

In case of a fire, immediately contact the person in charge of the building. Call 911 to report the fire. Residents should move outside the building as quickly as possible.

### 4.10.4 Emergency Response Procedures

According to the Federal Emergency Management Agency, terrorist acts may be broad-ranging and can include the use of chemical, biological and nuclear weapons. FEMA states, “in the immediate area of a terrorist event, one should rely on police, fire and other officials for instructions.” Any local emergency information will be televised on the Northwest Arkansas television channels. It is recommended that students have access to a battery-powered radio, flashlights, and spare batteries. Campus officials responsible for facilities and personnel will make efforts to stay current with government and other agency guidelines concerning emergency response.

### 4.10.5 Other Safety Issues

Skate Devices and Bicycles

Skate devices including skateboards, longboards, skates, and rollerblades may not be used inside college buildings. Skaters and cyclists are expected to always give the right of way to pedestrians on campus. Equipment not specifically manufactured for street use in traffic conditions may not be used on streets or parking lots on campus.

Speakers and Films

No speaker from off-campus may be invited by a student or student group to speak at Ecclesia without prior clearance from the Dean of Students. All films shown to an audience other than a class must be cleared through the Student Life Office. Personal use of DVDs must be in keeping with the philosophy and standards of the college.

Student Demonstrations and Rallies

As a private faith-based institution, Ecclesia reserves the right to restrict or prohibit any unauthorized, disorderly, disruptive, or offensive on-campus demonstrations or rallies. Students who participate in any unauthorized, disorderly, disruptive, or offensive demonstrations or rallies will be subject to disciplinary action. Student demonstrations or rallies must be authorized by Student Life.

Communicable Diseases

Ecclesia reserves the right to restrict campus activities or access for any student, prospective student, or campus visitor who has been diagnosed as having a contagious or communicable disease or virus.

It is assumed that students are free of any communicable disease while a part of the college community. Any student who knows, or who has reason to believe that he/she may be infected by a communicable disease must report this information immediately to the RA, who will then inform the Dean of Students. Any restrictions and/or exclusions deemed necessary for the welfare of all students will be determined in light of the most current medical knowledge and in accordance with state and federal laws.

### 4.10.2 Crime Statistics and Other Information

- EC Crime Statistics are available in the Student Development Office and in the following locations: EC Library; Business Office bulletin board; and *http://ope.ed.gov/security* (do a search for Ecclesia)
- The College's policies on sexual offenses are available in the Student Development Office and also found in the EC Student Handbook.

## 4.11 Outstanding Accounts

Upon entry into Ecclesia College, an account is established for each student. The account statement will show all charges and credits. Students are able to view their current financial standing at all times through the EC Dashboard. Questions about student accounts should be directed to the EC Business Office.

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

## 4.12 Check Cashing

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

## 4.13 Refunds & Withdrawals

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

## 4.14 Financial Aid

**Office Goals**

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

**Ecclesia Scholarship Funds**

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

- Academic
- Recognition and Achievement
- Performance
- Need Based

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

Contact the Financial Aid Office for scholarship application information.

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

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

**Office Information**
We are located on the third floor of the Administration Building. Stop by or call us at 479-248-7236 ext. 204 between the hours of 10:30 am – noon and 3:30 – 5:30 pm Monday – Friday. Correspondence can be faxed to 479-248-1455 or emailed to financialaid@ecollege.edu.

**EC Financial Aid / Scholarship Package Elements**

### THE PELL GRANT PROGRAM

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

### CAMPUS WORK LEARNING PROGRAM

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

### ACADEMIC COMPETITIVENESS GRANT

These federal academic-based Grants are available to full-time students from any of the 50 states. The Academic Competitiveness Grant is credited to the Cost of Education as part of the financial aid package.

### ARKANSAS HIGHER EDUCATION OPPORTUNITIES GRAMT

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

### ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP

These academic-based scholarships are available to full-time students who are Arkansas residents. The Arkansas Academic Challenge Scholarship is credited to the Cost of Education as part of the financial aid package.

### EC SCHOLARSHIPS: ATHLETIC / ACADEMIC / PERFORMANCE / NEED-BASED

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

Edited and approved: July 1, 2011 Effective: July 1, 2008

**4.15 Family Educational Rights and Privacy Act**

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

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

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

These consist of the following records:

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

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

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

- An opportunity to challenge such records on the grounds that they are inaccurate, misleading, or in violation of the student's privacy or other rights. This right includes the right to a hearing to present evidence that the records should be changed if this institution decides not to alter the education records according to the student's request;

- The right to prevent disclosures of education records to third parties with certain limited exceptions. This protection involves obtaining written consent of a student before releasing personally identifiable data about the student from records other than a specified list of exceptions, such as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

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

- to faculty and staff with a legitimate educational "need to know"
- in accordance with a lawful subpoena or court order
- to representatives of agencies or organizations from which students have received financial assistance
- to others specifically exempted from prior consent requirements (including certain federal and state officials, accrediting organizations, etc.)
- to parents of dependent students (as determined by the Financial Aid Office). Examples of information that may be released include, but are not limited to the following: grades; withdrawal; emergencies; violations of college regulations
- to the INS (for international students only)
- in emergencies where the information is necessary to protect health and safety of the student or others
- Each student admitted to Ecclesia College gives written consent for educational information to be disclosed, as deemed necessary by the College, to the student's

home pastor and/or the student's parents. Home pastors and/or parents may be contacted in cases where a student has violated regulations and home pastor and/or parental knowledge is deemed appropriate by the Student Development staff or required by written policy.

- The right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning this institution's alleged failure to comply with FERPA;

- The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the EC President's Office.

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

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

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

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

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

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

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

*Edited April 13, 2005*

### 4.16 Student "Consumer Information"

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

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

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

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

**Available Financial Assistance**

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

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

**Institutional Information**

- Cost of attending Ecclesia College
- Refund policies
- Requirements for officially withdrawing from school
- Summary of requirements for the return of Title IV loan assistance by withdrawn students
- Information regarding Ecclesia College's academic programs
- Entities that accredit, certify, or approve Ecclesia College and procedures for reviewing school's accreditation, certification or approval documentation
- Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them

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

*EC Academic Catalog (selective information)*
*Student Handbook (selective information)*

**Completion/Graduation Rates**

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

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

**Campus Safety Information**

These statistics are provided in compliance with the Crime Awareness and Campus Security Act of 1990 (Public Law 101-542). If you have questions, contact the Campus Safety Office, which is a part of the WLS Office at 479-248-7236.

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

*This information is available in the Student Development Office and in the following locations:*

*EC Student Handbook (some of the above information); EC Library (statistics); Business Office bulletin board (statistics); and http://ope.ed.gov/security (do a search for Ecclesia)*

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

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

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

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

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

## 4.17 Americans with Disabilities Act (ADA)

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

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

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

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

Ecclesia College supports the goals of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to extend access and opportunity to those who are disabled. It is the College's intention to fully comply with the provisions set forth in these federal laws while maintaining the essential academic standards of the institution. The College does not discriminate on the basis of disability with respect to admission to, access to, or employment in its programs and activities.

Just as the College is responsible for the provision of reasonable accommodations for those who are disabled, the student has responsibilities concerning documentation of the disabling condition and requests for accommodations. The guidelines below have been established for students who desire accommodation for a disabling condition.

Identification of Disability

It is the responsibility of the student to self-identify a disabling condition if he or she desires an accommodation. This disclosure must be made to the ADA/504 Coordinator.

Documentation

It is the responsibility of the student to provide written documentation of any disabling condition for which he or she desires an accommodation. Documentation should be recent (within the previous three years) when concerning conditions that tend to change over the course of time (such as learning disabilities or emotional/mental disorders.) Less recent documentation may be acceptable for disabling conditions that do not tend to change over the course of time (such as many mobility, visual, or hearing impairments).

The documentation must include a diagnosis of the disabling condition and a description of the resulting functional difficulties and limitations in an educational setting, as well as the severity and longevity of the condition. Documentation should include suggestions of reasonable accommodations which might be appropriate at the post secondary level. Documentation must be presented to the ADA/504 Coordinator.

For learning disabilities, documentation of testing results must be provided by a licensed psychologist or other appropriately certified educational diagnostician. Testing should include a full range IQ test, such as the Wechsler, as well as an achievement test in reading, writing, and

math. Although the College does not provide or pay for testing services, the ADA/504 Coordinator will provide a referral for students who desire such testing.

For emotional or mental disorders, documentation must include the DSM-IV diagnosis, a summary of present symptoms, a summary of assessment procedures and evaluation instruments used to make the diagnosis, and a summary of evaluation results (including standardized or percentile scores). If medication is prescribed, the impact of medication on the student's ability to meet the demands of the post secondary environment should be included.

Requests for Accommodations

The student is responsible for requesting specific accommodations in each course. These requests must be made to the ADA/504 Coordinator in a timely manner. For example, if extended time on an exam is requested after the exam has begun, the student has failed to make request in a timely manner. If the student fails to ask for extended time until late in the semester, the instructor is only required to provide accommodations from that time forward and does not need to offer make up exams.

The ADA/504 Coordinator will facilitate requests for accommodations. Students who have presented documentation of a disability may sign a release allowing the ADA/504 Coordinator to notify professors and instructors of the need for reasonable accommodations. This process must be repeated each semester. Students should make an appointment with the ADA/504 Coordinator immediately after completing registration at the beginning of each semester.

Request for accommodations that are reasonable and that are supported by the student's documentation will be met. The College is not required to lower its academic standards. If the College determines that the requested change would substantially alter essential elements of a course or program of study, the requested modification will not be granted, even if specified in the student's documentation. The college may also refuse to grant a student's request for an accommodation that is not specified in the student's documentation as being essential.

The College is not required to provide accommodations of a personal nature such as personal care attendants, tutors, or transportation services (unless non-disabled students are being transported by the College). Equipment aids (such as wheelchair or eyeglasses) also are not the responsibility of the College.

Tutorial Services

Students at Ecclesia who are disabled are given the same access to College tutorial resources as non-disabled students. Tutorial labs offered through the Title III program provide assistance with math, writing, and science. For information concerning these tutorial labs, contact the Academic Office.

Additionally, some students may meet eligibility guidelines for participation in Academic Office tutorial services. As required by federal guidelines, a limited number of students who have disabling conditions but who do not meet the other eligibility guidelines will be served by this program. The limited number of openings are on a first-come, first-serve basis. For further information concerning tutorial services, contact the Academic Office.

Grievance Procedure

Students who believe their rights under Section 504 or the ADA have been violated are responsible for contacting the ADA Coordinator. The ADA Coordinator will work with the College personnel and the student to resolve concerns. If communication between the ADA Coordinator and College personnel has not resolved the matter, an individual may register

a complaint with an appropriate Dean. Upon receipt of a written complaint that alleges a violation of these laws, the appropriate Dean shall promptly attempt to resolve the matter to the satisfaction of all parties. If this informal resolution proves unsuccessful, the student may request the Dean to notify the Honor Council, who shall then begin an impartial investigation of the allegations within ten working days of the receipt of the complaint. Complainants will be given the opportunity to be heard and will be given notice of the outcome of the investigation.

ADA/504 Coordinator

The ADA/504 Coordinator at Ecclesia is Mrs. Donna Farris. The office is located in the Registrar's Office center.

## 4.18 Title IX

In complying with Title IX legislation applicable to Ecclesia College, the college assumes full and sympathetic interpretation of the exemptions granted to Ecclesia as a religious institution, with nothing having the effect of violating the religious tenets in Ecclesia's statement of faith. With this understanding, Ecclesia College hereby indicates its intent to comply with Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be subjected to discrimination under any education program or activity receiving federal assistance...."

Procedure for grievances may be obtained from the Athletic Director's Office.

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

## *5.0. STUDENT LIFE*

### 5.1 Student Government

**For 2016-2017 Academic year, the Student Council will consist of representatives from each class designation and other student interest groups. The Student Council activities will be planned under the supervision of the Dean of Students' Office. Student Council purposes, meeting procedures, and "bill of rights" remain in effect.**

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

CLASS ORGANIZATIONS
The Dean of Students appoints advisors for the classes. He / she will appoint a faculty member to meet with the freshman class until faculty advisors have been chosen.

Elections are held the first 5 weeks of the fall semester. Class members are required to be in attendance at class meetings.

Officers
Each class will elect a class president and additional officers as enrollment requires:
1. President / Reporter
   - maintains the life of a good spiritual leader and example before class members
   - provides effective leadership for the class and all of its activities
   - takes leadership in following the principles of Matthew 18 & 5
   - the representative spokesperson for his/her class when necessary
   - presides at all class meetings in an orderly fashion
   - works with class advisors concerning all class activities
   - may make fund disbursements in the absence of the treasurer
   - appoints committees
   - informs class members of all class responsibilities including class meetings, deadlines, practices, etc.
   - reports pertinent news to Director of Public Relations or other departments as applicable.

2. Secretary / Treasurer
   a. maintains the life of a good spiritual leader and example before class members
   b. records all proceedings of the class meetings including any pertinent details
   c. reviews minutes from previous meetings if necessary
   d. keeps attendance at all the meetings
   e. handles all necessary class correspondence
   f. collects class dues
   g. keeps a record of all distributions of all funds, makes all deposits, and keeps a record of all monies accessible to the class and all funds withdrawn
   h. prepares and reads a report on the state of the treasury at each meeting

**STUDENT COUNCIL**

Student Council Bylaws

I. Name of Organization: Ecclesia College Student Council

II. Purpose
- To provide leadership for the student body.
- To promote spiritual growth.
- To provide opportunities for students to serve others.
- To support and recognize quality services and activities.
- To handle minor infraction matters.
- To represent students before the Administration, Faculty, Board of Governance, and surrounding community.

To provide consistent direction and unifying principles for the leadership of EC StuCo, the following are cited as the core values: Excellence, Integrity, and Order.

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

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

B. Secretary
- shall keep an accurate attendance record
- shall record the minutes at the meetings
- shall be responsible for all council correspondence
- shall distribute a copy of the agenda to council members three days prior to regularly scheduled meetings
- shall post on the Student Center bulletin board three days prior to the next regularly scheduled meeting, a list of proposals
- shall be responsible to make copies of the minutes to be presented to the Dean of Students
- shall post on the Student Center bulletin board proposals considered and council and Administrative Committee action toward them
- shall be at least a second year student and must have attended EC for at least two semesters as a full-time student

- shall carry a cumulative GPA of at least 2.5
- shall perform responsibilities as assigned by the council president and the council

C. Treasurer
- shall be responsible to the president and/or council for all revenue and capital of the council
- shall make no expenditures without the approval of the president and/or council
- shall be responsible for the recording of all financial transactions of the council
- shall have a basic knowledge in accounting
- must be at least a second year student, and must have attended EC for at least two semesters as a full-time student
- must carry a cumulative GPA of at least 2.5
- shall perform responsibilities as assigned by the council president and the council

IV. Election Procedures

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

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

B. Secretary and Treasurer
- The council during the first council meeting of the school year shall elect these officers from the eligible representatives.
- These offices shall begin during the first council meeting of the school year and terminate the first council meeting of the following school year.

V. Meetings

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

5. Nonmembers shall be recognized for no more than one minute. If more time is desired, the council may permit them to speak longer by majority vote. They shall not be permitted to speak for more than three minutes.

VI. Voting

A. The members present at the roll call shall exclusively have the right to vote in that meeting. Tardy members may appeal to the council.

B. The chair shall have no vote unless the council is equally divided.

C. The Dean of Students does not have the right to vote.

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

VIII. Impeachment

A. A council member can be removed from office for not discharging his/her office or for misconduct.

B. Any and all charges are to be addressed to the Vice President of Student Affairs who shall serve the accused in writing with the charges.

C. The Dean of Students shall call a special meeting of the Student Council Committee and serve as its chair, to deal with the charges. At that time the accused will be given opportunity to defend him/herself. If the council executive committee finds that there is suitable evidence to convict, they may vote to impeach by a 2/3-majority vote.

D. If the vote is to impeach, then the full council is called into special session to provide a hearing for the accused.

E. The accused shall have opportunity to defend him/herself. Evidence shall be presented on both sides; a 2/3-majority vote of the council is needed to remove the accused from the council.

F. The impeached council member has the right to appeal to the Administrative Council within seven days. The decision of the Administrative Council will be final.

IX. Amendments

A. Only council members can propose changes in the bylaws.

B. A proposed amendment is to be submitted to the president in writing no less than one week before a regularly scheduled meeting for consideration at that next meeting.

C. A proposed amendment is passed with a 2/3 majority vote of the council.

X. Financial Guidelines

A. Budget

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

XI. Student Bill of Rights

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

## 5.2 Student Honors

President's List. At the end of each term of study, the Registrar publishes a list of student who have achieved a grade point average (GPA) of 4.0 or above in at least 12 hours of credit courses. Notification of this achievement is sent to the home town paper of each student, and the list is announced in Assembly.

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

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

## 5.3 Athletics

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

The colors of the Ecclesia Royals are Blue and Gold.

## 5.4 Music Ensembles

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

## 5.5 Dress & Appearance

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

- Your appearance, including clothing and hairstyle, should be neat, *modest*, and clean.
- No sagging pants/shorts. Underwear should not purposely show. No pajama pants or bare feet during class or official functions.
- **During class, Assembly, or official functions** no cut-offs, clothes with holes, spaghetti strap shirts, racer back or sports bra cuts (without an additional appropriate top), and no midriffs are to be shown. Yoga pants / leggings need a skirt-length shirt for covering. No apparel that is revealing or suggestive. For all, no hoodies to cover heads in class. No sunglasses worn. Men: no muscle shirts or sleeveless shirts, hats, head rags, bandanas, or hairnets.
- Shorts should be at a length to reach the student's fingertips when the student's arms and fingers are extended and held to their sides. Skirts/dresses should be no more than 3" above the knee.
- Your appearance should reflect consideration for others and your ministry without bringing opportunity to offend people who have different convictions.

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

### 5.6 Fire Drill / Emergency Procedure

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

| Building | Safe gathering area |
|---|---|
| Dome | Main parking lot, central area |
| Dining Hall | Wallace Hall main entrance |
| Wallace Hall | Dining Hall deck |
| Nicholson Hall | Dining Hall deck |
| Salcido Hall | Dining Hall deck |
| Wilkerson Hall | Dining Hall deck |
| Olson Hall | Dining Hall deck |
| Kendrick Hall | Dining Hall deck |
| Myers Hall | Dining Hall deck |
| White House | Lower Parking Area |
| Log Home | Parking Area |

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

### 5.7 Other General Campus Guidelines

1. Ecclesia College has been designated a tobacco free campus. (See 3.14).
2. Ecclesia College students agree not to drink alcohol while enrolled with the College.
3. EC is committed to the biblical standards of sexual purity and expression. Couples, unmarried and married, should be modest and appropriate in their displays of affection. They should respond positively when concerns are raised by fellow students, faculty, administration, and staff.
4. All clubs must be registered with the Student Council to become official campus organizations.
5. Posters displayed on campus must be approved and initialed by personnel in the Student Development Office and removed within 24 hours after the event. No signs may be taped to any glass doors or windows. There are designated areas for signs in each building. No signs may be posted on bulletin boards designated to specific departments without the permission of the department. Each group or individual posting signs is responsible for removing and properly discarding the signs.
6. At the beginning of the semester each new student is issued an Identification Card. Returning students are expected to retain their IDs. There is a $10.00 fee for replacement cards.
7. All announcements and printing jobs, including publications, which pertain to Ecclesia College must be approved by the Director of Public Relations before being released to the news media or the general public. Such items include news releases, poster and brochures that represent the College officially.

## 5.8 Housing Information and Guidelines

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

### Residence Hall Staff

Each residence hall is staffed with persons who are trained to provide specific services for residents. Resident Assistants (RAs) are students who have been chosen to work with members of each dorm and assist them with concerns through support and referral, and to promote the development and welfare of the community on that floor and in the entire residence hall. The Resident Director provides management of the residence hall, monitoring its daily operations and providing assistance and counsel for residents. All supervision lies with the Resident Director, and the Dean of Students.

### Housing Contract Agreement

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

- The Student Agrees:
    - That this contract will extend for one academic year, renewable provided the student remains eligible for College housing.
    - To exercise reasonable care in the use of the facilities in the residence halls in keeping with health, safety, and maintenance standards.
    - To report any maintenance issues in his/her room and in any common area in a timely fashion.
    - That he/she will accurately report any damage to the room or furnishings prior to check-in, complete an accurate room condition report, and be held responsible for any future damage to the room or furnishings, including any “excessive mess” charges, not previously documented.
    - To know and abide by all College policies and regulations, whether such regulation be in effect now or be later enacted.
    - To hold harmless the College from any suit, action at law, or other claim whatsoever resulting from or arising out of any injury to the student’s person or property while an occupant of a residence hall under this contract.
    - To pay the amounts prescribed by the schedule of payments as approved by Ecclesia College for the type of room assigned.

- The College agrees:
    - To grant the use of the facilities of the residence halls to full time students from the day the student officially reports to school, except during stated College break periods or after termination of student status, until 24 hours after the student’s final examination of the semester, or by the published closing date and time, whichever comes first.
    - To provide each resident with a bed, dresser, closet/wardrobe and room key upon check-in. Desks and chairs for study are available in each residence.

- The College and the Student Mutually Agree:
    - That the College reserves all rights in connection with assignment, reassignment, or consolidation of room spaces. Any student whose actions are found by the College to be detrimental to the welfare of the student living group may be required to withdraw from housing covered by this contract and may be refused assignment.
    - That students may bring additional furniture for their rooms with permission of their RA. College furniture cannot be removed from the room.
    - With the exception of emergencies, no room changes will be made before or after moving in days. Any individual(s) moving to another room without the approval of the Dean of Students will be subject to disciplinary action and/or fines.

- The College Dining Hall will serve meals during the times the residence halls are open except during published break periods.
- That students are to be held responsible for damages and/or excessive messes in common areas in the residence halls. Theft of College property and damage to public areas not assignable to a specific individual(s) may be pro-rated to the students on the floor, hall, or the entire campus if determined appropriate. Failure to pay damage/pro-rata charges will result in the denial of College services.
- The College attempts to protect the students from theft and declares theft to be an offense against the College – subject to penalty by the College. The College, however, assumes no responsibility for damage to personal possessions or for theft or loss of monies, valuables or personal belongings. All students are advised to lock their doors in their absence.
- The College is obligated to operate under the Room Search Policy guidelines outlined in this Handbook. Each resident is responsible to cooperate with periodic furniture and room checks so that the College may identify any damages or needed repairs. Students are responsible for the cleanliness of their rooms and are subject to disciplinary action and/or fines for excessive mess. College personnel are authorized to enter any room on campus for health and safety reasons.
- Absolutely no pets are permitted in the residence halls for health and safety reasons.
- Students who withdraw from the College or who are suspended for academic, social, or work related reasons are required to remove all of their personal belongings from the residence halls within 24 hours of the termination of their attendance. The College reserves the right to remove personal belongings of students who do not follow this time schedule and has no responsibility for the safety of students' belongings under these conditions. (Refund policies are listed in the College Catalog.)

**Campus Residence Policy**

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

- Those students who are older than the traditional age (18 – 22 for example, declared "independent" according to FSA guidelines
- Students who reside with their spouses or their parents in the area;
- Non-traditional students who take less than a full time (12 hours) schedule of courses; for example, concurrent students;
- Those students who have been removed from residence by specific College actions.

It is expected that these students will not reside on campus and must receive permission from the Student Development Office if they wish to reside in a residence hall. A resident senior student who turns 23 and wishes to live off campus the next term must have a minimum GPA of 2.5. The College does not offer married or family housing. Residence hall students are expected to be full-time students.

**Room Deposit**

- At the time of acceptance for enrollment students must pay a $100 room reservation deposit which is applied by the College to the student's next semester's bill. Room deposits are non-refundable after June 1.

**Fire Safety**

1. The Director of Physical Plant will designate the physical plant professional to be campus Fire Marshal. He/She may conduct fire drills and training sessions as deemed necessary and appropriate. He/She will issue guidelines for procedures to be followed in the event of a fire.
2. In order to ensure the safety of all persons on campus, the Fire Marshal has the responsibility of correcting any fire hazard. Occasionally, this may involve the confiscation of personal property.

This will be accomplished through the normal Room Search Policy and property will be turned over to the Student Development Office and appropriate action will be taken.

3. For reasons of fire safety, students are not permitted to have the following in their rooms:
    - hot plates
    - electric frying pans
    - toasters
    - absolutely no incense, candles, or other combustibles
    - floor halogen lamps
        - This is not an exhaustive list; when in doubt, check with your RA.

4. The fireplace in the Dining Hall may not be used without the consent of the Food Services Director.

**Vacation/ Semester Break Housing Policy**

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

### 5.8.1 Room Usage

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

### 5.8.2 Room Furniture

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

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

### 5.8.3 Room/School Property

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

### 5.8.4 Room Cleanliness

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

### 5.8.5 Official Access

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

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

### 5.8.6 Loss of Personal Property

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

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

### 5.8.7 Room Changes

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

### 5.8.8 Curfew

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

Curfew times are as follows:

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

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

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

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

**Curfew Exemption Policy**
This policy is for resident students who are exempt from curfew:

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

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

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

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

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

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

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

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

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

### 5.8.9 Late Permission

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

### 5.8.10 Resident Hall Meetings

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

### 5.8.11 Working Students

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

### 5.8.12 Overnight Visit/Weekend Off-Campus

Before a student can take a single person of the opposite sex home, that student's parent(s) must contact the RA by 5 p.m. Thursday and issue an invitation for them to visit their home. The

parents must be present during the requested visit. Any exception to these guidelines must be made by the Dean of Students.

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

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

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

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

### 5.8.15 Guests

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

e. Day Guests

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

### 5.8.16 Quiet Hours

Quiet hours are from 10:00 p.m.-7:00 a.m. in each of the Residence Halls. Quiet hours shall be strictly observed to insure each student opportunity for privacy, rest, study, and spiritual renewal. Therefore, the following guidelines will be enforced.
a. Students must learn to live in mutual respect. EC is an institution of higher learning and students should respect one another's need for study and appropriate sleep.
b. Stereos, cassettes, compact discs, and radios may be used with head phones during quiet hours. In consideration for others, all music is to edify the person, to glorify God, and to be played at a level that is not disturbing to others.

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

### 5.8.17 Musical Instruments

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

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

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

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

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

### 5.8.19 Fireworks or Firearms Prohibited

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

### 5.8.20 Telephone Use

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

### 5.8.21 Searches

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

### 5.8.22 Illnesses

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

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

### 5.8.23 Dorm Windows

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

### 5.8.24 Residence Hall Dress

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

### 5.8.25 Checking In and Out of the Residence Halls

1. Upon checking into the assigned residence hall room, each student will receive a form describing the condition of the room and its contents. The student should verify that the form

is correct before signing it. The student's signature indicates that the student accepts the room in the noted condition. Students are held responsible to leave the room in a condition similar to that described on the form.

2. When a student signs the check-in form, he/she is issued a key to the assigned room. Students are urged to keep their doors locked and keep their keys with them at all times when they are not in the room to help protect the security of their belongings. (See Lock-out Policy below). Lost keys may be replaced by reporting to the Hall Director and paying a $10.00 replacement fee. If a lost key is later found, it must be turned in. If a student does not return his/her key upon checking out of the room, the lock may be changed and the cost of lock and labor (approximately $75) will be charged to the student's account.
3. Unauthorized moves will result in a charge of $25 to the student's account.
4. Before vacating the room, the student must be checked out by a member of the residence hall staff who will compare the current condition of the room with that noted at the time of occupancy. Loss of furnishings or damage to ceilings, walls, windows, screens, doors, or furnishings will result in the levying of charges on the student(s) occupying the room. Failure to leave the room/bathroom clean and the trash in the depositories will result in the assessment of a cleaning charge ($25 minimum). Check-outs should be scheduled in advance with the RA or Hall Director.
5. Failure to check out properly, including signing the check- out sheet, will result in a $25 charge to the student's account. An additional $100 fee will be charged to any student who fails to check-out prior to announced check-out deadlines. Permission to remain past the check-out deadline will be granted in extenuating circumstances at the discretion of the Hall Director.
6. A student may not remove furniture or move to another residence hall room without authorization from the Hall Director and the Director of Campus Housing.
7. A student teacher who officially checks out of his/her room through the Office of Student Services at the beginning of student teaching and turns in the key will receive a reduction in the room and meal charges on a prorated basis.
8. Housing deposits, paid before the student is assigned to a room, will be returned after a student vacates college housing in accordance with the policy printed in the current General Catalog. Deposits may be held or forfeited under the following conditions:
    a. The student notifies the college that he/she will not be enrolling at Ecclesia after the deadline indicated on the college enrollment application.
    b. The student notifies the college of his/her plans to move out of college housing after the deadline indicated on the Housing Contract.
    c. The student leaves for any reason during the semester.
9. A student may not continue to live in college housing if he/she is no longer enrolled or no longer attends classes. Upon withdrawal or suspension, the student must vacate the residence hall and be off campus within 24 hours.
10. College-owned furniture may not be removed by student residents from the room at any time.

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

### 5.8.26 Summer Storage

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

### 5.8.27 Summer Housing

The College offers summer housing only for those students who are participating with the College's summer work program. Details are arranged through the Work Learning Service Program Office.

### 5.8.28 Animals

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

### 5.8.29 Laundry

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

### 5.8.30 Repairs

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

### 5.8.31 Cleaning Equipment & Supplies

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

### 5.8.32 Alcohol/Drugs/Pornography

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

Ecclesia is an alcohol and tobacco-free campus.

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

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

# ACADEMIC CALENDAR 2016-2017
## Traditional Campus

**Fall Semester 2016**

| | |
|---|---|
| August 17 | All Resident Students Check-in |
| August 17 | Parent/Administration Reception@ 4:00 PM |
| August 17-19 | Complete Registration by 5:00 PM on 8/19 |
| August 18-19 | New Student Orientation & Activities |
| August 22 | FIRST DAY OF CLASS |
| August 24 | President's Assembly |
| August 29 | Last day to drop/add classes |
| August 29 | Show proof of textbook purchase in each course |
| September 5 | Labor Day – all classes in session |
| September 5 | Last day for Spring 2016 incomplete grades |
| October 14 | Last day to withdraw from a course |
| October 17-18 | Fall Break |
| October 20-21 | Homecoming – all classes in session |
| November 14-18 | Academic Mentoring/Advisement for Spring 2017 |
| November 23-25 | Thanksgiving Break |
| December 2 | Christmas Party |
| December 12-15 | FINAL EXAMS – see published schedule |
| December 15 | Last Day of Classes |
| December 16 | Christmas Break begins |
| December 22 | Final grades due to Registrar's Office |

**Spring Semester 2017**

| | |
|---|---|
| January 6 | Orientation and Registration for all students at 9:00AM |
| January 9 | FIRST DAY – SPRING SEMESTER CLASSES |
| January 11 | President's Assembly |
| January 16 | Last day to add/drop classes |
| January 16 | Show proof of textbook purchase in each course |
| January 23 | Last day for Fall 2016 incomplete grades |
| February 20-24 | Assessment Week |
| March 3 | Last day to withdraw from a course |
| March 13-17 | Academic Mentoring/Advisement for Fall 2017 |
| March 20-24 | Spring Break |
| April 14 | Good Friday – no classes in session |
| May 1-4 | FINAL EXAMS – see published schedule |
| May 4 | Last Day of Classes |
| May 6 | Commencement |
| May 11 | Final grades due to Registrar's Office |

**Summer 2017**

May 15 - August 11

**Disclaimer of Contract**

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