



**Summit Christian College, an institution of higher learning,
educates leaders for Christian service.**

Student Handbook

Updated May 2021

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MESSAGE FROM THE PRESIDENT

Welcome to Summit Christian College.

Drawing upon simple examples of life, just one drop of dye in a bucket of water can completely change the color of a garment. Just one stroke of a pen can change the meaning of a word. In God's hands, just one little mustard seed can grow into a large tree and just one little boy's lunch can feed a vast multitude. Although you may be only one, here at Summit Christian College, you matter, for we know that in God's hands, you have the potential of making a very real difference.

Congratulations on taking this important step as you prepare yourself to serve in the high call of Christian service.

To support your efforts, our curriculum here at Summit Christian College is built on the solid foundation of a Christian worldview with the timeless truth of the Bible as the standard upon which all truth is measured. The classes and learning opportunities you will find here reflect our mission of educating leaders for Christian service. Students, who have studied here in preparation for service, have literally taken the education they have received all over the world.

The staff and faculty here at Summit are eager to help you.

The next four years of your life are important years. The time you spend preparing for service will be exhilarating. Your mind will be challenged through rigorous study; your heart will be opened to the needs of people; your spirit will connect with God and his call in your life and you yourself will be forever changed as you yield yourself to Him.

May God richly bless your time of study here at Summit Christian College as He prepares you for the difference that only you can make.

We look forward to meeting you,

David Parrish
President
Summit Christian College
"For those with the highest calling."

SECTION 1: GENERAL INFORMATION

Statement of Faith

All Administrators, Full-time and Core Faculty, Professors of Record, and Adjunct Professors/Instructors teaching Biblical or Theological studies must be in accord with Summit Christian College's doctrinal position. Adjunct Professors/Instructors teaching in other areas must respect the doctrinal position of Summit Christian College.

We believe the entire Bible to be the uniquely inspired, authoritative Word of God. Consequently, we believe that no man-made creed or statement of faith can fully express all the truths of the Bible, and therefore should not be made binding on God's people. Nevertheless, in order to communicate to those who desire to know where we stand on certain issues, we present the following points, recognizing that they are bound to be incomplete and inexact.

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe that Jesus is the incarnate Son of God, fully God and fully man. We believe that he died on the cross for our sins, but was raised from the dead, and has ascended to the right hand of the Father. We believe that he is the only head of the church and that he will return at God's appointed time, which will result in the resurrection to eternal life of the saved, and of eternal condemnation for the lost.
3. We believe that because of what Christ has done, God summons everyone to faithful submission to Christ, repentance from sin, confession of Jesus as Lord, and on that basis, immersion into Christ.
4. We believe in the presence of the Holy Spirit in the church and in each individual Christian, which empowers them to live a godly life and to carry out the total ministry of the church.
5. We believe that the church of Christ on earth is by God's intention essentially one and that it is made up of all those who express a genuine faith in Christ and are obedient to him.

History

Platte Valley Bible College was incorporated in 1951 at Scottsbluff, Nebraska. The College changed its name to Summit Christian College (SCC) in August 2005. SCC was incorporated, and continues to this day, as an independent institution historically affiliated with the non-denominational independent Christian Churches and Churches of Christ of the Restoration Movement. It is not an auxiliary of, or subordinate to, any district or national boards, any other form of ecclesiastical system, or any other corporation or association.

From the beginning, SCC has been dedicated to training preachers and teachers for service at home and abroad giving the students a thorough and practical knowledge of the Word of God that would equip them to effectively and intelligently present the gospel of Christ for the evangelization of the World.

The first academic year began with Dr. Ellis Baker as the first president. Classes were held in the facilities of the Church at Bryant until 1953 when the College moved to 1702 4th Avenue.

For many years, a program of Medical Missions was the unique contribution of the College to the efforts of the Christian Church in the area of world evangelism. A lack of demand and personnel for medical missions allowed the College to transition fully into her mission of educating leaders for Christian service. The efforts of those dedicated men and women who conducted and staffed the Medical Missions course of study in former years are sincerely appreciated. They provided a valuable service in the kingdom of God.

Dr. Baker resigned as president in 1957 because of health. This resulted in Ellwood Beeman being called to the presidency in 1958. The following year, Gerald Parriott was called to join the faculty. The teamwork of Mr. Beeman as president and Mr. Parriott as Academic Dean had a great stabilizing effect on the College throughout the next twelve years. The growth of the student body from seven to 103 called for expanded facilities. A church building on the corner of 16th Street and 3rd Avenue was purchased. By 1966 a new building was built at that same location. In October 1972 Frank Bush became the president, serving until January of 1979. At that time, Mr. Beeman reassumed the responsibilities of president until July of 1981.

Gerald Parriott became the fourth president of the College on July 1, 1981, with Mr. Beeman serving as the Academic Dean. This reversal of roles was in accordance with Mr. Beeman's wishes. Mr. Parriott served as president until the fall of 1985, at which time he resigned to return to the classroom full-time. Lawrence D. Leathermon accepted the call to serve as president of the College and served from November 1985 to March 2001. Mr. Leathermon, as president, and Mr. Parriott, as Academic Dean, worked as a team for the betterment of Platte Valley Bible College from 1985 to 2001. In 2001, Dr. Parriott was appointed president of the College and Mr. Charles Beard began his work as Academic Dean.

Jason Hanselman, a 1996 graduate of Platte Valley Bible College, became the sixth president in May of 2003. Mr. Hanselman helped the College establish a degree completion program. In 2005, Platte Valley Bible College changed its name to Summit Christian College.

In June of 2007, Summit Christian College purchased buildings and property at 2025 21st Street in Gering, NE. The property had formerly belonged to Heritage Health Care of Gering. The College immediately began a renovation project that transformed the former health care facility into a modern campus at which students can receive an affordable quality Christian education in a safe environment. Classes began at the new Gering campus in January 2008.

In 2009, David Parrish became the seventh president of Summit Christian College. With the Gering campus as its base of operations for its traditional College program and adult continuing education programs, the College has a renewed interest in refining its programs that prepare leaders for service in the areas of ministry, missions, and Christian Education.

In February 2019, Summit Christian College was granted initial accreditation by the Association of Biblical Higher Education.

Summit Christian College was founded upon faith, is a work of faith, and has from the beginning been sustained by faith. The College is dependent upon the prayers, faith, and stewardship of Christian individuals and Christian congregations who are willing to share their gifts in helping to train Christian leaders for the Church in this country and abroad. During the existence of the College, her graduates and former students have gone throughout the United States and around the world preaching the Word of Life.

Purpose Statement

Summit Christian College works in collaboration with the church to provide a Biblical higher education to faithful men and women equipping them to serve effectively in various ministries in the church, on the mission field, and in para-church organizations.

Mission

“Summit Christian College, an institution of higher learning, educates leaders for Christian service.”

Core Values

The following core values serve as guiding principles in the fulfillment of our mission to educate leaders for Christian service.

- **Student Learning**

We believe in a quality education based on the inspired truth of Scripture that includes general, Biblical, and ministry studies. This involves the acquisition of knowledge, practical skills, and experience.

- **Student Personal Development**

We believe that Biblical higher education should stimulate mental and spiritual development that results in Christian maturity.

- **Kingdom Service**

We believe that every member of the body of Christ is a minister. Therefore, we desire that the education received at Summit Christian College enables every student to impact the world for Christ primarily in vocational ministry, but also in volunteer ministries.

Institutional Goals

- Seek out ministry-minded students committed to the mission of the College.
- Offer high-quality, Bible-centered programs that prepare students academically and spiritually for service to Christ.
- Create a safe and attractive environment conducive to learning and spiritual maturation.
- Cultivate a strong financial base to meet all financial obligations and execute future planning while offering students an affordable education.
- Engage the services of and fairly treat qualified personnel who are dedicated to and capable of fulfilling the mission of the institution.
- Promote the spiritual and professional development of College personnel.

Academic Standing

Summit Christian College is a four-year college chartered under the laws of the State of Nebraska. It is primarily a Bible college dedicated to the task of preparing individuals to serve in Christ's church and other kingdom endeavors in fulfillment of the Great Commission.

Summit Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.

Summit Christian College is approved by the state of Nebraska for granting of degrees and certificates.

Summit Christian College is authorized to operate in the state of Colorado as a post-secondary religious institution in the category of "Seminary or Bible college".

Summit Christian College is authorized to transact business in the state of South Dakota.

Summit Christian College is authorized to offer educational services to Wyoming students.

Summit Christian College is authorized to transact business in the state of Hawaii.

Summit Christian College is recognized by the Association of Christian Schools International and approved to offer courses in the area of Biblical or Educational Studies.

Various courses of Summit Christian College are approved by the State Approving Agency under the various education assistance programs administered by the U.S. Department of Veteran Offices.

Summit Christian College is approved to enroll trainees under the provisions of the War Orphans Educational Assistance Act of 1956, Public Law 634, 84th Congress.

Summit Christian College is approved by the United States Department of Homeland Security, U.S. Citizenship & Immigration Services for the training of non-immigrant foreign students.

Non-discrimination Policy

Because of the historic commitment to biblical principle (“There is neither Jew nor Greek, slave nor free, male, nor female...” Galatians 3:28). Summit Christian College admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the College. It does not discriminate on the basis of gender, race, physical handicap, national or ethnic origin in the administration of educational programs, admissions, employment practices, athletics, or other activities. The College actively seeks to fulfill federal, state, and local laws and regulations in all its practices and facilities.

General Policies

Summit Christian College, in its endeavor to educate men and women for Christian service, shall maintain a curriculum in harmony with the Word of God.

As a Christian institution, SCC expects students, as well as faculty and staff, to live by the moral code of the New Testament. Students who fail to do so are subject to discipline and possible dismissal from the College.

The College reserves the right to establish policies and practices consistent with its expectations regarding student academic endeavors, social behavior, spiritual development, and ethical responsibilities.

Attendance at Summit Christian College is considered a privilege. This privilege may be withdrawn if any student fails to cooperate with the policies of the College, with its purposes and ideals, or other students.

Essentially, students are enrolled at Summit Christian College to prepare for Christian service. The College expects harmonious progress and learning toward this end.

Family Educational Rights and Privacy Act (FERPA)

As students progress from applicant to graduate, Summit Christian College collects and maintains personal information on each student in his/her educational records. FERPA is a federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that gives students the following fundamental rights with respect to their education records:

- The right to inspect and review their student educational records.
- The right to request the amendment of their student education records when the student believes the records are inaccurate or misleading.
- The right to limit disclosure of personally identifiable information in their student educational records except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints may be filed at:

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

Furthermore, FERPA protects the privacy of the information in the educational records against unauthorized disclosure. However, FERPA allows schools to disclose information in the students’ education records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

FERPA treats the following student information as directory information: name, local address, permanent address, email address, telephone number, degree or certificate program, class standing, (senior, junior, sophomore, freshman), participation in officially recognized activities and sports, Mentored Ministry activities, dates of attendance (current enrollment status, full-time or part-time), degrees and awards received, most recent previous school attended, class schedule and class roster.

As directory information, Summit Christian College may disclose any of the above information without student consent. Students may exercise their right to not have directory information released by submitting a letter to the registrar's office that states what directory information may not be released.

Students may authorize Summit Christian College to disclose information from their educational records to parents, guardians, or other third parties by filling out a FERPA release form and submitting it to the Registrar's office.

Religious Freedom and Human Sexuality Position Statement

1. Our Tenets of Faith are grounded in historic Christian orthodoxy. We believe the Bible to be the inspired, the only infallible, authoritative word of God. Therefore, everything we say and do must be under the guidance and authority of Scripture. Our integrity depends on consistent application of commonly understood biblical truths.
2. We are persuaded that the matter of human sexuality and gender is fundamental to biblical cosmology, not merely biblical morality. Beginning with the Genesis account of Divine Creation and continuing consistently throughout all of Scripture's canon, God's original and ongoing intent and action entails the creation of humanity manifest as two distinct sexes, male and female.
3. While due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, we yet affirm God's capacity to heal and transform our brokenness. In light of this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex.
4. We uphold the sanctity of marriage as God-ordained, a special, exclusive lifelong union between one man and one woman, within which sexual relations are honored and affirmed by God. We share the conviction that all sexual unions outside of marriage as thus defined deviate from the Creator's design and are sinful and thus ultimately detrimental to human flourishing. In dealing with sexual sins outside of marriage, we must be attentive to Scripture and therefore consistent in applying campus employment, admission, and community behavioral standards policies to all expressions of sexual identity and behavior.
5. We affirm the dignity of all human beings and we deplore all forms of sexual harassment and violence. The Bible calls upon us to love people even though we may disagree with them. We will demonstrate civility and compassion as we engage in dialogue with those whose beliefs, self-identification, and behaviors deviate from biblical standards. We call upon our members to seek to embody the gentle and patient love of Christ for all.

6. We will also separate the value and identity of each person from the behavioral choices one makes. We must never reject people, but only those actions that Scripture defines as immoral. We rejoice in the fact that God welcomes, embraces, forgives, and heals all people who are responding to His grace. We must also extend the same grace and forgiveness to those we may discipline for violating campus standards for biblical living.

SECTION 2: SAFETY, SECURITY, CRIME AND FIRE SAFETY POLICIES

Summit Christian College is committed to providing a safe and secure campus environment in which all students, faculty, and staff can live and work without fear.

Building Access

The main entrance door on 21st Street is unlocked during business hours. All remaining access doors and the main entrance door outside of business hours are to be locked at all times. SCC Personnel and Gering Campus students are issued a key card with which they may gain access to the areas of the building they are authorized to enter. The RA checks all building and dorm access doors nightly to ensure they are secure.

Building Video Surveillance

SCC has video surveillance cameras constantly recording what is happening inside the campus building. The recordings are accessed by the appropriate personnel.

Classroom Doors

All classroom doors are to be locked while classes are in session. Thus if there were to be an armed intruder enter the building, the door could quickly be shut and secure. All classrooms doors are shut and locked after office hours. In this way, no intruders will be able to hide in a classroom and gain entrance to the building.

Fire Safety

To ensure the safety of all students and employees, Summit Christian College's campus is equipped with handheld fire extinguishers, a fire sprinkler system, lighted emergency exit signs, and a smoke and fire alarm system connected to the Scotts Bluff county emergency response system.

Each wing has a minimum of one marked fire extinguisher located in the hallway. Fire extinguishers are inspected per State statutes by an independent authorized inspector.

A dry fire sprinkler system serves all dormitory rooms and dormitory common areas. The system is activated by a heat fuse at each sprinkler head. The fire sprinkler system is inspected per State statutes by an independent authorized inspector.

The entire campus building is covered by a fire and smoke alarm system. The system is inspected per State statutes. The inspection verifies that the following systems are working properly: (1) all fire and smoke sensors, (2) all lighted emergency exit signs, (3) all electromagnetically held doors, (4) notification of the county emergency response system (911).

Evacuation Routes and Assembly Areas

The SCC building is all one level and has eleven (11) outside exit doors. In addition, all rooms except bathrooms, storage closets, or service rooms have at least one window. In case of a fire, everyone should proceed to the nearest exit door that is not blocked by the fire, and exit the building. If a person cannot get to a door because of the fire, he/she should remove the screen from a window, open the window, and exit the building. As a last resort, a person could break out a window and exit the building.

After exiting the building, proceed to the designated reassembly point at the east side of Faith Lutheran Church. At this time SCC personnel will confirm that all occupants of the building are present and out of the building.

Tornado Emergency Procedures

If there is a tornado warning, or it is evident that a tornado is about to hit the SCC campus, all occupants of the building should move to an inside hallway away from windows and doors and close the doors to nearby rooms. Students in the dorms may wish to take shelter inside their bathrooms since there are no windows in the bathrooms.

Chemical Spill Procedures

Due to the nearness of the highway to the west of the campus, there is the possibility of an accident that could result in a toxic chemical spill. There is also a possibility that a railroad car incident could produce a spill that could impact the College. If either of these events were to happen, all occupants of the building may be required to evacuate the building. Informed emergency personnel will tell us how far away and in what direction we need to evacuate, depending on the type and toxicity of the spill.

Active Shooter Procedures

Summit Christian College places the highest priority on the preservation of the lives of our students, faculty, and staff. If an active shooter event should occur, our students, faculty, and staff should use the **Avoid | Deny | Defend™** model. If it is safe for them to do so, students, faculty, and staff should exit the facility immediately to **AVOID** the shooters. If students, faculty, and staff are unable to safely exit the facility, they should lock themselves in their current location and barricade the door to **DENY** the shooters' access. If students, faculty, and staff are unable to utilize the **AVOID** and **DENY** strategies successfully, they should **DEFEND** themselves using whatever means are available. Regardless of the options utilized, students, faculty, and staff should call emergency services (911) as soon as it is safe to do so.

Crime Prevention Programs

Crime Prevention and Information Programs for Students, Faculty, and Staff

Summit Christian College believes that a community committed to the prevention of crime promotes the safest possible environment. It asks all students and SCC personnel, as members of the community, to be vigilant in immediately reporting suspicious activity that they observe on campus. An individual's knowledge of personal space and areas they frequent on campus enables them to best judge persons or conditions that are out of place or suspicious. When someone observes anything that seems out of the ordinary, we encourage them to immediately call their RA, the Deans of Students, or the Academic Dean. Each individual's assistance in alerting authorities to suspicious conditions, events, or persons is a critical component of maintaining a safe and secure campus and SCC is dependent on a collaborative campus community to maintain safety successfully at this institution.

Student Responsibility

Cooperation, involvement, and personal support of students are crucial to the overall safety of the campus. Students must assume responsibility for their safety and the security of their personal belongings by taking simple common-sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

Dormitory Halls:

- Do not prop open the exit doors of any dormitory hall including the double doors.
- Always lock dormitory room doors; even if leaving for only a few minutes.
- Close and lock windows when you leave.

- Take care of key cards. Don't loan them or leave them unattended.
- Don't leave valuables, like wallets, credit cards, or jewelry in open view.
- Close window blinds or shades in the evening.
- Engrave electronic items and record serial numbers of expensive items.
- Report any suspicious activity to the RA's or Deans of Students

Vehicles and Parking Lots

- While traveling, be aware of your surroundings.
- Park in well-lit, heavily populated areas.
- Do not leave valuable items in personal vehicles.
- Always roll up windows and lock doors before leaving a vehicle.
- Walk with others to vehicles whenever possible.
- A person should carry their keys in their hand when they approach a personal vehicle.
- Look around and check the back seat of a vehicle before entering.
- Upon entering the vehicle immediately lock all doors.
- Never pick up hitchhikers.
- While driving, if someone notices that they are being followed, they should drive to the nearest open store, service station, police station, etc. for help. A person should try to get a description of the car following them and its license plate number.

Procedures for the Investigation and Prosecution of Alleged Sex Offenses.

Sexual Harassment and Sexual Assault Response and Protocol for Students of Summit Christian College

Summit Christian College (SCC) is committed to maintaining an environment in which all individuals treat others with dignity and respect. Any form of harassment, sexual harassment, or sexual assault is prohibited. Anyone who violates this policy will be subject to the appropriate discipline, ranging from verbal reprimand to expulsion.

SCC encourages individuals to report any relationship violence or illegal sexual misconduct to the appropriate law enforcement officials. Contact the Title IX coordinator or Dean of Students to report any sexual misconduct offenses that occur on campus or College sponsored events.

It is the responsibility of all members of SCC to participate the prevention of relationship violence and sexual misconduct. The college has no control or jurisdiction over acts of violence or sexual misconduct that occur off-campus; however, SCC will take disciplinary action against those who violate its policies on morality. SCC will report all sexual criminal activity to law enforcement officials.

SCC has a zero-tolerance policy for sexual misconduct and will not tolerate retaliation (threatened, attempted, or actual) against anyone making a report. Zero tolerance means that all reports will be investigated by the college and all protective, remedial, and disciplinary means will be used to bring the misconduct to an end. All disciplinary infractions will be handled according to the SCC Student Handbook.

SCC has a responsibility to respond to all sexual misconduct reports and attend to the needs of the students who are involved. SCC is also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance.

Definitions:

- **Sexual Misconduct:** is an umbrella term covering sexual discrimination, sexual harassment, sexual violence, relationship violence, and stalking.

- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature.
- **Relationship Violence:** when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence or psychological and emotional abuse directed towards a spouse, ex-spouse, current or former boyfriend or girlfriend.
- **Rape:** Forced sex against a person's will.
- **Sexual assault:** an extreme form of sexual harassment where an individual is forced, threatened or coerced into sexual contact against his or her free will or without his or her consent. Sexual assault may include date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way.
- **Stalking:** Repeated harassing or threatening behaviors such as following a person, appearing at their home, place of business or education, making harassing phone calls, mailing or leaving cyber or written messages or objects or vandalizing a person's property. These actions would cause a reasonable person to fear for their safety and/or cause substantial emotional distress.
- **Consent:** Positive cooperation in the act or expressing intent to engaged in the act. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, under the threat of violence, injury or other forms of coercion, and cannot have a disorder or disability that would impair his/her understanding of the act. The presence or absence of consent is based on the totality of the circumstances, including the context in which an alleged incident occurred. The fact that a student was under the influence of drugs/alcohol may be considered in determining whether that person had consented to the act in question. Consent may not be inferred from silence or passivity alone.
- **Retaliation:** Consists of materially adverse action taken against a person because they filed a complaint in good faith or participated in the investigation as a witness or support person. Retaliation is strictly prohibited. The College will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Reporting Sexual Misconduct to the College

- I. If any student feels he or she has been subject to sexual misconduct they may contact the Title IX Coordinator in person, via text, phone, or email to make an initial report and inquiry.
 - A. Incident reports can also be taken by the following, and given to the Title IX coordinator: The President, Academic Dean, Deans of Students, Resident Advisors or Professors.
 - B. The Title IX Coordinator will contact the alleged victim for the following purposes:
 1. To ask questions in order to gain a better understanding of the incident;
 2. To explain confidentiality and reporting requirements;
 3. To explain the investigatory process, law enforcement options, and possible consequences;
 4. To provide information about resources available to the individual; and,
 5. To ask if the alleged victim wishes for the report to be pursued through an investigation or not. (If the alleged victim requests confidentiality, or asks that the report not be pursued, SCC will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, if possible. The request will be evaluated and weighed against SCC's responsibility to provide a safe and nondiscriminatory environment.)

- II. If a student elects to file an official complaint, SCC will promptly investigate the allegation fairly and expeditiously, following the U.S. Department of Education Title IX Fair Grievance Procedure, to ensure all parties receive due process and are treated fairly. SCC will maintain as much confidentiality as possible under the circumstances.
 - A. The Title IX Coordinator or a designee will immediately begin an investigation and will take steps to complete the investigation within ninety (90) calendar days after receipt of the report, if possible. The College is committed to a complete and impartial investigation of reports of sexual violence or sexual harassment, including the opportunity for both parties to present witnesses and other evidence. Investigations will occur as quickly as possible, but the complexity of the investigation, the severity and the extent of the harassment or number of involved parties can impact the duration. The investigation shall consist of:
 - Reviewing all related written statements or reports;
 - Interviewing the alleged victim, alleged perpetrator and other witnesses;
 - Reviewing applicable College records; and,
 - Reviewing other relevant material and evidence.
 - B. The Title IX Coordinator or a designee will provide parties involved in the investigation with periodic updates while an investigation is pending, consistent with Family Educational Rights and Privacy Act (FERPA) restrictions.
- III. At the end of the investigation, the Title IX Coordinator or the designee will decide regarding the report using a “preponderance of the evidence” standard (more likely than not that sexual violence or harassment occurred) and will provide the recommendation to the Academic Dean and the President.
 - A. Within ten (10) working days from receipt of the Title IX Coordinator or the designee’s recommendation, the President will send written notice to both parties and the Dean of Students, explaining what the final finding of the investigation is, including how and why that conclusion was reached, what actions will be taken by the college and an opportunity for both parties to appeal the decision.
 - B. The College will change a victim's academic and living situation after an alleged sex violence incident or harassment, if those changes are requested by the victim and reasonably available. Possible changes include:
 - Arranging for extension of class assignments and examination due dates.
 - Assisting the victim in dropping courses or withdrawing from the College without academic or financial penalty.

In the event of Sexual Assault:

- I. Any person who has been a victim of a sexual assault should, as soon as possible:
 - A. Go immediately to any emergency room before showering, bathing, or douching.
 - C. Turn over clothing as it may be needed for evidence.
 - D. Participate in a full rape exam.
 - E. Be sure to get there within 12 to 24 hours if a date rape drug may have been used.
 - B. Keep a journal. Write down the events of the assault including the date, time, and chronology. If there are witnesses or people who have information about the assault, write down their names in your journal. Preserve any harassing letters, messages, or e-mails as evidence.
 - F. Seek counseling and support services.
 - G. Notify the Title IX Coordinator or the Deans of Students. Every effort shall be made to ensure the privacy and confidentiality of the victim and the accused both during and after any investigative and adjudicative process

SECTION 3: CAMPUS SERVICES

Administrative Offices

Administrative offices are open during regular business hours Monday through Friday 8:00 am to noon and 1:00 pm to 4:00 pm Students should not enter the administrative offices unless invited specifically by the faculty or staff.

College equipment and supplies in the offices are to be used by office staff and faculty only.

Mail Service

Gering campus students are assigned a mailbox in the Community Box Unit located in the foyer and issued a key for the box. Dorm residents and other students wanting to receive mail at the Gering campus need to use the following address:

Student Name
2025 21st St.
Gering, NE 69341

Incoming mail is distributed Monday through Friday by noon unless otherwise posted. No mail is distributed on weekends or holidays.

Outgoing letters may be mailed by placing them in the outgoing box by the dining room. Students need to provide their own envelopes and postage.

When students leave the Gering campus, SCC will forward first-class mail for two (2) weeks.

Academic Advisement

All degree and certificate-seeking students are assigned a Faculty Advisor. The Advisor assists students in reaching their academic goals and planning their academic workload for each semester. Additionally, the Advisor assists the students in matters concerning the Mentored Ministry program. While the Faculty Advisor is not a “counselor”, the Advisor will try to assist each student in his/her spiritual, social, and academic walk while the student attends Summit Christian College.

Academic Tutoring

Volunteers will be available to assist students. Arrangements can be made through Academic Dean.

Health Services

Each student is responsible for providing the student’s own health and accident insurance. Health services are available at area hospitals and clinics.

Library Resources Center

The Summit Christian College library provides students and faculty with learning resources and services necessary to fulfill the College’s mission and achieve its program learning outcomes. As a specialized collection, the library is tailored to support the curricula of Bible, theology, and Christian ministries. Holdings include nearly 12,000 works (books and ebooks) as well as current subscriptions to periodicals and newspapers. Patrons have access to thousands of additional materials online via NebraskaAccess, an online database service.

During the school year, library hours are:

Monday – Friday	6:00 am – Midnight
Saturday	8:00 am – Midnight
Sunday	Noon - Midnight

The library exists for study and research, thus a quiet attitude should be demonstrated at all times for the benefit of all patrons. No library materials should be removed from the library without completing checkout procedures.

- 📖 Checking material out of the library constitutes responsibility for its return or replacement.
- 📖 The normal checkout period is two weeks with possible renewals permitted.
- 📖 Fines for overdue materials are 25¢ per day.
- 📖 Grades will be withheld until all library fines are paid.
- 📖 Unreturned or lost materials will incur a replacement fee.

A large collection of reference books is maintained in the library. Additionally, professors may set materials aside on reserve for a specific class. Students may not remove any reference or reserve books from the library and can be fined or placed on probation for violating this policy. Current periodicals and newspapers also should be used only in the library.

The library is a member of the Panhandle Library System. Students can easily use facilities and services at the Gering Public Library, the Lied Scottsbluff Public Library and the library of Western Nebraska Community College.

Students may borrow materials located at other libraries nationwide via interlibrary loan. The library regularly provides a selection of books for sale or to be taken free of charge.

Patrons should refer to the Library Handbook for Students to obtain additional detailed information on services, resources, policies, and procedures.

Special Library Collections

During the past years, the College library has been the recipient of many valuable volumes that have been donated by friends of the College. We gratefully acknowledge the following gifts:

- The Ellwood Beeman Collection
- The Christian Martin Collection
- The Floyd Hopper Collection
- The H.E. Fletcher Collection
- The El Paso School of Missions Library
- The Ted Addington Collection
- The Howard Roseberry Collection
- The Doyle Kinney Collection
- Nebraska Christian College
- Howard Roseberry
- North Christian Church

Students should refer to the Library Handbook for all Library policies.

Commons

The Commons area is open and available for student use with hours coinciding with dorm hours. The area is for the use of all Summit Christian College students. Because this is also a public area, please be aware of your conduct and your appearance, and help to keep the Commons neat and clean.

Maintenance Shop

The Maintenance Shop and tools are not for student use. The maintenance supervisor and/or the administration will make exceptions only in specific situations.

SECTION 4: STUDENT LIFE

Spiritual Life

Chapel

Chapel services are designed to be an important part of the college experience. These services are developed around the student's need to share, to be encouraged, and to be challenged. The student will be uplifted by the singing, the quiet moments of prayer, the inspirational messages of visiting speakers, and the involvement of classmates, faculty and administrators in chapel services designed for a variety of purposes. Chapel is held at 11:00 am on Wednesday of each week.

Chapel Attendance Policy

Students pass or fail chapel based on their attendance.

Students attending classes on the Gering campus must attend chapel services on campus. The Deans of Students take roll at chapel to confirm attendance. Any Gering campus student who has more than two unexcused absences from chapel services in a semester will receive a "no pass". A student who receives a "no pass" for chapel will be placed on probation, and will be required to attend every chapel session in the following semester. Failure to do so may result in dismissal from Summit Christian College. A student may appeal a "no pass" in writing to the Dean of Students if any unusual circumstances contributed to the excessive absences.

With prior approval from the Dean of Students, part-time Gering campus students in a degree program may be exempt from Chapel when there is a work or home schedule conflict. In lieu of attending chapel, the exempt student must provide documented evidence of regular church attendance. Prior to approval from the Dean of Students, part-time students are required to attend chapel. If a part-time student receives a "no pass" because of absenteeism, he/she cannot request exemption.

Distance education, degree-seeking students fulfill chapel requirements through attendance at a local congregation. Students must attend 14 congregational activities during the semester to receive a pass grade. Students must submit a log of activities and dates to the Deans of Students by the last day of the semester.

Students who fail to meet the requirements shall receive a "no pass". A student who receives a "no pass" will be placed on probation, and must fulfill the congregational activities attendance policy in the following semester. Failure to do so may result in dismissal from Summit Christian College. A student may appeal a "no pass" in writing to the Dean of Students if any unusual circumstances contributed to the excessive absences.

Devotions

Personal Meditation

Each student is encouraged to develop a daily habit of spending quality time meditating on God's revealed Word.

Group Devotions

Morning devotional gatherings are planned for 8:50 am Tuesday through Friday for the entire student body in the chapel. Members of the faculty and student body are scheduled to lead the assembly.

Dormitory devotions are student led and normally scheduled for 10:00 pm on Monday evening for all dormitory residents. Non-dormitory residents may attend. Residents who are not on restrictions may leave the dormitory after devotions.

Students are encouraged to meet for prayer, worship, and Bible study as long as the time and place are not in conflict with any College program or policy.

Church fellowship

In honoring Christ, all SCC students are expected find a regular place of fellowship and service. The purposes of such involvement are to generate:

1. A partnership of students in fulfilling the New Testament concept of ministry.
2. Assistance in the programs of local congregations.
3. Growth in individual students as they sense both their potential and need for refinement in the tasks of ministry.

Mentored Ministry

Mentored Ministry is a “hands on” focused, practical dimension of Summit Christian College’s program. It is designed to integrate academic exercise with practical ministry in an observable and evaluative environment, which will enable the student to develop through a variety of ministry activities. The three-fold objectives of the program are as follows:

1. Guide the student in actual service and worship for the glory of God.
2. Provide the student with a practical dimension of learning as an important part of the educational program.
3. Challenge the student through interaction with a faculty advisor to grow in Christ.

Further details of the Mentored Ministry program are provided in the Mentored Ministry Handbook.

All students in a certificate or degree program are required to participate in the Mentored Ministry program.

If a student fails to complete the Mentored Ministry program requirements, he/she may petition the Academic Dean for possible alternative ways to fulfill the requirement.

Organizations/Activities

Athletics

As a part of an arrangement between the YMCA and SCC, all full-time students at the Gering campus are required to purchase a membership in the YMCA. Part-time students may purchase this membership, but it is not required. See Financial Information for YMCA membership fees.

Any student or group of students who desire to participate in an organized sporting activity through the YMCA or other local group in the name of Summit Christian College must have the approval of the College administration.

Music Ensembles and Outreach Teams

Music ensembles provide an opportunity for students with the gift of music to use their talents in ministry. Other types of outreach teams include drama teams or camp teams that travel to various churches and summer church camps.

Each group representing the College must have faculty sanction and faculty sponsorship. Sponsors are selected to oversee and are responsible for the group's activities and schedule. Members of music ensembles and outreach teams may not accept invitations to perform or schedule performances without the consent of the group sponsor. The College retains the right to supervise the content of any program and the kind of music performed by any group of students representing the College.

Students representing Summit Christian College are expected to meet all the scholastic, moral, and spiritual standards prescribed.

Student Leadership Council

Mission Statement

Student Leadership Council enhances student life through planning activities, communicating ideas, and serving the student body of Summit Christian College.

Offices

President, Vice President, Secretary, Treasurer, and five additional Class Representatives (one from each of the following: Senior Class, Junior Class, Sophomore Class, Freshmen Class, and Bridge Students)

Roles of Office Positions

1. **President:** The President will lead well-planned, well-organized meetings and act as head of the Student Leadership Council. The President is responsible for keeping order during meetings and keep the meetings running smoothly. The President is also in charge of assigning duties for planned events.
2. **Vice President:** The Vice President is second to the President. If the President has to be absent then the Vice President will fill in. The Vice President will work alongside the President to create agendas for future Council meetings.
3. **Secretary:** The Secretary will be in charge of keeping track of the minutes during Council meetings and will give a secretary's report at the beginning of each Council meeting. The Secretary will work alongside the President to keep track of meeting progress and keeping planned activities running on schedule.
4. **Treasurer:** The Treasurer is in charge of keeping track of the Student Leadership Council activities budget. The Treasurer will work with the College Bookkeeper and will give a

Treasurer's report at the beginning of each Council meeting. The Treasurer will also have to work alongside the President keeping the President updated and the current budget available.

5. **Class Representatives:** Representatives are in charge of keeping their classes updated on current events and activities happening within the Student Leadership Council. Each representative is in charge of calling their own class meetings and giving updates to the Student Leadership Council when needed. All Representatives must be ready to serve where they are needed.

Policies Regarding Office Positions

1. The offices of President, Vice President, Secretary, and Treasurer are held by juniors and seniors. However, if an office is unfilled by a junior or senior, sophomores become eligible for the office. If an office remains unfilled, freshmen may hold the office.
2. The offices of the President and Treasurer must be held by campus students unless they live within a 50-mile radius of the campus and can make it to scheduled meetings. The Leadership Council will set the meeting dates.
3. The offices of the Vice President and Secretary may be held by qualifying Bridge students.
4. Students filling the offices of President, Vice President, Secretary and Treasurer may only fill serve as Representatives if there are no other students within that group who are willing to serve on the Council. (Example: If a Junior is serving as the Vice President, he/she may not serve as the Junior Class Representative unless no other juniors are desiring to serve as the Representative.)

Requirements

1. Student Leadership Council members must have and maintain a GPA of 2.5 or higher.
2. Student Leadership Council members may not be on academic probation or character probation
3. Student Leadership Council members must live a life in dedication to serving God and have a desire to further his kingdom.
4. Violation of any of these requirements can result in the removal of any position based on the discretion of the Student Leadership Council and the Dean of Students.

Removal Process

1. Review Panel
 - a. Student Leadership Council discipline issues and removals will be handled by a review panel comprised of the Council officers (President, Vice President, Secretary, Treasurer) and the Dean(s) of Students.
 - b. The Panel will be responsible for examining the situation critically and fairly, and depending on the extent of the situation, the panel may warn, discipline, or remove Council members and appoint new officers.
2. If an officer (President, Vice President, Secretary and Treasurer) fails to complete their duties as an officer or fails to comply with the expressed spiritual and academic standards of the Council, they may be asked to appear before the panel.
 - a. The panel has the authority to remove an officer if necessary.

- b. When an officer is removed, the panel is responsible for appointing a new officer.
 - c. If the President is removed, the Vice President will assume the role of President, and the panel is to appoint a new Vice President
 - d. If any other officer is removed, a Class Representative from the junior or senior class may be appointed to the vacant office
3. If a Class Representative fails to complete His/her duties as a Representative or if they start to fail to comply with the expressed spiritual or academic standards of the Council, they may be asked to appear before the panel.

Election Process

1. Returning Students from the previous year's student leadership council are to organize and oversee the election of the current year's officers. The following guidelines should assist in the process:
 - a. On the first Wednesday of the new academic year, the previous year's council is to gather a list of qualified, interested, potential prospects for each of the offices.
 - b. The council will compile a ballot of qualified prospects.
 - c. Once the ballot is posted, all students will have one week to vote.
2. Officers from the previous year's Student Leadership Council may run again if they so choose.
3. Once the election has taken place, new officers will immediately assume their roles.
4. The New Student Leadership Council must meet and set meeting dates for the year.
5. The Dean(s) of Students will sit in on these meetings if available.

Meeting Process

1. The President, working with the Vice President, is to develop meeting agendas and will preside at Student Leadership Council meetings.
2. Meetings begin with prayer followed by the Secretary and Treasurer's Reports.
3. All motions must be agreed upon by more than half of the Student Leadership Council, and not action can be taken without a motion.
 - a. However, if there is any opposition to a motion, then all parties should be heard and concerns addressed prior to taking any action.
4. If there is a task that has to be completed, the President can assign himself to the task, select another officer, or select a Class Representative.
 - a. The President must be fair in all decision-making involving tasks
5. The secretary will take accurate records of all meetings and submit a copy of the records to the Dean of Student's office at the end of the year.

Student Leadership Council Duties

1. Plan activities throughout the school year that all students, including the Bridge students, can participate in.
 - a. Though the Student Leadership Council will constantly look for ways to include the Bridge students, there will be some activities that are just impossible for the Bridge to participate in unless they drive to Campus.

2. They should plan at least, one fall activity, one winter activity, and one spring activity.
3. Different activities the Student Leadership Council could plan could include fundraising, dinners, spirit weeks, service projects, Christian parties, concerts, etc....
 - a. The Student Leadership Council may be asked by SCC to plan activities.
 - b. Possibilities are endless but must be approved by SCC.
 - c. All activities must glorify God and his kingdom.
4. These activities can be based on what the school has done in the past; however, the Student Leadership Council is not bound to history.
5. The only activity that should remain the same that the Student Leadership Council is responsible for is the Awards Banquet dinner at the end of the year.
6. The Student leadership Council may create Ad Hoc committees for different activities that they see fit.
 - a. If an Ad Hoc committee is created to plan an activity it will be led by someone within the Student Leadership Council.
 - b. That person will then be responsible for conducting meetings with everyone involved within that committee.
 - c. Students outside the Student Leadership Council will have an opportunity to serve on the Ad Hoc Committee.
7. If the Student Leadership Council chooses not to make an Ad Hoc committee, then they will plan the event and look for other ways for students outside the Student Leadership Council to serve.

No outside class or club accounts are permitted.

Special Events

Several special events are held annually at Summit Christian College. These activities contribute to the overall spirit of campus life and serve to enrich the student's education.

Convocation – A formal gathering marking the beginning of, and setting the spiritual tone, for the school year.

School Advance – A get-acquainted time held either at the Wildcat Hills or Trails West YMCA camp.

Family Day - A special day on campus when all students are encouraged to invite their parents to class.

Praise Banquet – During the fall, the school hosts a praise banquet for the local community, church, and business leaders.

Missions Trip – A week-long mission trip for SCC students.

Fall Fling – High School students are invited to the SCC campus for a weekend spiritual retreat.

Awards Ceremony – This evening honors the accomplishments of all students during the school year, especially those who are graduating from SCC.

Commencement – Held at the end of the spring semester, this ceremony stands as the time in which degrees and certificates are conferred on students graduating from SCC.

Summit to Summit – A community-run/walk and health fair held annually at the end of the school year.

Golf Tournament – During the summer, SCC hosts a regional golf tournament as a means to raise funds.

Student Employment

Employment opportunities are numerous in Scottsbluff/Gering with businesses looking favorably upon SCC students as employees. Classes are held primarily in the morning hours, giving ample opportunity for part-time employment. Students should be careful not to allow a job to interfere with the successful completion of their program at the College.

A student should not work more than 30 hours a week unless he/she is maintaining above-average scholastic marks. If a student is placed on academic probation, the Academic Dean may require the student to reduce the number of hours of outside employment.

When changing or dropping employment, every effort should be made to maintain the goodwill of the employer.

Personal Vehicles and Parking

Students are not allowed to take personal vehicles on College-sponsored tours and activities unless permission is given by the sponsoring faculty member.

Student Parking Policy

The parking spaces in front of the College are reserved for the faculty and staff, and visitors. Students may not park in these spaces.

Parking Areas

SCC provides a lit, maintained parking lot on the north side of the campus. Students, whether they live in the dorm or off-campus, should plan to park in this area. When parking space is not available, students may park on the east side of 21st Street or in the overflow parking area that is southwest of the maintenance garage.

Prohibited Parking Areas

Parking spaces in front of the College are reserved for faculty, staff, and visitors. Students may not park in front of the garage, in the alley, or behind the dormitories. Students who park in front of the building during SCC business hours, Sunday AM, or during public events on campus, or in other prohibited areas are subject to a \$5 fine for the first offense, a \$10 fine for the second offense, and a \$20 fine for a third offense. Subsequent offenses may result in a student being placed on character probation. The fine will double if it is not paid within seven days. If the fine is not paid within fourteen days, the student may be placed on character probation and lose his/her right to park on SCC property.

Students may not park vehicles by the back door of the men's or women's dorm at any time for any reason, including loading or unloading groceries or moving in or out of the dorm. To ensure compliance with this policy, we will assess a \$50.00 fine for the first violation of this policy, \$100 fine for a second offense.

Student Conduct

The New Testament calls all believers to respect one another as brothers and sisters in Christ, as well as to respect those who are in authority over us. As we strive to become Christ-like and maintain a positive Christian environment, Summit Christian College fully expects all students to show proper respect for one another and show proper respect toward the faculty, staff, and administration of the College. SCC has the right to take disciplinary action against any student who acts in the following manner.

1. Acts or speaks against another student in a malicious or vindictive manner.
2. Acts antagonistically, or is hostile or defiant toward any member of the faculty, staff, or administration.
3. Spreads strife and discord.

Dress Policy

What we wear affects not only how we study, but affects how those around us study. In addition, others will judge us as individuals as well as judge those in Christian leadership, the church, and even Christ by what we wear. Underdressing, as well as overdressing can be a learning distraction and an obstacle to the Gospel. Students at Summit Christian College are to dress appropriately for each occasion.

Chapel Services

Students who are presiding or serving in leadership roles during the chapel service will dress at a business casual or higher standard. All other students attending chapel should dress as they would for classes. If a faculty or staff member feels that a student's dress is not appropriate for chapel, they may request the student to change clothes, and the student should willingly comply with their request.

Class Room

Students are to dress in a way that will not be distracting to the professor or other students. Clothes are to be clean, modest in style, and in repair.

The following limitations apply to student dress in the classroom

- Shoes or acceptable footwear must be worn to class.
- Clothing with offensive or off-color words may not be worn to class (or anywhere else).
- Tattoos with offensive images or wording need to be covered whenever possible.

Summit Christian College encourages students to think wisely before getting tattoos or body piercing, knowing that they may lead to future conflicts and possible exclusion from ministry opportunities.

Any student dressing inappropriately for class may be asked to leave. The subsequent absence will be unexcused.

Dress for Choir, Outreach Teams, and Special College Activities

The director or faculty sponsor has the right to implement more defined dress standards for those students involved in these activities.

Special Events

When participating in, helping, or attending special events at the College, the College reserves the right to prescribe the appropriate dress requirements for the occasion. These events may include but are not limited to Commencement, Convocation, Awards Banquet, and Fall Fling.

In addition, when traveling with the College, for the College, or when serving in any capacity in connection with the College, the College has the right to prescribe special dress requirements. This includes but is not limited to camp teams, outreach teams, preaching or teaching opportunities in churches where the arrangements are made through the College. These additional requirements may address clothing, hairstyles, and jewelry.

Mentored Ministry

All students are to discuss appropriate and inappropriate dress policies with their mentor in the Mentored Ministry program and are expected to dress appropriately according to the guidelines of the mentor.

Common Areas

All students are to be dressed appropriately when entering common and/or public areas. Pajamas and bed attire are not allowed. Shoes or sandals must be worn in all public areas.

Co-ed Interaction

Sexual misconduct is strictly forbidden.

All members of the Summit Christian College faculty, staff, and student body should avoid unwise situations where they may be exposed to temptation and invite accusations of immorality.

All demonstrations of affection are to be discreet and considerate of others.

The College reserves the right to counsel and/or set guidelines for anyone who may be lacking discretion in this area or willingly violates this policy. Other individuals have the right to address inappropriate behavior or behavior that makes them feel uncomfortable.

Communicable Diseases

Communicable diseases can spread quickly through the SCC campus. Therefore, employees and students have an ethical obligation to be proactive in protecting themselves and others in prevention efforts.

For this policy, communicable diseases are infectious diseases transmissible from person to person by direct contact with (1) an affected individual, (2) an object touched by an affected individual, or (3) bodily fluids of an affected individual.

Symptoms

Each communicable disease has its own specific symptoms. General signs and symptoms include, but are not limited to, fever, coughing, sneezing, runny nose, sore throat, diarrhea, vomiting, fatigue, muscle aches.

Medical Consultation. Persons with symptoms of a communicable disease beyond the common cold should seek medical consultation.

Prevention

The first step in the prevention of the spread of a communicable disease is an understanding of symptoms and preventive measures.

Contact. Given the nature of communicable diseases, the first step in prevention is to avoid direct contact with transmission agents.

Some infections, such as the common cold and the flu can be transmitted by being near an affected individual, so persons should avoid contact with affected individuals and affected individuals should avoid contact with others.

Some infections, such as mononucleosis, are spread through contact with saliva and can be transmitted through a kiss, cough, or sneeze, or sharing common food utensils or beverage containers. In such cases, complete separation is not required, but persons should take extra measures to avoid contact with contaminated objects and affected individuals should take extra precautions to avoid spreading the disease.

Personal Hygiene. Wash hands with soap and water frequently—especially before and after preparing food, before eating, after blowing your nose, coughing, sneezing, or using the toilet.

Personal Habits. Avoid touching your eyes, nose, and mouth. When coughing or sneezing use a tissue whenever possible (throw it away after one use and wash hands) or direct the cough or sneeze into your upper sleeve and not your hands (wash hands afterward). Pick up your stuff so others do not need to handle it.

Disinfect. Use an approved disinfectant on frequently touched objects and surfaces (for example desks and tables, hard surface chairs, shared phones and keyboards, doorknobs, light switches, handles, toilets, faucets, sinks).

Social Distancing.

Isolation. Persons with symptoms of a communicable disease should isolate themselves from others on the SCC campus while they are contagious. Students or employees who have a communicable disease that may be spread from person to person by direct contact may be required to self-quarantine until they are no longer contagious.

Immunizations. Vaccinations can drastically reduce the chances of contracting many diseases. SCC students and employees should keep up to date on recommended vaccinations including influenza vaccinations.

Alternative Course Delivery

To avoid spreading communicable diseases, with a communicable disease, who feel well enough to attend classes, should attend classes via the Summit Bridge while they are contagious. Students who have had a fever, or vomited, or had diarrhea (non-food related) in the past 24 hours should attend classes via the Summit Bridge.

Emergency Operations Plan in Response to an Outbreak on Campus

If an outbreak of a communicable disease on the SCC campus or in the greater community occurs, the administration may declare an emergency response and has the option to implement the following directives.

Internal Communication. Through special meetings and/or other forms of communication, SCC will keep students and employees informed of the current situation and SCC's response.

Notify Local Officials.

Alternative Course Delivery. SCC may shift classes to the Summit Bridge and continue with the semester schedule.

Attendance. Students attending classes through the Summit Bridge will be counted as present. If students miss more than 15% of a courses' class sessions because of illness associated with a communicable disease during an emergency response to an outbreak, professors may disregard the automatic drop policy.

Faculty. SCC may ask faculty to fulfill all of their responsibilities from home. In such cases, they will be required to teach through the Summit Bridge. Faculty working from home may request a VPN to access the network.

Suspension of Academic Operations. Summit Christian College reserves the right to suspend all academic operations for a short period when the severity of an outbreak of a communicable disease warrants such action. If classes are suspended, classes, either through the Summit Bridge or on campus, will resume as soon as it is deemed prudent. When classes resume after a temporary suspension, the end date of the semester will be changed so that it still includes a minimum of 15 weeks. In extreme cases, SCC may ask professors to redesign the remainder of the course as an independent study setting aside the 15-week minimum. Suspension of Academic Operations may affect subsequent semester start and end dates.

Dormitories

Local Dorm Students. SCC may require local dorm students whose families live in the area to move home and attend classes through the Summit Bridge during an emergency response to an outbreak of a communicable disease. Students who have symptoms of, or who have been

exposed to persons with, a communicable disease associated with the outbreak, will want to observe a self-quarantine at home.

Non-Local Dorm Students. Unless required otherwise, non-local students may stay in the dormitory during an emergency response to a communicable disease. Students remaining in the dormitory who have symptoms of, or who have been exposed to persons with, a communicable disease associated with the outbreak will want to observe a self-quarantine in the dormitory.

In an extreme case, SCC may close the dormitory and all students will have to relocate.

Non-Dorm Students. Non-dorm students who have symptoms of, or who have been exposed to persons with, a communicable disease associated with the outbreak, will want to observe a self-quarantine at home.

Campus Functions. During an emergency response to an outbreak of a communicable disease, campus functions should be postponed or canceled.

Internet Policy

To ensure better quality network service, provide a safer learning and living environment, and assist students and staff in personal purity, all students must read, sign, and comply with the Internet Policy.

Alcohol

1. The possession and/or use of alcohol is strictly forbidden on the SCC campus and at all SCC activities. Students who violate this policy may be dismissed from SCC.
2. Students may be dismissed from the College for the consumption of alcohol, even away from the SCC campus.
3. Students who violate any federal, state, or local drug or alcohol laws are subject to the possible penalties imposed by those agencies, and may also be dismissed from Summit Christian College.
4. Any Summit Christian College student needing help overcoming an alcohol issue is encouraged to speak with a faculty or staff member for counseling.

Drugs

1. The possession, distribution, and/or use of any illegal drug is strictly forbidden on the SCC campus and at all SCC activities.
2. The possession, distribution, and/or use of any prescription drug that has not been prescribed by a doctor is strictly forbidden.
3. Violation of this drug policy may result in immediate dismissal from Summit Christian College.
4. Any Summit Christian College student needing help overcoming a drug issue is encouraged to speak with a faculty or staff member for counseling.

Tobacco and E-Cigarettes

1. The possession and use of tobacco in any form or e-cigarettes is forbidden on the SCC campus and at all SCC activities.
2. Summit Christian College discourages the use of tobacco and e-cigarettes and desires that all students abstain from the use of tobacco in any form.
3. Any student needing help breaking a tobacco addiction is encouraged to speak with a faculty or staff member for counseling.
4. Students in a traditional degree program may not use tobacco or e-cigarettes.

Pornography

Reading, viewing, or possessing obscene, pornographic, or sexually explicit material is strictly forbidden on campus and all SCC activities. This policy extends to television programs, videos, movies, video games,

and other forms of entertainment that contain sexually explicit material. Therefore, students must read the labels and use discretion in the selection of such material. Viewing or using such material is a violation of this policy. Students have a right to challenge other student's entertainment selections when viewing in common areas.

Destructive Behavior

It is forbidden to purposefully destroy College property, public property, or the personal property of another.

Profanity

The use of profane, slanderous, sacrilegious, obscene, or suggestive language is strictly forbidden on campus and all SCC activities.

Firearms (Weapons) and Fireworks

Firearms (all guns including air-soft and paintball guns), or weapons of any sort, and fireworks are prohibited on the Summit Christian College campus and activities. Small pocket knives and utility knives are allowed.

Sexual Immorality

Sexual activity outside of marriage is a violation of the moral code of the New Testament and is prohibited. Students who violate this policy are subject to disciplinary action and possible dismissal, regardless of whether any actions have taken place that would be a violation of the laws of the land. As a Christian College, we understand and fully intend that our policies are stricter than the laws of the land and the prevailing culture around us.

Student Discipline

In the event a student violates moral teaching of the New Testament or the policies of the Student Handbook, the College has the right to take disciplinary action.

Counseling

The first step in any disciplinary action will be counseling with the Dean of Students. At that time, the student may be given a warning, and/or additional guidelines, and may be required to establish an accountability relationship with a member of the faculty or staff of the College, a minister, or professional counselor. Dorm students may also be placed on a restricted curfew. In addition, a student may be placed on Character Probation or face dismissal.

Character Probation

A student who willfully and/or continually exhibits undesirable attitudes and actions which are not in accord with College policy may be placed on character probation for a period of time to be determined by the Dean of Students or Administration. Further infractions, failure to improve in the designated time, or failure to abide by the stated terms of probation may result in immediate dismissal from Summit Christian College.

Process for Dismissal

The process for dismissal may include one or more of the following:

1. Oral counseling by a faculty member or administrator of the College
2. Counseling with the Dean of Students
3. Letter of Admonition
4. Letter of Counseling
5. Letter of Reprimand
6. Letter of Dismissal

Appeal of a letter of dismissal

An appeal of a dismissal is first made to the Dean of Students within five (5) working days of the notification of the dismissal. If a further appeal is desired, it is to be made to the President within five (5) working days following the disposition of the first appeal.

All appeals must be made in writing (typed) and must state the reason that would justify a reversal or an amending of the disciplinary action. The President has the option of deciding action on an appeal or taking the matter to the Executive Committee of the Summit Christian College Trustees.

Dismissal Policy

Whenever a student is dismissed from the College, the following measures are involved:

1. A student notified of his/her dismissal from the College has twenty-four (24) hours in which to move out of the dormitory and to remove all of his/her belongings from the College property.
2. Once the student has vacated the College property, he/she forfeits all rights to College buildings and services; modification of this policy will be at the discretion of the Dean of Students and the President. Any student dismissed from the College will not be eligible for readmission until at least one full semester has elapsed from the time of his/her dismissal.
3. The student must notify the U. S. Post Office of their new address. If a student so requests, the College will forward first-class mail for two weeks; mail other than first-class mail cannot be forwarded.
4. No refund of tuition, fees, or dorm rent will be made to a student dismissed for disciplinary reasons. Any unpaid balance on his/her account is due within thirty (30) days.

Grievances by Students

Informal Grievance Process

Disagreements or difficulties may occur even among Christian students and faculty. It is the desire of Summit Christian College that such circumstances may be resolved in the spirit of the teaching of Jesus Christ (Matthew 18:15-18). This informal process begins when the parties involved address concerns personally "with each other." If a second step is required, the issue should be presented to the Academic Dean. In the event the situation remains unresolved, the matter may be taken to the President's Cabinet. Having followed these steps, a student who is not satisfied with previous attempts to resolve the problem may begin the formal grievance process.

Formal Grievance Process

- a. The grievant will submit a typewritten document to the President's Cabinet through the Administrative Assistant to the President, stating the nature of the complaint, the evidence on which it is based, the action that has already been taken to resolve the matter, and the action desired. The Administrative Assistant must turn the typewritten document over to the President's Cabinet within seventy-two (72) hours of receiving the document.
- b. The President's Cabinet (President, Academic Dean, Director of Operations, Dean of Students Committee, Administrative Assistant, and others when called upon will appoint a Grievance Committee of no less than three uninvolved people, including a President's Cabinet member and a Trustee, to investigate and consider the grievance. If a member of the President's Cabinet is an involved party, this member will dismiss himself/herself from the discussion of the grievance. The President's Cabinet must appoint this committee within one week after receiving the written complaint.
- c. The work of the Grievance Committee will take no longer than one month.
- d. After prayerfully investigating all pertinent information, the Grievance Committee will then consider options and recommend action to the President's Cabinet.

- e. After receiving the recommendations from the Grievance Committee, the President's Cabinet must notify the grievant within one week of its decisions. The President's Cabinet will notify the grievant in writing regarding its decision and/or action required of the grievant and other parties involved.
- f. Should the President's Cabinet's conclusion and/or required action not be acceptable to the grievant or parties involved, he/she, or they, may appeal to the President whose decision will be final. The grievant must make the appeal within one week to the President in writing. If the President is involved in the grievance, then the grievant may appeal to the Executive Committee of the Board of Trustees. The grievant has one week to appeal the decision to the Executive Committee of the Board of Trustees.

Additional Policies

Announcements

SCC emails announcements to students using the email addresses in MYSCC. Additionally, it sends text notifications using the contact numbers in MYSCC. Students should keep their MYSCC profiles current.

Upcoming activities and events are posted on digital display at the reception counter.

Additional announcements, notices, and job openings are posted on the bulletin boards on the academic wing. With the approval of the administrative offices, students may post an announcement on those bulletin boards.

SECTION 5: STUDENT HOUSING

Student housing is available for single students living within 30 miles of the Gering campus. The following policies have been developed to create a positive Christian environment in the dormitory in which all students can enjoy communal living, mature in Christ, and achieve their academic goals.

Eligibility

1. Students who are taking 4 or more hours at the Gering campus are eligible to live in the dormitory.
2. Students who are taking 8 hours or more between SCC and another school of higher learning in the Gering/Scottsbluff area are eligible to live in the dormitory if at least 3 of those hours are at the Gering campus.
3. Single students less than 23 years of age, living within 30 miles of the Gering campus, taking more than 8 hours at SCC must live in the dormitory. The exceptions are as follows:
 - a. Single students who have completed 64 - 96 hours of study, and are at least 21 years of age may move out of the dorm, *provided they are not on academic or character probation.*
 - b. Single students who have completed 96 hours of study, who are at least 21 years of age may move out of the dorm.
 - c. Single students living with immediate family with a previously established guardian relationship within a 30-mile radius of SCC may request to live at home.
 - i. SCC reserves the right to deny the request.
 - d. If a single student with less than 96 hours who is less than 23 years of age goes on academic or character probation, the student may be required to move back into the dorm.

Dormitory Reservation Fees

Students who plan on living in the dormitories must pay a \$150 dormitory reservation fee between July 1 and the day the dorms open. Room assignments will not be binding until the deposit has been paid. Students are not allowed to take up residency in the dorm until the reservation fee has been paid. Once paid, the dorm reservation fee is not refundable.

Dormitory Damage Deposit

When students take up residency in the dormitory, the reservation fee is retained as a damage deposit. The deposit is used to pay for any damage or replacement costs caused by the student while a resident.

When moving out of the dormitories, students must check out with a designated SCC employee. If there are no damages at that time, the room is clean, and all other cleaning responsibilities have been completed, the College will return the deposit by mail within 30 days. If the room was damaged, left unclean, or other cleaning responsibilities unfulfilled, SCC will cover these expenses, deduct them from the damage deposit and return the balance by mail within 30 days of the work being completed. If the damage deposit does not cover the expenses, SCC will bill the student for all expenses excess of the deposit.

Dormitory Rent

Dorm Rent (per semester)

Double Room	\$950.00
Single Room	\$1225.00
Super Single Room	\$1500.00

When a student requests a double room but there is no available roommate, he/she will be assigned a single room and pay the double rate. However, if a student paying for a double room elects to move into a single room, he/she will pay the single rate for the time remaining in the semester.

Students wishing to move from one dormitory room to another must obtain prior approval from the Dean of Students.

Dorm rent is not refunded when a student moves out of the dorm, is dismissed from Summit Christian College, or withdraws from classes at Summit Christian College before the end of the semester. In the event a student leaves before the end of the semester, the unpaid balance is still due. (Veterans-see Academic Catalog for a variance to this policy.)

Dorm Amenities

Dormitory rooms include a single bed, mattress (XL Twin), desk w/chair, and two dressers for each student.

Students must furnish their own bedding, linens, towels, cookware, and table service.

Dormitory Inspections

Random Inspections: At the discretion of the administration, with a student present, dormitory rooms may be inspected to check on the student's proper conduct, cleanliness, and order, or verify that unauthorized objects have been removed.

Weekly Inspections: Dorm rooms and weekly cleaning assignments are subject to weekly inspections.

Curfew

1. Dormitory residents have the following curfew:

Monday – Thursday:	Midnight – 5:00 am
Friday – Sunday:	1:00 am – 5:00 am

 - a. During fall and spring breaks, the dormitory will observe the Friday – Sunday curfew.
2. Dormitory residents need to schedule normal employment so that it does not conflict with the curfew.
3. Dormitory residents not on academic or administrative restrictions may request a pass granting a curfew variance. Passes must be secured from the R.A. before 10:00 pm on the day of the pass.
 - a. Passes must be returned to the R.A. the following morning.
 - b. Students failing to return the pass may lose pass privileges.
 - c. If a dormitory resident on restrictions must work past curfew, he/she must receive special permission from the Dean of Students before securing a pass. If he/she does not receive prior permission, the student will be in violation of the curfew and is subject to disciplinary action.
4. Disciplinary action will be taken against students who violate the dorm curfew by leaving the dormitory after curfew, not returning by curfew, or not complying with the terms of the curfew variance.

Study and Sleep Hours

The dormitories should maintain an atmosphere that permits study or sleep. In particular, beginning at 10:00 pm daily Monday through Thursday every effort must be made to not disturb other students in any way that would hinder them from studying or sleeping.

To help create an ambiance that is conducive to study or sleep, the following measures are to be followed.

1. All dorm lounge televisions are to be turned down during study and sleep hours. They must be shut off at curfew.
2. Volume must be turned down or headphones used with all electronic devices and instruments during study and sleep hours. Headphones must be used after curfew.

3. Students who interrupt others during study and sleep hours or after curfew may lose their right to use electronic devices for entertainment purposes in their rooms.

Laundry Facilities

Each dormitory has a coin-operated laundry facility. The laundry facilities are for dormitory residents or SCC employees only. If a machine is not working correctly, please contact the respective R.A. who will report the problem to the proper personnel. When hanging clothes to dry, students must be respectful of others and remove them when dry.

Keys

Students are responsible for all keys and key cards entrusted to them. No student may make a copy of any key for any reason. **Disregard for this rule may result in immediate dismissal.**

Cooking

1. Cooking or the storage of perishable foods not under refrigeration is not allowed in the dormitory rooms.
2. No electrical or gas cooking appliances may be used in the dormitory rooms. These appliances may only be used in the designated place. (Fire Code prohibits cooking in the dorm rooms.)
3. Electric coffee pots and teakettles may be used in dormitory rooms if they have a functioning automatic shut-off switch.
4. Students may place small refrigerators (max. of 5 cubic feet) in dormitory rooms.
5. Students may not use small appliances that could cause flammable fumes. Please check with the Deans of Students before using any small appliance.
6. Students will supply their own cooking utensils and table service. When space is available, they may be stored in the kitchen area.
7. Each student is responsible for cleaning up his/her own dishes and cooking utensils after each use. Students who leave their dirty dishes or cooking utensils in the kitchen area will be subject to a \$5 fine for the first offense, a \$10 fine for a second offense, and a \$20 fine for a third offense. Subsequent offenses may result in a student being placed on character probation. The fine will double if it is not paid within seven days. If the fine is not paid within fourteen days, the student may be placed on character probation.

Electronic Devices

Rooms are functionally designed for rest and study, neither of which is possible without a spirit of goodwill and cooperation. In consideration of others, students should use headphones or maintain the volume levels of electronic devices, including instruments, at such a low level that no one outside the room knows they are on. The Dean of Students reserve the right to remove electronic devices if an offender does not respond to the request to keep the volume low. Students who disregard requests from other students, the RA, or Deans of Students, may lose the privilege of having electronic devices other than those necessary for their studies in their rooms.

Summer Residents

On rare occasions when students are in the dorms during the summer, the College reserves the right to move students for maintenance.

When personal possessions are left at the College over the summer, students must obtain prior permission and sign a liability waiver stating that the College is not responsible for loss, damage, or theft of these possessions.

Resident Assistants

The resident assistants are here to help you. They are your friends and advisors. It is also their responsibility to enforce the dormitory policies. We expect your considerate cooperation.

Missing Student Notification Policy and Procedure

Summit Christian College takes student safety very seriously. To this end, the following policy and procedure have been developed to assist in locating SCC dorm students who based on the facts and circumstances known to the College are determined to be missing. This policy complies with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to a Resident Assistant or the Dean of Students. Every missing person report made to the campus will be followed up with an immediate investigation and the College will notify appropriate law enforcement agencies once a student has been missing for 24 hours. The college is required to notify a custodial parent, guardian, or designated contact person when a student under 18 years of age and not emancipated is determined to be missing. If parental notification is necessary, the Dean of Students or a designee will place the call. Students are encouraged to maintain current emergency contact information on the Student Information System.

General Procedure

1. The SCC official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location that the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (E.g.–visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student’s cell phone number (if known by the person making the report).
2. The SCC official receiving the report will contact the Dean of Students Office to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other College administrators need to be contacted.
3. Upon notification from someone that a student may be missing, SCC may use any or all of the following resources to assist in locating the student.
 - a. Call and text the student’s cell phone and call any other numbers on record.
 - b. Go to the student’s dorm room.
 - c. Talk to the student’s RA, roommate, and dorm mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID (from the College Administration) or other photos of the student from a friend.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to, library, dorm lobbies, etc. Residence Assistants may be asked to assist to expedite the search process.
 - g. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as Facebook and Twitter.

- h. Ascertain the student's car make, model, and license plate number. A thorough check of the College parking areas for the presence of the student's vehicle will also be made to try to locate the missing student's vehicle.
4. The SCC Information Technology Staff may be asked to obtain email or other network logs to determine the last login and/or access to the SCC network.
5. Once all information is collected and documented and the Dean of Students or a designee is consulted, SCC staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

Sign-out Board

To assist in the Missing Student Policy and Procedure, dorm students are encouraged to use the sign-out board to inform others of their whereabouts. Students who will be gone from campus overnight must notify the RA via the sign-out board or other established communication practice.

Visitors

Dormitories are for the exclusive use of dormitory residents. Dorm residents may invite day visitors into the dormitory. The dorm resident who invites the visitor into the dorm is responsible for the actions of the visitor. Day visitors must leave by curfew.

Dorm residents may invite a guest of the same gender to spend the night. Before spending the night, the dorm resident must receive permission from the R.A. for the overnight guest to spend the night. Overnight guests must stay in the room of the dorm resident who invited them. There is no fee for the first night an overnight guest stays on campus. There is a \$5 fee for each additional night. Overnight guests may not spend more than 10 nights on campus during a semester.

All guests on campus are expected to comply with dress and conduct standards, as well as dormitory regulations.

Additional Policies

1. Male students may not enter the women's dormitory and female students may not enter the men's dormitory at any time unless authorized by the Dean of Students.
 - a. Violation of this policy will be grounds for immediate dismissal.
2. Hallways must be kept clear of furniture and other obstacles.
3. Rooms should be reasonably clean and orderly at all times.
4. Cleaning duties will be assigned each week, with every resident taking a turn in this work. The satisfactory completion of these duties will be checked regularly.
5. Students may not enter another student's room without permission.
6. Students are not allowed to leave personal property such as furniture or electronic devices in the common areas.
7. Students are not allowed to keep pets on campus.