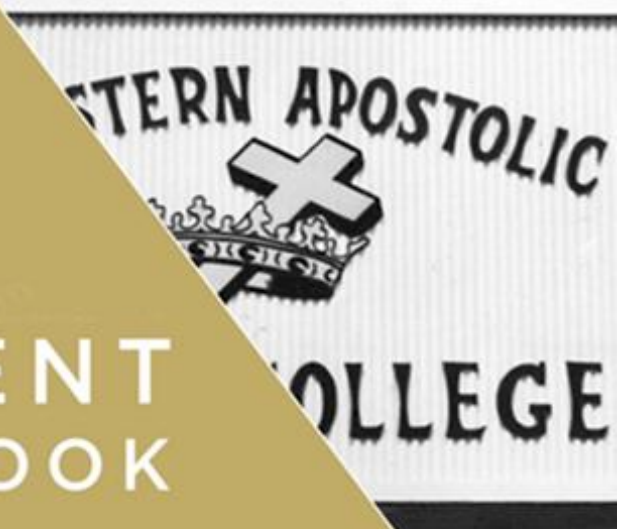
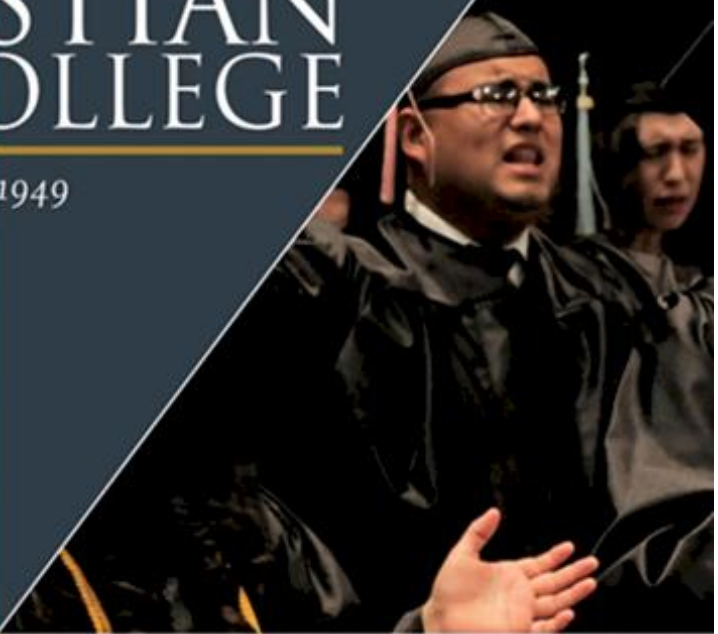




CHRISTIAN LIFE COLLEGE

Est. 1949



STUDENT HANDBOOK

2017-2018

COLLEGE PRESIDENT



Welcome to Christian Life College.

You are doing more than enrolling in a school, you are joining a family. Back in 1949, Clyde Haney started Western Apostolic Bible College with the purpose of equipping men and women to answer their God-given callings. By reaffirming sound biblical doctrine, this school has helped take the Oneness Pentecostal movement to new heights globally. As a CLC student, you are now part of a great heritage of faith, joining with thousands of other past and present CLC students to reach the world for Jesus Christ.

It is a focus of this school to help every student have a genuine walk with God. Prayer and devotion are hallmarks of our ministry, and we want you to plug into what God is doing on our campus. As a God-centered school, we have established policies, guidelines and rules in place to facilitate an environment of spiritual health and unity. While we all have different personalities and come from different backgrounds, at CLC we learn to join together for a higher purpose.

The faculty and staff are here to assist you on your academic and spiritual journey. We hope your time here will be productive and enjoyable. Most of all, we pray that you will have a life-changing encounter with the Lord as you allow Him to accomplish His will in your life.

Again, welcome to the family.

A handwritten signature in black ink that reads "Eli Lopez". The signature is written in a cursive style with a large, stylized "L" at the end.

Respectfully,
Eli Lopez

*Christian Life College
President*

OUR COMMITMENT TO YOU

Anchored in Apostolic faith, rooted in tradition, and committed to academic excellence, our faculty and staff are committed to building lifelong ministry leaders.

Faculty and staff members at Christian Life College (the College) are men and women prepared to work above and beyond the academic norm to accomplish our mission in the lives of each of our students.

STUDENT SERVICES MISSION

The Office of Student Services exists to promote student success and personal development by providing essential services and communication resources to assist students in achieving their educational goals and applying them in lasting service to the kingdom of God.

MISSION AND VISION

The mission of Christian Life College is to equip learners for a life of commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God.

Fulfillment of our mission will be accomplished by:

COMMITMENT TO CHRIST AS DEMONSTRATED BY:

- Belief in and devotion to the Lord Jesus Christ
- The pursuit of Christian character in word and deed

BIBLICAL FIDELITY AS DEMONSTRATED BY:

- Commitment to the Bible as the inerrant word of God and final authority of faith and practice
- A hermeneutic that is consistent with Oneness Pentecostal theology

EDUCATIONAL EXCELLENCE AS DEMONSTRATED BY:

- Competency in oral and written communication, information literacy, quantitative reasoning, and critical thinking in the context of a Christian worldview
- Pursuit of truth within the highest standards of academic rigor
- Personal inquiry and lifelong learning

LASTING SERVICE TO THE KINGDOM OF GOD AS DEMONSTRATED BY:

- An appreciation of and interaction with the global community
- Preparation for engagement with diversity of expression and cultures
- Service and leadership in the local church

STATEMENT ON DIVERSITY

Christian Life College desires to be an educational institution where all students flourish, possessing equal opportunity for success. Our distinctiveness and diversity enhances the body of Christ. The College believes that the whole counsel of God includes an emphasis that new birth in Christ supersedes any racial, gender, or socioeconomic lines (Gal. 3:27-29). In accordance with federal law, the College subscribes to and encourages the equal right of all people to pursue excellence in their lives without racial and ethnic prejudice or inhibition. We seek to treat people with love, respect, dignity and fairness and affirm the uniqueness of each person.

Additionally, believing that cultural diversity will help build leaders of character who are able to serve in an increasingly multicultural society, the College seeks to develop an intentionally diverse academic community. In order to create an environment for our students to learn, the importance of balancing respect for other cultures with a healthy acknowledgement of the strengths and limitations of their own.

As a result, the College expects all students, staff, and faculty to remove from their behavior and speech, as well as from their thinking, all indications of bias with regards to age, race, ethnicity, gender, socio-economic status, or physical ability. Racism in any form will not be tolerated in community life on this campus, and will be met with disciplinary measures.

Diversity encompasses inclusion and respect. It appreciates one another, moving beyond mere tolerance to celebrate our differences.

NON-DISCRIMINATION POLICY

In compliance with federal and state regulations, Christian Life College admits students of any race, gender, color, national and ethnic origin, physical ability, status as a veteran, or any other characteristic protected by law to all rights, privileges, programs, and activities offered to students at the College.

The College cooperates with the “Family and Privacy Act” of 1974.

STUDENTS WITH DISABILITIES

The policy and intent of Christian Life College is to fully and completely comply with the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, to the extent that they apply to the college. CLC will not discriminate against an otherwise qualified student with a disability in the admissions process, or any academic activity or program, including student-oriented services. CLC will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the college, or unless it would fundamentally alter a degree or course requirement. Qualified students must request reasonable accommodations for disabilities through the Coordinator of the Learning Resource Center.

ADMISSIONS

Admission to Christian Life College is based upon a careful evaluation of each individual’s application file.

Individuals seeking admission into any course of study resulting in earned academic credit must submit an application for admission to the Office of Admissions. In addition, all required supporting documents must be received before an admission decision can be made. Successful applicants will demonstrate qualities and proven skills necessary for academic success, intellectual and spiritual engagement at Christian Life College. Registration for classes and dorm room assignment will be possible only after the Admissions Committee has granted approval for admission.

Once the completed file has been processed, the Office of Admissions will give notification. Applicants are evaluated on academic achievement, the quality of their essay, and the strength of their recommendations. Christian Life College reserves the right to require a personal interview before a final decision is reached.

Applications are valid for two years from the date filed. A new application is required if a student does not enroll within two years.

All documents contained in the applicant's file are the property of the college and will not be returned or reproduced for the applicant or other interested persons.

Application submission

TIMELINE AND FEES:

Fall Semester

July 1st of the same semester year.

\$30 non-refundable application fee.

Spring Semester

November 1st of the previous semester year

\$30 non-refundable application fee.

Late applications may be accepted, however, the late submission must include an additional \$25 special processing fee. Total fees for late submission is \$55

Eligibility for Admission

Admission to Christian Life College for all degree programs are open to all qualified applicants*; persons of any race, color, national and ethnic origin, disability, and gender; all rights, privileges, programs and activities generally made available to students at Christian Life College.

Every application is carefully reviewed and considered by the Office of Admissions and the Admissions Committee.

Incomplete application packages will not be processed.

Academic Achievement

Admission to Christian Life College requires a high school diploma or GED.

- Recommended minimum High School/College GPA of 2.0.
- Applicants with a GPA below 2.0 may be admitted on a academic probation, only.

Students admitted on academic probation:

- May be limited to General Education Program for the first two semesters.
- Must have a minimum 2.0 GPA prior to enrolling for a second year in any degree program.
- May not hold any office within the Student Senate while on academic probation.
- Must be enrolled in no more than 13 credits per semester.
- May be required to meet weekly with an Academic Advisor to monitor assignment completion, grades, and academic progress.
- May be required to attend regular Writing Center appointments and/or peer tutor.

Students provisionally accepted:

- Will need to fulfill all outstanding criteria before full acceptance is granted.

Application Process

Application Documentation

The completed application must be accompanied by a non-refundable \$30 application fee, 500-word statement of purpose, SAT/ACT official test score, medical form with physician signature, pastoral recommendation, two personal reference letters, *official transcript(s) - homeschool transcripts must be verifiable by a certified program, and current professional photo. Photocopies are not acceptable.

Obtain an Official Application for Admission

- Online at www.clcsonis.com
- Email a request for a hard copy application package at admissions@clc.edu
- Download and print a hard copy from our website www.clc.edu
- Call the College Office at (209) 476-7840 during Admission Department office hours.
M-TH | 9:00 am – 4:00 pm (PST)

Statement of Purpose

Submit an essay of 500 -750 words max and double-spaced. The statement should include: Your purpose for choosing CLC, your call to ministry, and a brief biographical sketch. This essay must be a digitally executed file. (.doc, .docx, .pages, .pdf, etc.) Handwritten is not acceptable.

Recommendations

All applicants must obtain their pastor's recommendation and two personal recommendations.

- 1) The applicants Senior Pastor must complete pastoral Endorsement. Recommendation letter should reference the nature of the applicant's Christian character and commitment to ministry. Recommendation letter should be submitted on church letterhead, and attached to the Pastoral Reference form. (Included in the application packet)
- 2) Two Personal letters of recommendation; one each from the following categories and who have known the applicant for at least two year. (Teacher, school counselor, employer, and/or mentor.) Recommendation letter must accompany the completed General Reference form. (Included in the application package)

***Official Transcript**

Applicants must request an official transcript from his/her high school or college. Official Transcripts are required, must be mailed from the originating Institution, and must be accompanied by the official Institution seal or an official stamp. Photocopies of the transcripts are not acceptable. Mail to: Christian Life College, Office of Admissions, 9023 West Lane Stockton, and CA 95210.

SAT OR ACT test results must accompany the application in order for the application to be complete.

Register for SAT or ACT test dates and locations at collegeboard.org.

- Required for admission and should accompany application.

Student Health Requirement

Applicants are required to complete the Medical Information document provided in the application package. Medical forms include detailed instructions for completion, including a required signature from applicant's physician.

Disclosing specific medical conditions or disabilities under the “Medical Disclosures” portion of the form are optional and not a requirement for enrollment or housing. Any information disclosed on the form is kept in strict confidence.

NOTE: Health Insurance is necessary for On-Campus students.

Vaccination Policy

The State of California mandates that first-time enrollees, 18 years old or younger, must provide proof of immunization against Hepatitis B. All students born on or after January 1st, 1957 must also provide proof of one MMR (Measles, Mumps, and Rubella) vaccination.

Hepatitis B Immunization: The State of California mandates that first-time enrollees who are eighteen years of age or younger provide proof of full immunity against Hepatitis B prior to their enrollment. Students who enroll at Christian Life College, and who will still be under eighteen years old by the beginning of the Fall Semester, will receive the Hepatitis B information in the mail. The immunization consists of a series of three vaccinations. Students can receive further information from their health care provider or county health department.

MMR (Measles, Mumps, Rubella): MMR is required for all new and readmitted students born on or after January 1st, 1957. Requirements may be satisfied by, providing proof of at least one MMR immunization or blood test, (titer) showing immunity. While only one MMR vaccination is currently required, two are highly recommended. Note: Opting out of immunizations for religious purposes will require an affidavit.

Notification of Application Receipt and Acceptance

The Office of Admissions will notify the applicant, in writing, of applicant’s admissions status, upon receipt and review of the completed application, and all required supporting documents.

Admissions Policy for international Students

International students are individuals who need a visa to study in the United States. It is advisable to submit all documents at least six months prior to first day of instruction to avoid lengthy visa delays.

The College does not provide visa services. When an international student is accepted at the College, the College will issue the SEVIS I-20 form, a Certification of Eligibility for Non-Immigrant Student Status. Individuals illegally residing in the United States are not eligible for enrollment at the College.

Required English Proficiency

All College classes are instructed in English. Students from countries where English is not the first language must have a score of at least 500 on the TOEFL exam to be admitted to the College. The College does not offer English language services.

REGISTRATION PROCESS

The Enrollment Calendar is printed prior to the beginning of each semester. Students should enroll according to their scheduled time and date. The process for enrollment includes the following steps:

Application: Obtain, complete and submit an Application for Admission.

Transcripts: Request that your official high school transcript be sent to the Office of Admission and Records. Submit your request early so your transcripts will arrive at the College prior to the start of the semester.

Prerequisites: Many courses have prerequisite course that must be completed. Prerequisites are listed in the Course Descriptions section of this Catalog. Be sure you've met the prerequisites for a course before enrolling in that course.

Orientation: All new and returning students must participate in Orientation. Refer to the Academic Calendar for orientation dates.

Assessment: Take required assessments. Times and location of assessments are given to students during Student Orientation.

Academic Advising: With your assessment results, meet with your Advisor to create a one-semester Educational Plan. Advisors help provide guidance to students for certificates, and degrees. Keeping your Educational Plan updated is the responsibility of the student, so meet with your advisor every semester.

Pay tuition: Pay fees and tuition in person at the College Office. A list of current fees is listed in this Catalog.

WITHDRAWAL PROCESS & EXIT INTERVIEWS

EXIT INTERVIEW

For students who will no longer be attending Christian Life College, an exit interview must be completed with the Director of Student Development. The exit interview provides important feedback to the College and helps the college administration identify the student's unique and specific needs as they are considering withdrawal. During the exit interview the student is provided a step-by-step explanation of the withdrawal process.

WITHDRAWAL PROCESS

Withdrawal process will include communicating with the Chief Academic Officer to review academic standing at time of withdrawal. Please be aware that withdrawing from the College should be a last resort; speak to, and work with student services so that the College may serve you. Withdrawing from the College after classes have begun will have financial implications.

If a student must withdraw, a procedure checklist will be provided at the end of the exit interview.

COLLEGE STANDARDS

Students, who choose to enroll, are expected to maintain a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Behavior, which does not promote such a lifestyle nor is consistent with the mission and vision of the College, should not be practiced. Students who engage in such behavior will be subject to fines, suspension or dismissal from the College.

STUDENT LIFE

Christian Life College is proud to offer excellence in Christ-centered education to a diverse student body. The College has a Student Life Committee that is committed to providing services that will empower and shape our diverse student body into male and female servant leaders for the Kingdom of God.

The Student Life Committee strives to create a Christ-centered community that promotes faith, encourages service, and deepens learning. By fulfilling this mission, students - both on & off campus - will be more successful during their college experience and better prepared to be leaders throughout the world.

STUDENT LIFE COMMITTEE

NAME	TITLE	E-MAIL	OFFICE PHONE
Richard Bishop (Chair)	Dean of Students & Campus Pastor	rbishop@clc.edu	209.476.7870
Micah Johnson	Chief Academic Officer	mjohnson@clc.edu	209.476.7890
Joanne L. Gresham	Director of Recruitment	jgresham@clc.edu	209.476.7871

Kevin Daniel	Instructor	kdaniel@clc.edu	209.476.7840
Mychail Haney	Academic Department Assistant	mhaney@clc.edu	209.476.7840

STUDENT BODY SENATE

The Student Body Senate (SBS) exists to serve the students of the College whose primary role is to represent the voice of all students. The SBS also seeks to better service all students through advocacy, diversity in leadership, and helping to promote positive change throughout the campus. The SBS is comprised of students who have been elected by the student body.

SBS EVENT GUIDELINES

All activities and ministry coordinated by SBS are required to follow these procedures:

- Music, Missions, Ministerial, Drama Team and Class Presidents must submit written request(s) for events, to their Advisor, two weeks prior to an event.
- A list of participants must accompany the request.
 - Note:** In general, students are limited to participating in off campus, weekend ministry events only once a month. Multiple events in a calendar month require students of multiple team memberships to choose only one event with one team.
- Finance and travel accommodations are the responsibility of the senate group's president.
- All SBS sponsored events must receive approval prior from the Advisor and/or Student Life Committee to scheduling an event. An event is considered "sponsored" by an organization if the event is represented to the college community or the public as associated with the College.

STUDENT MINISTRY TEAMS

Student teams provide numerous opportunities and resources to serve others through outreach events, community-based ministries and local churches. Many opportunities exist for a wide range of ministry experience and interests. Summer service and internship opportunities are available between May and August.

MINISTRY AND SERVICE OPPORTUNITIES

Missions Team Association

The Missions Team of Christian Life College is made up of students who have one common burden: to see the lost saved through the shed blood and wonderful name of our Lord and Savior Jesus Christ. A further purpose is to show the love of Christ to all through various humanitarian efforts. The Missions Team represents three distinct areas of ministry. They are: Home Missions, Multi-Cultural Ministries, and Foreign Missions.

Drama Team Association

The Drama Team is dedicated and passionate about using our creativity, expressions, and imagination in a way that promotes and extols the wonderful attributes of God and His unfailing love for every single person. We believe in the powerful impact of visualizing a message or story and how much it can change an individual's life. It is our mission to do what we can to reach the lost and help prepare the hearts of the hungry to receive God's Word.

Music Team Association

The Music Team is an exciting and dynamic part of the Christian Life College. It affords students a chance to minister in praise and worship not only in college services, but also in various travel opportunities throughout the State and the Nation. The Music Team is a place where novice and experienced musicians work together to bring about an environment of passionate worship and true praise of the Lord Jesus Christ.

Ministerial Team Association

The Ministerial Team members are a dedicated group of young men and women who are determined to go out and change the world. Whether it is by ministering at a church through songs, worship, prayer, and the Word or visiting people in the hospital, this team is committed to help bring revival into this lost and dying world!

Summer of Service Teams

Summer of Service is a 10-week multi-State touring event for recruitment and ministry service purposes. Students are given the opportunity to apply for a seat on one of five summer traveling groups. Applications are generally available September through December, annually. Groups are chosen, finalized, and posted spring semester. Applicants are

selected and approved by the SOS Committee with a review by the College President.

SPIRITUAL FOCUS

Weekly church & chapel services and prayer groups are vital to the fulfillment of the mission and vision of the College: "... to equip learners for a life of commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God."

CHAPEL SERVICE TIMES

Chapel services are held weekly each Wednesday and Friday in the Christian Life Center Auditorium. Refer to current Class Schedule for meeting days and times.

CHAPEL AND CHURCH ATTENDANCE

Church and chapel services are an essential part of the College experience and attendance is required for all full-time students. Students are permitted up to four (4) unexcused absences for Sunday am & pm church and chapel services per semester. Breaches of integrity regarding church and chapel attendance will be addressed as a violation of college standards and students may result in forfeiture of privileges.

Student Body Senate or Ministry Team "Out of Town" events are not an automatic excused absence. Request must be made, in writing, at the College office and approval must be granted by the Student Life Committee and notification submitted to the Campus Pastor.

Christian Life Center: Students are required to attend Sunday church services at Christian Life Center unless prior arrangements and approval is given to attend the student's home church. These exceptions are listed below:

- Church must be within a 75-mile radius commuting distance of Stockton, California.
- Students must submit a written request from his or her pastor, to attend Home Church services.
- A weekly attendance report is required from student's home church.
- The written request and approval must have signatures from both the College Campus Pastor and student's home pastor. Documentation will be filed in student's personal file.

Students are required to attend Wednesday evening church services at Christian Life Center at Lifeline or adult services. Students may attend Acts29 or Kingdom Kid's services only if they are serving as part of the ministry's staff.

Students are encouraged to sit in designated sections at Christian Life Center for Sunday morning services.

Students attending Christian Life Center services are required to tithe to the College.

- Envelopes are provided in the administrative office for your convenience.
Exception: The only exception to this policy is by written request of the student's home pastor.

HEALTH SERVICES

Students should have major medical health insurance as a condition of enrollment, be prepared to assume all costs of medical care. Below is a list of a few medical facilities in Stockton. The College can provide suggestions to other local practitioners, hospitals, or clinics if needed. It is the responsibility of each student to establish, in advance, whether the facility accepts the student's insurance. The College strongly urges students not to use the emergency room except in an actual medical emergency—even with insurance, the price of one visit to the ER can be extremely expensive.

San Joaquin General Hospital

500 W. Hospital Road
French Camp, CA 95231
209.800.1240

Trinity Urgent Care

10200 Trinity Pkwy Suite 202
Stockton, CA 95219
209.955.1229
Hours: Monday-Sunday; 9am-9pm

EMPLOYMENT POSTING SERVICE

The College assists and empowers students to find jobs and internships as opportunities arise. The College communicates open positions via a Jobs Board. Students are then responsible for following up with the client or potential employer. Job opportunities should not be taken lightly; students are representing the College to the community.

ON-CAMPUS EMPLOYMENT OPPORTUNITIES

Qualified students may apply for open work positions at the College. Acquire and submit an employment application at the college office. Students employed on-campus must read and sign an employment agreement before accepting any employee position. On-campus job opportunities are limited.

CURFEW

A curfew is strictly enforced at the College. Campus Pastor, his wife, his designee(s), security and/or faculty and staff member may enforce curfew requirements.

- Sunday through Thursday all students must be in their rooms by 10:30 p.m.
- Friday and Saturday all students must be in their rooms by 12:00 a.m.
- Students returning from work, after hours, must respect those involved in study or rest.
- Student Body Prayer is subject to curfew. Prayer groups may not go beyond curfew parameters.
- Specific permission may be granted for exception requests by the Campus Pastor only.
- Prayer after curfew is limited to individual, quiet prayer in student's room and personal area.
- Curfew times are subject to revision at the discretion of the Campus Pastor.

LEAVE REQUEST - OVERNIGHT

- Students planning to be off campus over-night must submit a completed Leave Request Form at the college office and notify the Campus Pastor and Dean of Students. Leave forms must be submitted at least 24 hours prior to departure. Leave requests require an approval signature from the Campus Pastor and Dean of Students.

Note: Students may not leave until his/her request has been approved and returned to him/her. Requests will be approved or denied on the basis of the information submitted or at the discretion of the Campus Pastor or Dean of Students. Once approved, change-of-plans require a new submission request and approval.

STUDENT ACCOUNTS

All student financial plan arrangements must be completed prior to the beginning of the academic period, and/or before moving into the student housing. Payments and payment plans are established with the financial department. Each student must consult the financial office for assistance in financial matters related to tuition, board, fees and/or fines.

Students are expected to maintain financial responsibility. Transcripts will not be released until all fines and bills are paid, nor will students be allowed to register for subsequent terms. Candidates for graduation must have their bill paid in full or have financial arrangements in place prior commencement exercises and/or to receive a diploma. Students having financial difficulty are encouraged to visit the financial office at their earliest convenience.

DATING AND SOCIAL ACTIVITIES POLICY

Social Life is an important area of college experience. Healthy relationships are developed by observing guidelines that are adopted by the College. The requirements may not mirror those expected at home or home church. The College understands the possibility of social adjustments; however, while at the College, please

respect the Social Activities Policy:

- Student social activities involving two members of the opposite sex require a third party. This is applicable to all students. *Exceptions may not be given to upperclassmen or students with non-student relationships.* Social activities involving two couples require a fifth party.

First Offense - \$500 fine

Second Offense – referral to the Disciplinary Action Committee

- Students are to refrain from physical contact with fellow students (male/female; male/male; female/female).
- First year students are discouraged from forming committed relationships and are prohibited from dating.
- The privilege of social activities may be restricted for reasons of insufficient academic achievements, unsatisfactory conduct, noncompliance with guidelines or an excessive school bill.
- Violation of Social Activities Policy will result in review by the Disciplinary Action Committee and result in offense appropriate disciplinary action.

ENGAGEMENT AND MARRIAGE POLICY

The marriage engagement of a current student may not be announced without permission from College administration. Marriages are not allowed during the school year: exceptions may apply in special circumstances. In exception cases, marriages will not be permitted until financial obligations, to the College, are paid in full.

REQUIREMENTS TO ANNOUNCE AN AUTHORIZED ENGAGEMENT

The college administration will not consider granting permission to announce an engagement until the following minimal requirements are met:

- Current financial clearance.
- A commitment to complete a student's degree plan at Christian Life College.
- A commitment to observe no change of status in dating.
- Written permission from both parents and pastors.

STUDENT CODE OF CONDUCT

All students are responsible for knowing and abiding by the Student Code of Conduct and all policies in the Student Handbook. Ignorance of these policies may not be used as a defense for noncompliance with College policies.

While respecting each student as a maturing adult, the College seeks to foster a Christ-centered, hospitable environment based on the mission and vision of the College. As such, students are expected to take responsibility for their actions and their negligence with respect to both speech and behavior. The rules of student conduct applies to all students, both on-campus and off-campus students.

All student rules of conduct are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving break, Winter break, Spring break, and Easter break), *even if not residing on campus during these breaks.*

COLLEGE JURISDICTION:

College jurisdiction and discipline shall be applied to conduct that occurs on the College premises or that adversely affects the College community and/or the pursuit of its mission and vision. When misconduct occurs off the College premises, the Dean of Students, in conjunction with the Student Life Committee, and/or Disciplinary Action Committee shall determine whether College jurisdiction should be asserted.

The following does not constitute an all-inclusive list of conduct expectations or prohibited conduct. The conduct of all students is subject to evaluation based on Biblical principles and the College's mission and vision.

PROHIBITED CONDUCT

Non-Compliance:

Failure to comply with the request of a campus official or representative is prohibited.

Abuse of Judicial Process:

Behaviors, active or passive, intended to impede the judicial process is prohibited. Behaviors include failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.

Misrepresentation:

Misrepresentation of oneself, or an organization, to be an agent of the College is prohibited.

Forgery:

Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials is prohibited.

Lying:

The misrepresentation of information to a college official, members of the campus community, or the college community as a whole, for the benefit of yourself or an associate(s) is prohibited. Falsification, distortion, or misrepresentation of information to the Disciplinary Action Committee is prohibited.

Illegal Internet Use:

Engaging in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder is prohibited.

Unauthorized transfer of file or use of another individual's identification and/or password is prohibited.

Use of computing facilities to interfere with the work of another student, faculty member, or college officials is prohibited. Unauthorized entry into a file or computer system is prohibited.

PROPERTY, FACILITIES AND GROUNDS

The following are prohibited:

Theft:

Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, the College or a member of the campus community is prohibited. This includes any theft associated with pranks.

Vandalism and Damage:

Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc. is prohibited.

Unauthorized Motorized Vehicles:

No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.

Possessing Weapons:

Knowing possession or use of an explosive, dangerous chemical or deadly weapon on campus property or at a College campus function is prohibited. The term "deadly weapon" includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand club, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Recreational weapons including air guns (pellet, BB, paintball), potentially dangerous sporting equipment, martial arts weapons, firecrackers, fireworks, etc. are prohibited.

Throwing Objects from Structures:

Unauthorized throwing, propelling, dropping or otherwise causing objects or substances (including but not limited to: water balloons, furniture, trash, food and plants) to fall from balconies, windows, or rooftops is prohibited.

SOCIAL, MORAL OR BIBLICAL

The following are prohibited with a zero tolerance policy:

Unlawful Acts:

Willful participation in an unlawful activity is considered an unlawful act. Students convicted of a crime during continued enrollment or residential status at Christian Life College must report this information to the Campus Pastor or Dean of Students.

Cheating:

Cheating and plagiarism, during which the work of another is passed as one's own or unapproved methods are employed to complete an assignment is prohibited. See Academic Catalog for information on Academic Honesty.

Smoking:

Use of lighted or powered smoking products; including but not limited to cigarettes, cigars, chew, snuff, hookah, pipes, and electronic cigarettes are prohibited.

Alcoholic Beverages:

Possession, consumption, or purchasing of alcoholic beverages or non-alcoholic beer is strictly prohibited at all times.

Intoxication/Drunkenness:

Any behaviors that indicate intoxication or drunkenness on or off campus, is grounds for immediate suspension.

Drugs:

Possession, distribution, or use of restricted drugs or narcotics on or off campus is prohibited. This includes but not limited to medical marijuana, the misuse of prescription drugs, drug paraphernalia, and other intoxicants.

Sexual Misconduct:

Sexual behavior on or off campus when it falls outside Biblical intentions and/or explicit guidelines, such as sexual intimacies outside of marriage, including any type of intercourse, sensual nakedness, intimate touching, or sleeping intimately with one another is prohibited and grounds for immediate suspension.

Inappropriate Dating or Living:

Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, inappropriately amorous same-sex relationships, or cohabitation with members of the opposite sex is prohibited. ***Review Dating and Social Activities Policy on page 7.***

Inappropriate Displays of Affection:

Casually sleeping or lying with members of the opposite sex, lying or sleeping intimately with members of the same sex, or public affection that might be deemed inappropriate is prohibited.

Sexual Assault:

Acts of sexual aggression including rape, attempted rape, sexual battery and/or assault is prohibited. See Sexual Harassment Policy for further information.

Pornography:

Possession, display or distribution of pornographic materials or images is prohibited. Use of pornography for personal entertainment, including internet and telephone services that provide pornographic images,

sounds or sensual conversation is prohibited.

Inappropriate Entertainment:

Entertainment (e.g. music, videos, television, etc.) that contain levels of violence, profanity, and sex that would be found offensive and/or in conflict with community standards is prohibited.

Profanity and Obscenity:

Use of profane language or the verbal depiction of activity that is vulgar, coarse, crude or indecent is prohibited.

Fighting, Violence, or Self-Inflicted Harm:

Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including ones-self is prohibited. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not is prohibited.

Hazing:

Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc. is prohibited.

Harassment:

Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. is prohibited. Continued harassment might be considered "stalking," and may be subject to criminal charges by California law.

Gambling:

Gambling is strictly prohibited. Prohibited gambling includes, but is not limited to, such activities as sports betting pools, parlay cards, pyramid schemes, card games with money bets.

Inappropriate Dress:

Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes "inappropriate dress" on a case by case basis and address as needed.

See Dress Code details on pages 11 and 12.

Unwillingness to Mediate Interpersonal Conflict:

Failure to comply with any request by the College officials to meet in order to resolve conflict(s) is prohibited.

Code of Conduct on Social Media

Students who are antagonistic or disrespectful regarding the faculty, staff, rules, and methods of the College on social media will be given a verbal and/or written warning immediately. Offensive conduct on social media will result in disciplinary action and possible suspension, or be considered in disciplinary cases. Students are discouraged from participating in debate postings that reflect negatively on the College, its mission or purpose. Students may not post photographs of fellow students without the expressed consent of the student portrayed in the photograph.

DRESS CODE AND GENERAL GUIDELINES

Appearance and dress are an important part of the student achieving a commitment to Christ as demonstrated by the pursuit of Christian character in word or deed. Modest dress has always been an integral part of virtuous Christian living. External appearance is an indication of inward spirituality.

Violations of appropriate dress may result in fines or the student being sent to change into suitable attire.

The College enforces modesty in dress, demonstrated by, but not limited to the following:

CLASSROOM, CHAPEL AND CHURCH ATTIRE

- Men- suit coat or sports coat and tie (Monday – Thursday)
- Men- Slacks or Dockers
- Men- Dress shirts; collared, button-down, long sleeve only
- Women- Dress skirts, tops, jackets, etc.
- Men & Women- Dress shoes
- Friday is an approved business casual day. Coats and ties are not mandatory for men.
Note: *College dress shirts with logo are permitted on both Thursday and Friday*

PROHIBITED IN THE CLASSROOM, CHAPEL AND CHURCH SERVICES

(PERMITTED AS CASUAL WEAR ONLY)

- T-shirts
- Polo shirts
- Blue or black jeans or jean skirts
- Sweat pants or shirts
- Hoodies
- Workout pants
- Hats
- Slippers or flip flops
- Athletic shoes

GENERAL DAILY GUIDELINE FOR LADIES

- Skirt length is to be below the knee; whether sitting or standing
- Slits no higher than the knee
- Culottes must have the appearance of a skirt

PROHIBITED ATTIRE

The following prohibitions and exhortations regarding appropriate attire for men and women while in public, including student resident balconies, do not intend to foresee every circumstance. Rather, they provide examples to foster the formation of each student's conscience.

- No shorts, mini-skirts, tank tops or sleeveless shirts
- No exposed bellies, hips or midriffs
- No exposed cleavage or bare backs
- No exposed undergarments
- No sheer or see through fabrics without appropriate lining
- No pajamas or sleepwear
- No bare feet or slippers
- No spandex or other form-fitting clothing
- No halter-tops, spaghetti straps, or strapless shirts/dresses
- No costumes or themed accessories
- No hairstyles, hair colors, tattoos, or piercings that may be deemed mutilations of the body, or cause a distraction on campus
- Hair should not be dyed an unnatural color
- No facial hair on the men (e.g. mustaches and beards)
- No clothing with words or images that may be considered suggestive, derogatory, or distracting.
- No dirty, odorous, torn or tattered shoes or clothing
- No Jewelry including but not limited to bracelets, earrings, necklaces (watches permitted)
- No Rings: decorative, birthstone, purity, friendship, promise, etc. (Engagement or wedding rings are permitted)
- No Cutting or trimming of hair for females
- No colored make up or nail polish

Students shall meet the appropriate (listed above) requirements as to neatness and Christian standards of dress and social life while at the College. Multiple code violations may result in Disciplinary Action Committee review and

action. Conduct unbecoming of a lady or gentleman will not be tolerated.

Dress standards will be enforced in all public areas of the campus. In such matters, it is better to err on the side of caution and formality.

RESIDENCE LIFE

Christian Life College is committed to providing a residential experience that complement and supports the mission of the College.

CAMPUS PASTOR

The Campus Pastor is the resident shepherd responsible for campus and student housing supervision who has authority in areas of discipline and enforcement of college rules. The Campus Pastor is available to students for guidance and to provide spiritual assistance. Students should feel free to call on the pastor or to schedule an office visit. Students are expected to cooperate with the Campus Pastor in all matters pertaining to residential life.

RESIDENT HOUSING ASSISTANTS (RHA)

Resident Housing Assistants are staff members who are appointed by the Campus Pastor to serve in a leadership role in the student housing area. They work directly with residents in their assigned living areas as well as assisting the Residence Housing Coordinator with overall room management. The RHA's will conduct a minimum of weekly room inspections in addition to performing evening and weekend on-call responsibilities and nightly curfew room inspections.

ADMINISTRATION BUILDING

The College Administration Building is located in the Darryl Seibold Memorial Communications Building Center; on the south-eastern corner of the campus at 9023 West Lane, Stockton, CA.

The Administration Building houses the college office, bookstore, faculty offices, one classroom, mailroom, and the studios and offices of the KYCC radio station.

- Students may visit the college office, mailroom, and bookstore during business hours only.
Monday – Thursday: 8:00 a.m. – 12:00 noon; 1:00 p.m. – 5:00 p.m.
Friday: 8:00 a.m. – 12:00 noon; 1:00 p.m. – 4:00 p.m.

Note: Access to faculty and staff offices require prior authorization by college office personnel; student workers may not grant access.

- KYCC radio station offices are available for business purposes only, no loitering.

STUDENT MAIL ROOM

Each student is assigned a mailbox in the mailroom, adjacent to the college office. Mail is typically delivered by three o'clock, Monday through Friday, however, specific time is not guaranteed.

- Check your box first before asking the college office staff.
- The mail-room will be open during office business hours.
- Outgoing mail may be deposited in the college office.
- Postage may be purchased at the college office.

The college office processes all incoming and outgoing mail for students, faculty, and staff; in addition to intercampus mail, and incoming packages from express and ground couriers including FedEx and UPS.

In order to receive your mail in a timely manner, please ensure the accuracy of the college address including your given name to potential sender(s). The College address: 9023 West Lane | Stockton, CA 95210

Please note that this is a street address, not a PO Box, so you can receive mail of all types. Should you receive an item that is too large to fit in your mailbox, you will receive a package slip in your mailbox notifying you of the package and appropriate time for pick up.

Students are responsible for checking their mailboxes regularly and collecting their packages in a timely manner. If you plan to take a leave of absence, please contact the mailroom to have your mail forwarded temporarily.

Only First-Class mail can be forwarded; non-profit mail, credit card offers, and catalogs are considered junk mail and cannot be forwarded. First-Class mail will be forwarded for a period of one-year. Forwarded mail may be delayed by up to four weeks, so students are advised to have all banking, bills, and other important connections be contacted directly by filling out a change of address with each institution or at the local USPS office.

CLASSROOMS

All college classrooms are open to students during scheduled academic hours only.

- Accessing classrooms after academic hours must have prior permission by the campus pastor or security personnel.
- Defacing classrooms or furniture is subject to discipline and repair/replacement fees may apply.
- Classroom furnishings may not be moved or removed from their original position. Exceptions for special events may be obtained from the college office.
- Chewing gum, food, drinks other than water are not allowed in classrooms.
- Classroom disorder of any kind will not be tolerated. Each student must show diligence in study and respect for instructors and fellow students. Disrespect and arguing will not be tolerated.

STUDENT CENTER

Kitchen and Dining Area guide.

- Kitchen area is restricted to kitchen personnel only.
- Authorization to remove supplies, utensils, dishes, food items, etc. from kitchen, storeroom, dining room, or refrigerators is limited to kitchen management and designated personnel.
Note: Unauthorized removal will result in replacement fees and disciplinary action.
- Special meals will be provided to those that have reported an illness that requires bed rest. Those reporting illnesses requiring bed rest may not join meal times in the cafeteria.
- Those whose work schedules do not allow them to be present for evening meals will be provided a sack lunch. Prior request is required.
- Meals are not provided on the following holidays and school breaks: Labor Day, Thanksgiving, Christmas, and Spring breaks. Students must provide meals for themselves during this time.
- All guests will be charged a fee for regular meals. Prior request is required for guest meals. Guest meal fee schedule is posted in dining hall.
- Discounts are not given to students who choose to miss meals for any reason.
- Student Center furnishings may not be moved or removed from their original positions. Exceptions for special events may be obtained from the Campus Pastor only.
- The Student Center is the social center of the school and the privilege of using it may be revoked for failure to abide by the school rules.

The Student Center is a common area available to students for study and recreation. This area may be reserved upon approval for specific gatherings by submitting a form to the Kitchen Management and/or Chief Financial Officer at least 30 days in advance. Fees may apply.

LIBRARY

The Hogue Library provides an inviting space in the center of campus for students to study and do research. In the Hogue Library you will find books, periodicals, CDs, and DVDs and more.

- All students must remain quiet while in the library.
- Reference books and magazines may not be checked out or removed.
- Overdue books may result in fines.
- Computers are provided for student convenience. Computer procedure and usage guidelines are posted.
- University of the Pacific Library is available to students with a College Student ID.

Learning Resource Center

The Learning Resource Center (LRC) is an extension of the Christian Life College experience, and exists to serve the academic needs of our student body. Located in the Hogue Library, the LRC provides a space where students can gather resources, sign up for academic tutoring, and have a quiet place to study. The LRC consists of four main areas: Reading and Writing Center, tutoring services, library resources, and computer lab.

The Writing Center is a campus resource for Christian Life College Students. Its primary purpose is to provide academic help in writing. Students are encouraged to bring course writing assignments to the Writing Center for tutoring. The consultants will help the students with clarity on assignments, how to outline particular essays, structure of paragraphs and much more. The center is available for students throughout all stages of the writing process from pre-writing to proofreading. Students will receive applicable feedback during review for construction and correction.

BOOKSTORE AND GIFT SHOP

The Bookstore stocks textbooks and school materials, gift and stationery items, assorted College shirts and T-shirts, and school memorabilia, as well as books for Bible study, devotional and topical interests.

The Bookstore and Gift Shop, on our CLC Campus, is a great place for students and friends to meet for coffee and light snacks after weekend services or throughout the week. The vision of the Bookstore is to offer a place where students and church families can gather to relax, enjoy a cup of coffee, browse through some books, and feel welcome on our campus.

We're open five days a week and have extended evening hours when events, classes and services are happening on campus. We hope you'll stop in for your morning coffee or invite a fellow student to join you.

RESIDENTIAL HOUSING, VEHICLES AND PARKING

Single students are required to live on campus, unless they live within a 75-mile radius commuting distance from their home church. Incoming students who are under 18 and do not turn 18 during the academic year will be required to meet with the Campus Pastor and receive approval before being placed in a student housing room. Part time or married students must live off-campus.

ROOM ASSIGNMENTS/CHANGES

Room assignments are made as closely as possible to requested preferences, however, room assignments will not be guaranteed until student accounts are current and/or down payment is made for the next consecutive semester. Nonetheless, the staff understands that friendships will form with other students, and requests for room changes are inevitable. Residents should contact the Campus Pastor or Residence Housing Coordinator to discuss a request for a new room assignment. Residents who move rooms without proper approval will be subject to disciplinary action. Accommodations for room and/or roommate change requests during the academic school year are reviewed; however, do not have guaranteed approval.

KEYS AND DOORS

Each resident is responsible for all keys issued at check-in. Students should not leave keys hidden outside rooms for convenience or loan them to someone else. Do not use or hide for use any foreign object (such as a knife) to gain access to your room. Do not obstruct the door latch in any way (with tape, paper, or anything else) to allow access possible without keys. You are expected to carry your room keys with you whenever exiting the room. If you ask to be keyed into your room there may be a fine for each occurrence, which will be charged to the student's account.

Students are required to report lost or missing keys to the College office within 24 hours. A \$10 key replacement fee applies for all lost keys. Students who fail to turn in keys when checking out of housing will be subject to a fine of \$50. Students who are not provided a room key upon check-in, it is your responsibility to acquire one from the Admissions Office. If you fail to do so, and check-out without keys, you will be in violation and subject to a fine. To maintain safety and security of both residents and their belongings, room doors must remain closed and locked each time rooms are left unoccupied.

RESPONSIBILITIES & REGULATIONS FOR STUDENT HOUSING FACILITIES

The following do not constitute an all-inclusive list of responsibilities and regulations. The implementation and enforcement of housing and residence life responsibilities and regulations are always subject to supplemental evaluation based on Biblical principles and College's mission and vision.

CONTRACTUAL RESPONSIBILITIES

College Standards & Codes of Conduct:

All student residents are responsible for adherence to the College standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the *Student Handbook*. Housing privileges may be revoked for student residents who demonstrate an inability to comply with College standards.

Unauthorized Early Check-In and Move-In:

Continuing students who move into the Student Housing prior to the designated move-in time without prior approval from the Campus Pastor may be charged an applicable fee.

Arrival on-campus prior to dorm opening date is strictly prohibited. All students arriving prior to dorms opening must secure housing off-campus until dorms open and the student has successfully completed the check-in process, including financial clearance status.

Fall Semester Check-Out and Move-Out:

Student residents not continuing in the spring must notify the Residence Housing Coordinator and vacate by the end of the fall semester or an extra fee may be applied to the student's account. Student residents are not required to vacate their rooms during the winter break if they are continuing housing during the spring semester.

Spring Semester Check-Out and Move-Out:

Spring Semester student residents who do not have summer housing approval must move out by the posted date. Failure to do so may result in applicable check-out fees. Additional charges will be incurred for each day of occupancy past the check-out deadline.

See Move Out Requirements on page 19 for additional details the current daily price.

In the event that a student resident fails to move out after the beginning summer break period, the daily rate for use of the room they occupy may be charged to the student's account. This fee will be charged without reference to usage of the room during this time period, so long as possessions remain in the room and student has not checked out.

Non-compliance to proper cleaning and checkout procedures upon move-out may result in a fine.

Academic Requirements:

Students living in the Student Housing must be enrolled in a minimum of twelve (12) academic units toward matriculation at the College.

Liability:

The College assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc., during the entire term of the room contract, including all college vacation periods during the year. The College recommends that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged to consider carrying some form of personal insurance if the family's policy does not cover personal property in the Student Housing facilities.

See Residence Liability Information on page 21.

Room Alterations:

Student residents may not make significant changes to their room, including rewiring, tinting windows, painting or wallpapering, or building shelves.

Room Decorations:

Wall hangings, pictures, posters, etc. must be affixed so that college property is not damaged or defaced. Student residents are not to perform any painting or wallpapering without prior written permission from

the Facilities Manager. Additionally, students may not affix paper, foil, signs and so forth to windows. **See additional details for Room Set-Up and Décor requirements on page 18.**

Any visible images or communications should be in good taste and in keeping with college standards. Prohibited room decorations include, but are not limited to, alcohol and drug paraphernalia or promotional materials and sexually suggestive visual images.

Housekeeping:

Student residents are responsible for cleaning and maintaining their own rooms. Periodic room inspections occur to ensure maintenance and safety of the facilities. **See additional details for Room Cleaning and Maintenance requirements on page 18.**

Damages:

Each student resident agrees to be fully responsible and liable for any damage he/she, or their guests, may cause to the property of the College. **See repair, replacement and cleaning fee schedules on page 17.**

Check-Out Procedures:

It is the responsibility of each student resident to schedule an appointment with the Residence Housing Coordinator to be officially checked out of his/her room. The staff member will collect room keys, and assess any damages to the room. Failure to follow check-out procedure will result in an “improper check-out” fee. The housing deposit, or any portion thereof, will be applied to any unpaid balances, damage repairs, or cleaning costs.

The deposit will carry over when a student resident is returning. **See Move-Out Requirements on page 19.**

FACILITY USE AND HOURS

Access:

Each student resident is expected to follow curfew rules as noted on *page 16*. Students are encouraged to notify their roommates when planning to be gone overnight, with information how they can be reached in the case of an emergency.

Quiet/Consideration Hours:

In order to promote an environment conducive to student learning, student residents are expected to keep noise to a reasonable level at all times. “Quiet Hours” are from 10:30pm to 8:00am, Sunday night to Friday morning. From Friday night to Sunday morning they are 12:00pm to 8:00am. **Refer to Noise Policy on page 21.**

Musical Instruments:

Practice rooms and late evening classroom space may be reserved for the playing of musical instruments. Instruments should not be played in Student Housing facilities when they can be heard outside a closed room, and are in violation of quiet and/or consideration hour guidelines, with the exception of publicized activities provided by staff for the enjoyment of resident students.

Cooking/Appliances:

Limited cooking is permitted in the Student Housing facilities with Microwave ovens or Crock Pots only. OSHA approved mini-refrigerators (less than 4 cubic feet) are permitted (maximum of 1 per room.) Fees may apply for refrigerators. Leftover and unsealed food products should be taken out of the building as soon as possible, for health and cleanliness concerns. **See Student Housing Disallowed Items on page 19.**

Laundry Rooms:

Coin operated washers and dryers are located in each student housing facilities. They may be used from 8:00 am to 10:30 pm ONLY. A student resident has the right to remove another’s clothes only when the cycle is completed. Be sensitive to those waiting to launder clothing. The College is not liable for any damage or loss of clothing items/laundry items left in the laundry room.

Balconies:

Keep balconies clean and clear of trash. Do not hang clothes or towels off balconies to dry. The appearance of the Student Housing facilities is diminished when balconies appear cluttered. Do not climb on or over

balconies.

Furnishings:

College furnishings shall not be moved out of a room at any time without the approval of the Campus Pastor, Residence Housing Coordinator or Facilities Manager. A fine of may be levied against anyone who: 1) removes furnishings without approval; 2) disconnects, or dismantles closets, beds, or desks without permission or approval; or 3) moves common area furnishings into their rooms for private use. Residents agree to use bathroom fans while showering or bathing, and to report to the Facilities Manager any non-working fans.

Room Sub-Sectioning:

In order to encourage community development and support the Biblical mandate of keeping ourselves above reproach, rooms may not be sub-divided with any sort of partition, including wardrobes, curtains and/or anything that would serve as a partition in the Student Housing rooms.

Childcare/Church Groups:

The College requires that student residents refrain from providing childcare, “babysitting,” or hosting church group activities in the student housing facilities. This policy is meant for the safety of the minors, the protection of the “living-learning” environment, and the minimization of College liability.

Inappropriate Dress in Common areas:

Common areas, balconies, and laundry rooms within the student housing facilities should be considered public spaces at all times, and student residents should dress accordingly.
See Dress Code Guidelines on pages 11-12.

Internet:

High speed Internet access as part of the College network is available through wireless network throughout the campus. Students may not service Internet routers. Any questions regarding Internet should be directed to the Media Department.

Air Conditioning Units:

Air conditioning units must be set at 70 degrees or above at all times. Air conditioning units may not be left running when no one is in the room. Fines may be applicable to non-adherence to the air conditioning unit guideline.

ROOM FEE SCHEDULE

- A \$100.00 room-cleaning fee is required for all on-campus students each year.
- A \$25 charge will be assessed for replacement or un-surrendered room keys: Do not duplicate keys.
- A \$50.00 surcharge (per semester, per room) will be applied to student accounts for in-room refrigerators. Only one refrigerator per room is allowed. The surcharge will be divided equally between all room residents.
- The College reserves the right to require an additional advanced deposit from students who are found to have pattern of abusing his/her dorm room in previous school year(s).
- The College will make every effort to determine responsibility for room damage and/or excessive cleaning; however, if determination is impossible all students in that room will be held responsible.

ADDITIONAL FEES FOR REPAIR OR REPLACEMENT: BROKEN OR MISSING

Windows	\$175 (each side)
Front door	\$300
Front door lock	\$ 75 (each)
Carpet replacement	\$500
Light fixtures	\$ 75 (each)
Smoke alarm	\$ 40
Holes in ceiling or walls	\$ 50 (each hole)
Paint	\$250
Bathroom door	\$200

Shower door	\$200
Bathroom floor replacement	\$300
Towel racks	\$ 35
Mirrors	\$100

ADDITIONAL FEES FOR CLEANING INSIDE AND OUTSIDE OF DORM ROOMS:

Windows	\$ 30 (each side)
Front door cleaning or painting	\$100
Carpet stain removal	\$200
Washing dirty walls	\$ 50
Shower door cleaning	\$ 50
Bathroom floor cleaning	\$100
Trash/garbage Removal	\$100
Personal belongings removal	\$100
Furniture removal	\$200

ROOM SET-UP AND DECOR

Students are encouraged to decorate rooms in good taste, coordinating with roommate(s) in compliance with the following rules:

- Do not damage the walls, floor, or ceiling.
- Do not make room or furniture alterations including: installing locks on closet, bathroom, and/or exterior doors.
- Use only small nails driven through a small piece of Scotch tape; no large nails, screws, wall anchors or toggle bolts allowed.
- Painting by students, parents, or individually hired professionals is strictly prohibited.
- Furniture, furnishings, and/or fixtures, provided by the College, may not be moved, removed, replaced or exchanged between rooms.
- Additional furniture should be in new or like-new condition. This policy is intended to prevent unnecessary pests from entering with used or old furniture. The Campus Pastor and Facilities Manager reserve the right to require the removal of additional furniture.

ROOM CLEANING AND MAINTENANCE

Each student will keep his/her room clean and orderly. The students in each room will work together and fairly distribute cleaning and upkeep responsibilities. They should aim at creating a hospitable, welcoming environment that is suitable for study and common living. Student resident rooms that do not meet the cleaning criteria will be fined accordingly. All cleaning supplies are the responsibility of the students in each room.

WEEKLY CLEANING LIST: *Weekly review by administration.*

- Clean shower, shower doors and remove mildew.
- Clean toilet, remove hard water ring and/or stains.
- Clean sink and cabinet.
- Clean mirror and walls.
- Mop floor.
- Vacuum carpets.
- Store belongings in specific designated organized places.
- Hang all clothing.
- Wash all dirty clothing.
- Remove all trash.
- Dust all furniture, walls and light fixtures.
- Clean out refrigerators.
- All food must be kept in air-tight containers.
- Care must be taken to keep drain clogging debris out of plumbing.

Note: To prevent potential mold in the bathrooms please leave fans running. To avoid mold use Tilex

cleaner or use ¼ cup of Clorox Bleach to 1 gallon of water and wipe down walls.

Submit written repair needs to the College office. Any malfunction in plumbing or electricity should be reported at once. For immediate maintenance assistance, refer to the Facilities Manager's phone number on the back of each room door.

ROOM INSPECTION, CHECK AND SEARCH POLICY

The administration of the College anticipates that student residents will comply with the regulations and standards as presented in this Handbook. However, for the safety and well-being of all students, it is necessary for the College to reserve the right to enter student rooms at any time for reasons of emergency, security, maintenance or to maintain order. College personnel, assigned by the Campus Pastor, will conduct routine room inspections for cleanliness and orderliness. Students will be advised if the room is in need of improvement.

In rare circumstances, College staff members may be authorized to conduct an administrative search of a student's room and all items in the room. Administrative searches are those conducted with justifiable cause that a College rule or regulation has been violated and that evidence of the violation will be found. Examples of items or circumstances prompting an administrative search include weapons, stolen property, illicit drugs/paraphernalia, or imminent harm (including self-harm) to a student. Authorization is given in writing by the College President (or designee). In extreme emergencies, a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search; however, College officials may conduct an administrative search in the student's absence and without the student's consent. Authorized searches will be conducted by at least two staff members, at least one of whom will be a member of the College's administrative staff. At the conclusion of the search, the student will be notified in writing by the person authorized to conduct the search of what was found, and the names and titles of all persons conducting the search. Administrative searches will not be conducted under the direction of police or on their behalf.

Student housing rooms, structure, and surrounding areas are subject to inspection at any time. Fines may apply to individuals disregarding the cleaning and guidelines.

- Daily informal inspections of balcony, walk ways, and general common areas outside each room door will be noted. Students with cleanliness violations will be notified and debris or personal items must be removed immediately upon notification. Students will be given one chance to remove items before removal by maintenance and fines assessed.
- Nightly curfew room checks will be done by resident housing assistants, appointed by the Campus Pastor.
- A weekly detailed inspection report will be made noting general cleanliness, guideline adherence, and upkeep by facilities management personnel.

Note: The College reserves the right to remove and hold, or dispose of any items found that are not conducive to on-campus living.

STUDENT HOUSING DISALLOWED ITEMS

- Any appliance with an exposed heating element
- Candles and/or incense
- Halogen lights
- Heated coil space heaters
- Toasters and/or toaster ovens
- Grilling units, lighter fluid
- Non-Auto shut off coffee pots
- Electric woks
- Animals or pets of any kind.

Note: Cooking on the balcony, walk ways or sidewalks is strictly prohibited.

Grilling on the cement patio area (in the park/field across from the dorms) is allowed.

MOVE OUT REQUIREMENTS

All student residents must vacate their rooms within ten (10) days of the last day of final examinations. Exceptions and special arrangements are made for those renting a room for the summer and/or participating in SOS tours.

- All personal belonging must be removed and stored off campus at students' expense. Storing boxes, furniture, clothing, etc. with a student renting a room for the summer is not allowed; fines may apply to both parties.
- Room must be thoroughly cleaned **inside and out**, and left in the same condition received; free of mold, stains, debris, broken fixtures, toilet rings, nails, and holes in walls. Floors must be swept and mopped; counters and walls must be clean. Additional fees may apply.
- All items left in and around the campus after 10 days without written permission will become the property of the College.

VEHICLE AND PARKING

Students must register their vehicle during the check-in process.

Due to limited availability, each student is allowed one vehicle.

- All vehicles must be in good operational condition, with no leaks that may stain/damage pavement.
- Non-operating and/or abandoned vehicles may be tagged and towed at the student's expense.
- All students with a car, both on and off campus students, must obtain a parking permit. Permit must be displayed in the front (top right) window.
- All vehicles parked within the campus community must display current vehicle registration tags.
- Vehicles must be insured. Be prepared to show proof of insurance.
- Car washing, repairs or maintenance of vehicles is not allowed on campus. Contact the college office for all exception requests. If clean-up is required after a vehicle is repaired, the student will be billed for all maintenance, administrative or other associated cost to clean or repair the area.
- The College assumes no liability for injuries, property damage, or theft of vehicles or vehicle collisions.
- Vehicles must be parked in proper designated areas – no red curb parking at any time. Vehicles parked in non-parking areas will be ticketed and may be towed at the student's expense.
- On campus speed is limited to 5 mph at all times. Fines apply to violators.
- Speeding or parking violations will be fined as follows: 1st offense \$50; 2nd offense \$150; 3rd offense, suspension and/or dismissal recommendation to the Disciplinary Action Committee.
- It is the student resident's responsibility to inform guests of the parking policies.

VISITORS AND OVERNIGHT GUESTS

Visitors and overnight guests are individuals who are not on campus students. Student residents may request permission to host guests. Guest request forms are available at the College office. All requests must be submitted at least 48 hours before guests requested arrival date. Requests require the approval signature of the Campus Pastor or the Residence Housing Coordinator.

Guests visiting in campus housing are required to observe all College and Residence Life policies. The hosting student resident is responsible for the guest's behavior and safety and should escort the guest at all times.

- Upon arrival, visitors and overnight guests must check-in with the college office during regular business hours.
- Overnight guest approval is not automatic and therefore students should receive approval before inviting guests or assuming the request will be granted.
- Guests may stay up to 3 nights per month. Requests to stay for additional time may be denied.
- Students may only host 1 guest at a time with an agreement from his/her roommates.
- For safety reasons, guests need to be sixteen years of age or older.
- Male students may only host male guests; female students may only host female guests.
- Visitors and overnight guests may not enter the student housing facilities without prior permission from the Campus Pastor or

- Room keys may not be loaned to a guest.
- Approved over-night guests are subject to a fee of \$25 per night.

Students who have overnight guests without filling out the appropriate guest form will be charged a \$50 fine per guest per night in addition to billing the guest for the same.

ROOM PRIVACY AND PERSONAL SPACE CONSIDERATION

- Students are not allowed to approach or enter any student resident's rooms occupied by the opposite sex, at any time.
- Students may not enter another's room uninvited or if that person is not present. Uninvited guests are considered "trespassing."
- Borrowing of clothing, money, cars or personal items is strongly discouraged by the school administration. The College is not responsible for any loss or damage through violation of this policy.
- Student residents are not permitted to change rooms or roommates. The Campus Pastor or Student Housing Coordinator may grant exceptions as appropriate. Approval may be given after a review of logistics and communication with all student residents affected by the move. Approval of roommates and/or rooms is not guaranteed and may be denied.

NOISE POLICY

No person shall cause or otherwise contribute to unreasonable noise within (or in areas immediately surrounding) residence facilities. Quiet hours are in effect from 10:30 pm—8:00 am Sunday through Thursday in student housing. On Fridays and Saturdays, quiet hours are in effect from midnight to 8:00 am in all buildings. When quiet hours are in effect, there should be no loud noise (able to be heard one door down) in student rooms or building common areas.

Courtesy hours are in effect 24 hours a day in student housing. Any resident or College community member may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest or quietly enjoy the community. During the week of finals (fall/spring), quiet hours are increased.

STUDENT RESIDENTS LIABILITY

- The College administration urges student residents to obtain their own insurance for losses due to vandalism, theft, fire, smoke, water damage, leakage, flooding and the like. College insurance policies provide no coverage for resident's belongings or vehicles.
- Residents and guests agree to indemnify and hold harmless Christian Life College of any actions, claims, losses, damages, and expenses, including, but not limited to, attorney's fees incurred by negligence and misconduct.
- Students park on the property at their own risk. Please lock your vehicle and remove all valuables.

Facilities Operations and Maintenance

Facilities & Grounds:

All work orders for custodial services, maintenance and repairs on campus are addressed by the Grounds and Facilities Staff. Student residents should fill out work requests for residential housing at the College office. All facility and grounds concerns and risk management issues will be reported to Facilities Manager immediately. Student residents, who have immediate needs, refer to the Facilities Manager, listed on the door of each room.

CAMPUS SAFETY

The Campus Safety Staff patrols the campus during the evening and night hours. They are responsible for checking and securing facilities, confronting, reporting and citing violations of the College rules, policies, and guidelines, as well as employing all resources available to address breaches in campus security. Verification of students may be checked by security personnel. All students should carry their student ID cards at all times students must provide student identification to Campus Safety personnel when requested.

Personal security is the responsibility of everyone. Students, faculty, and staff should use common sense safety and security behaviors. Avoid walking alone on campus after hours.

FIRE SAFETY AND BUILDING EVACUATION PROCEDURES

Fire safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. When a fire alarm sounds, all residents, guests and visitors must walk quickly to the nearest stairwell and exit the building. Everyone should follow the instructions of the security officers and fire personnel. Tampering with smoke detectors, fire extinguishers or fire alarms is prohibited and considered a serious violation. Disciplinary action could include dismissal from the College. In addition, such conduct may result in arrest and prosecution. Failure to evacuate the building when a fire alarm is sounded is against city ordinances and the College policy and may result in disciplinary action.

SAFETY AND SECURITY

The following are prohibited:

Failure to Evacuate:

Failure to evacuate a campus building immediately upon the sound of an alarm or to follow specific prescribed procedures or the on-site directives of a campus representative is prohibited.

Breaching Security Systems:

Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc. is prohibited.

Misuse or Tampering with Emergency Equipment:

Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors is prohibited. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.

Flammable Agents:

Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine dependent upon combustible fuel for operation, etc. is prohibited.

Burning Objects:

Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or adjacent to buildings is prohibited.

REPORTING A FIRE EMERGENCY AND PROCEDURES FOR STUDENT HOUSING EVACUATION

Students reporting a fire emergency should contact the local fire department by dialing 911 from a phone. Students should also contact the Campus Pastor.

In case of a fire, students should exit their room by the nearest available exit. They should assemble at the cement patio area, in the ball field area just across from the dorms; where the Campus Pastor and his assignees will take roll. Students should not return to their rooms until they are instructed to do so by the Campus Pastor or his/her designee.

Follow these basic procedures to safely evacuate a building in the event of an emergency:

- Safely stop your work.
- Shut down equipment that could become unstable or present a hazard.
- Gather your personal belongings such as glasses, prescription medication, keys and purse.
- Quickly evacuate the building using the nearest EXIT.
- Go to the nearest safe stairway.
- Help those who may need special assistance.
- Close, but do not lock, all doors as you leave.

- Report to your designated assembly area.
- Stay in your designated assembly area for a head count.
- Report any missing individuals and last known locations to emergency responders.
- Wait for instructions from emergency responders.

REPORTING FIRES THAT ARE EXTINGUISHED

Call the college office to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the College may already be aware. If you find evidence of an extinguished fire, or if you hear about an extinguished fire, please contact the college office at 209.476.7840, or the Facilities Manager. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

ACADEMICS GUIDE AND REQUIREMENTS

Students are encouraged to review the Academic Catalog for academic requirements, regulations, and guidelines. Academic Catalog is available online at: www.clc.edu

ACADEMIC PROBATION:

A student that fails to achieve a 2.0 or better GPA that results in a cumulative GPA of less than 2.0 are placed on academic probation. These students are required to:

- Meet with the Academic Dean to prepare a plan that will guide the student to get on track academically.
- utilize the resources available on campus to help them improve their academic performance and attain academic success
- Limit enrolled units until they student achieves a 2.0 GPA or better.

Students on academic probation, or who do not achieve an overall 2.0 GPA will not be allowed to graduate.

REGISTRAR

The Office of the Registrar facilitates the registration of classes, academic advising assignments, and the processing of all academic records. All petitions for changes or exceptions to an academic schedule, record, or transcript are distributed and collected by this office. Refer to the Academic Catalog for more details.

INFORMATION PRIVACY POLICY:

The College considers the following to be directory information and may disclose such information to third parties without consent of the student unless the student has directed the College, in writing, not to release such information about themselves: Name, gender, enrollment status, dates of enrollment, classification, degree program(s), major(s), date of graduation (anticipated or actual).

ACADEMIC ETHICS AND HONESTY

- Unethical behavior and acts of dishonesty in class work, assignments, or test taking are serious offenses against morality and academic standards. The theft of intellectual property, including but not limited to the work of one's classmates, published scholars, and other sources, is a grave offense and can lead to academic dismissal.
- It is evident that tests are meant to measure an individual's grasp of class material. Unless otherwise specified by the instructor, the use of books, notes, other student's work, or anything other than the student's own mind is expressly prohibited in test taking and the violation of this policy can result in dismissal.

- Plagiarism is the use of other's intellectual property, including but not limited to ideas and writings, inserted into a student's work without appropriate acknowledgement (including quotation marks and a source citation) is a grave offense and can lead to academic dismissal.
- See the academic policy on plagiarism/cheating in the Academic Catalog.

MISCELLANEOUS POLICIES AND SERVICES

LIKENESS RELEASE POLICY

Christian Life College reserves the right to photograph, record, and videotape students, faculty, staff, and guests while on property owned or leased by the College, during college-related functions, at functions using college-owned equipment, or at functions otherwise relevant to the academic and student life of the College. These images and audio may be used and edited by the College for promotional and educational purposes, in all forms of media, including but not limited to: use in college magazines, newsletters, press releases, brochures, advertisements, websites, and social media.

This right extends beyond the duration of the subject's enrollment or employment at the College and continues for the useful life of the content. If any student, employee, or guest's likeness is used contrary to their wishes, reasonable effort will be made by the College to accommodate their requests.

SIGN AND ADVERTISEMENT POLICY

The content of all signs and advertisements must be consistent with the College's identity and mission.

- In order to preserve the appearance of our campus buildings for both the College community and its visitors, postings are restricted to certain areas on campus: namely bulletin boards in the student lounge and other designated areas.
- Students should practice stewardship and remove the signs when no longer needed.

MEDIA USE POLICY

Christian Life College reserves the right to copy, display, publish, and distribute any projects created by the College's students for a college class or created using the College's equipment or facilities. These media projects include but are not limited to: film projects, screen tests, audio clips, photography, slideshow presentations, object models, and other multimedia files. By creating such content, the student retains the copyright over his or her creative material, while granting the College royalty-free license to display and distribute all or part of the projects for the purposes of promoting, recruiting, teaching, and informing. This right extends beyond the duration of the student's enrollment and continues for the useful life of the content.

MUSIC ARTS USE POLICY

Christian Life College reserves the right to copy, display, publish, distribute, or sell any projects created by the College's students for a college class or created using the College's equipment or facilities. These music arts projects include but are not limited to: instrumental scores, original songs and musical arrangements, lyrics, and melodies. By creating such content, the student retains the copyright over his or her creative material, while granting the College royalty-free license to display and distribute all or part of the music arts projects for the purposes of promoting, recruiting, teaching, informing, and sales. This right extends beyond the duration of the student's enrollment and continues for the useful life of the content.

HARASSMENT POLICY

The College, especially on the basis of sex, race, color, national origin, ancestry, age, disability, or any other legally protected status prohibits harassment of any kind. Harassment may include any verbal, written, graphic or physical

conduct that interferes with the person's work or academic performance, has the purpose or effect of interfering with the person's status or participation in a college course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

For purposes of applying this policy, sexual harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same or opposite gender.

Harassment is often defined by the person(s) receiving it. Inappropriate conduct may be harassment even if the individual did not intend to harass. The type of conduct, not the intent, is what is important. While it is not possible to list all conduct or circumstances that can be considered prohibited harassment the following are some examples:

- Any intentional and knowingly unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of a legally protected status;
- Implied or overt threats of physical violence, physical acts of aggression, threatening or intimidating conduct directed at another person because of any legally protected status;
- Demeaning jokes, taunting, racial slurs and derogatory names, innuendos or other negative or derogatory remarks relating to any legally protected status;
- Graffiti, slogans, markings, or visual displays, such as cartoons, drawings, posters or computer images, which depict slurs or derogatory sentiments or images;
- Unwelcome sexual advances, propositions, requests for sexual favors or other conduct of a sexual nature;
- References to sexual conduct, comments or inquiries about sexual activity or physical features;
- Physical interference with normal work or movement or unwelcome sexual touching;
- Criminal offenses directed at persons because of their legally protected status; and/or
- Promising or providing some favorable action or benefit if a person will submit to or tolerate prohibited harassing behavior.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

Sexual misconduct (or sexual offense) is a broad term encompassing any sexual behavior that was committed without effective consent. It includes but is not limited to: sexual assault, sexual battery, sex discrimination, and stalking.

Domestic, dating, or relationship violence is any physical, sexual, or psychologically abusive behaviors used by an individual against a partner or former partner in an intimate relationship.

During Orientation, new students are educated about sexual misconduct and relationship violence, including where to find the College's policies, bystander intervention, and how to report incidents.

Procedures to Follow in the Event of Sexual Misconduct or Relationship Violence Victims of sexual misconduct or relationship violence are encouraged to report the incident to any of the following:

- College President
- Campus Pastor
- Dean of Students
- Title IX Coordinator
- Any member of the faculty or staff

These individuals are required by law to report any knowledge of sexual misconduct, including sexual assault, to the College Title IX Coordinator (see below). If an individual becomes the victim of sexual assault, it is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. A victim has the option of reporting a sexual crime directly to the Stockton Police Department, or College personnel will assist the victim with this process upon request.

TITLE IX COORDINATOR

Christian Life College is required to designate at least one employee who is responsible for coordinating the school's compliance with Title IX. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities; the University's Title IX Coordinator oversees policies and procedures that apply to complaints alleging sex discrimination (including sexual harassment, sexual assault, and sexual violence) by employees, students or third parties, and addressing any patterns or systemic problems that arise during the review of such complaints. The College's Title IX coordinator is:

Tamara Fitzpatrick – tfitzpatrick@clc.edu

You may also contact the U.S. Department of Education Office for Civil Rights directly at: Office for Civil Rights, U.S. Department Of Education, 403 Maryland Ave., SW Washington, D.C.20202-1100 (202) 245-6800 1-800-421-3481 FAX: (202) 245-6840 TDD: (877) 521-2172 Email: ocr@ed.gov Web: <http://www.ed.gov/ocr>

TITLE IX INVESTIGATIONS AND THE DISCIPLINARY OR GRIEVANCE PROCESS

Complaints of sexual misconduct are governed by Title IX and are, therefore, investigated by the Title IX Coordinator. The adjudication of sexual misconduct or relationship violence cases involving a student complaint against another student shall follow the process outlined in Disciplinary Action Committee, unless otherwise outlined below. The adjudication of sexual misconduct cases or relationship violence involving a student complaint against a faculty or staff member shall follow the process outlined in Grievance Process, unless otherwise outlined below.

The Title IX Coordinator will investigate a complaint of sexual misconduct or relationship violence within 14 days of receiving the complaint. The degree to which a victim of sexual misconduct or relationship violence participates in the investigation and subsequent hearing will be up to the victim to decide; however, when a victim does not wish to be a part of the investigation, wishes to remain anonymous, or refuses to provide information to the Title IX Coordinator, the Title IX Coordinator may be prevented from doing a full investigation. The Title IX Coordinator will compile all evidence, including the testimony of various witnesses, into a report. The report will not contain findings of fact as to whether a violation of the sexual misconduct or relationship violence policy actually occurred; however, the Title IX Coordinator will decide whether there is sufficient evidence of sexual misconduct or relationship violence such that the complaint needs to go forward for a hearing by the either Executive Committee or Disciplinary Action Committee, as appropriate. If the Title IX Coordinator does not find there is sufficient evidence to proceed with the hearing, the victim may still request a hearing before the Executive Committee or Disciplinary Action Committee. The victim's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct or relationship violence.

The Title IX Coordinator may be called as a witness and may present evidence found during the course of the investigation, including the testimony of individuals interviewed during the investigation. Because the Executive Committee or Disciplinary Action Committee is the finder of fact, the Title IX Coordinator will not be asked whether the accused acted in violation of this policy, but the Title IX Coordinator may comment on inconsistencies found during the investigation and on the credibility of witnesses interviewed. The Executive Committee or Disciplinary Action Committee's determination, like all their decisions, shall be made on a preponderance of the evidence standard (i.e., on the basis of whether it is more likely than not that the violation occurred).

In cases involving sexual misconduct or relationship violence that are resolved through the Executive Committee or Disciplinary Action Committee process, within 24 hours of a decision, the Chairman of the Board or Committee will concurrently provide written notification of the decision and the process of appeal to the accused, the victim, and the Title IX Coordinator. If the case is heard on appeal, the College President will provide his decision to both the accused and victim concurrently and in writing.

Serious incidences of sexual misconduct or relationship violence will usually result in expulsion or termination of employment. Sanctions for less serious violations include: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, and suspension.

VICTIM SERVICES, ACCOMMODATIONS, AND CASE MANAGEMENT

The law requires "procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceedings, the result of any disciplinary action or appeal,

and helping the victim deal with academic difficulties that may arise because of the victimization and its impact." Case management will be provided by the Title IX Coordinator. The Title IX Coordinator will cooperate with others to provide effective protection of health and safety for the victim, assure strict confidentiality, initiate interim sanctions if appropriate, and maintain records.

Christian Life College will provide confidential counseling to students who are victims of sexual misconduct or relationship violence. In addition, the Title IX Coordinator can provide information and assistance regarding other off-campus resources for victims, such as judicial no-contact, restraining, and protective orders.

The College will change a victim's academic, living, transportation, and on-campus work situations upon request, regardless of whether the victim has reported to local law enforcement, provided such options are reasonably available. Possible accommodations include: revised class schedule, option for independent study, safety escort, or different apartment assignment. Requests should be made through the Title IX Coordinator or another Student Life administrator.

The Campus Sex Crimes Prevention Act requires the University to advise the campus community that information provided by the State of California concerning registered sex offenders may be obtained on-line at <http://www.meganslaw.ca.gov> or by contacting the Stockton Police Department, 22 E. Market St. Stockton, CA 95202, 209-937-8377.

DISCLOSURE TO VICTIM OF RESULT OF DISCIPLINARY HEARING

Christian Life College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Christian Life College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

GUIDANCE AND MENTORING SERVICE

The faculty members of the College are available for guidance. Students are encouraged to make use of this opportunity, as needed.

Appointments should be made with the appropriate faculty member who is responsible for the subject under discussion. If you are unsure as to whom you should speak, the college office staff can help determine the appropriate college faculty or staff member.

Specific concerns for which student often seek guidance include the following; loneliness and isolation; homesickness; parent/family conflict; difficulty in studying, concentrating or test taking; challenges in interpersonal relations and communication; educational/career concerns; health issues.

STUDENT DISCIPLINARY PROCEDURES

INFORMATION REGARDING STUDENT DISCIPLINARY PROCEDURES

Students are expected to take responsibility for their words, actions, and for any negligence in their behavior. Christian Life College has a system by which it resolves grievances and addresses the violation of rules and policies.

THE COLLEGE'S DISCIPLINARY AUTHORITY

If a student's behavior, on campus or off, is believed to have a detrimental effect on the College, on the surrounding community, or on the student himself/herself, the Dean of Students has the authority to call a hearing of the Disciplinary Action Committee. College disciplinary proceedings may be instituted against a student charged with conduct that violates both the criminal law and/or College regulations. College proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

ALLEGATIONS OF MISCONDUCT / COLLEGE RESPONSE

An allegation that a student has violated College rules, policies, or the rights of another student, may come to light in a number of ways. Any member of the College community may send a complaint in writing, alleging misconduct by a student or student organization, to the Dean of Students. After a complaint is received, the Dean of Students may

conduct an investigation to determine if the charges may have merit and/or if they can be disposed of by mutual consent. When charges may be satisfactorily disposed of by mutual consent, there shall be no subsequent proceedings.

The Dean of Students and/or the student life staff may also discover alleged misconduct through verbal reports, or through personal investigation. All allegations shall be taken seriously and investigated. Any charge should be submitted as soon as possible after the event takes place.

If the Dean of Students finds the accusation credible, the Dean of Students shall verbally inform the accused of the charges. The Dean of Students will inform the student of the seriousness of the allegations and explain the procedures of the Disciplinary Action Committee.

The Dean of Students shall inform the College President of the need for a disciplinary hearing. The Dean shall further investigate the alleged incident, document the facts, and collect testimony from witnesses as appropriate. A time shall be set for a hearing no more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the College President, in consultation with the Dean of Students.

THE DISCIPLINARY ACTION COMMITTEE

The Disciplinary Action Committee is appointed for a calendar year; however, the accused student may request that the Student Body President be present at the hearing. If the impartiality of a particular committee member is called into question, the Dean of Students may request that the member be replaced or excluded from the hearing. The College President shall decide whether to grant or deny such requests. At least four members of the Committee must be present during the hearing.

The Disciplinary Action Committee shall determine whether there is sufficient proof for the alleged misconduct, and whether the College should sanction the behavior. The Disciplinary Action Committee has the authority to interpret all rules and policies contained in the Student Handbook. The Disciplinary Action Committee's judiciary hearings shall proceed according to the following guidelines:

1. Hearings normally shall be conducted in private. Exceptions to this rule shall be made only with the permission of the Dean of Students and the College President.
2. Admission of any person to the hearing shall be at the discretion of the Chairperson of the Disciplinary Action Committee. The Chairperson is the Dean of Students or his/her designated appointee.
3. In hearings involving more than one accused student, the chairperson of the Disciplinary Action Committee may permit the hearings concerning each student to be conducted separately or together.
4. In the case of one student accusing another, both have the right to receive counsel. Students, whether complaining or accused, have the responsibility for presenting their own information to the Disciplinary Action Committee and, therefore, advisors are permitted to speak or intervene only at the discretion of the chairperson.
5. All parties involved, including the Disciplinary Action Committee itself, shall each have the privilege of presenting witnesses, or suggesting questions to be asked. At least 24 hours prior to the hearing, students must submit to the Dean of Students in writing the names of any witnesses they intend to present.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the Disciplinary Action Committee.
7. All procedural questions are subject to the final decision of the chairperson of the Disciplinary Action Committee. Rules of evidence and procedure, such as those that apply in civil or criminal courts, do not apply to College disciplinary hearings.
8. After the hearing, the Disciplinary Action Committee shall determine by unanimous vote whether the student has violated a section of the student code that the student is charged with violating. The determination will be presented to the accused student in writing within 3 days of the hearing.

9. The Disciplinary Action Committee's determination, like all discipline decisions, shall be made on the basis of whether it is more likely than not that the accused student violated the student code. The Committee is not bound to determine guilt "beyond a reasonable doubt," as in criminal court.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before the Disciplinary Action Committee. The record shall be the property of the College.
11. If the case involves an allegation of sexual misconduct and the Dean of Students is serving as the Title IX Coordinator, the College President or his/her designee shall appoint an alternative member to the Committee from among the College faculty or administration.

APPEALS PROCESS

Decisions made by a Disciplinary Action Committee shall be final, subject to a limited appeal process. An appeal may only be made if the student believes that the Committee did not follow its own commitment to a fair proceeding. If this is the case, the student may compose a written plea to the College President within two school days of the verdict. It is up to the College President to review the hearing and decide whether a new Disciplinary Action Committee should be constructed to investigate the case for a second time.

The College President shall determine whether the original hearing was conducted fairly in light of the charges and the information presented, and in conformity with procedures prescribed by the College giving the complaining party a reasonable opportunity to prepare and present information that Christian Life College regulations were violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations. The College President's decision will be presented to the accused student in writing within 3 days of the appeal.

DISCIPLINARY SANCTIONS

The Disciplinary Action Committee shall determine what sanctions, if any, shall be imposed upon a student who fails to abide by College regulations. Sanctions may include, but are not limited to: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, suspension, temporary expulsion, permanent expulsion. Sanctions for students found guilty of academic dishonesty may include but not be limited to zero credit for the assignment or test, a failing grade in the course, or expulsion from the College.

PRUDENCE, DISCIPLINE & RESPONSIBILITY

Students are expected to exercise good judgment and common sense, as well as supernatural prudence and discernment. Best practices include:

- Reflect on the appropriateness of appearance, language, and behavior in the classroom, church & chapel services, in common areas, and in student housing.
- Avoid activities that may undermine the practice of virtue, degrade the dignity of the person, give scandal/offense to others, or tempt you/others to sin. For example; don't post things foolishly on Social Media.
- Ask for help right away when you are experiencing confusion, conflict, or poor academic performance.
- Communicate with your roommates and keep them appropriately informed of your whereabouts.
- Observe all public safety policies and procedures.
- Participate in clubs and other sponsored activities and events.
- Foster healthy, open friendships with male and female students. Reach out to students who seem lonely.

Immediately contact the student life staff if you observe any person or thing that disturbs the peace or threatens public safety.

RE-ADMISSION OF A DISMISSED STUDENT

The process of re-admission for a dismissed student who desires to matriculate following the determined period of absence from the college is as follows:

File a completed *Petition for Re-Admission* with the Disciplinary Action Committee or Student Life Committee. Upon receipt of the petition the appropriate committee will make a ruling on the petitioned request to re-enroll.

If approved, the student will be expected to go through the full enrollment process as a returning student through the Admissions Department. Probationary period may apply to re-admission of dismissed students.

STUDENT COMPLAINTS AND CONCERNS

STUDENT GRIEVANCE PROCEDURES

Students are protected against any unreasonable, unlawful, false, malicious, and inappropriate behavior by faculty, staff, or any official of the College.

Formal grievances must be filed as soon as possible following the alleged violation, or from the time that the student learns of the basis of the grievance. Students should meet with the Dean of Students regarding the complaint/grievance prior to starting the process. Student grievances commonly fall into one of three categories: Academic, Non-Academic, and Discriminatory.

ACADEMIC GRIEVANCES:

When the student believes that a grade for any course is in error, he/she should contact the Academic Dean.

NON-ACADEMIC GRIEVANCES:

Non-academic grievances must also be pursued according to procedure. Such grievances include, but are not limited to:

- Any act or threat of intimidation or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy.

GRIEVANCES ALLEGING DISCRIMINATION:

Students wishing to file complaints alleging discrimination on the basis of race, religion, age, gender, color, physical disability, mental disability or any other category of unlawful discrimination should contact the College President.

GRIEVANCE PROCEDURE –LEVEL I (INFORMAL)

Any student who believes an injustice has occurred against him/her should try to resolve the problem through an informal conversation with the Instructor, staff member, or college official involved before filing a formal grievance.

If the student finds no resolution after these informal meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the Dean of Students. If the Dean of Students is unable to assist the student in resolving the issue satisfactorily, the student may take the grievance to the next level.

(Note: if the grievance involves the Dean of Students, the student shall follow the subsequent procedures with the help of the College President.)

In cases involving sex discrimination (including sexual harassment), students may withdraw from the informal grievance process at any point and proceed to Level II (Formal). In cases involving sexual assault, domestic or relationship violence, or stalking, the informal grievance process is not appropriate and the complaint will proceed directly to Level II (Formal).

GRIEVANCE PROCEDURE –LEVEL II (FORMAL)

After meeting with the Dean of Students and still finding no resolution to the issue, the student shall complete a "Statement of Grievance," containing their name, the name of the accused, a brief summary of the complaint (including all significant dates, locations and circumstances related to the incidents in question), and documentation of the failed attempts to resolve the issue informally. Copies of any additional evidence may be attached to the statement. The "Statement of Grievance" must be submitted within 14 days of the meeting with the Dean of

Students to the College President. Once filed, the College will take the following actions:

1. The Dean of Students shall inform the aggrieved student of the procedures, and of their associated rights and responsibilities.
2. The accused faculty/staff member shall receive a copy of the "Statement of Grievance" from the Dean of Student's Office within 14 days.
3. The accused will have 14 days to respond in writing. The accused has the right to ask other any other member of the College community to serve as an advisor.
4. Both the aggrieved student and the accused may solicit documentation from other persons to support their positions.
5. Once the Dean of Students receives the response of the accused, he shall forward all documents to the College President, who appoints a Grievance Review Committee and Chair.
6. This Grievance Review Committee will make one of the following determinations within 2 days:
 - a. The complaint of the student is not grievable.
 - b. There is insufficient evidence to warrant further action.
 - c. The case should proceed to formal action, Level III.
7. The Grievance Review Committee shall make a written report of its determination, which shall be sent to the aggrieved student, the accused, and the President of the college within 2 days.
8. Naturally, the accused will not be assigned to either of the two Grievance Committees.

GRIEVANCE PROCEDURE –LEVEL III (GRIEVANCE HEARING)

If the Grievance Review Committee determines that further action is warranted, the following actions shall be taken:

1. The College President will appoint the Grievance Hearing Committee, which must commence deliberations within 5 days of the report from the Grievance Review Committee.
2. The College President shall send confidential packets to the members of the Grievance Hearing Committee prior to the hearing.
3. The Grievance Hearing Committee will normally be comprised of the following, at the discretion of the College President: (The College President will appoint the Chair to this committee)
 - a. Dean of Students
 - b. Academic Dean
 - c. A member of the Student Life Committee
 - d. Two administrators, usually the Director of Admissions and CFO
4. The grievant and the defendant shall be present to answer questions at the hearing. The grievant may have an advisor. The defendant also has the right to be accompanied by an advisor in the formal grievance hearing.
5. The hearing shall be closed to the public. There shall be a single verbatim record, such as a tape recording, of the entire hearing. The record shall be the property of the College.
6. Once the hearing is convened, the Chair will state the purpose, process, and guidelines.
7. The grievant will then be allowed to make a statement specific to the grievance and the requested outcome.
8. Next, the defendant is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
9. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Hearing Committee. No new charges shall be admitted for consideration.
10. The members of the Grievance Hearing Committee may then ask questions specific to the case. Discussion, clarification and additional comments are allowed.
11. When the Chair determines that the committee has all the necessary testimony and information it needs, he/she calls for a recess as the members deliberate and come to a decision. The grievant and the defendant may be excused.
12. In cases involving sexual discrimination, including sexual assault, domestic or relationship violence, or stalking, the victim need not be physically present. The victim may choose to participate in the hearing through the means of technology from an off-site location or at the hearing location separated from the

accused by a barrier. The victim's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct.

13. The Grievance Hearing Committee will assess whether to reject or support the grievance using a preponderance of the evidence standard. The Grievance Hearing Committee will deliver one of the following decisions within 2 days:
 - a. To reject the grievance and deny the requested outcome.
 - b. To support the grievance and approve the requested outcome.
 - c. To support the grievance and approve a revised outcome.
14. Within 24 hours of a decision from the Grievance Hearing Committee, the Chair will concurrently provide written notification of the decision and the process of appeal to the grievant, and the defendant.

APPEAL PROCESS –LEVEL I (COLLEGE PRESIDENT)

If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the College President. Such an appeal must be submitted in writing within 14 days of the decision. The College President has 14 days to respond to the appeal. The College President will present his/her decision to both parties concurrently and in writing.

APPEAL PROCESS –LEVEL II (BOARD OF DIRECTORS)

If either party is dissatisfied with the decision of the College President, an appeal may be submitted to the Board of Directors through the College President. Such an appeal must be submitted to the College President by certified mail within 14 days of notification of the decision regarding the first appeal. The Board of Directors shall have two consecutive Board business meetings to review the appeal before making a final decision. The Board of Directors may not overturn the College President's decision without reviewing a transcript of the hearing. The Board will present its decision to the original grievant, defendant, and the College President concurrently and in writing. The decision of the Board of Directors completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board's decision shall be kept on file in the College President's office.

TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual agreement by all parties.

CONCLUSION

All Students are required to accept the following policies and agree to be bound thereby upon admission, readmission, or continued enrollment with the College.
Students are bound to follow all of the College's policies and procedures contained in the Student Handbook.
