

Guide to Student Life

St. Louis Christian College

*St. Louis Christian College pursues
excellence in the Word and develops
servant-leaders for urban, suburban, rural,
and global ministry.*

Revised Spring 08

Welcome to St. Louis Christian College! We're glad you have chosen to become a part of this Christian community and prepare yourself for service. Whether you stay only a semester, or four or five years to receive a degree, we think your time here will be well spent. You will leave this community better equipped to serve Christ and His church, no matter what you choose for a career path. Enjoy your time here! Study, grow, try new avenues of service, and see how God can use you in ways you would have never dreamed possible. This can be a great time in your life as you build lifelong relationships and mature into the man or woman God wants you to be. Welcome to SLCC!

Christine Cable and the Student Development Staff

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SPIRITUAL LIFE

You will be expected and encouraged to develop spiritually while at St. Louis Christian College. The College staff strives to be examples of faithful Christian living and to mentor students as they grow in Christ. There are many opportunities for growth—Chapel, MAP service, missions groups, fellowship and worship in the area churches, classroom instruction, as well as being a part of a Christian community. The real development comes, however, through your personal study and worship time.

CHAPEL

Chapel attendance is required because St. Louis Christian College desires to produce not just academic excellence, but Christlikeness. The Chapel program is carried out to develop well-prepared servants for Christ—men and women who not only have the training for ministry, but also the heart for ministry.

CHURCH ATTENDANCE

You will be expected to attend church worship services regularly. A number of churches are within easy driving distance from the College. Try to get involved with a local congregation, rather than just continuing to visit churches with no accountability to a local body of believers.

DEVOTIONS

A private, personal worship time is vital to spiritual growth and development. Set aside a definite time each day to go apart from everyone else for personal Bible study and prayer. Dormitory and small group devotions are held in each residence hall on a regular basis. The schedule is determined by the Resident Assistants and the Residence Director. Plan to take part in these devotions.

MINISTRY ADVANCEMENT PROGRAM

As part of SLCC's academic programs to prepare students for a lifetime of ministry, students are enrolled in the Ministry Advancement Program (MAP) every semester they are in attendance at the college. The MAP program is graded on a pass/fail basis and will appear on student transcripts. **Participation in the Ministry Advancement Program is required for graduation.**

The Ministry Advancement Program consists of three separate areas of development in the lives of students. They are: Character Development, Community Development, and Church Development. Students are involved in activities in each of these developmental areas every semester.

Character Development: Each student will grow in his or her personal maturity in Christ through chapel, discipleship groups, on-campus work positions and self-discovery exercises. The personal interaction provided in discipleship groups and the campus work program is a hallmark of the MAP program, helping College personnel build personal relationships with our students. This relational component enables us to design individualized learning experiences which accommodate and enhance each student's personal gift mix, personality and spiritual formation needs.

Community Development: Each student will develop a growing attitude of servanthood in the college and larger community. This will include on-campus service, community service and involvement in various campus student organizations (athletics, student government, etc.). The program also includes experience in a variety of community settings (urban, suburban, and rural).

Church Development: Each student will grow in his or her ability to lead in the church. This will include ministry in the church and/or para-church organizations and may also include college outreach teams (music groups, camp teams, supply preaching, etc.).

With the underlying goal of making the MAP experience highly personalized, the exact nature of each student's involvements will be determined in consultation with the MAP Coordinator on the basis of individual goals, interests, and needs. Within the framework of the three areas of development, students may design their own MAP projects and submit them for approval to be used towards MAP points. The goal of incorporating MAP projects into the point system is to allow opportunity for self-directed learning and add some flexibility for students to obtain points in a way that is personally meaningful.

Students are evaluated on the extent to which they have accrued the appropriate number of points in each of the developmental areas, as well as on meeting attendance requirements for participation in all aspects of the program (e.g., chapel, small groups, Lab Week, and Leadership Intensive Week). Because the faculty and administration take MAP participation very seriously, the penalties for failing MAP are rather severe (possible penalties include suspension or postponed graduation). We have designed the Ministry Advancement Program to be one of the key pieces for equipping our students for service, and further believe it is an indicator of a student's servant attitude.

The Ministry Advancement Program is based on a service learning model. By serving on campus, in churches, and in community organizations students gain practical ministry experience. At some phases of the program, the service commitment can average five or more hours per week. It is important to keep this in mind when planning course schedules and other time commitments. This service will be a vital learning link between the classroom and students' ultimate ministry goals. Upon graduation, students will have experienced a variety of guided and self-directed ministry activities and will be well-equipped for the ministries to which they are called. More specific information about MAP is detailed in the MAP Manual, available from the MAP Office. Please, also feel free to contact the MAP Coordinator, Lisa Womble, for additional information on this vital component of St. Louis Christian College's academic program.

CAMPUS LIFE

AUTOMOBILES

Having a car on campus is a privilege. To provide for the safety of students and small children, the campus speed limit is 15 miles per hour. Violators will be fined. Cars should be parked in the zone assigned -- not in zones marked visitor, staff, handicapped, etc. All cars are registered with the Office of Operations.

BOOKSTORE

The College bookstore provides resources for students in the form of textbooks, Bibles, supplies, and supplementary reading sources. The bookstore also carries clothing, greeting cards, gift items, phone cards and snacks. As a service to students, you may purchase stamps and cash small checks there.

If an item is not in stock, it can be special ordered. Occasionally students find it necessary to return a book due to a schedule change. The bookstore can accept a return or make an exchange only if the book is resalable (i.e., unmarked and undamaged). The bookstore prefers that students register before buying textbooks to help eliminate unnecessary exchanges. The bookstore will accept textbook returns within 14 days of purchase, with a receipt. General merchandise may be returned within 30 days of purchase. Profits from the bookstore are used to replenish bookstore stock and buy books for the College library. Because a profit ultimately benefits the College, the bookstore appreciates student business for daily needs and special orders such as VBS and Sunday School supplies.

Bookstore hours are:

Monday and Thursday, 10:00 a.m. – 6:00 p.m.

Tuesday, Wednesday and Friday, 10:00 a.m.- 4:30 p.m.

Saturday, 10 a.m. – 2 p.m.

The store is closed on holidays and holiday weekends

(New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas)

BUILDING HOURS

The Keystone Complex is opened at 6:00 a.m. and closed at 12 midnight each school day; Saturday—8:00 a.m. – midnight; Sunday—closed. You can enter the building on Sundays to check your mail by using the coded door near the fitness center.

Presidents Hall (which houses the bookstore, Kool Beanz coffee house, library, and cafeteria) is open until midnight. Students are not allowed in the buildings after curfew without prior permission. Unauthorized entry into any campus building is sufficient cause for disciplinary sanctions.

COUNSELING

No one at Saint Louis Christian College has to face a difficult situation alone. The following counseling services are available to you:

Academic counseling—through the Academic Dean, Registrar, and Faculty advisors.

Career counseling—through the MAP Coordinator, Dean of Students, and Faculty.

Financial counseling—through the Vice President of Business Affairs and the Financial Aid Director.

Personal counseling—(including premarital and marital counseling) through the Faculty and Dean of Students.

Students with continuing or severe emotional problems are sometimes referred to off-campus counselors and agencies for professional treatment. The College maintains relationships with several Christian counselors in the area.

DECORUM AND LIFESTYLE PRACTICES

SLCC believes the principles found in the Bible should govern personal attitudes, words and behavior. “*So whatever you eat or drink or whatever you do, do it all for the glory of God*” (I Cor. 10.31) places upon every member of the College community the obligation to honor God in all we do. A mature Christian is one who practices self-control and self-discipline within the framework of the New Testament. The aim of the College is to provide an atmosphere in which Christian character and spiritual growth can develop.

The College stands positively for Christian temperance in all things and absolute abstinence from all forms of indulgence that are physically, mentally, and spiritually harmful to any of the College community. The Bible is the final authority on all matters of faith and conduct. Behavior expressly forbidden in Scripture is not acceptable at Saint Louis Christian College. This includes such acts as drunkenness, stealing, lying, the use of slanderous or profane language, all forms of premarital sex, adultery, and homosexual behavior.

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with this, the possession and use of tobacco, alcoholic beverages, or illegal drugs in any form is not permitted. Gambling, vulgarity, and the use of obscene, pornographic or otherwise objectionable literature (or viewing such on web sites) are also prohibited. These restrictions apply to students while they are enrolled in a College program or residing in College housing. Students are expected to exercise restraint in these matters even when they are not under College jurisdiction, even during vacation periods. Students are also to help guests and visitors to the College observe these restrictions.

The Christian life requires self-discipline. The College expects students to assume primary responsibility for disciplining themselves according to Christian standards. As a part of the application process, students sign a statement, affirming that they agree to live by this commitment. Students, by their continued membership in the college community, assume the responsibility to continue to abide by the standards, expectations, and guidelines of SLCC. All members of the college family agree to (1) reflect the lifestyle

modeled and commanded by Jesus Christ, (2) reject the lifestyle characterized by the world, and (3) respect the Lord and each other. If students fail to practice self-discipline and demonstrate an appropriate lifestyle, the College reserves the right to take appropriate disciplinary action. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity.

Dress Guidelines—You are expected to maintain acceptable standards of dress, appearance, and hygiene. All students are to dress in good taste and make a neat, clean appearance consistent with a Christian witness. The basic concern is that clothing be neat, appropriate for the occasion, modest, and that which is becoming to Christian leaders. Students not living on campus are expected to follow these guidelines when on campus. Abbreviated and unbecomingly tight clothing is considered unacceptable. Please do not wear shorts to Chapel services or class. Wear shirts in all public places, indoors and out.

Members of the College community make an effort to dress appropriately for each occasion. When questions about what to wear arise, check with any College employee. The College reserves the right to require a student to change into more appropriate or modest clothes.

DISCIPLINARY ACTION

Primary responsibility for discipline lies within the individual when you become a member of the SLCC community. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity. Expectations are enumerated in this guide. The official Disciplinary Guidelines for the SLCC community are also included in this guide as an appendix.

Students are liable for disciplinary probation, suspension or dismissal, after due counsel, when attitude or conduct fails to conform to their admissions credentials, pledges and statements of intent. Probation is a means of forewarning. Suspension is considered temporary, generally limited to one semester. Dismissal is normally considered permanent. A student who is suspended must reapply formally and be approved by the Admissions and Discipline Committees before being reinstated. No refund of unused fees is granted students who are formally suspended or dismissed for disciplinary reasons.

MISCONDUCT SUBJECT TO DISCIPLINE

1. All forms of dishonesty.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, campus/residence hall life, and other college activities.
3. Physical and/or psychological hazing, harassment or any other abuse of any person on or off the College campus. This especially includes hazing or other abuse of any person regarding a physical or mental disability or limitation.
4. Theft from or damage to or on College premises, or theft from or damage to property of a member of the College family.
5. Violation of published College regulations, practices and policies, or local, state, or federal laws.
6. Possession of weapons and ammunition, or discharging fireworks or firearms on College premises.
7. All forms of immorality, including premarital sex, adultery, and homosexual activity. Also gambling, use of profanity or obscenities, possession or viewing of pornography or material of objectionable content.
8. The use or possession of alcohol, tobacco, or illegal drugs. A student apprehended in violation of state alcohol/drug statutes will be held accountable by the College for his/her action whether on or off campus. Alcoholic beverages or their containers, drugs or drug paraphernalia and/or tobacco are not allowed on College premises or at any College-sponsored activities. (See also Drug and Alcohol Policy.)
9. Failure to remediate objectionable behavior after due warning and counsel.
10. Repeated and intentional violation of campus dress expectations.
11. Violation of residence hall guidelines, including but not limited to:
 - a. Repeated violation of curfew.
 - b. Repeated violation of quiet hours.
 - c. Repeated failure to clean and care for dormitory room.
 - d. Damage to dormitory or other student's property.
12. Violation of the technology user policy.

This list serves as an example of the types of violations that are subject to action by the disciplinary committee. It is in no way an all-inclusive list, and therefore does not limit the College to only these examples. You should understand that you are expected to live a lifestyle that exhibits Christlike behavior and self-discipline.

FIRE

The ringing of the fire alarm bell is a signal to evacuate the building immediately. Every student should give full cooperation during fire drills. When the alarm sounds:

1. Lights are to be left on.
2. Windows are to be closed.
3. Doors are to be closed, but left unlocked.
4. Walk, do not run, quietly and in an orderly manner from the building, using the most convenient exit. (If there is a fire and smoke is dense, crawl on your hands and knees.)
5. Go from the structure to a point at least fifty feet out of the way. Remain quiet so that instructions may be heard.
6. Re-enter the building only after you have been told to do so by authorities.

In case of fire:

The one discovering the fire should sound the alarm. Call 911 and then notify the nearest College staff or faculty member. Place the call before there is an attempt to fight the fire. Close all doors and windows to prevent ventilation of the fire. Use hand extinguishers only for small fires. Aim the extinguisher nozzle at the base of the fire rather than at the flames. No fire-fighting equipment is to be used except in cases of emergency. To do so is a violation of the law. Equipment must always be ready for use in case of fire.

In the residence halls, extreme caution should be used when cooking. Never leave cooking food unattended. In the case of a grease fire, use baking soda or salt, or the fire extinguisher. Never use water. When ironing clothes, make sure the iron is unplugged after you finish using it.

GYMNASIUM

Gym shoes should be carried into the gym. No one is to play on the gym floor in shoes that have been worn outside on the sidewalk or parking lot. No roller blades, roller skates, or skateboards are to be used in the gym or any of the College buildings.

If students (or others from off campus) wish to reserve the gym at times other than regularly scheduled team practices, permission must be given by the Athletic Director.

MAIL SERVICES

Please notify all correspondents of your address change, which includes full name, the name of the College, and 1360 Grandview Drive, Florissant, MO 63033. You will be assigned a mailbox and combination. Do not include the mailbox number as a part of the address; however, professors often require the box number on class assignments to be returned. Mailbox numbers and their combinations are distributed by the Dean of Students' office.

Mail service for both incoming and outgoing mail is provided. You will be notified to pick up all registered, certified, special delivery, and postage-due mail in the admissions area. Outgoing mail is picked up daily. You can buy stamps at the bookstore.

MARRIED STUDENT HOUSING

For married students the College leases apartments at Grandview Gardens (a large apartment complex that is within walking distance of the College). Leasing at Grandview through the College constitutes "living on campus" and qualifies you for the tuition scholarship. Apartments are reserved through the Dean of Students' Office. The one-bedroom apartments have a maximum occupancy of two adults and one minor

child; the two-bedroom apartments have a maximum occupancy of two adults and two minor children, or three adults. Apartments are leased on a yearly basis. Rent is charged six months at a time. There is a no pet policy for the Grandview units.

Lifestyle Expectations—Students living in the apartments are expected to uphold the standards of conduct and demonstrate the sort of consideration toward others required of everyone in this Christian community. Occupancy of College apartments by spouses and families of students implies that they agree to the standards set forth in the Scripture and this handbook. Family members are expected to follow College rules and regulations. You are also expected to require your guests to follow College policies. Apartment residents are not allowed to have students from the residence halls in their apartments overnight

MEALS

Students living in the residence halls and single students living in the on-campus apartments are required to sign up for cafeteria meals. Special arrangements may be made with the Food Service Director for those with special diets, such as diabetics. Cafeteria hours are posted each semester and only cafeteria workers are allowed in the kitchen.

MISCELLANEA

Announcements to students, faculty, and staff are communicated via the *Miscellanea* information sheet. All announcements should be submitted in writing to the Dean of Students by 3 pm on Friday.

RESIDENCE HALLS

Residence hall living is considered an integral part of the educational experience. Not only does residence hall living develop lasting friendships, it contributes to academic achievement, interpersonal development, and a better understanding of yourself.

Occupancy—Traditional freshmen (those coming to the College straight from high school) enrolled for nine or more hours or completing a degree program are expected to live in College housing, unless living with their parents or a close relative. Other students are reminded that to receive the tuition scholarship, you must live on campus or in other housing leased by the College.

Room assignments are made for the year; however, if changes are necessary, arrangements may be made with the Residence Director. The College reserves the right to move students for appropriate reasons. Private rooms are available upon a very limited basis and upon request. There is an extra charge per semester for a private room.

Residence halls are closed at the end of each semester, beginning 24 hours after the last scheduled event until one day before classes resume. The room charge does not include time between semesters. The College reserves the right to use student rooms during vacation periods, and will notify students ahead of time if this is to be done.

Students may request permission to live in College housing between semesters, or in the summer. Charges will be made for the time of residence. Qualifications for staying on campus during these times are:

1. Students of missionary parents not having a stateside residence.
2. International students.
3. Students employed by the College.
4. Students employed off campus who are required to work between semesters or in the summer.
5. Students must be returning the following semester.
6. Recommendation of Residence Director and/or Resident Assistant.
7. Extenuating circumstances.

Payment of room charges is made in advance of occupancy. Payment arrangements should be made through the Business Office. All residence hall guidelines, as well as campus rules and regulations, are in

effect during semester breaks and summer vacations. The College reserves the right to deny permission to any student who has a record of unacceptable conduct in the dormitory.

Student Development Staff—The goal of the Student Development Staff (Resident Assistants, Residence Directors, and Dean of Students) at SLCC is to provide the physical environment and professional services to help you have an effective living/learning experience which contributes to every aspect of student life—spiritual, academic, social, emotional, and physical. Interaction and cooperation are vital to the total growth of the student within the context of a Christian community. Students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of community living. Resident Assistants (RAs) are upper-class students who serve as role models for the students in the residence halls. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their residential experience. RAs help to ensure that College regulations are carried out in the residence halls. When RAs are carrying out their responsibilities in the residences, they are considered official employees of the College.

Residence Directors (RDs) are responsible for operating a residence hall, supervising RAs and residents, and serving as counselors regarding decorum and discipline. They report to the Dean of Students. The Dean of Students is responsible for the administration, supervision, training, and coordination of the Student Development staff.

Hours—Freshmen in the dorms (except those who are 25 or older) have a 12 midnight curfew Sun – Th nights, and a 1 a.m. curfew Fri and Sat nights. The curfew for sophomores is 2 a.m. There is no curfew for juniors, seniors, married students, or those 25 or older. (Commuting students and visitors should plan to leave campus no later than 1:00 a.m.) Any student on probation for disciplinary matters or grades status will have an 11 p.m. curfew. Please be courteous in entering and leaving the residence halls at late hours, and exercise good judgment in establishing time for studying and sleeping.

In the event that you will be staying somewhere other than the dormitory overnight, you must notify either your resident assistant or residence director prior to curfew. Please leave a number at which you can be contacted in case of emergency. If neither the RA nor the RD can be reached in person, a note, voicemail, etc., must be left for one of them. Ideally you would contact the RA or RD the day before you plan to be out of the dorm overnight. Out of courtesy for the RAs and RDs, notification should be given no later than 8 pm on the evening you plan to be out of the dorm. Failure to follow this procedure is a disciplinary offense. (See Disciplinary Guidelines appendix.) Students who have parents living locally should still plan to be in the dorm Sunday – Thursday nights. If there is a special need to stay at home, please notify your Residence Director.

Residence hall lounges are open to members of the opposite sex during designated hours. You are expected to show proper consideration to fellow students and residence hall staff in keeping these hours.

“Quiet hours” in the dorms are observed each night – check with your RA or RD for your dorm’s quiet hours. During this time noise should be kept at a minimum. An atmosphere for study and sleep is to be kept as a courtesy to others. If you are concerned for the needs and welfare of others you will see to it that radios, stereos, and musical instruments are not offensive at any time, but especially during quiet hours. The privilege of having TVs and sound equipment is conditional on operating them so as not to disturb others, including roommates.

Entry/Security—Residence hall entrances are locked at all times. Each dorm has a separate code for the main entrance. Every student is to help maintain the security of the residence hall by keeping exit doors closed and locked to the outside. Especially keep end doors locked at all times. (Also see Security on Campus.) Please help to keep the dorms secure by not giving the door codes to off-campus people.

If you expect to be out of the residence hall for an extended period of time, or if you find that your activities extend longer than expected, notify the residence hall staff. Students leave notice of their plans on the sign-out boards on their doors (or for female residents, the board in their entryways) in each dorm. This is done as a courtesy to roommates, the RAs and RDs, and other dorm residents.

Respecting the rights, privacy, and property of others is an important aspect of everyday living, especially in the residence halls. Do not enter the rooms of other students without permission or while they are absent. This is a breach of respect for the rights of those students and can lead to serious consequences. We respect your right to privacy; however, authorized personnel of the College reserve the right to enter student rooms at any time for the purpose of maintenance or repair, inspection for health and safety, or where there is probable cause to believe that a student is involved in conduct which violates College standards.

Lock your door at all times when you are gone from your room. You are responsible for all personal belongings. The College is not liable to replace stolen possessions. If a theft occurs, check to see if your parents home owner's insurance covers the item(s).

Care of Rooms—To maintain healthy cleanliness standards, room inspections are made regularly. Personalization in decorating is encouraged. Check with the Residence Director before making any permanent decorating changes to the interior of the room or before hanging items on the walls or the door to the room. You are expected to accept the responsibility for the maintenance of your rooms and for damages and replacements. Special care should be taken of painted walls. Please use only adhesives or fasteners approved by the RD. *All furniture assigned to the room must stay in the room, unless removal has been approved by the Residence Director. Failure to care for walls and removal of any furniture results in a fine.*

Check in/out— You will be given a key for your room (unless you have a coded keyless lock on your door). If you lose your room key, the replacement key is \$20. You should officially "check in" with the Residence Director or Resident Assistant when moving into a room, and you should "check out" each time you change rooms, move out for the summer, and upon graduation or withdrawal from the college. "Checking out" includes having maintained the room and its furnishings, thoroughly cleaning the room, returning all furniture to its original position, returning the room key to the RD or RA, and signing and dating the check-out sheet. *Failure to check out with an RA or RD means you will be charged a fine.*

Damage to Dormitory Room—You are responsible for the condition of your room and furniture and all common areas. College property that is damaged or destroyed must be replaced by the student(s) responsible, or an assessment will be made and charged to the student's account. All damages must be reported to the RA and the RD, and arrangements made for payment. Damage in public areas and on the floors may be charged to the students who reside on the floor where the damage occurs. Tampering with College property is prohibited: removing window screens, misusing fire extinguishers, etc. Never remove furniture from a dorm room without permission. Do not move furniture in public areas from the room or building.

Visitors—The residence halls are "off limits" to members of the opposite sex except for the lounges during designated hours, or during an "open dorm" evening supervised by the residence hall staff. No visitor (one who does not live in the dorm) will be allowed in rooms, except by permission of the RA or RD. Any student discovered in such unauthorized areas is subject to disciplinary action.

Overnight visitors in the dorm, when not specifically visiting the College to participate in activities like Chapel, athletic events, or special recruitment days, are expected to pay \$9 in advance per night to the RD. Rent for parents and siblings begins the second night, with only one free night allowed each semester as a guest of the College. All guests must "check in" with the Residence Director. Arrangements for overnight guests/visitors should be made through the Residence Director or the Dean of Students.

Restrictions—do not use hot plates or unauthorized microwaves in the rooms. Cooking is to be done in the dorm kitchens. Never leave cooking food unattended—it is a fire hazard. Please clean up after any use of the dorm kitchen. Violators will be fined and/or have their kitchen privileges suspended. Iron only in designated areas. Do not leave irons plugged into electricity.

Weights are not allowed in dormitory rooms.

Residents may not possess or store firearms, ammunition, fireworks, or explosives on College property.

Due to health and sanitation standards, pets are not allowed in the dormitories.

SECURITY ON CAMPUS

The College employs security personnel from 9 pm - 2 am. If a security emergency occurs during this time, call 303-6208, or extension 1206. This number is posted in several locations on campus. You should also notify your Resident Assistant or Residence Director in the dorms, or the Dean of Students.

The city of Florissant has an outstanding reputation for a low crime rate. To date, no forcible sex offenses, murders or aggravated assault cases, and no alcohol- or drug possession-related crimes have occurred on the College campus. During the last three academic years, several cars were vandalized on campus. In all incidents the Florissant Police investigated and campus security was increased. When crimes such as this occur, they are reported to the College administration, who work together in reporting incidents to local authorities.

SPECIAL EVENTS

Throughout the school year there are special functions designed to contribute to the growth of the student, or of the people who support SLCC.

New Student Orientation is held prior to the start of each semester. New students are introduced to the College and informational sessions are given to help them become acclimated to their new surroundings. Placement testing may be required before registering for classes. Orientation is required for new students.

Convocation marks the opening of each semester as the students, staff and faculty gather for a worship service.

Faith Promise Rallies are held at the beginning of each semester. World Christians United (the student missions group) challenges the student body, faculty and staff to give sacrificially for the work of Christ done by foreign and domestic missions.

Campus Revivals are held one week each semester and are organized by the Student Government Association. Chapel services these weeks are especially intended to provide a revival atmosphere for praise, worship, repentance and renewal.

At the annual **Awards Banquet** in May, students are recognized for outstanding scholarship and leadership and participation in collegiate sports, and other honors.

The **Boatman Leadership Training Intensive** is held in the fall to honor Russell E. Boatman, Academic Dean from 1962-1978. Nationally known speakers address issues relating to Christian leadership in the 21st century.

Lab Week is a week of service during the spring semester. Students work in ministries in St. Louis and throughout North America to sharpen their ministry skills.

The College hosts a **Women's Conference** in the fall – area church women gather on the campus for two days of worship, inspiration, and fellowship.

Men's Day is held a Saturday in March and brings men together from area churches for fellowship, worship, teaching and preaching.

Commencement is the formal graduation ceremony of the College. It's a time of celebration for the College family as degrees are awarded. Commencement is held on a designated Saturday morning in May.

Alumni Homecoming is celebrated by the Alumni during February. There is usually a special Chapel, and an alumni banquet. Homecoming is planned by the alumni steering committee.

St. Louis Christian College faculty, staff, and students serve as hosts for campus guests during these special occasions. The guests enjoy seeing the College family work together to make these events happen. Rather than being holidays, these are opportunities for service and fellowship. Attendance within reasonable guidelines is expected.

STUDENT ORGANIZATIONS/ACTIVITIES

All student organizations must be approved through the Dean of Students' Office. Students may join together to establish an organization or fellowship centered upon a particular interest or activity in keeping with the purposes of St. Louis Christian College. The following guidelines should be followed in forming such an organization.

1. The organization must be related to the needs, desires, and welfare of students as well as in harmony with the purpose of the College.
2. The organization must be student organized, administered, and staffed.
3. It must be initiated by a petition bearing the signatures of at least seven interested students. The petition should state the nature and intent of the proposed organization, and be submitted to the Dean of Students for initial approval.
4. The organization must have a faculty advisor, approved by the Academic Dean. This advisor will aid the new organization in the approval process, as well as serve as the liaison between the student group and the College.
5. After initial approval, the organizers must formulate a constitution and bylaws, which will incorporate a statement of purpose, objectives, plan of organization, activities, etc.
6. Upon approval of the constitution and bylaws by the College administration, the new organization will be approved. The official copy of the constitution and bylaws will be kept in the Dean of Students' office.
7. Each organization will be evaluated by the faculty advisor and the Dean of Students.

Athletics—Sports are an important part of student life at SLCC. The College takes pride in the Soldiers and Lady Soldiers, who play various other colleges in baseball, basketball, soccer and volleyball. SLCC belongs to the National Christian College Athletic Association (NCCAA). In addition, intramural softball, basketball, football, volleyball, soccer and tennis teams are sometimes organized.

Class Officers—Each class chooses its own officers at the end of the school year to serve for the following year. Freshmen elect officers at the first class meeting in the fall. Classes often select a project for the school year, and each class selects a faculty sponsor to provide guidance and oversight.

Music—The Gateway Singers is the concert choir. Sounds of Praise is the auditioned College ensemble that travels, representing the College. Chapel musicians are enlisted and coordinated by the music faculty.

Student Government Association—The SGA is the liaison between the College and the student body. It represents student interests to the administration and faculty. The SGA has representation on many faculty committees, plans several spiritual and social activities each year, organizes the campus blood drives, and assists with New Student Orientation. SGA provides students with opportunities to experience and grow in Christian leadership.

The SGA is comprised of the class officers elected from each class. The student body then elects the SGA president, vice-president, and secretary/treasurer from those class officers. All representatives are chosen in the spring to serve the following year, except freshman representatives, who are elected in the fall of the year. In addition, all other organized student groups are entitled to and encouraged to appoint a

representative to serve on the SGA. All members of the student body are encouraged to share their ideas and concerns with their representatives. The Dean of Students serves as advisor to the group.

World Christians United—is a student group whose missionary vision keeps St. Louis Christian College world mission-minded. This group sponsors the Faith Promise Rally each semester and administers the Faith Promise funds.

STUDENT WELLNESS

College life can be very taxing physically as well as intellectually. The College encourages students to maintain good health practices. The Dean of Students has been designated the College Health Official. Students and staff are encouraged to use the College's well-equipped fitness room. In addition, a large community center close to the College offers a pool, gym, ice rink, and exercise room.

You are encouraged to maintain adequate insurance coverage for medical emergencies. Accident and hospitalization insurance is mandatory for athletes on SLCC teams.

The College does not maintain an on-campus dispensary; however, it does provide students information regarding the many health care facilities that are very close to campus. The Dean of Students can help students find a health care professional for specific needs. Every case of chronic illness, accident, or other medical emergency should be reported at once to the Residence Director if the student lives in one of the residence halls, or to the Dean of Students for married or commuter students. The residence hall staff has first aid kits, as does the Dean of Students. The following guidelines are offered to help you be prepared for emergencies which may require medical attention:

1. Know what insurance your parents carry and supply this information to the dorm staff, if a residential student.
2. Choose a physician in the area before one is needed.
3. Inform the Residence Director if you are taking any prescription medicines.
4. Inform the Residence Director or Athletic Director (in case of athletic injuries) as to preference of hospitals.
5. Discuss fees for any treatment or operation before agreeing to it, and make arrangements for payment.

Students who discover they have a chronic infectious disease (e.g., AIDS, hepatitis A, B or C, herpes simplex, rubella, meningitis, encephalitis, tuberculosis) must report their condition to the College Health Official. In such cases, students may not be allowed to reside in College residences during the time they are contagious. Other precautionary measures may also be taken. The recommendations of the Center for Disease Control, The American College Health Association, the student's physician, and other experts will be considered.

DRUG AND ALCOHOL POLICY

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, no use of alcohol or any controlled or unlawful substance is allowed on the campus of Saint Louis Christian College at any time. To manufacture, distribute, dispense, possess, or use a controlled substance unlawfully or to possess alcohol on any campus property or at any college-sponsored event is grounds for disciplinary action. Excessive alcohol consumption or use of illicit substances impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including disease, addiction, and death.

Confidential information regarding drug and alcohol counseling and rehabilitation is available through the Dean of Students' office. SLCC is committed to the safety and well-being of all members of the College community. It is expected that all students comply with these regulations as a condition of remaining in school. If a student violates this policy, he or she may be subject to immediate disciplinary action, up to and including suspension. In addition, the student may be reported to the appropriate civil officials for prosecution under state or national laws, which may include fines and/or imprisonment.

SPECIAL FACILITIES AND SERVICES AVAILABLE TO DISABLED STUDENTS

The College makes accommodations for students with special needs such as hearing or sight-disabled students, or students in wheelchairs. College personnel work with local and state agencies to secure any special help disabled students might require.

In addition, one residence hall for women is wheelchair accessible, and necessary accommodations can be made for the men's residence hall. The entrance to Presidents Hall (the cafeteria, library, coffee house and bookstore) is wheelchair accessible and there is an elevator to the bottom floor. The entrance to the Keystone Complex (classrooms and administration) is wheelchair accessible, and classes for students in wheelchairs will be held on the first floor. St. Louis Christian College also makes reasonable accommodations for students with documented learning disabilities, who meet all admissions requirements. Services to qualified students are coordinated through "The Hundred," the College's Student Learning Center.

APPENDICES

SLCC PERSONNEL

Baker, Norma – Development Admin Asst/Receptionist – Ex 1310
Bingamon, Cindy – Registrar/Residence Director – Ex 1509
Brink, Derek – Library Assistant – Ex 1503
Brown, Annabelle – Bookstore Assistant – Ex 1202
Brown, Jon–Michael – Professor of Youth Ministry/Soccer Coach – Ex 1510
Brune, Kendall – Vice President of Development – Ex 1100
Cable, Christine – Dean of Students – Ex 1400
Chambers, Michael – Academic Dean – Ex 1506
Chandler, Judy – Housekeeping Director – Ex 1207
Chapman, Carrie – Director of Admissions – Ex 1303
Chartrand, Karen – Prof of Educ and Hist/Chair of Professional Studies Division – Ex 1521
Doggett, Larry – Professor of Intercultural Missions – Ex 1508
Fordyce, Jan – Librarian – Ex 1502
Golubski, Keith – Admissions Counselor – Ex 1304
Hunt, Josh – Admissions Associate/Graphic Designer/Webmaster – Ex 1306
Jones, Billy – Professor of New Testament and Theology – Ex 1505
Lankford, Jamie – Vice President of Operations – Ex 1210
Lay, Douglas – Professor of English and Literature – Ex 1514
Leighton, Marianne – Lecturer in Vocal Music – Ex 1513
Lieway, Joe – Professor of Intercultural Missions and New Testament – Ex 1518
Lincoln, Judith – Professor of Mathematics/Chair of General Education Division – Ex 1507
May, Shandi – Administrative Assistant to the President – Ex 1301
McCaslin, Keith – Professor of Biblical Studies and Ministry – Ex 1511
McGee, Albert – Professor of New Testament
Melvin, John – Technical Services Assistant – Ex 1254
Merritt, Harold – Prof of New Testament and Greek/Chair of Biblical Educ Division – Ex 1504
Pabarcus, Deb – Bookstore Assistant – Ex 1202
Pabarcus, Michael – Prof of Old Testament, Church History and Urban Missions – Ex 1501
Perrey, Alice – Professor of Developmental Studies – Ex 1515
Ray, Adam – Technical Services Director – Ex 1250
Sanders, Kent – Professor of Worship and Music – Ex 1516
Sanders, Stephanie – Academic Secretary – Ex 1520
Saunders, Jason – Residence Director/Grounds Director – Ex 4250
Schulz, Bill – Vice President of Finance – Ex 1209
Simmons, Derrick – Food Service Director – Ex 1208
Sonderen, Tracy – Housekeeping Staff – Ex 1207
Szalacinski, Louis – Maintenance Director – Ex 1205
Veech, Guthrie – President – Ex 1300
Wallace, Linda – Bookstore Manager – Ex 1200
Wilhoit, Cathi – Financial Aid Director – Ex 1101
Williams, Helen – Bookkeeper – Ex 1201
Womble, Lisa – Ministry Advancement Program Coordinator – Ex 1125
Womble, Scott – Athletic Dir/Basketball Coach/Lecturer in Biblical Studies – Ex 1420

If You Have Questions

The faculty, staff, and administration at SLCC want you to receive a quality Christian education. We want you to grow spiritually, academically, emotionally, and socially. We want to encourage and challenge you in your relationship with Jesus Christ, as well as prepare you for life in your chosen vocation and ministry. And we want to help you develop meaningful relationships.

During your years at SLCC, you may experience relationship problems, or you may be faced with personal and career choices. You will have questions about spiritual problems. The following list is provided to help you realize there is always someone you can go to--no one has to face a problem alone at SLCC. We are resources for each other; and as a Christian community, we are accountable to each other.

If you have a question about . . . you can go to . . .

1. **Academic Counseling.** . . your assigned faculty adviser, any faculty member, the Academic Dean, the Registrar, the Dean of Students, or an upperclass person (possibly one with your same major).
2. **Financial problems** . . . the Financial Aid Director, the Vice President of Finance, the Scholarship Committee, the Dean of Students.
3. **Spiritual needs/lifestyle issues** (questions about sin, personal habits, morals, etc.) . . . an upperclass student, your Resident Assistant, your Residence Director, your faculty adviser or another faculty member, the Dean of Students, the MAP Coordinator.
4. **Career counseling/choice of career** . . . professor in that area, faculty adviser, Residence Director, Dean of Students, area minister, or MAP Coordinator.
5. **Ministry Advancement Program** . . . MAP Coordinator, faculty adviser, or another faculty member, Dean of Students.
6. **Where to go to church** . . . dorm staff, faculty, MAP Coordinator, upper class students, Dean of Students.
7. **Relationship issues** (dating, roommate problems, premarital or marital counseling) . . . dorm staff, Dean of Students, MAP Coordinator, faculty adviser, or upperclass students.

Please understand that all of the College personnel, as well as the upperclass students, are committed to helping you mature into leaders for the Church.

-- Christine Cable, Dean of Students

Student Government Association Constitution and Bylaws (Revised Spring 2003)

Student Government Association Constitution

We, the students of Saint Louis Christian College, constitute the Saint Louis Christian College Student Government Association as the representative administrative organization of the student body for the purpose of promoting the objectives set forth below.

Article I - Name

The name of the representative organization of the student body shall be the Saint Louis Christian College Student Government Association.

Article II - Objectives

The objectives of the Saint Louis Christian College Student Government Association are as follows:

1. To promote opportunities for the enrichment and fulfillment of student spiritual, social, and academic life on campus.
2. To promote on- and off-campus opportunities for students to participate in exercising a sense of responsibility, cooperation, leadership, and citizenship.
3. To help coordinate student organizations and activities recognized by the College.
4. To act as a vehicle for student expression.
5. To provide a channel to aid in the attainment of the mission of Saint Louis Christian College as stated in the College catalog.
6. To serve as a communicative link between students and the faculty, staff and administration.

Article III - Membership

Section 1

The student government association shall consist of the elected officers (president, vice president, secretary/treasurer) from each of the four classes—freshmen, sophomores, juniors and seniors. These elected members all possess voting rights and privileges.

(Clause a) The student body shall vote upon and choose the SGA president, vice president, and secretary/treasurer from the elected class officers. The president of the senior class shall not be eligible to become the president of the SGA. (Both the SGA president and the senior class president shall serve on the discipline committee.)

Section 2 To be eligible to represent the student body on the SGA as a voting member, a student must meet the following qualifications:

(Clause a) Be enrolled at Saint Louis Christian College. If he/she is carrying less than 12 semester hours, he/she must either

1. be living on campus, or
2. have completed at least one semester as a full-time student at Saint Louis Christian College. Completion of that semester shall be within the schoolyear prior to the one in which he/she shall serve as an SGA representative.

(Clause b) Be striving to attain a Christlike character.

- (Clause c) Uphold the rules and regulations of Saint Louis Christian College.
- (Clause d) Maintain “good standing” status re: academic life. The student must maintain the appropriate semester and cumulative grade point average, and must be passing the Field Education and chapel participation programs.
- (Clause e) His/her attendance at SGA meetings must be in good standing. Attendance is considered not to be in good standing if the member fails to be present or represented at two consecutive meetings, and/or fails to be personally present at three consecutive meetings.
- (Clause f) If a member's attendance is not in good standing, the term of office shall be terminated unless the absences have good reason. In this case, the member shall report in writing those reasons, which shall be reviewed by the SGA. The term of office may continue upon a majority assenting vote of the SGA.
- (Clause g) If a member is unable to be at a scheduled meeting, that person may choose a representative to attend the meeting in his/her place. For a member to be re-represented by a non-member at an SGA meeting, the following conditions must be met:
 1. The non-member must meet the qualifications set forth in Section 2 above.
 2. In case of substitution for an SGA representative, the non-member must be from that class, and the non-member may only represent one person per meeting.

Article IV - Organization

Section 1 The officers of the SGA shall be as follows: president, vice president, and secretary/treasurer. These comprise the executive committee.

- (Clause a) In the event one of these offices is vacated for any cause prior to the termination of the tenure of the current SGA, a replacement shall be nominated by the SGA president and appointed upon approval of the Dean of Students and majority assenting vote of the total membership of the SGA. If the office vacated is the president’s office, the vice president shall become the president, and then the vice president office shall be filled. In the event of a simultaneous vacancy of both the SGA president and vice president, the SGA shall elect from within the elected members an acting president who shall be seated upon the approval of the Dean of Students.
- (Clause b) The SGA officers are directly responsible to the Dean of Students. They shall be answerable for all responsibilities delegated to them.

Section 2 The SGA is directly responsible to the Dean of Students. They shall be answerable for all responsibilities delegated to them.

Article V - Powers

Section 1 The SGA shall help to coordinate all student organizations and activities recognized by the College.

Section 2 The SGA may present any problem of the student body to the Dean of Students.

Section 3 The SGA shall manage all funds allotted to it in keeping with the financial accounting policies of the College.

Section 4 The SGA may remove from membership any member of SGA found negligent of his or her duties or morals as outlined in Article III. The procedure shall be as follows:

- (Clause a) Any member of the SGA, administration, faculty, or student body may recommend that such action be taken. Such action must be seconded. The motion must be supplemented by a written report of the member's alleged laxity or negligence given to each member of SGA.
- (Clause b) The SGA president shall preside at each regular meeting. In the case of impeachment of the president, the vice president shall preside. At this meeting, the motion shall be discussed and voted upon by secret ballot. Dismissal requires two-thirds assenting vote of the total voting membership of SGA.

Article VI - Elections

Section 1 The election of class officers (president, vice president, and secretary/treasurer) for the sophomore, junior and senior classes for the following year will be held late in the spring semester. The freshman class will meet early in the fall of the year to elect their class officers, who shall serve as SGA members. The class officers from the four classes shall make up the Student Government Association.

(Clause a) Planning and supervision of class elections shall be left to the discretion of each class, excluding the incoming freshmen, whose elections shall be supervised by the SGA president.

(Clause b) Those class officers which shall represent the class on the SGA must meet the qualifications of Article III, Section 2.

(Clause c) Prior to class elections, the SGA president shall meet with the class presidents to review those qualifications mentioned above.

Section 2 The president, vice president, and secretary/treasurer of the Student Government Association shall be elected during a Chapel time late in the spring term, after the classes have held officer elections for the next school year.

(Clause a) Nominations for SGA officers shall be made at a joint session of the outgoing and incoming members late in the spring, after the class officer elections have been held.

(Clause b) No student with less than one year's experience on the SGA may seek the office of SGA president, vice president, or secretary/treasurer. The only exception to this would be if there are not enough candidates with SGA experience qualified and willing to serve, such that there are not at least two choices to fill each office. If that situation exists, the current SGA body along with the incoming representatives may nominate candidates who meet the qualifications listed in Article III, Section 2, even if they have not previously served on SGA. These nominations can only come from the group of class officers elected to serve for the next year.

(Clause c) Notice of the SGA officer election with instructions shall be posted on bulletin boards at least two weeks prior to the election and an announcement placed in the announcement sheet.

(Clause d) Tabulating and posting of the results shall be under the supervision of the Dean of Students.

(Clause e) Each undergraduate student enrolled on the campus of Saint Louis Christian College during the current semester may cast one ballot for each of the following: SGA president, vice president, and secretary/treasurer. Nominees will be elected upon a simple majority assenting vote of those voting.

(Clause f) Officers and representatives for SGA take office June 1, after having been elected in the spring.

Article VII - Ratification

Section 1 In order for this constitution to be valid, the following conditions must be met:

- a. Approval by the Student Government Association.
- b. Approval by the Dean of Students and the rest of the Administration of the College.
- c. Approval by the Faculty.
- d. Approval by the student body. It will be ratified upon a simple majority assenting vote of the student body.

Article VIII - Amendments

Amendments to this constitution may be proposed by the SGA and shall be ratified upon approval of the Dean of Students and the rest of the Administration of the College, the Faculty, and the student body

Student Government Bylaws

Article I - Procedures of Meetings

- Section 1 Regular meetings of the SGA shall be convened during the school year with the day, time, place, and frequency to be determined by the SGA.
- Section 2 Special sessions of the SGA may be called by the president of SGA.
- Section 3 Parliamentary procedure to be followed in the meetings shall be based on *Robert's Rules of Order Revised*.
- Section 4 A simple majority of all voting members of the SGA shall constitute a quorum.
- Section 5 Any representative of any absent SGA member shall have the power to vote only in the absence of the member whom he/she is representing.
- Section 6 The number of substitute representatives may not make up the majority of representatives present at any one meeting.

Article II - Duties of the Executive Committee

- Section 1 It shall be the duty of the **president** of the SGA to:
- (Clause a) Preside at all meetings of the executive committee and the SGA.
 - (Clause b) Act as an ex-officio member of all standing and temporary committees of the SGA.
 - (Clause c) Act as a member of the discipline and appeals committee of the Faculty.
 - (Clause d) Recommend to the SGA such measures as he/she shall deem necessary and expedient.
 - (Clause e) Act as a leader of encouragement to SGA members and the rest of the student body.
- Section 2 It shall be the duty of the **vice president** of the SGA to:
- (Clause a) Preside at all meetings in the absence of the president.
 - (Clause b) Act as an ex-officio member of all standing and temporary committees.
 - (Clause c) Act as liaison between the Student Activities Committee and the SGA.
 - (Clause d) Act as a leader of relations with the second semester new students.
 - (Clause e) Act as a leader of encouragement to SGA members and the rest of the student body.
- Section 3 It shall be the duty of the **secretary/treasurer** of the SGA to:
- (Clause a) Maintain permanent records of the attendance at the meetings of the SGA.
 - (Clause b) Record the minutes of the meetings and maintain permanent records of the minutes.
 - (Clause c) Direct all official correspondence and keep an accurate record of all correspondence.
 - (Clause d) Serve as treasurer of the funds allocated to the SGA by the College or accruing to the SGA by other means. The Business Office of the College shall be the depository for all funds, and all funds are allocated from this office. The Dean of Students, the President of SGA, the Vice president, and the Secretary/Treasurer authorize all expenditures of the SGA.
 - (Clause e) Pay bills as directed by the president.
 - (Clause f) Act as a leader of encouragement to SGA members and the rest of the student body.

Section 4 It shall be the duty of the individual member of the SGA to:

- (Clause a) Be responsible to the SGA president.
- (Clause b) Act as a representative of other students in regard to raising concerns and promoting spiritual life on campus.
- (Clause c) Be a promoter of SGA events, activities, and projects, and help with the planning and execution of those events. Reasonable attendance of all SGA members is expected at any event sponsored and/or planned by SGA.
- (Clause d) Act as a leader of encouragement to the rest of the student body.

DISCIPLINARY GUIDELINES

For the Saint Louis Christian College Community

(revised Spring, 2006)

General Statement of Purpose

Primary responsibility for discipline lies within the individual when one becomes a member of the Saint Louis Christian College community. The guidelines for current conduct expected are those enumerated in the current *Catalog* and the *Guide to Student Life*.

This document outlines certain procedures for disciplinary action and provides for the protection of the rights of all persons within the community. However, the final authority in all disciplinary matters rests with the President of the College. Thus, nothing herein contained should be construed as in any manner detracting from that final authority.

Throughout all disciplinary action, the attitude of the College will be one of redemption for the individual involved, including the protection of all individual rights, while at the same time adhering to the purposes of the College and protecting the rights of the Saint Louis Christian College community.

The objective of rules and the goals of disciplinary action at Saint Louis Christian College are to:

1. teach that each person is responsible for his/her actions.
2. encourage respect for the rights and property of others.
3. encourage self-discipline.
4. set consequences appropriate for the offense.
5. correct behavior detrimental to Christian growth and development, as defined by Scriptures and this *Guide to Student Life*.
6. deter further violations.

Procedure for Taking Disciplinary Action

The procedure for taking disciplinary action is defined as (1) notice of charges, (2) the right to counsel at each stage of the proceedings (Counsel, as herein defined, shall be a member of the College community designated as counsel by the accused and does not mean an attorney-at-law; neither the Committee nor the College shall be obligated to furnish legal counsel, nor pay a fee therefore), (3) the right to respond to charges, (4) the right to face witnesses, and 5) the right to produce witnesses by all parties. Character witnesses may participate in the Disciplinary Hearing or the Appeals Hearing with permission of the Chairman (Discipline Committee) or the President (Appeals Hearing).

Order of Disciplinary Responsibility at Saint Louis Christian College

Dormitory offenses—Each residence hall is governed by regulations set forth in the *Guide to Student Life* and other guidelines that may be imposed by the Dean of Students or the Residence Directors. Any violation of a dormitory regulation or guideline may result in counseling or disciplinary sanction. More serious offenses may be referred to the Dean of Students. The line of appeals is as follows: Residence Director, Dean of Students, Discipline Committee, President.

In addition, the following demerit system guidelines are set forth for the Resident Assistants to use in regulating the dormitories. Demerits are to be given for violations of the following:

Curfew (There is a graduated scale for curfew violations; see below.)
Quiet hours
Dress code infractions
Room checks
Inappropriate dating behavior
Disrespectful language

Four demerits are to be given for first time violations; six demerits for second time violations of the same offense; and 10 demerits for third time violations of the same offense. The RA will notify the Residence Director that demerits have been issued. An accused student may appeal the RA's decision in writing to the RD. If a student accumulates 20 points, whether it is for one area or several, a meeting will be scheduled with the Discipline Committee.

Curfew violations have a separate graduated scale:

1-30 minutes late – 4 demerits

31 minutes - 1 hour – 6 demerits

more than an hour – 10 demerits

staying away from the dorm all night without notification – 10 demerits

2nd violation of staying away from the dorm all night without notification – meeting with the discipline committee.

The Resident Assistants and Residence Directors will make every effort to ensure all residents are aware of lifestyle expectations in the dormitories, especially as they relate to these issues for which demerits may be given. An RA can issue demerits for residents who live on other floors of his/her dorm. Demerits are not carried over into the next semester.

Dean of Students—For offenses from both within and without the dormitories, the Dean of Students may, at his/her discretion, deal with the matter in an informal manner or may refer the matter to the Discipline Committee. If the matter is referred to the Discipline Committee, the Dean of Students or the Chair of the Discipline Committee shall inform the student in writing of the allegation(s), to include details as to date, time, accusation(s), and person(s) making the allegation(s). The student shall also at this time receive the time and date of the hearing, a copy of the Disciplinary Guidelines, and an opportunity to discuss the matter with the Dean of Students or another member of the Disciplinary Committee. In extreme circumstances, the Dean of Students or the President may suspend a student immediately or otherwise restrict the actions of the accused student.

Discovery of Potential Felonious Activity

If there is clear and convincing evidence of potential felonious activity, the College will report said activities to the appropriate authorities. Such activities will result in at least temporary suspension of the student(s) involved. The President or the Dean of Students may enforce such a suspension immediately, without action by the Disciplinary Committee.

The Discipline Committee (also serves as the Appeals Committee for issues regarding grading or other academic policies)

The Discipline Committee is composed of the Chairman (a faculty member), two other appointed faculty members, the Senior Class President, and the President of the Student Government Association. (The makeup of the committee is subject to change.) Any member may ask to be excused if they find themselves in a situation where a conflict of interests is involved. The Academic Dean and the Dean of Students serve as ex-officio members of the Discipline Committee. This committee also serves as the appeals committee if a student feels he or she has been treated unfairly in course grading or the general academic policies of the College.

A quorum shall consist of three members to always include the Chairman.

Procedures

1. Each year one individual from the faculty, administration, or staff will be appointed to serve as a discipline and appeals researcher (DAR). The President, Academic Dean, and Dean of Students are ineligible to serve in this capacity. With the knowledge of the student(s) being investigated, the DAR will have authority to temporarily remove equipment or personal property of the student(s) being investigated, if that equipment/property might be used as evidence or for information during the proceedings.

2. When an offense that could lead to disciplinary action takes place, the appointed researcher will investigate all facts related to the incident and make a report to the Dean of Students and the Chairman of the Discipline and Appeals Committee. At this point the Chairman of the committee will determine if the committee needs to be assembled to consider the matter.
3. The Chairman (or the Dean of Students) will prepare and send to the student and Discipline Committee a written charge setting forth the person charged, the specific nature of the offense, and the time of the offense, if known.
4. The Chairman will set a time for the hearing. All parties will be notified of the private hearing time and place.
5. The Chairman will insure that all parties have the opportunity to present any relevant information. Absence from the hearing without sufficient reason forfeits any right to further appeal by the student. In case of absence, the hearing will be held as planned
6. The student shall, if he/she desires to be represented by someone from the St. Louis Christian College community, designate one such person in a written request to the Chairman. Any other character witnesses the student may choose to call must also be specified at this time. Character witnesses cannot include those who might also be called upon to testify.
7. The hearing will be conducted as follows:
 - a. Presentation of the charges by the Chairman or his/her representative.
 - b. Presentation of the information discovered by the researcher.
 - c. Response to the charges by the student.
 - d. Presentation by character witnesses.
 - e. Questions by the Discipline Committee
 - f. Summation by the Chairman or his/her representative.
8. A written record of the hearing will be kept by a member of the Discipline Committee to be appointed by the Chairman. The hearing may be recorded electronically by the College at the request of the student or at the request of the Chairman or a majority of the Discipline Committee. Such recording shall be retained by the Committee for a period of one year, unless ordered by legal process to retain same for a longer period.
9. The Chairman shall rule on the admissibility of all evidence. The student shall not be required to give evidence against him/herself, but if the student does testify, he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.
10. The decision of the Discipline Committee will be made in closed session.
11. The Discipline Committee shall render its written decision within forty-eight (48) hours of the close of the testimony and transmit same to the student and parents or guardians (if applicable).

Appeals Procedures

1. Should the offending student desire to appeal the decision of the Discipline Committee regarding disciplinary sanctions, the appeal shall be made in writing to the President within twenty-four (24) hours. The appeal shall set forth specifically the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Under most circumstances, appeals are made for the following reasons:
 - a. The student has new evidence, which was not presented at the earlier hearing, that would alter the original decision.
 - b. The student believes that the disciplinary sanctions are too severe for the offense. The student should clearly state in the letter why the sanction is not appropriate, and why it should be changed.
2. The student shall, if he/she desires to be represented by someone from the Saint Louis Christian College community, designate such one person in the written request for an appeals hearing.

3. In cases involving suspension and dismissal, the President is the final level of appeal. The decision of the President in regard to cases submitted to him for review shall be considered final. No further appeal shall be permitted.

The Appeals Hearing

1. The Chairman will supply the President a copy of the charges and evidence against the student and the disciplinary sanctions recommended prior to the hearing. The President may decide the appeal on the record developed in the Discipline Committee hearing or may request a further appeals hearing with the student and the Chairman. The appeals hearing shall not be recorded.
2. If the President desires an appeals hearing, he will notify all parties of the private hearing time and place. He may request other members of the College community to be present and/or present testimony.
3. The President will insure that all parties have the opportunity to present any relevant information. Absence from the hearing without sufficient reason forfeits any right to further appeal by the student. In case of absence, the hearing will be held as planned.
4. The hearing will be conducted as follows:
 - a. Presentation of the charges by the President.
 - b. Response to the charges by the student.
 - c. Response to the student's testimony by the Chairman.
 - d. Questions by the President.
 - e. Summation by the President.
6. The President shall render his written decision within forty-eight (48) hours of the close of the testimony and transmit same to the student, the Chairman, and parents or guardians (if applicable).
7. The President may affirm the Discipline Committee's decision, reverse the decision, modify same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision. If the President, as the final level of appeal, amends, in any way, the original disciplinary action, then he will be responsible for the supervision of alternate disciplinary action.

Examples of Disciplinary Sanctions

Each level of action is considered independent of the others. One level is not necessarily prerequisite to the one which follows. The Dean of Students or his/her representative shall enforce all sanctions and keep all other affected offices and persons informed.

Warning—a written statement to the student indicating that he/she has violated College regulations and the possibility of more stringent disciplinary action in the event of related or unrelated future violations.

Counseling—the student may be required to submit to prescribed counseling. Any related costs will be borne by the student.

Restitution—reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Disciplinary Restrictions—these may include mandatory library hours, supervised study time, loss of eligibility for inter-collegiate and/or intramural activities, and/or a stricter curfew for a period of time to be specified by the Dean of Students or the Discipline Committee.

Work on Campus—assigned duty in the residence hall or maintenance areas. The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Dean of Students or Discipline Committee within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Student Development Office. Failure to complete the assignment will result in further disciplinary action.

Exclusion from Extracurricular Activities—the student may be prohibited for a designated period of time from participation in extracurricular activities or organizations which represent the student body of the College.

Disciplinary Probation—a step short of suspension and/or dismissal, giving the student another opportunity to develop mature standards of citizenship; probation also carries with it the warning that further violation of any College regulation will lead to a Disciplinary Hearing with the Discipline Committee. Additional restrictions may be added to disciplinary probation. A permanent note will be placed in the file of a student (not on the transcript) which may be removed following a petition to the Discipline Committee by the student in the final semester of the senior year. A letter may be sent to the parents informing them of the disciplinary action.

Suspension—exclusion from classes and extracurricular activities for a specified period of time, usually limited to one semester. The student will forfeit tuition, room, board and fees. (If the suspension is only for a limited number of class days during a semester, the student will not be allowed to make up work missed during the suspension, but will not be penalized for the absences.) This action is taken at the recommendation of the Discipline Committee after a Disciplinary Hearing. The Committee may require certain conditions to be met before a student could be allowed to return to school. The record of the Disciplinary Hearing and any subsequent action will be kept in the student's file. A letter will be sent to the parents or guardians, if applicable, informing them of the disciplinary action.

Interim Suspension—If, in the opinion of the Dean of Students and/or the President of the College, the presence of a student awaiting a hearing poses a serious threat to the students, faculty, staff, administration, property, or the integrity of the College, the Dean of Students may effect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

Dismissal—termination of student status. Dismissal is normally considered permanent. The conditions of re-admission, if any, shall be stated in the order of dismissal. This action is taken at the recommendation of the Discipline Committee after a Disciplinary Hearing. The record of the Disciplinary Hearing and any subsequent action will be kept in the student's file. A letter will be sent to the parents or guardians, if applicable, informing them of the disciplinary action. The student will forfeit tuition, room, board, and fees.

Miscellaneous

1. It is the intent of these Disciplinary Guidelines to afford the student a fair and adequate hearing, while at the same time protecting the College community from conduct which may be inappropriate or unacceptable.
2. Nothing, herein, shall prevent the Dean of Students or President of the College from waiving any of the time requirements imposed upon any offending student.
3. The College may, from time to time, modify these procedures and shall publish such modifications or procedures in writing.
4. The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. The College reserves the right to correct any public statements made by the student concerning the circumstances of the disciplinary hearing, appeals hearing, or sanctions imposed.
5. Nothing, herein, shall prevent the informal resolution of minor disciplinary offenses through conference by the Dean of Students, and/or the Residence Directors with the student.
6. Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current *Catalog or Guide to Student Life*.
7. Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as a part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.
8. All times referred to in this document shall apply to the College's normal working days when classes are in session and the normal working hours of those days.

HARASSMENT POLICY

SLCC is committed to providing all students with a physically and emotionally safe school environment. Faculty, staff and students are expected to make every effort to ensure that all members of the SLCC community are safe from harassment in any form – physical, verbal, emotional and sexual. Harassment undermines morale and our commitment to treat each other with dignity and respect as members of the body of Christ.

Accordingly, harassment of any kind will not be tolerated at our College. Sexual harassment, in particular, will not be tolerated. Sexual harassment is any behavior that (1) emphasizes the sexuality of another person in a manner that prevents or significantly impairs that person's full enjoyment of the benefits and opportunities to live, learn, or work at St. Louis Christian College, (2) is unsolicited, and (3) is met with resistance, with non-cooperation.

Sexual harassment includes:

- Insults and name calling
- Off-color jokes
- Displays of sexually suggestive objects or pictures
- Intimidation by words or actions
- Sexist remarks about a person's clothing, body, or sexual activities
- Leering at or ogling a person's body
- Unwanted touching, such as pinching, patting, grabbing, poking, or rubbing against a student's body
- Pressure for sexual activity
- Sexual assault and/or rape
- Making a student's participation in sexual conduct a condition of taking part in school activities or getting an education

Any individual in a position of authority who is found to have used the power of his or her position to gain sexual advantage over a subordinate will be terminated immediately.

No retaliatory action will be taken against any person because s/he makes a warranted complaint of sexual harassment. No retaliatory action will be taken against any member of the College community who serves as an adviser or advocate for any party in such a complaint. Immediate and appropriate disciplinary action will be taken against any student or employee who violates this policy.

If you believe you are a victim of harassment, refer to the procedure below for further information on how to file a complaint.

This policy applies to everyone: faculty, administration, staff, volunteers, students, and visitors. It provides protection to male and female students equally, and includes same sex harassment. The policy applies to sexual harassment on and off campus and in any location where harassment can occur (e.g., classrooms, hallways, dorms, campus apartments, athletic fields, school vehicles, school sponsored trips and activities, etc.)

Complaint Procedure for Harassment and Sexual Harassment

Informal Complaint Resolution

I. A student who feels s/he has been the recipient of harassing behavior(s) should attempt to talk to the offending person(s) and ask them to stop.

II. If a student is not comfortable talking with the offending party, or if direct one-on-one resolution is not achieved, the complaining student should proceed to the next step.

III. Make a verbal complaint to a Resident Assistant (RA), Residence Director (RD), or the Dean of Students. If a student is a commuter or lives in a campus apartment, report directly to the Dean of Students. The student should be prepared to describe in detail the harassing behaviors, the persons involved, date, place, time of the incident in question, and any potential witnesses to the incident.

IV. The RA and /or RD should alert the Dean of Students within two days of receiving the complaint to discuss the course of action to be followed:

- a. The RA or RD will talk with the offending party to advise her/him of the complaint and insist that any harassing behavior be stopped.
- b. The Dean of Students will talk with the offending party to advise her/him of the complaint and insist that any harassing behavior be stopped. Depending on the types of behaviors involved, the Dean of Students may ask the Vice President of Operations to conduct an investigation of the complaint.

The Vice President of Operations will immediately conduct an investigation into the complaint to include interviews with the offending party and any potential witnesses. Based upon the information obtained in the course of the investigation, the Vice President of Operations will seek to resolve the complaint. The complaining student will be advised of the status of the complaint and the resolution achieved.

If resolution cannot be obtained, the formal complaint process will be followed.

Formal Complaint Resolution

I. An official written complaint that is signed and dated by the complaining student will be given to the Dean of Students within five days of the alleged incident.

II. The Dean of Students will report the complaint to the Vice President of Operations, who will meet with the alleged offender within three days of receiving the complaint (excluding week-ends and holidays.) The Vice President of Operations will discuss the complaint with the offended student and with the offending student separately. If necessary, the Vice President of Operations will interview additional witnesses.

III. The Vice President of Operations will appoint a three-member committee (with both parties agreeing to the persons on the committee). With the Vice President of Operations chairing, the committee will meet with the offender and the complaining student separately. The Vice President of Operations will provide a written response to the complaining student and to the offender within 15 days of the initial date the complaint was received. The response will report the actions to be taken regarding the complaint, if any. The letter will also advise the complaining student of appeal guidelines.

IV. Based upon the nature of the harassing behavior(s), the Dean of Students or Vice President of Operations may refer the offender (if a student) or the complaining student to the Disciplinary Committee for formal disciplinary action.

Note:

If a complaint is against an RA/RD, the complaint should be taken directly to the Dean of Students.

If a complaint is against the Dean of Students, the complaint should be taken directly to the Vice President of Operations.

General Information for Students:

If you feel you are being harassed, remember the following:

1. Tell the party to stop. Tell them you do not like what s/he is doing or saying to you. This can also be done in writing.
2. If the unwelcome or intimidating behavior continues, tell your Resident Assistant (RA), Residence Director (RD) or the Dean of Students.
3. SLCC is obligated to listen to your complaint. The Dean of Students will determine the appropriate type of action to take based on the behavior(s) involved.
4. Keep a journal to help you remember the date, event and persons involved in the harassing behavior. Keep any notes, e-mails, or pictures you may receive that are of a threatening, harassing or intimidating nature.
5. Flirting is not generally considered sexual harassment. But if someone you date, someone you used to date, or someone who wants to date you behaves in a way that makes you feel scared, uncomfortable, or threatened, tell your RA, RD or the Dean of Students.
6. Confidentiality is very important. Because of the sensitive nature of harassment complaints, especially those involving sexual harassment, only persons who have a 'need to know' (meaning they are involved in the complaint resolution process) should be made aware of harassment complaints. Inappropriate discussion of complaints and/or incidents with other parties could jeopardize the effectiveness of an investigation or unfairly damage the reputation of innocent parties.
7. Retaliation against parties who report sexual harassment will not be tolerated.
8. If you witness harassing, threatening or intimidating behavior, report it.

ACADEMIC APPEAL

If you are convinced you have been treated unfairly in course grading or the general academic policies of the College, you may make use of the College's appeal process. The course of appeal is as follows:

- (1) Consultation with the party involved in the dispute;
- (2) Conference with the Academic Dean, who confers with the division chair;
- (3) Appeal to the Appeals Committee of the faculty and student government – a written request made to the committee through the Academic Dean
- (4) Final appeal to the President of the College

See the College Catalog for further information on the Academic Appeal Process.

ANTI-DISCRIMINATION POLICY

We do not tolerate discrimination—based on race, national origin, sex, age, disability, or citizenship—against any employee or student. In addition, we are strongly committed to providing equal employment opportunity for all employees and all applicants for employment.

All employment or admissions decisions at the College will be made without regard to race, national origin, sex, age, disability, or citizenship status.

Supervisors are required to report any discriminatory conduct or incidents. We will take immediate and appropriate disciplinary action against any employee who violates this policy. Although some students may not share our Stone-Campbell heritage or view of scripture as described in our Statement of Faith, we still desire to promote the respect of all persons regardless of denominational heritage or scriptural interpretation. Any remarks or actions made by members of the College which intentionally demean others because of their denominational heritage are considered inappropriate and may evoke appropriate disciplinary action.

If you believe you are a victim of any type of discrimination, refer to the “Harassment Policy ” for further information on how to file a complaint.