

# VALOR CHRISTIAN COLLEGE



STUDENT HANDBOOK  
2021 – 2022

COLUMBUS, OHIO

Valor Christian College has prepared this Student Handbook on the basis of the best information available at the time of printing. Information contained in this Handbook is subject to change without notice or obligation.

Valor Christian College is a Christian educational ministry that admits students without regard to race, color, gender, nationality or ethnic origin.

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## WELCOME FROM OUR PRESIDENT

These are exciting days! The kingdom of heaven is advancing powerfully, and Valor Christian College is positioned to faithfully serve what God is doing in the earth.

**Our faculty and staff** are academically qualified, practically equipped and spiritually committed. They all are fulfilling their calling with great skill, a heart of service and a spirit of excellence.

**Our students** are passionately devoted to Jesus and to His call upon their lives. They are thriving in this environment where education, spiritual impartation and practical ministry application are held as core values.

**Our alumni** are the proof of Valor's effectiveness. They serve throughout the world in various spheres of influence as pastors, church planters, missionaries, evangelists, music ministers, educators, media innovators and business leaders.

I am convinced that Valor Christian College is a place that God has raised up to empower students as part of a rising generation of revivalists—men and women through whom He will ignite the next Great Awakening.

Do these words resonate with your spirit? If so, then perhaps Valor is the place for you!

To God be the glory,



Kenneth Grunden, D.R.E., M.Ed.  
President  
Valor Christian College



## MISSION

Valor Christian College is a biblically based community of higher learning, called to educate and equip Christian leaders in academic excellence, moral integrity, spiritual intensity and physical purity, to be agents of change and models of character, and to serve Christ professionally in the advancement of His kingdom.

## VISION

To be an internationally recognized, undergraduate Pentecostal and Evangelical center of academic excellence and resource for World Harvest Church, City Harvest Network and other Pentecostal and Evangelical churches to educate and train effective, Spirit-filled leaders who will change the world for Christ.

## GOALS

Valor Christian College offers a solid post-secondary education to Christian ministers and lay workers. The College provides learning in a Pentecostal community that welcomes and includes students from various parts of the body of Christ—both denominational and non-denominational. Valor believes academic success and spiritual maturity are shared responsibilities between the student and the College.

To this end, Valor's goals enable the institution to fulfill its mission by:

1. Cultivating a community of learning centered on the presence of Christ and the authority of Scripture.
2. Providing high-quality educational programs and curricula leading to an associate degree and the equipping of students for professional Christian service.
3. Integrating the intellectual and experiential aspects of spiritual formation and ministry development.
4. Facilitating opportunities for students to study the Scriptures in a collegiate setting and to make an application in contemporary contexts.
5. Discipling students in a transformative culture of integrity and purity, equipping them to become models of Christian character.
6. Immersing students in a culture of spiritual intensity for the purpose of empowering them for Christian life and mission.
7. Offering a strong core of general education courses to increase students' knowledge of the world in which they minister.
8. Equipping students for affecting change in every sector of society through the demonstration and advancement of God's kingdom in the earth.
9. Resourcing students, alumni, churches and marketplace leaders for ministry, authentic evangelism, Christian education, and cultural transformation.
10. Promoting and modeling the importance of continuing education for the purpose of personal growth, vocational development and establishing of a lifestyle of life-long learning.

## CORE VALUES

Our vision flows from the organizational core values and our church fellowship's doctrinal statement. The administration, faculty, staff, and board have developed the following value statements. At Valor Christian College we value:

### Excellence

**Excellence and Personal Professionalism.** We believe the pursuit of excellence motivates us to be better citizens and competent professionals.

### Integrity

**Integrity before God and Man.** We believe God is sovereign in the affairs of humankind, and we are accountable to Him for our actions and attitudes. We believe that we must be respectful of the people with whom we work and live, as we strive to be good, responsible citizens.

### Learning

**Personal Growth.** We believe it strengthens and develops us to be lifelong learners in pursuit of excellence in education and practical experience in life and ministry.

### Servanthood

**A Servant's Heart.** We believe we are called to care about individuals, understand they are created by God in His image, and strive to meet their spiritual and physical needs.

### Stewardship

**Careful Stewardship of Our Resources.** We believe everything we have comes from God, and we need to use what we are given to fulfill the vision of the College and to maximize our God-given resources.

### Teamwork

**Teamwork and Clear Communication.** We believe teamwork and clear communication build unity of purpose and enable us to do more together than we could individually.

### Vision

**A Clearly Defined Vision.** We believe a clearly defined vision focused on the future, faithful to our founding principles and strategic in its approach will result in the fulfillment of our mission.

# STUDENT LIFE

## Vision

Student Life cultivates dynamic environments that build character, foster a biblically-based community and enhance academic excellence, moral integrity, and physical purity.

## Mission

Student Life provides outcome-oriented, quality learning opportunities by:

- ❑ Providing programs, support services, and tools for learning;
- ❑ Fostering a sense of a biblically-based community on campus;
- ❑ Promoting and empowering student leaders;
- ❑ Inspiring students to do/be more academically, spiritually, and morally;
- ❑ Creating opportunities for personal life and growth, leadership development and exploring ways to be agents of change in society;
- ❑ Encouraging church and civic responsibility;
- ❑ Building diverse, inclusive communities and modeling appreciation of differences;
- ❑ Leading by example and modeling lives of physical purity and behaviors.

## Purpose

Student Life provides opportunities for students to develop academically, personally, and socially by offering co/extra-curricular activities, ministry outreaches, programs and services.

## GENERAL INFORMATION

It is expected that the individual who voluntarily joins the Christian academic community at Valor Christian College will, with God's help:

- Deepen their spiritual commitment and understanding by means of the Christian activities and educational opportunities available both on campus and in the local church;
- Develop their intellectual and creative powers by thorough academic work, studying the broad range of human opinion and ideals without engaging in the whole range of human behavior;
- Participate constructively in the life of the College and civic community, observing its rules and laws, doing whatever they can to help achieve the goals of both.

## Location

Valor Christian College is located on a beautifully landscaped campus in southeastern Columbus. The 137-acre campus borders modern athletic fields and Jack Johnson Stadium. The campus includes several buildings which house administrative and faculty offices, classrooms, gymnasiums and two residential halls. Several beautiful Columbus Metro Parks are also located nearby.

## Administration Offices

The Administrative Offices are located in Canfield Hall and are open for school related business from 8:00 a.m. to 5:00 p.m., Monday through Friday. Students entering the administrative suite must remain quiet until the Valor Christian College receptionist can assist them. Students conducting school-related business between or during classes will not be considered excused from their class and will be counted tardy if they are unable to return to class on time. We recommend that students email or fill out a Student Message/Request form. This will be given to the appropriate person and a response will be given within two school days.

## Daily Schedule

The academic year at Valor Christian College is arranged in two semesters, beginning in August and ending in May. Courses are taught Monday through Friday. Chapel is held every Thursday from 10:00 a.m. to noon.

Regular and punctual attendance for classes, chapel, and special meetings is essential for the satisfactory completion of the program of study at Valor Christian College. All students are expected to attend all classes, complete all assigned work and take all required examinations.

Students should not commit themselves to work or other responsibilities without allowing ample time after dismissal of classes or chapel for travel, lunch, etc. Students must also recognize and plan for their need of personal devotional time, prayer, reading and meditation in the Word of God, as well as study time for course work.



## Identification Badges

All students will be issued a Valor Christian College ID badge with their name and photograph which will give them access to the Valor Christian College buildings. All students must wear their valid ID badges visibly on their person at all times when on the Valor Christian College campus for class, during school functions, and at World Harvest Church. Students must present a valid ID badge to check out library materials or to use the computer lab. The ID badge also is used by student workers to record their time worked. Should the ID badge card be lost, misplaced or damaged, new ones will be issued at cost of \$50.00.

## Visitors

Valor Christian College is open to visitors based on the following guidelines:

1. Visitors must notify the Admissions Office one week prior to a campus visit;
2. Upon arrival, visitors must register with the receptionist at the main entrance on the east end of the Administration Building (Canfield Hall) for a visitor's badge prior to attending any classes. Each visitor must provide their name, address, and telephone number;
3. Visitors must wear a visitor's badge at all times while on campus;
4. Visitors are limited to three visitation days per academic year;
5. Visitors must return the visitor's badge to the Administrative Office upon departure from the Campus;

## Licensing and Ordination

Valor Christian College believes that licensing and ordination are functions of the local church, not a Bible college. No student graduating from Valor Christian College will be ordained or licensed without the approval of the appropriate credentialing agency of the denomination or church. Students may contact the City Harvest Network office at (614) 382-1135 for more information.

## Student Records

The permanent file of each student is maintained under the direction of the Registrar's Office. All documents are the property of Valor Christian College. No transcript will be released while the student has an unpaid balance owed to Valor Christian College. Transcripts will be released to the student and to third parties only upon receipt of a completed transcript request form and appropriate fees from the student. The student and any other entity outside the Valor Christian College Administration will not be granted access to, or information from, any student's permanent file, without that student's written permission. Some exceptions are made when the student receives veteran's educational benefits or is an international student. The Veterans' Administration and the U.S. Department of Homeland Security grant privileges based on access to certain information which proves that the student is meeting the requirements set forth by these organizations.

## Change of Address

Students who have a change of address, email address, telephone number or employment are required to update their Populi account within five school days of the effective date of the change.

## **Inclement Weather**

College classes are rarely cancelled due to inclement weather. However, both faculty and students are encouraged to use good judgment in the event of truly hazardous traffic conditions and avoid risk to either life or property. Populi is the official way in which Valor Christian College Administration will contact all current students with school announcements posted throughout the semester. Students are encouraged to check Populi daily to stay abreast of Valor Christian College/WHC news. In the event that college-wide class cancellations become necessary, such notice is initiated by the President or you should receive a notice via Populi, email or text by 6:30 a.m. if classes are cancelled or delayed.

## **Special Needs**

Because of special needs due to pregnancy, we require that all students who are pregnant at the time of enrollment advise the Academic Office immediately to discuss arrangements for completion of course work.

It is advisable to postpone plans of a special nature (i.e., weddings, vacations, ministry trips, etc.) until after graduation to insure the preparation process God is taking the student through will not be interrupted. Students who are enlisted in the Armed Forces Reserves at the time of enrollment are asked to notify the Registrar at registration.

## **Employment and Housing**

All students are responsible for securing and maintaining appropriate employment. Columbus and the surrounding areas are experiencing economic growth and development, resulting in a wide variety of housing and employment opportunities.

Separate Residence Halls are provided for single male and female students without dependents. Campus housing is required for non-commuting, single freshmen, age 18 and under. Space is limited; therefore, residency is assigned on a first-paid basis. For more information, contact the Admissions office or Finance office. Out-of-state accepted students may contact the Director of Student Housing for helpful relocation information and materials.

# STUDENT VEHICLES AND DRIVING

## Vehicle Registration

Temporary Ohio residents are not required to maintain a valid Ohio driver's license. However, any student operating a motor vehicle must maintain a valid driver's license and motor vehicle registration in accordance with the laws of their original state of permanent residence.

A student who establishes permanent residence in Ohio is required to obtain an Ohio driver's license and Ohio vehicle registration within thirty (30) days of establishing permanent residence.

To obtain further information regarding Ohio driving laws, drivers' licenses or motor vehicle registration requirements, contact the Ohio State Highway Patrol Communications Center at (614) 466-2660.

Ohio law requires all motor vehicle owners to carry liability insurance. Valor Christian College students who own and/or operate a motor vehicle in Ohio are required to maintain automobile liability insurance coverage that meets or exceeds statutory limits.

## Parking Regulations

Parking on Valor Christian College property is by permit only. Students who park on Valor Christian College or WHC property must purchase a parking permit for the year. Students are fully responsible for following these guidelines. Violators are subject to a parking citation and/or towing at the student's expense.

### Parking Permits

Parking permits can be purchased at Registration or at the Finance Office. Students must present a valid driver's license, original documentation proving current liability insurance on the vehicle, a receipt from the Finance Office showing the paid parking permit fee and a completed vehicle registration form to obtain a parking permit. All permits must be placed inside of the right rear (driver's side) window. Failure to display a valid parking permit will result in a \$50.00 fine.

Students who withdraw from classes or are dismissed must remove their parking permit since it is no longer valid. Vehicles may be ticketed or towed if parking permits are not properly displayed on the vehicle.

### Handicap Parking

Students shall not park in a handicap parking space unless an authorized state handicap placard has been issued to the vehicle, a handicap parking permit has been issued from Valor Christian College or the vehicle displays special handicap license plates. Please note: The placard must be displayed in the left corner of the windshield or on the rear-view mirror.

Students who transport other physically handicapped students may not park in the handicap parking area unless a handicap placard is displayed in the left corner of the windshield or the vehicle displays a special handicap license plate.

**Inoperable Vehicles**

Inoperable vehicles shall not be left parked at Valor Christian College or WHC without permission from The Security Department. After The Security Department has been notified, the vehicle must be removed within five school days. After five days, a \$5.00 per day fine will be imposed.

**Loaned Vehicles**

Students are strongly discouraged from loaning or borrowing vehicles. The Dean of Students' Office will not become involved resolving disputes regarding loaned or borrowed vehicles.

**Obstructing Vehicles**

Vehicles blocking the movement of other vehicles, vehicles taking two or more parking spaces or vehicles parked blocking driveways or fire escape routes will be subject to a parking citation or towing at the student's expense.

**Overnight Parking**

No vehicle shall be left parked in the Valor Christian College parking lot past 10:00 p.m. unless given permission from The Security Department.

**Proper Parking**

Vehicles must be parked between the white lines. Students must park in the student assigned parking areas only at Valor Christian College, as well as at the Residence Halls.

Vehicles may not be parked along the yellow curb (fire lane) in front of or adjacent to the Residence Halls at any time. This will result in a \$50.00 fine. No students are to park in designated visitor parking spaces located south of Canfield Hall, Cunningham Hall, Jude Hall or the main complex. Also, no student is to park in the area designated as Faculty/Staff parking or on the curb adjacent to the Library entrance. Failure to comply with the rules of proper parking will result in a \$50.00 parking citation being issued.

**Parking/Traffic Violations**

All traffic and parking violations will result in a \$50.00 fine. Fines will be automatically charged to the students' account. Accumulation of three moving citations, four parking citations or one overdue citation fine may result in driving privileges and/or parking privileges on Valor Christian College property being revoked.

**Speeding and Reckless Driving**

The speed limit on the property of Valor Christian College or WHC is 10 mph. Reckless operation of a vehicle consists of power displays (peeling/smoking tires), failure to control vehicle, running stop signs or endangering life or property and are subject to a traffic citation, a \$50.00 fine and/or revoking driving privileges on the property. The speed limit on Gender Rd. is 50 mph.

Observe all reserved parking signs at all times. A \$5.00 fine will be issued to Students who park in a marked reserved parking space.

Please Note: The speed limit is 10 mph when driving on the Gender Road campus, especially near the playground area adjacent to the Residence Halls. This speed limit is strictly enforced. Observe all "Reserved Parking" signs at all times. A \$50.00 fine will be issued to students who park in a marked Reserved Parking space.

## Transfer or Misuse of Parking Permit

Students shall not transfer their parking permit to another student's vehicle at any time, nor shall a parking permit be transferred to any other vehicle in the owner's family or to any other vehicle.

Students who purchase another vehicle or start driving another vehicle to school must present proof of current liability insurance and purchase a new parking permit for any vehicle driven. The insurance must show the change to the vehicle the student has purchased or is planning to drive before a parking permit will be issued. There is no grace period for changing insurance and providing proof of the same. If a student's vehicle breaks down and/or they are driving a rental or a borrowed vehicle, it is the student's responsibility to notify the Valor Christian College Finance Office and pick up a temporary permit to be displayed in the vehicle windshield each day. Failure to follow this procedure may result in the issuance of a citation.

Students must have the temporary permit dated and timed each day or a citation will be issued. There is a five school day limit for the use of temporary permits. For anything over five school days (such as mechanical or collision repair) students are required to submit documentation to The Security Department from the company in possession of the vehicle. The letter should state when the vehicle will be released.

## Security Department

The Security Department is available to assist students at the Security office at the main church building. To contact The Security Department for an incident report, accident report or other non-emergency security matters call (614) 325-6596 and ask for The Security Department. ALL parking and speeding violation appeals MUST be settled with the Chief of Security, NOT the Dean of Students. An Officer is on duty from 7:00 am to 10:00 pm, Monday through Friday and 7:00 am to 8:00 pm on Saturday and Sunday.

**NOTE: All vehicle accidents on private property or a roadway should have a police report taken by the police agency having jurisdiction where the accident occurred.**

Students should first call 911 before calling the security department when any situation:

- May be life threatening;
- Has potential for bodily injury;
- Involves smoke or fire;
- May cause property damage to private property or other private ministry property.

Suspicious persons and/or vehicles should be immediately reported to the security department. Students needing a security escort when coming in at night should call (614) 325-6596 for assistance.

## MINISTRY SERVICE

Valor Christian College provides each student with hands on ministry opportunities. Students will learn valuable insights while training in the various departments of World Harvest Church. Nothing is more rewarding or educational than becoming actively involved in a dynamic New Testament church.

Valor Christian College students are required to participate in the Ministry Formation program during the one year certificate and two year degree programs, and to report attendance on a weekly basis.

Each student must serve a minimum of five hours per week throughout the semester (two hours can be in church). The student will have the opportunity to choose or be assigned an area of service at the beginning of each semester.

## Outside Ministry Policy

Before engaging in ministry activities away from Valor Christian College, or World Harvest Church, students must obtain approval from the Dean of Students. An "Absence for Ministry" form is available from the Valor Christian College administration office. This form must be completed at least two weeks prior to the requested ministry event.

## Mission Trips

Private mission trips undertaken by individual students, either through other organizations or on their own, will not be endorsed by Valor Christian College. Funds for private mission trips must be collected outside of the student body of Valor Christian College and church body of World Harvest Church.

## Ministry Opportunities

### Just Cause Plus

Valor Christian College provides each student with additional hands on ministry opportunities through Just Cause Plus. Just Cause Plus is a distinctive group within Valor Christian College, and this group of students will be the heart and pulse of service. Just Cause Plus members will have the opportunity to be involved in outreaches such as nursing homes, women's shelters, youth prisons, prisons, homeless shelters, OSU outreaches, etc. Valor Christian College expects added experience will cultivate their gifts and talents as they serve the Lord Jesus Christ.

### Student Government Association

Valor Christian College students are given the opportunity to be involved with the Student Government Association (SGA). SGA is a wonderful opportunity to provide leadership and plan fun events for your peers as a student at Valor Christian College. You will also have the chance to learn how to plan for both small and large events in the areas of decorating, menus, shopping, marketing, and meetings.

**Student Ministry Activities**

Legacy Dance Team and Chapel Band/Praise Teams are a select group of Valor Christian College students who minister with their anointed ministry of song, rap, dance, and drama. At the beginning of each semester, Legacy, Chapel Band, and Praise Teams tryouts are held. Members are selected through tryouts and personal interviews. All students participating in Legacy, Chapel Band/Praise Teams, outreach ministries, ministry teams, and all other extracurricular activities, must maintain a 2.0 GPA to participate.

**Family Life**

The Valor Christian College Student Government will work to provide a variety of recreational and social events for all enrolled students. Included, but not limited to, sporting events, weight room, open gyms, karaoke, and special events. Valor Christian College will work with the Family Life Department to provide additional activities such as co-ed volleyball, basketball, dodge ball, soccer and softball.

**Breakthrough Prayer Lines**

Students get the opportunity to serve on the Breakthrough Prayer Lines during the school year. Information and special training sessions will be announced schedule at the start of each semester.

**Prayer Meeting**

A student gathering in apartments or other places off campus for the purpose of conducting a prayer meeting or teaching session without the attendance of a Valor Christian College faculty member is strictly prohibited. The Breakthrough Prayer Line is available to students 24 hours a day, 7 days a week for the prayer of agreement for a specific need. Students who need prayer on campus or in a chapel service should seek a faculty member instead of other students to pray with them.

# STUDENT RIGHT TO KNOW

## Description

The Admissions Office, Finance Office and the Office of the President, work together to assure the necessary information provided in the policy is communicated to current and perspective students at Valor Christian College. The Financial Aid Office is responsible for reviewing and updating the information listed in this policy. The policy is located in the Federal Student Aid Manual of Valor Christian College under Section 3.

## Student Requests

The President of Valor Christian College designates the Financial Aid Office, the Admissions Office, Director of Enrollment, Office of the Dean of Students and the Registrar's Office with the authority to provide students with requested information concerning financial assistance, general questions regarding the school, graduation and completion rates, crime statistics and policies/procedures for the security office. All offices work together to assure there is at least one capable individual available on campus, Monday-Friday from 8 am – 5 pm to provide this information to students when requested.

## Distribution of Disclosure

Valor Christian College agrees to annually send relevant disclosures to enrolled students regarding consumer information and how it may be accessed. Valor Christian College agrees to distribute the information required, via U.S. Postal mail, and or via electronic mail, to enrolled students. Below is an outline of topics which may be addressed in the disclosure statements sent to current students requesting information:

- Annual reports and statements regarding campus security and fire safety;
- General disclosures for enrolled and prospective students;
- Reports regarding the athletic program participation rates and financial support;
- Information regarding the Family Educational Rights and Privacy Act of 1974.

To satisfy the reporting of general disclosures to the student body at Valor Christian College, the College agrees to utilize the internet and or email to send reports and disclosures to students annually. When communicating by electronic means, the College will include in the annual notice, pertinent information, and a specific electronic address in which the actual disclosure is found.

## General Disclosures

Valor Christian College agrees to inform all students regarding the following disclosures by publishing them and making them easy and available for students to access. Those disclosures include:

### General Disclosure 1

#### **Federal, State, Local, Private and Institutional Financial Assistance Program Disclosures**

Valor Christian College must outline specific procedures regarding how students are to apply and how they become eligible to receive financial assistance. Furthermore, the College makes available the necessary forms in which a student is to use to apply for the perspective federal, state, local, private or institutional financial assistance programs. In addition, the College must state the requirements of each financial assistance



program, along with the specific criteria for selecting students and determining student awards.

### **General Disclosure 2**

#### **The Rights and Responsibilities of Students Receiving Financial Assistance**

Valor Christian College will assure that the following items are communicated to students below regarding their rights and responsibilities when receiving financial assistance from the College:

- Specific rules and regulations regarding each program so the student is aware of what the requirements are to maintain their eligibility;
- The requirements for all students to maintain satisfactory academic progress (SAP) and explain how a student who has failed to meet SAP can re-establish their eligibility;
- Explain how financial assistance is disbursed and the time frame in which each student can anticipate their disbursement;
- Post how Pell-eligible students can purchase required books and supplies upon the seventh day of the pay period and include details regarding how a student may opt not to utilize this privilege;
- State the exact term of loans offered by the school and include a sample of a loan repayment schedule; include the obligations each student has to pay their loan back;
- Include the general terms that apply to student employees in regard to their financial assistance packages;
- Specific information regarding the terms and conditions of loans dispersed to students under the Direct Loan/Perkins Loan Program;
- Include information regarding the importance of exit counseling and how it is completed.

### **General Disclosure 3**

#### **Academic Program, Building and Cost Information**

Valor Christian College will assure that the following disclosures are communicated to all students:

- Include up to date information regarding all available degree programs;
- Any updates regarding additional facilities;
- A list of the school's faculty, adjunct instructors and other instructors;
- If applicable, include plans to change or improve current programs;
- Include the total cost of tuition, fees, room and board, meal plan, additional costs of programs and the estimated costs of transportation;
- The process of withdrawing from the College, receiving refunds and instances in which Title IV aid is returned;
- Include the student refund policy;
- Information regarding accreditation and licensure;
- Include information regarding the available services that are offered to students with disabilities;
- Include the transfer credit guidelines;
- How they can request information regarding the College;
- Inform students of the outcome regarding copyright infringement.

**Graduation Rates**

Valor Christian College prepares annual graduation rates of certificate and degree-seeking first-time and full-time undergraduate students. When calculating the graduation rates, the College includes calculations for students who have graduated by the end of the 12 month period ending in July 31 during which 150 percent of the normal time for graduation from their perspective program has lapsed. Information regarding the calculation of completion graduation rates can be found in federal regulation 668.45.

**Transfer Rates**

Valor Christian College will calculate the transfer rates of all certificate and degree-seeking first-time and full-time undergraduate students by calculating the number of students that have transferred out of the College by the end of the 12-month period ending July 31 during which 150 percent of the normal time for graduation from their perspective program has lapsed. Transfer students are students who have not actually graduated from a perspective program at Valor Christian College; however, they have chosen to enroll in another eligible program at another institution of higher education. Valor Christian College operates in semester hours, the College is required to base its graduation, retention rates and transfer calculations based on the number of full-time, first-time degree and certificate or degree seeking undergraduate students who enter the College during the fall term of each year. As long as a student enrolls by the end of the drop/add period, they can be considered in the reporting data as outlined in federal regulation 668.41(a). Furthermore, the College will consider each student who is enrolled for a minimal of 15 days of a program that is held for one year in length and for 30 days in a program which is over one year in length.

**Reporting Graduation and Retention Rates**

Valor Christian College agrees to make graduation and transfer rates available upon request. Graduation rates are to be separated by gender, major, racial/ethnic groups, recipients of the Federal Pell Grant, recipients of the Federal Direct Loan, non-Federal Pell grant recipients and non-Federal Direct loan recipients. However, the separation is only made when the student body is large enough for such purpose, if the student body is too small to disclose such information without identifying personal information about an individual, the College shall report with complete confidentiality.

**Exceptions to the Rules**

In an instance that there are students who have left to serve in the armed forces, church missions, a foreign aid service of the Federal government, or are completely disabled or diseased, they are not counted in the calculations of graduation or transfer rates. If the amount of these students represent 20 percent or more of the certificate/degree seeking, first time, full time undergraduate students, the College will calculate the graduation rates by adding to the 150 percent time-frame in which the students would normally have in order to graduation. In a situation in which students who have left to serve in one of the perspective areas as stated represent 20% or more of the certificate or degree seeking, full time, first-time, undergraduate students at the College, the school will recalculate the graduation rates of those student by adding to the 150 percent period that they normally have to graduate.

**Retention Rates**

Valor Christian College agrees to make the schools retention rates available to current students by providing annual electronic updates. If at any time a prospective student has an inquiry regarding the school's retention rate, the information must be made available prior to their enrollment and/or entering into a financial agreement with the school as defined in federal

regulation 668.41(d)(4). Furthermore, requested information must be made available to all prospective and current students within a reasonable timeframe.

### **Placement Rates**

Valor Christian College agrees to make placement rates available to all enrolled and prospective students via electronic as outlined in 668.41(d)(4). Placement rates include information regarding the types of employment positions degree or certificate students obtain upon their graduation of the College. Information to compile these rates may be gathered from alumni, state data base systems, the school's placement rate for all programs and from other reliable sources.

### **Notice of Nondiscriminatory Policy Related to Students**

Valor Christian College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, and handicap, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. The college reserves the right to dismiss a student for cause at any time.

### **HIPPA**

Valor Christian College has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS) security and privacy regulations' requirement to protect the security of health information. In addition, we consider it our duty to protect the privacy and integrity of confidential information as required by law, professional ethics, and accreditation requirements.

### **FERPA**

Valor Christian College has a commitment to protect the confidentiality of student records. The College makes every effort to release information only to those individuals who have established a legitimate educational need for the information. Documents submitted to the College by the student or other authorized person or agency for the purpose of admission to the College become the property of Valor Christian College and cannot be released (originals or copies) to another party by request.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a written request for access.

Students should submit to the Registrar, Provost, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Valor College will also disclose the above information without consent to government agencies and accreditors as necessary to the administration of Title IV Financial Aid, Veterans Benefits, and/or compliance with government or accreditation reporting requirements.

If non-directory information is needed to address a disaster or other health or safety emergency, school officials may disclose that information to appropriate parties, without consent, if the College determines that knowledge of that information is necessary to protect the health or safety of the student or other individuals.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Valor Christian College Maryland to comply with the requirements of FERPA. The name and office that administers FERPA is:

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

FERPA requires that Valor Christian College, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary

in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information from the student's education records in certain institutional publications. Examples include the annual yearbook, Dean's List or other recognition lists, graduation programs; and directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Valor Christian College considers the following information to be directory information which can be released without the written consent of the student: name; photo; home, dorm, local, and e-mail address; home, dorm, local phone number; voice mailbox; class year; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams. Every student has the right to file a written request with the College (Office of the Registrar) to restrict the listing of directory information in the electronic address directory. If a student does not want the College to disclose directory information from the student's education records without the student's prior written consent, the student must notify the College annually, in writing, within the first week of classes:

Office of the Registrar  
Valor Christian College  
P.O. Box 800  
Columbus, OH 43216.

The College may disclose educational records to the parents of a dependent student, as defined in Title 26 USC 152 of the Internal Revenue Code. Proof of dependency must be on record with the College or provided to the office responsible for maintaining records prior to disclosure of the records. Students may also sign an Authorization to Disclose Education Records to Parents and/or other third-parties to release grades and other necessary information such as full-time enrollment status when required by insurance agencies, scholarship providers, etc.

# SAFETY AND HEALTH

## Play It Safe Rules

Living in a community requires that students think about safety, not only for themselves but also for others. The following rules are to be followed to insure the safety of all residents:

- Fire doors - All corridor doors in hallways are “fire doors” and must not be left open according to the City Fire Marshall;
- Hallways - Hallways must be kept clear of any obstructions and/or articles at all times, (to include trash bags, rugs, or other personal items);
- Locking doors - Lock the door of your room every time you leave. Failure to do so leaves you and your roommate vulnerable;
- Athletic activities are not permitted in Residence Halls;
- Respect quiet times. Do not create disturbance, such as pranks, blowing horns, knocking on doors, playing loud music, speaking loudly, etc.

**Anyone violating any of these rules will be subject to disciplinary action.**

**Fire Alarm.** Fire alarm switches are positioned in strategic areas throughout the dormitories. Students should not activate a fire alarm without authorization by a faculty or staff member of Valor Christian College or WHC. Students who trip fire alarms without an actual emergency will face disciplinary action and/or a \$100.00 fine.

**Fire Extinguishers.** Fire Extinguishers are located throughout the buildings and should not be tampered with. Anyone discharging a fire extinguisher without authorization shall be fined \$100.

**Fire Drills.** Periodically, the residents will participate in fire safety drills. Evacuation maps are posted in each room. Safety instructions will be clearly explained upon arrival to the Residence Halls. Failure to comply with these fire drills will result in disciplinary action.

**Emergency Exits.** Emergency exits in each classroom and the library are identified by the red EXIT signs. Emergency exit routes are identified on classroom maps may not be available in some of the classrooms if they are it will be located near each exit. Students should familiarize themselves with the location of emergency exits in all areas of the campus.

## Weather

The National Weather Service is responsible for issuing weather warnings to the public. Severe weather warnings are issued using the following terms:

**Severe Thunderstorm Watch.** A Severe Thunderstorm Watch indicates conditions are favorable for severe weather, including tornadoes, thunderstorms, frequent lightning and possible high winds. Students are expected to take necessary precautions when out in inclement weather.

**Severe Thunderstorm Warning.** A Severe Thunderstorm Warning indicates severe weather conditions, including the possibility of tornadoes, thunderstorms, frequent lightning, hail and high winds. Students are advised to take precautions when traveling outside in inclement weather of this nature.

**Tornado Watch.** A Tornado Watch indicates weather conditions conducive to tornado formations. Students are expected to take care when out in inclement weather.

**Tornado Warning.** A Tornado Warning indicates a tornado has actually been sighted or detected by radar in the area. When a Tornado Warning has been issued Civil Defense sirens will be sounded. TAKE COVER! Ground winds can reach 30 - 330 mph and travel 5 - 20 miles. Its path can range from 200 yards to 1 mile wide. Stay indoors in interior hallways on the lowest floor. Stay away from windows and corners. Students are to go to the nearest safety zone (hallway) upon hearing the siren indicating a tornado warning. If students are in the residence halls, they should take their pillows to the safety zone.

## Medical Insurance Policy

Students are responsible for their own medical expenses, including trips to the emergency room, ambulance, EMT, etc. Every Residence Hall resident is strongly encouraged to have medical insurance upon checking in to the residence halls. Forms to provide proof of include, insurance card, or a letter from the insurance agency. Also, a signature will be required to verify understanding of this policy.

## Policies and Guidelines Regarding Infectious Communicable Diseases

Valor Christian College is a Christ-centered community of students, faculty and staff who desire to provide a peaceful, loving and kind atmosphere, which encourages study and develops character. Each person in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has the responsibility to God for the other members of the community. Therefore, the following policy and guidelines are intended to protect and to minister to individuals within the community, as well as the collective community.

### Background

The following policy and guidelines apply to all students currently enrolled in Valor Christian College, regardless of age. The policy and guidelines also apply to faculty and/or staff currently employed by Valor Christian College and shall also be considered when interviewing or evaluating any applicant for employment, whether a faculty member or other staff member; however, in no case shall any infected individual with a communicable disease be discriminated against for employment solely on the basis that they is an infectious communicable disease infected individual.

The procedures contained herein apply to students, prospective students, employees and/or prospective employees who are known to be infected with an infectious communicable disease. This will include all persons as defined by the Ohio State Health Department for reporting purposes.

### Confidentiality

Since the diagnosis of the presence of an infectious communicable disease or an associated virus generates fear from others in contact with that person and/or the potential for social isolation and suspicion, all Valor Christian College personnel will be sensitive to the need for confidentiality and the right of privacy. All deliberations, whether administrative or by panel, will be kept confidential. The number of personnel who will be advised of any particular individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for trans-mission may increase.

The school will not release, or publicly disclose, information regarding whether or not an individual has an infectious communicable disease or any information about an individual without the written consent of the employee, prospective employee and/or student or prospective student.

In all cases, information of any type regarding an infected individual with a communicable disease may not be released or disclosed without the prior approval of the Valor Christian College Governing Board and the President.

The school will comply with all applicable state law reporting statutes.

### **Reviewing Panel**

A panel will be authorized by the school to evaluate and review an infected individual with a communicable disease for suitability to admit, or to remain in the classroom and/or to employ or continue employment.

The Review Panel will be composed of competent and qualified personnel, including a physician familiar with infectious communicable diseases, an educational expert not directly connected with Valor Christian College, legal counsel and other qualified personnel as the need arises. In arriving at any conclusion, the Review Panel will consult with the President, the student/prospective student, and the student/prospective student's physician; or the employee/prospective employee, and the prospective employee's physician in arriving at any conclusion.

### **Admission or Employment**

1. Each infectious communicable disease case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development and the physical condition of the student/employee. The expected type of interaction with others in the school environment and the probability of the spread of the disease will likewise be considered in this decision. The risk and benefit to both the infected individual with a communicable disease and others will be weighed in this process with the determination of the Review Panel based on whether or not the individual is otherwise qualified to remain in the classroom or workplace and whether or not they may present a health danger to themselves or an increased risk to others with whom they may have contact. Each case shall be considered on an individual basis. A student or employee known to be an infected individual with a communicable disease shall be admitted to school or shall continue employment subsequent to the unanimous approval of the Review Panel. If no agreement is reached by the Review Panel, the matter shall be referred to the Governing Board for further consideration in consultation with appropriate medical and/or legal personnel. A plan for periodic review by the Review Panel will be established at the time of the initial decision regarding attendance or employment. The periodic review will consider hygienic practices as well as any changes in the physical, medical and/or neurological development of the infected individual with a communicable disease.
2. For such periodic review, the student or employee who has been permitted to attend class or continue employment is responsible for securing medical evaluations and/or records at least every six months and providing these on request to the Review Panel so as to permit reliable reassessment. The failure to secure such regular medical evaluations or to provide these to the Review Panel will jeopardize continued enrollment or employment.



3. A student or employee previously excluded, dismissed or placed on a leave of absence may be admitted or readmitted, pursuant to re-evaluation under the procedures specified herein, if there is sufficient improvement to warrant admission or reemployment.
4. The Review Panel will, in conjunction with the President and the church's Business Manager or church Administrator (regarding employment alternatives), assess the need and availability of other educational and/or employment alternatives—if it is determined that the individual should be removed from the classroom/ employment setting. However, first consideration will be given to permitting the student and/or employee to continue in the normal educational or employment setting, subject to the guidelines specified herein.
5. Either short term or extended exclusions may be necessary where, in the judgment of the Governing Board or the President, more medical information is warranted, a serious or urgent situation arises or there is a serious risk of infection to others or the infected individual with a communicable disease. In such circumstances, the interim decision will be reviewed by the Review Panel before action is taken. Confidentiality will be maintained in such circumstances.

## **Education**

Valor Christian College will strive to provide timely and appropriate information to all staff and students, where appropriate, regarding the nature of infectious communicable disease. This information will reflect Christian compassion and concern and will emphasize the Christian's responsibility for their own health and the health of others.

It is believed that these efforts, in advance of any possible situation, are the best assurance that each occurrence, if at all, will be dealt with maturely, rationally and scripturally.

## **Evaluation**

These policies will be reviewed regularly by the Governing Board to seek to assure that they are based on the latest and most reliable medical/legal information available regarding management of infectious communicable disease cases. They may be modified at any time based on new findings and recommendations from medical, health and legal agencies.

## **Additional Procedures**

Since other infections, in addition to infectious communicable disease, can be present in blood or body fluids, whether or not an infected individual with a communicable disease is present, Valor Christian College has adopted a routine procedure for handling blood and/or body fluids.

Routine procedures have also been established for cleaning soiled surfaces and equipment. The school has also adopted a policy for caring for any student who has an open wound or lesion or injures him/herself while at school, resulting in any open wound or lesion.

# **CAMPUS SECURITY DISCLOSURES**

## **Jeanne Clery Disclosure**

Valor Christian College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law that requires colleges and universities throughout the United States to disclose information about crime on and around their campus. An annual report is distributed to the college campus community by email and the Campus Safety webpage. A printed copy is available in the Campus Safety Office upon request.

# **SEXUAL MISCONDUCT POLICY AND DISCIPLINARY PROCEDURES FOR SEXUAL MISCONDUCT**

## **I. General Policy Statement**

Valor Christian College is committed to creating and maintaining an environment that fosters a biblically-based community and enhances academic excellence, moral integrity, and physical purity. Sexual misconduct of any kind is not consistent with the standards of conduct expected of the College's students, faculty, or staff and is strictly prohibited. In addition to the prohibitions in this policy, the Student Handbook places strict limits on student social life and dating consistent with the religious nature of the College. Students are encouraged to review both resources to understand the behavioral expectations of the College.

Valor Christian College does not discriminate on the basis of sex in its education programs and activities. The College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual harassment, sexual violence, and all forms of sexual misconduct, which includes sexual assault, stalking, retaliation and intimidation, dating and domestic violence. All forms of sex discrimination, sexual harassment, and sexual misconduct, as they are defined in this policy, are collectively known as "prohibited conduct." They not only violate a person's feelings of trust and safety, but they can also substantially interfere with the educational or working environment.

The College shall take immediate and appropriate steps to investigate all allegations of prohibited conduct in accordance with the guidelines contained in this policy. In those cases where prohibited conduct is substantiated, the College will take prompt and effective steps to eliminate the misconduct, prevent its reoccurrence, and address its effects. Individuals who are found to have engaged in prohibited conduct will be subject to appropriate disciplinary action.

The College will employ all reasonable efforts to ensure confidentiality and protect the privacy interests of all individuals involved in the reporting of prohibited conduct to the greatest extent possible. The College's full policy and procedures related to privacy and confidentiality are discussed in greater detail below.

## II. Scope of Policy

**Who.** This policy applies to all members of the College community, including students, faculty, staff, independent contractors, agents of the College, volunteers, contractors or other persons subject to the control and supervision of the College, and third parties. For purposes of this policy, third parties include, but are not limited to, guests and/or visitors of the College on College property (e.g., visiting speakers, parents and family members, prospective students), vendors doing business with, or seeking to do business with the College, and other individuals who come into contact with members of the College community at College-related events or activities (whether such events occur on or off College property). These standards apply equally regardless of sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

**What.** This policy applies to all forms of the prohibited conduct listed below, including all forms of sexual misconduct, which includes – but is not limited to – sexual harassment, sexual violence, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking.

**Where.** This policy applies to all College operations, programs and activities, and covers conduct that takes place on College property. This includes any building or property owned or controlled by the College and used in direct support of, or in a manner related to, the College's educational purposes, including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by the College and any building or property not within the same reasonably contiguous geographic area of the College that supports or relates to the College's educational purposes and is frequently used by students. This policy also applies to prohibited conduct that takes place off-campus, outside the College's operations, programs, or activities if the prohibited conduct has continuing adverse effects in the College's operations, programs, or activities. This can include prohibited online or electronic conduct. In determining whether the College has jurisdiction over off-campus conduct that is not part of the College's educational operations, programs, or activities, the Title IX Compliance Officer will consider the seriousness of the alleged conduct, the risk of harm involved, whether both parties are members of the College community, whether the off-campus conduct is part of a series of actions that occurred both on and off campus and whether there is a continuing effect on the College community.

**Programs.** This policy covers all educational, extracurricular, and athletic programs, and all campus and College-related activities, including, but not limited to, student organizations, community organizations with student and/or faculty participation, and all other educational or extracurricular events hosted by or at the college.

**Relationships.** This policy covers prohibited conduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. Prohibited conduct may be an act or acts committed by an individual or collective action committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the individual has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

### III. Other Violations of this Policy

The College will also take immediate steps to impose disciplinary action in individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint under this policy, or who has participated as a witness in an investigation under this policy.
- B. Filing a malicious or knowingly false report or complaint under this policy.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited conduct, when responsibility for reporting and/or investigating allegations of prohibited conduct comprises part of one's duties as an employee or agent of the College.

### IV. Title IX Coordinator

The College designates the following individual to serve as the College's "Title IX Coordinator":

Laquetta Cortner, Ph.D.  
Provost  
Phone: 614.837.4088 ext. 475  
[cortnerl@valorcollege.edu](mailto:cortnerl@valorcollege.edu)

The College designates the following individual to serve as the College's "Deputy Title IX Coordinator":

Megan Hassett  
Compliance Officer  
Phone: 614.837.4088  
[hassettm@valorcollege.edu](mailto:hassettm@valorcollege.edu)

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator. The Title IX Coordinator is responsible for overseeing implementation and enforcement of this policy.

The Title IX Coordinator will be informed of all non-confidential complaints of prohibited conduct, and will oversee the College's centralized review, investigation, and resolution of these complaints to ensure the College's compliance with Title IX and the effective implementation of this Policy. The Title IX Coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Title IX Coordinator will be available during regular business hours to discuss concerns related to prohibited conduct under this policy, and assist students, staff, other members of the College community, and third parties who seek support or advice regarding any aspect of this policy.

The Title IX Coordinator shall accept all reports or complaints of prohibited conduct directly from any member of the College community. All employees of the College are considered "responsible employees" under Title IX and are obligated under this policy to report incidents of prohibited conduct that are witnessed by or reported to them to the Title IX Coordinator within

two (2) business days of learning of the incident(s). The Title IX Coordinator must be informed of all reports and complaints related to prohibited conduct under this policy, even if the reports or complaints are first received by the Dean of Students, Disciplinary Committee, or other individual.

Upon receipt of a report or complaint either directly or otherwise, the Title IX Coordinator will initiate either the College's informal or formal process (depending upon the request of the person alleging the prohibited conduct and the nature of the alleged prohibited conduct), or the Title IX Coordinator will designate a specific individual to conduct such a process. In the case of a formal complaint, the Title IX Coordinator will refer the complaint to the College's Disciplinary Committee for investigation, when appropriate.

The Title IX Coordinator has received adequate training on what constitutes prohibited conduct under this policy, including but not limited to sexual harassment and sexual violence.

## **V. Privacy and Confidentiality**

The College is committed to maintaining the privacy of all individuals involved in reporting prohibited conduct. The privacy of the parties will be respected and safeguarded to the extent possible, consistent with the College's legal obligations to investigate and take appropriate action to eliminate the prohibited conduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

### **Privacy**

Privacy generally means that the information related to a report under this policy will only be shared with those individuals and College employees who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. The College will designate which employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

### **Confidentiality**

Confidentiality means that certain information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual. Those campus and community professionals include medical providers, mental health providers, ordained clergy, attorneys and rape crisis counselors, all of whom have privileged a confidential-communications that is entitled to legal protection recognized by the law. These individuals are prohibited from breaking confidentiality without consent, unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor under the age of 18.

Community members wishing to seek completely confidential assistance may seek assistance from the following:

**Counseling Services:**

- Arrangements for counseling services can be made by contacting the Office of the Dean of Students, (614) 837-4088.

**Clergy Contact:**

- World Harvest Church, (614) 837-1990.

**Medical Assistance (call in advance for Sexual Assault Nurse Examiner services):**

- Mount Carmel East Hospital, 6001 East Broad Street, Columbus, Ohio 43213, (614) 234-6010
- University Hospital East, 1492 East Broad Street, Columbus, Ohio 43205, (614) 257-3000

**Hotline Assistance:**

- Sexual Assault Response Network of Central Ohio, (614) 267-7020
- CHOICES for Victims of Domestic Violence, (614) 224-4663
- Center for Family Safety and Healing, (844) 234-LINE or text to 87028
- National Domestic Violence Hotline, (800) 799-7233.

**Limits to Confidentiality**

**Mandatory Reporting of Child Abuse.** All members of the College community are required to report any knowledge or reasonable suspicion that a minor (under 18 years old) is experiencing abuse or neglect based on information shared by the minor, any other individual, or one's own observations or knowledge. A College community member suspecting child abuse or neglect should immediately contact Franklin County Children Services at (614) 229-7000 or, if appropriate, call law enforcement. Reports by employees regarding incidents occurring at the College or at a College program or activity should also be reported to the Title IX Coordinator as soon as possible after the mandatory report to Children Services and/or law enforcement is made.

**Ohio Felony Reporting Requirement.** Under Ohio law, all individuals must report felonies, including sexual assault, unless the individual is statutorily prohibited from doing so as a result of a privilege exempted from such reporting under Ohio Revised Code Section 2921.22 (i.e., physicians, nurses, psychologists, licensed counselors, clergy, other enumerated professionals, or spouses). This legal requirement means that the Title IX Coordinator will report any potential felony or any crime of violence to law enforcement. An individual who experiences sexual assault may choose whether and how to participate in any subsequent criminal investigation.

**Ohio Medical Professional Reporting Requirements.** In Ohio, medical professionals also have legally mandated reporting responsibilities. However, the medical professional must deem the patient medically stable before reporting and must communicate to the patient that the patient does not have to report and/or speak to the police. If the patient chooses not to speak to police at the time of the medical examination, the medical professional does not need to report the patient's name - only the date, general time, and general location of the incident.

**Clery Act Reporting.** Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act") is the federal law that requires colleges and universities to disclose information about crime on and around their campuses. Pursuant to the Clery Act, anonymous statistical information must be collected and shared where required by the Clery Act. Annual Clery reporting must be submitted to the U.S. Department of Education. The information contained in the annual Clery report tracks the number of Clery reportable offenses occurring at campus locations and does

not include the names or any other identifying information about the persons involved in such incidents.

## **VI. Prohibited Conduct**

This policy prohibits a broad continuum of behaviors, including, but not limited to, the behaviors referenced and described below.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, and related regulations and guidance, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature, when or more of the following conditions are present:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, evaluation of academic work, or status in a class, educational program, or activity;
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance where it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, demeaning, or sexually offensive working, academic, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexual harassment may involve the behavior of a person of any gender against a person of any other gender. Title IX prohibits harassment of all students and employees regardless of the sex of the harasser, and also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility, based on sex or sex-stereotyping. In addition, when students are subjected to harassment on the basis of their lesbian, gay, bisexual, and/or transgender (LGBT) status, they may also be subjected to forms of sexual discrimination that is prohibited under Title IX.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the College, or third parties.
- Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the educational or work environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the College or third parties.
- Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the College, or third parties.

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Unwanted physical and/or sexual contact.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videos, audio recordings, electronic communications, or literature, placed, created, or delivered in the work or educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- In the context of employees, consensual sexual relationships where such relationship leads to or could be perceived as favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Verbal, nonverbal, or physical aggression, intimidation, or hostility based upon sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment, although it may violate a separate provision of the College's student code of conduct. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

In addition, all forms of sexual misconduct that are identified in this policy are also prohibited forms of sexual harassment, including, but not limited to, the behaviors referenced and defined in detail below.

**A. Sexual Assault:** Either of the following:

1. Non-consensual sexual intercourse: The penetration, no matter how slight, of the sex organs, anus, or mouth of another person, with any body part of object, or oral penetration by a sex organ of another person, without the consent of the complainant (including instances where the complainant is incapable of giving consent because of his/her age), by force or threat of force, or where the complainant is incapacitated to the point that they are not capable of giving consent.
2. Non-consensual sexual contact: The touching of the private body parts, including but not limited to, the genitals, breasts, thighs, groin, or buttocks of another



person for the purpose of sexual gratification, without the consent of the complainant (including instances where the complainant is incapable of giving consent because of his/her age), by force or threat of force, or where the complainant is incapacitated to the point that they are not capable of giving consent.

B. **Sexual Exploitation:** Taking advantage of the sexuality of another person without consent, or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, or personal benefit. Examples of sexual exploitation include the following actions (including when they are done via electronic means, methods, or devices):

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Non-consensual recording of individuals in restrooms or locker rooms, regardless of whether the images captured reveal sexual activity or nudity;
- Prostituting another individual;
- Exposing one's genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

C. **Stalking:** A pattern of conduct directed at a specific person that causes the person to reasonably believe that the offender will cause them bodily injury or causes substantial emotional distress to that person. Conduct that can amount to stalking may include any actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means such as the internet, social networks, blogs, cell phones, text or other digital forms of communication), including, but not limited to:

- Following, or being or remaining in close visual or physical proximity to a person;
- Repeated oral or written threats;
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
- Unwelcome/unsolicited communications about persons, their family members, friends, or co-workers;

- Monitoring, observing, or conducting surveillance of a person;
  - Giving gifts or objects to, or leaving items for, a person;
  - Implicitly threatening physical conduct or any combination of these behaviors directed toward a person.
- D. **Dating Violence:** Any act of violence or threatened act of violence, including but not limited to, physical violence, sexual violence (verbal or physical acts that are unwelcome or without consent), emotional violence, and economic violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.
- E. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a family or household member.
- F. **Retaliation:** Any real or perceived act or attempt to seek retribution against any individual or group of individuals involved in the investigation and/or resolution of a report under this policy. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation, or more subtle actions such as the refusal to allow an individual to access a benefit based on their participation in an investigation. Any individual or group of individuals, including but not limited to a complainant or respondent, can be held accountable for retaliation under this policy.
- G. **Intimidation:** Threatening, or causing physical harm, written or verbal abuse or other conduct that threatens or endangers the health or safety of any person; or implied threats or acts that cause an unreasonable fear of harm in another. Intimidation is considered to be a form of sexual harassment prohibited under this policy when it relates to sex, gender, or an intimate relationship based on sex or gender.

## Consent

Consent, in reference to sexual activity and as it used throughout this policy, is defined as clear, knowing, and voluntary agreement to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity, and can be withdrawn at any time. Silence cannot be assumed to indicate consent. In addition, it is important to be aware of the following guidance related to consent:

- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Consent is not effective if it results from physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise free will to choose whether or not to have sexual contact or engage in sexual activity.
- Any individual who is physically incapacitated – by alcohol or other drug consumption, whether voluntarily or involuntarily – or is asleep, unconscious, unaware, or other physically helpless is considered unable to give consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity and past consent does not imply

future consent. In addition, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

- Under Ohio law, a person must be at least 16 years of age in order to give consent to participate in sexual activity with an individual over the age of 18. Consent can never be given by minors under the age of 13.

### **Incapacitation**

Incapacitation, as it used throughout this policy, is defined as the ability – temporarily or permanently – to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Where alcohol or drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, strong odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drug affects an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments;
- Capacity to appreciate the nature and quality of the act; or
- Level of consciousness

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy.

## **VII. Resources Available for Support**

A first step for any complainant, reporting person, or third party witness is often to choose how to proceed following the occurrence of prohibited conduct under this policy.

The College provides two distinct resources:

**Confidential Resources** that do not involve notifying the College of the incident unless the complainant requests such action or there is an immediate danger to the campus or the reporter; and

**Reporting Options** that notify the College of the incident and begin the Title IX assessment and ultimate resolution of the report through remedies or investigation and imposition of any appropriate sanctions.

The College recognizes that choosing one of these options can be difficult and encourages individuals to seek the support of College and community resources. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

### **Confidential Resources**

Students, employees, and faculty may access confidential sources both within and outside the College. For example, mental health providers, medical providers, clergy, attorneys, and counselors are confidential resources that are barred from reporting the incident to the College or law enforcement without consent except in very limited circumstances. Confidential resources include, but are not limited to:

#### **Counseling Services:**

- Arrangements for counseling services can be made by contacting the Office of the Dean of Students, (614) 837-4088.

#### **Clergy Contact:**

- World Harvest Church, (614) 837-1990.

#### **Medical Assistance (call in advance for Sexual Assault Nurse Examiner services):**

- Mount Carmel East Hospital, 6001 East Broad Street, Columbus, Ohio 43213 (614) 234-6010
- University Hospital East, 1492 East Broad Street, Columbus, Ohio 43205, (614) 257-3000

#### **Hotline Assistance:**

- Sexual Assault Response Network of Central Ohio, (614) 267-7020
- CHOICES for Victims of Domestic Violence, (614) 224-4663
- Center for Family Safety and Healing, (844) 234-LINE or text to 87028
- National Domestic Violence Hotline, (800) 799-7233
- National Dating Abuse Helpline – (866) 331-9474

Confidential resources not affiliated with the College will not share information about a patient/client with the College without the individual's express written permission. Confidential resources affiliated with the College may, however, submit non-identifying information about the incident for purposes of making a statistical report under the Clery Act.

College employees who are not listed as confidential resources are required to report Title IX concerns to the Title IX Coordinator. Individuals may also choose to report prohibited conduct directly to the Title IX Coordinator. The Title IX Coordinator will assess the allegations and any request for confidentiality regarding the allegations, confer with the complainant, and proceed with informal or formal resolution, if appropriate and as detailed in this policy. The Title IX Coordinator can also help complainants identify sources of support during the complaint process.

Emergency medical and law enforcement assistance are also available where medical treatment is necessary or criminal activity occurred. While College employees, like other Ohio citizens, are required by law to report felonies to law enforcement, individuals may choose how whether to participate in such reports and have the option to: (1) notify law enforcement authorities, including local police, (2) be assisted by College faculty members, such as the Title IX Coordinator, in notifying law enforcement, if the complainant so chooses, or (3) declining to

notify such authorities. Law enforcement will typically respect the wishes of the complainant in determining whether to investigate and/or pursue criminal charges. Law enforcement may be reached in an emergency by dialing 911.

The College encourages all individuals who have experienced some form of sexual violence to seek assistance from medical provider(s) and/or law enforcement immediately after an incident of sexual misconduct, whether or not the individual plans to pursue formal criminal charges. This will ensure preservation of evidence that may assist in proving that the alleged offense occurred, which in turn preserves more options for the individual if they later choose to pursue charges. Prompt action may also be instrumental in obtaining a protection order, if desired.

Medical assistance may also be helpful in seeking treatment for injuries, preventing sexually transmitted diseases, and providing other health services. In instances involving sexual assault, a medical examination by a Sexual Assault Nurse Examiner ("SANE") can help preserve evidence through use of a "rape kit" and other techniques. Local organizations providing access to SANE evaluations include:

- The Lighthouse – (740) 687-4423
- OhioHealth Pickerington Medical Campus – (614) 788-4000
- Grant/Riverside Hospital – (614) 566-8596 or (614) 566-5000
- Mount Carmel/St. Ann's Hospital – (614) 234-7387 or (614) 234-6000
- University Hospital East – (614) 366-7246 or (614) 257-3000

Local emergency rooms can also assist with access to SANE examinations. Calling ahead can help ensure that a SANE is onsite and available to assist when you arrive.

Individuals who file criminal charges may seek an order of protection. In addition, civil protection orders may be available. More information on such protection orders may be obtained from an attorney, the applicable prosecutor's office, or the Clerk of Courts. In Franklin County, the Domestic Relations Division is located at 373 S. High Street, Columbus, and the Protection Order Liaison may be reached at (614) 525-3766. In Fairfield County, the Domestic Relations Division can be reached at (740) 652-7440 for more information on the application process for protection orders. Assistance with questions may also be available through the Capital University Family Advocacy Clinic at (614) 236-6779.

Members of the College community may also access resources in the local community, including local hospitals, mental health professionals, and the hotlines listed above. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to use the resources that are the best suited to their needs.

The Title IX Coordinator will ensure that written information is available to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial assistance, visa and immigration assistance, student financial aid, and other services available within the College community as may be appropriate in a particular situation.

The College will also provide written notification to complainants about options for, available assistance in, and how to request changes in academic, transportation, and working situations or interim protective measures, and that such protective measures will be made if the

complainant requests them, if they are reasonably available, regardless of whether the complainant chose to file a formal report or pursue criminal charges.

### **VIII. Reports and Complaints of Prohibited Conduct**

The College encourages all members of the College community to promptly report incidents of potentially prohibited conduct to the Title IX Coordinator, the Dean of Students, a member of the College's Disciplinary Committee, or any other College administrator so that the College may address the conduct as soon as possible. Any College employee who receives such complaint, or otherwise becomes aware of an occurrence of prohibited conduct, is required to promptly report the information to the Title IX Coordinator.

Members of the College community who believe they have been subject to prohibited conduct are entitled to utilize the College's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

Any individual may make an anonymous report concerning any form of prohibited conduct. A report can be made without disclosing one's own name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may limit the College's ability to investigate, respond, or take further action.

As with all other reports, all anonymous reports will go to the Title IX Coordinator for review and appropriate response and action. Where there is sufficient information, the College will ensure that anonymous reports are reviewed and included in its Annual Security Report as appropriate in compliance with the Clery Act.

NOTE: Individuals who have a duty to report information to the Title IX Coordinator under this policy (i.e. College employees who become aware of prohibited misconduct) may not make such reports anonymously.

### **X. Investigation and Resolution Procedures**

The College provides both informal and formal procedures for resolving complaints under this Policy. These procedures apply to all complaints filed by students, staff, or third parties, or on their behalf, alleging sex discrimination carried out by other students, staff, or third parties.

Individuals may either request informal resolution, orally or in writing, through the Title IX Coordinator, or may file a formal complaint with the Title IX Coordinator.

Regardless of how an individual chooses to proceed with his/her complaint, whenever an individual reports to the College that s/he has been subject to sexual misconduct, including sexual assault, stalking, dating violence, or domestic violence, the College will provide the individual with a written copy of this policy (which includes information on available resources and law enforcement reporting options), as well as a written explanation of rights and options under this policy.

Each resolution procedure is guided by the same principles of fairness and respect for all parties. All individuals who violate the standards contained in this policy will be held accountable for their behavior through a process that protects the rights of both the complainant and the respondent and is prompt, fair, and impartial. Resources are available for both students and employees, whether as complainants or respondents, to provide support and guidance throughout the investigation and resolution of the complaint.

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment, unlawful discrimination, prohibited sexual misconduct, or unlawful retaliation with the United States Department of Education Office for Civil Rights (OCR), the Ohio Civil Rights Commission (OCRC), or Equal Employment Opportunity Commission (EEOC), or to pursue a criminal complaint with law enforcement authorities.

All College proceedings under this policy are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, the Campus SaVE Act, Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and College policy.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for anyone who believes they have been subject to prohibited conduct and is designed to eliminate a hostile environment without taking disciplinary action against a respondent. The informal procedure will only be used if both parties voluntarily agree to do so.

As an initial course of action, if an individual feels that s/he is being subjected to prohibited conduct, and s/he is able and feels safe doing so, the individual should tell or otherwise inform the other party that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the conduct as soon after it occurs as possible. The Title IX Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the other individual of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, the informal resolution process is inappropriate for incidents of sexual assault and sexual violence.

An individual may make an informal complaint, either orally or in writing: (1) a faculty member, including the Dean of Students; (2) a member of the College's Disciplinary Committee; and/or (3) directly to the Title IX Coordinator. Though a complaint may be made in various ways, they shall all be referred to the Title IX Coordinator, who will ensure consistent application of this policy to all individuals and allow the College to respond promptly and equitably to eliminate the prohibited conduct, prevent its recurrence, and address its effects. Faculty members may continue to refer all potential violations of College policies and procedures to the Disciplinary Committee, which will then refer any Title IX-related allegations to the Title IX Coordinator. The Title IX Coordinator shall assess the severity of the alleged conduct and the potential risk of a hostile environment for others to determine whether informal resolution is appropriate. The Title IX Coordinator has discretion to determine the appropriate method of resolution.

Upon determining that informal resolution is appropriate, the Title IX Coordinator will either facilitate an informal resolution on his/her own, as described below, or appoint another individual to facilitate an informal resolution. The Title IX Coordinator will consult further with the Complainant, if necessary, inform the person who is the subject of the allegations, and gather additional relevant information as necessary. The Title IX Coordinator may also put in place any appropriate interim measures, as discussed in Section XI of this policy, to protect the educational and work environment.

Mediation is available as an informal resolution method, provided that both the complainant and respondent agree to participate. Unlike other informal resolution options, mediated agreements may include interim measures and/or any form of sanction outlined below. Any information shared during the mediation process shall be confidential and shall not be used in the resolution of a formal complaint. No mediation agreement shall be binding unless it is written and signed by the complainant, the respondent, and an appropriate representative of the College. The Title IX Coordinator or designee shall act as the mediator.

While there are no set time limits within which an informal complaint must be resolved, the Title IX Coordinator or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. In all cases, the Title IX Coordinator will resolve the complaint within a reasonably prompt timeframe. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint, and, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

At any point, a complainant may decide to end the informal resolution process and pursue a formal resolution by providing written notice to the Title IX Coordinator. If, after initiating a formal complaint, a complainant and respondent agree to pursue informal resolution, they may do so while the formal complaint is being processed and prior to the conclusion of the investigation. Informal resolution is not always appropriate and will not be used to resolve allegations of non-consensual sexual intercourse and other inappropriate allegations.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the complainant elects to file a formal complaint initially, the following process shall be implemented.

An individual who believes s/he has been subjected to prohibited conduct, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with faculty members, the Dean of Students, members of the College's Disciplinary Committee, or the Title IX Coordinator. Due to the sensitivity surrounding complaints of prohibited conduct, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint in a timely manner after the conduct occurs while the facts are known, and potential witnesses are available. If a Complainant informs faculty members, the Dean of Students, or members of the College's Disciplinary Committee, either orally or in writing, about any complaint of prohibited conduct, that information must be referred to the Title IX Coordinator or designee within two (2) business days. Though a report may be made in various ways, all reports shall be referred to the Title IX Coordinator, who will ensure consistent application of this



policy to all individuals and allow the College to respond promptly and equitably to eliminate discrimination and harassment, prevent its recurrence, and address its effects.

All formal complaints must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (known as the Reporter). It should also include the following information to the extent it is available: the identity of the individual believed to have engaged in prohibited conduct; a reasonably detailed description of the facts upon which the complaint is based, including the date and place that such facts occurred; a list of potential witnesses; and the resolution sought by the Complainant. The complaint should also include any other information that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information or unknown or unavailable.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Title IX Coordinator shall ask for such details in an oral interview. Thereafter, the Title IX Coordinator will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. The Complainant shall be permitted to bring one (1) advisor of their choice to any meeting with the Title IX Coordinator.

Upon receiving a formal complaint, the Title IX Coordinator will consider whether any interim protective actions should be taken in the investigatory phase to protect the Complainant from further prohibited conduct, as discussed in detail in Section XI of this Policy. In making such a determination, the Title IX Coordinator should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Title IX Coordinator may still take whatever actions s/he deems appropriate in consultation with the Dean of Students.

Within two (2) business days of receiving the complaint, the Title IX Coordinator or a designee will determine whether it is appropriate to initiate a formal investigation. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to refer the report for formal investigation by the Disciplinary Committee.

Based on the information gathered, the Title IX Coordinator or a designee will determine whether the information, if true, would constitute a violation of this policy, such that a formal investigation is warranted. If other violations of the College's Student Handbook or Student Code of Conduct Policy are alleged, the Title IX Coordinator shall determine whether it is appropriate to include those violations in this investigation process.

If the Title IX Coordinator or designee has determined that a formal investigation is warranted, that complaint shall be promptly referred to the College's Disciplinary Committee. The Disciplinary Committee will inform the individual alleged to have engaged in the prohibited conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of this policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days. The Respondent will be permitted to bring one (1) advisor of their choice to any meeting with the Title IX Coordinator.

All members of the Disciplinary Committee shall have sufficient training or experience and have received training on issues related to sexual assault, dating and domestic violence, and stalking,

and how to conduct an investigation that protects the safety of the individuals involved and promotes accountability.

The Disciplinary Committee will conduct the investigation in a manner appropriate in light of the circumstances of the case. Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College community, and take appropriate measures to end the prohibited conduct, prevent its recurrence, and address its effects. The investigation will include, as appropriate:

- A. Interview(s) with the Complainant;
- B. Interview(s) with the Respondent;
- C. Interview(s) with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. Consideration of any documentation or other information or evidence presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

The Respondent and Complainant will be provided equitable rights during the investigative process, including an opportunity to suggest relevant witnesses and other evidence to Disciplinary Committee during the investigation. Throughout the investigation, the Disciplinary Committee will keep the parties informed of the status of the investigation and the decision-making process as appropriate.

Both the Complainant and the Respondent have the opportunity to bring one (1) advisor of their choice to any interviews with members of the Disciplinary Committee and any related disciplinary proceedings, provided that the advisor is not a witness or otherwise involved in the investigation process. Advisors may provide emotional or other support to the Complainant or Respondent, but are not permitted to speak for the Complainant or Respondent, present evidence, question witnesses, or disrupt the process during any stage of the investigation. The College reserves its right to establish additional restrictions regarding the extent to which advisors may participate in any interviews and related disciplinary proceedings. Any such restrictions will be applied uniformly for both the Complainant and Respondent.

The Disciplinary Committee will seek to complete the investigation within sixty (60) days of the initial report, but this time frame may be extended for good cause, as determined by the Title IX Coordinator. In the event of such extension, the Title IX Coordinator shall provide written notice of the delay and the reason for the delay to both the Complainant and the Respondent. Good cause may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening College break or vacation, or other unforeseen circumstances. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

In the event that allegation includes behavior or actions that are under review by law enforcement authorities, the Disciplinary Committee will assess and reassess the timing of the investigation under this policy, so that any criminal investigation is not compromised by the College's investigation. The College will cooperate with any law enforcement requests so as not

to interfere with a concurrent investigation, but will ensure that law enforcement is aware of the College's obligations under Title IX where an extension is required under this policy.

At the conclusion of the investigation, the Disciplinary Committee shall make findings of fact, applying a preponderance of the evidence standard. The Disciplinary Committee will simultaneously provide the Complainant and Respondent with a written draft of the findings and will give both parties five (5) business days to submit a written response to the draft. The Disciplinary Committee will consider any written responses and may request additional information or evidence. Upon receipt of any additional information by the Complainant or Respondent, or after the five (5) day comment period has lapsed without comment, the Disciplinary Committee will prepare a final report, which shall include a determination based on findings of fact, as to whether a preponderance of evidence exists to support a finding that this Policy was violated. If this Policy or any other policy or Handbook provision is violated, the Disciplinary Committee shall include appropriate sanctions in its report.

The Disciplinary Committee will provide notice of the final outcome simultaneously to both the Complainant and the Respondent.

The final outcome will be provided simultaneously to the Complainant and the Respondent within five (5) business days and will outline any recommended measures to be taken to eliminate the prohibited conduct, prevent its recurrence, and address its effects. The Disciplinary Committee shall also provide copies of the College's appeals procedures.

## **Appeal**

Both the Complainant and the Respondent may appeal the decision of the Disciplinary Committee to the College's Appeals Committee. Appeals must be submitted in writing within two (2) business days of the date of the final report. The written request must include an explanation of why the individual feels an appeal is warranted. The Appeal Committee, in its discretion, determines whether a hearing is necessary. If such a hearing is necessary, it will be arranged within a reasonable time, generally not to exceed ten days of the receipt of the notice of appeal.

The Appeals Committee will conduct all appeals in an impartial manner. Committee members who have a conflict of interest or actual bias shall be recused, as will the Title IX Coordinator if s/he is on the Committee. To replace recused members of the Appeals Committee for purposes of hearing an appeal, the President shall promptly appoint suitable individuals to hear the appeal.

The Appeals Committee will consider each appeal on a case-by-case basis and may consider a number of relevant factors, including, but not limited to:

- Any new information unavailable at the time of an investigation;
- Alleged procedural error(s) made during the original proceeding that affected the outcome; and/or
- Whether the Disciplinary Committee abused its discretion with regard to its findings of fact, its conclusions as to whether a violation occurred, and/or its determination as to sanction(s), if any.

The Appeals Committee can affirm or modify the findings, conclusions, or sanctions as appropriate.

The Complainant and Respondent will be notified simultaneously if an appeal results in any change to the result of the investigation, the sanctions or the remedial measures imposed within ten (10) business days from the date the appeal is received. In addition, the Respondent and Complainant will be notified simultaneously when the results become final.

## **XI. Interim Protective Measures**

Upon receipt of a complaint under this Policy, the Title IX Coordinator or designee may impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment and protect the parties involved and/or other individuals as appropriate depending on the situation. The Title IX Coordinator or designee will maintain consistent contact with the parties to ensure that safety, emotional, and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or the College. Potential measures, implemented on behalf of the complainant and/or the respondent to the extent reasonably available and warranted by the circumstances, include but are not limited to:

- Rescheduling of exams and assignments
- Imposition of a “no-contact order”
- Providing alternative course completion options
- Change in class scheduling, including the ability to transfer course actions or withdraw from a course without penalty
- Providing academic support services, such as tutoring
- Providing an escort to ensure safe movement between classes and activities
- Change in work assignment or schedule
- Change in supervisor or supervising assignment
- Interim suspension
- College-imposed administrative leave or separation
- Any other measure that can be tailored to the involved individual(s) to achieve the goals of this Policy

The College will also take into consideration and comply with any orders of protection, no-contact orders, or restraining orders that may be issued by other authorities.

The College may impose an interim (temporary) suspension pending resolution of a complaint whenever a student’s conduct is perceived as threatening or potentially injurious to the well-being or property of members of the College community or the orderly functions of the College.

While suspended, a student is not permitted to be on campus or to attend any official College event.

The Dean of Students or President may invoke immediate interim suspension if a student's behavior is perceived as threatening or potentially injurious to the College community.

Similarly, the College may impose leave or other discipline for any employee at the discretion of the President or designee, pending an investigation.

## **XII. Sanctions and Monitoring**

If a Respondent is found responsible for a violation of this or any other Policy or Handbook provision, the Disciplinary Committee will consider the imposition of a sanction(s) that is designed to eliminate the prohibited conduct, prevent its recurrence, and address its effects, while also supporting the College's education and Title IX obligations.

Respondents are expected to comply immediately with any sanctions or other corrective actions imposed by the Disciplinary Committee. Failure to comply may result in disciplinary action, up to and including dismissal from the College or termination of employment.

While sanctions may be of a punitive or disciplinary nature, they are also intended to be educational as well. Sanctions that may be taken for students found responsible for prohibited conduct under this Policy are:

- **Personal Accountability Requirements:** Assignment of personal duties, including, but not limited to, meetings with the College clergy members for the duration and frequency determined by the College, accountability meetings with the Title IX Coordinator, Dean of Students, or other appropriate administrator, assignment to anger management courses or other counseling sessions, where appropriate, and any other additional measures deemed appropriate by the Dean of Students.
- **Social Probation:** Amended curfew, no weekend pass privileges, etc.
- **Suspension:** Denial of the opportunity to attend classes at the College for a specified time or indefinitely. Students continue to live in residence halls and attend meals on campus, but are not allowed to participate or attend College activities.
- **Dismissal:** Denial of the opportunity to continue at the College, for a specified time or indefinitely. Students are not permitted to remain in the residence halls and must vacate within 24 hours.
- **Disciplinary Duties:** Assignment of extra duties including, but not limited to, written letters of apology, written assignments, change in curfew, no weekend pass privileges except to the home(s) of parents/guardians, campus clean-up, and any other additional duties deemed appropriate by the Dean of Students.
- **Educational Sanctions:** Assignment of additional educational duties including, but not limited to, mandatory education and training, counseling assessment, adherence to professional counseling recommendations, research papers or projects, etc.

- College Housing Restriction: Residence re-assignment, removal and/or prohibition from College housing.
- No-Contact Order: Requirement to comply with restrictions in behavior designed to minimize contact between the Respondent and Complainant to the extent possible.

Consistent with its policies and procedures under the Family Educational Rights and Privacy Act (FERPA), the Clery Act, the Campus Save Act, Title IX, and state and federal law, the College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation that involves disciplinary probation, loss of housing, suspension, and/or dismissal of the dependent student.

### **XIII. Amnesty**

The College strongly believes that sexual misconduct has no place on its campus. The College understands that other violations of the College's Student Code of Conduct may occur at or near the time of the commission of prohibited conduct under this Policy. As a result, the College will consider, on a case-by-case basis, granting limited immunity to reporting students who may have violated the Code of Conduct at the same time an incident(s) of prohibited conduct occurred, provided that the reporting student's behavior did not harm or cause risk of harm to other individuals in the College community. For example, students can report incidents of Dating Violence without fear of discipline for dating as it is prohibited under the Code of Conduct. Students should not let their own behavior be a deterrent to reporting an incident under this Policy and the College encourages all students to report incidents of prohibited conduct to an appropriate staff member as soon as possible.

However, in deference to its unique social expectations, the College reserves the right to determine the appropriate response to such violations, which may imposition of educational or therapeutic remedies including, but not limited to, the personal accountability, disciplinary duties, or educational sanctions outlined above in Section XII of this Policy.

Students who seek limited immunity in bad faith or otherwise make a false report under this Policy, will be subject to appropriate discipline, up to and including dismissal from the College.

### **XIV. Retaliation**

No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participates in a proceeding in any manner. Participants who experience retaliation should report the incident immediately to the Dean of Students.

### **XV. Education and Prevention Programs**

The College is committed to prevention of prohibited conduct through education and awareness programs. Throughout each academic year, the College offers educational programs to promote awareness of prohibited conduct, including sexual assault, stalking, dating violence, and domestic violence. The Title IX Coordinator, in consultation with other appropriate individuals and/or organizations, shall assist in coordinating such programs.

The College offers comprehensive, intentional and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, stalking, dating violence, and domestic violence that are (a) culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (b) consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. These training programs will include:

- A statement that College prohibits sexual misconduct, stalking, and domestic and dating violence;
- The definitions of sexual misconduct, stalking, and domestic and dating violence, under College policy and state law;
- The definition of consent in reference to sexual activity under College policy and state law;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information of disciplinary procedures related to sexual misconduct, stalking, and domestic and dating violence;
- A description of the College's drug and alcohol-abuse education programs.

All continuing students and staff will receive regular opportunities to review this information, become acquainted with new policies and best practices, and practice key skills. All training, as well as information provided, will be age and content appropriate.

## **XVI. Clery Act Reporting**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") is the federal law that requires institutions participating in federal financial aid programs to disclose information about crime on and around their campuses. Clery reporting must be submitted to the U.S. Department of Education for certain offenses that have been reported at campus locations. The information contained in the annual Clery report tracks the number of Clery reportable offenses occurring and does not include the names or any other identifying information about the persons involved in such incidents. In addition, the College may be obligated to issue timely warnings to appropriate members of the College Community about emergency situations or crimes that pose a serious or continuing threat to safety. With regard to such timely warnings, the names and other identifying information of victims will be withheld as confidential.

All proceedings under this policy are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and College policy.

# THE PROTECTION OF MINORS ON CAMPUS POLICY

## I. Purpose

Valor Christian College (VCC) is committed to the safety of all individuals within its community. This Policy establishes guidelines for those within the VCC community who work or interact with individuals under 18 years of age, with the goal of promoting the safety and well-being of minors. This Policy only applies to VCC affiliated programs operating on campus.

## II. Scope

**VCC Affiliated Programs:** VCC affiliated classes, programs, or activities include those classes, programs, and activities sponsored and approved for operation by VCC. This could include classes taught at VCC or programs and activities that may have contracts with VCC that permit the use of campus facilities for a small or nominal fee (e.g., community programs or workshops). Generally, the individuals responsible for operating such classes, programs, or activities will be employees of VCC. This Policy provides guidelines that apply to interactions between minors and VCC students, faculty, staff and volunteers in all VCC affiliated programs or activities.

All VCC students, faculty and staff are responsible for understanding and complying with this Policy. Any appendices to this Policy set forth specific requirements and the policy and related procedures may be revised and/or updated from time to time.

## III. Definitions

Abuse of Minors for purposes of this Policy means physical, emotional or mental injury or death, inflicted other than by accidental means, the creation of a substantial risk to the health or safety by negligent treatment or maltreatment, or sexual abuse or exploitation of a person under the age of 18.

Sexual abuse includes engaging in or attempting to engage in a sexual act or sexual contact with a minor, causing or attempting to cause a minor to engage in sexually explicit conduct, or exposing the minor to sexually explicit conduct.

Neglect includes the failure to act to meet basic requirements for the health and safety of, or to prevent the infliction of abuse upon, a person under age 18.

Campus for purposes of this policy means all buildings, facilities, and properties that are owned, operated, managed, or controlled by VCC.

## IV. Guidelines and Responsibilities

When participating in VCC affiliated classes, programs, and activities, all program-affiliated students, faculty and staff must:

- Be vigilant in protecting the well-being and safety of minors with whom they interact on campus or elsewhere.



- Review the informational material about the signs of abuse and neglect of minors in Appendix A.
- Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations of this policy or law, as provided in Sections VII and VIII below.
- Ensure that the program or activity provides appropriate supervision for minors at all times. Supervision provided by program-affiliated students, faculty and/or staff shall include appropriate supervision which includes compliance with the guidelines established by the American Camp Association.<sup>1</sup>
- Before engaging in any VCC affiliated class, program, or activity involving contact with minors:
  - meet the requirements of this Policy relating to training (Section V) and criminal background checks (Section VI);
  - meet any additional requirements that relate to the specific program or activity.

Anyone covered by this Policy who knows or suspects that an undergraduate student under the age of 18 has been abused or neglected must make reports as required by Sections VII and VIII.

## V. Training for Those Participating in Programs and Activities

VCC students, faculty and staff who participate in VCC affiliated programs or activities involving minors must complete appropriate training. At a minimum, training must include:

- Basic warning signs of abuse or neglect of minors.
- Guidelines for protecting minors from mental, emotional, physical and sexual abuse and neglect.
- Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.

Training may be expanded depending upon the program or activity and the person's role in the program or activity.

## VI. Criminal Background Checks

All individuals working with minors on campus will be required to clear a criminal background check prior to participation in VCC affiliated programs and activities involving minors.

If a criminal background check reveals adverse information or unfavorable results, VCC will conduct an individualized assessment using criteria designed to identify potential risk to minors. A prior conviction shall not automatically disqualify a person from participating in a program or activity. Except where required by law, criminal background checks of VCC faculty, staff and

Age of Minor	Staff to Minor Ratio	
	Overnight Program/Activity	Daytime Program/Activity
5 or younger	1:5	1:6
6-8 years	1:6	1:8
9-14 years	1:8	1:10
15-18 years	1:10	1:12

students that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential. Records of background checks will be maintained separately from an individual's personnel or student file.

## VII. Reporting Potential Harm to Minors

### 1. *Emergencies*

In case of an emergency, one should immediately call the Campus Security Department at (614) 325-6596 or the Franklin County Sheriff at 911.

### 2. *Reports of Known or Suspected Abuse or Neglect of Minors* **ANY** person participating in a VCC affiliated program or activity operating on VCC's campus involving minors, who knows, suspects, or receives information indicating that a minor has been abused or neglected, **MUST** notify the Franklin County Children Services 24-hour abuse hotline at (614) 229-7000 and/or the Franklin County Sheriff at 614-525-3333.

### 3. Additionally, **ANY** reporter of known or suspected abuse or neglect of a minor shall inform the Campus Security Department, as well as VCC's Civil Rights/Title IX Coordinator, of their concern.

- Campus Security Department may be reached at (614) 325-6596
- Civil Rights/Title IX Coordinator, Dr. Laquetta Cortner, Provost, and she may be reached at (614) 837-4088.

The Campus Security Department with support from other appropriate offices as necessary will help determine appropriate next steps. In addition, program supervisors should be promptly notified once it is safe and appropriate to do so.

## VIII. Addressing Reports of Abuse or Neglect

### A. Upon receipt of a report of alleged abuse or neglect of a minor in a VCC affiliated program or activity, VCC's Civil Rights/Title IX Coordinator (or designee), shall:

- 1) Take immediate steps to prevent further harm to the alleged victim or other minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with minors pending resolution of the matter.
- 2) Determine whether the Franklin County Sheriff, Franklin County Children Services, or both have already been notified and, if not, whether such notification is required or appropriate given the circumstances.
- 3) If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the minor involved.
- 4) Investigate the report and resolve the matter in a way that safeguards the minor, protects the interests of victims and reporters, affords fundamental fairness to the accused, and meets applicable legal requirements.
- 5) Facilitate VCC's cooperation with any investigation conducted by the Franklin County Sheriff, Franklin County Children Services, or other governmental agency.

### B. Whenever a report alleges that someone involved in a non-VCC affiliated program or activity on campus who is not a member of VCC's faculty, staff, or student body has abused

or neglected a minor, the person receiving the report shall immediately notify VCC's Civil Rights/Title IX Coordinator, even if they believe the Coordinator has already been notified.

### **IX. Accidents, incidents and Insurance**

Any, class, program, or activity operating on VCC's campus involving minors shall be required to provide VCC with prompt and timely written notice of any incident and/or accident of which it has knowledge that in any way, directly or indirectly, contingently or otherwise, occurs at its program or activity on campus.

### **X. Nondiscrimination**

Any class, program, or activity operating on VCC's campus involving minors shall be required to review and train its personnel on VCC's anti-discrimination policy. VCC admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, and/or disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Any requests for accommodation received by any instructor, program or activity operating on VCC's campus involving minors should be coordinated with VCC's Learning Support Services Office at [learningsupport@valorcollege.edu](mailto:learningsupport@valorcollege.edu).

### **XI. Enforcement**

Sanctions for violations of this Policy will depend on the circumstances and the nature of the violation, but may include the full range of available VCC sanctions applicable to the individual including suspension, dismissal, termination, and, where appropriate, exclusion from campus. VCC may also take necessary interim actions before determining whether a violation has occurred.

### **XII. Policy Implementation and Modification**

Questions about the interpretation or application of this Policy should be raised with the Dean of Students who will consult with other VCC offices as appropriate, shall update or modify the Policy as necessary and administer and oversee the implementation of the Policy in a manner that best achieves its goals. This Policy may be modified as necessary.

## **PROGRAM FOR PREVENTION OF DRUG AND ALCOHOL ABUSE**

The Federal Drug-Free Schools and Communities Act Amendments of 1989 ("Amendments") and the Drug Free Workplace Act of 1988 require that colleges adopt and implement a program for prevention of the unlawful possession, illicit drug manufacture, use, or distribution of illicit drugs and alcohol on campus or as part of college activities that occur off-campus.

The Amendments further require that we distribute information about the program annually to every member of our community. The information must include the College's policy statement about the unlawful use, possession, or distribution of alcohol or illicit drugs, and a description of the College's disciplinary sanctions. We are also required to provide information about applicable local, state, and federal criminal sanctions, the associated health risks of drug and alcohol abuse, and the available support services for help in dealing with problems associated with drug and alcohol abuse.

The program and its underlying policy are to be reviewed regularly and amended or revised in accordance with our experience and with changes in applicable local, state, or federal laws and regulations. Students should note in particular that under Ohio law, possession of alcoholic beverages by persons under 21 with the intent to consume the beverage is unlawful and for those over 21, a college I.D. is not an acceptable proof of age.

Please address inquiries about the program to the Office of the Dean of Students (614) 837-4088. We encourage anyone who believes that he or she has a problem with drug or alcohol abuse to seek help through these offices or through the services listed in the attached statement. The following is a copy of the College's policy statement pursuant to these requirements, which applies to all of the College's faculty members, students, and staff members:

### **Valor Christian College POLICY STATEMENT**

#### **Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988**

##### **I. POLICY STATEMENT**

Valor Christian College is committed to creating for its students, faculty and staff an environment in which the use of alcohol and illicit drugs is eliminated, which encourages safety and individual accountability, and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or to use unlawful drugs. The College prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students, faculty members, or staff members while on or off College property, in residence halls, or while participating in College-sponsored activities or conducting College business off-premises.

An employee convicted of illicit drug activity in the workplace must report that conviction to the Human Resources department within five (5) days of the conviction.

## II. STANDARDS OF CONDUCT

- The College strictly prohibits the unlawful possession, use, or distribution of illicit drugs on or off College premises or at College activities.

- The sale, service, possession, and consumption of alcoholic beverages on or off College premises or at related College activities is prohibited.

- Any person who misrepresents the age of a person under the age of twenty-one years for the purpose of inducing the sale of any alcoholic beverage is guilty of an offense under Ohio Law.

- No person under the age of twenty-one years shall present or offer to any liquor licensee under Ohio law, or to the agent or employee of such license, any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase any alcoholic beverage.

- In addition, Ohio State law prohibits any person under the age of twenty-one years from possessing any alcoholic beverage ... with the intent to consume such beverage. Also, anyone who furnishes alcohol to anyone under the age of twenty-one has committed an offense under Ohio law.

The Valor Christian College Student Handbook contains additional policies with regard to alcoholic beverages and illicit drugs.

## III. COLLEGE SANCTIONS

Members of the College community who violate this policy shall be subject to sanction. Taking into account the circumstances of each case, sanctions for students may range from warnings to expulsion from the College, and sanctions for employees may range from warnings to termination. At the discretion of the College, as an alternative to, or in addition to any disciplinary action taken, students or employees may be required to participate in and to complete satisfactorily an appropriate counseling or rehabilitation program. The College may maintain records of such discipline in a student's record or an employee's personnel file. Enforcement of these sanctions shall be through the College's existing disciplinary procedures for students, faculty, and staff, as appropriate.

### Substance Abuse

The college reserves the right to require drug and other diagnostic testing of any student or employee of the college when deemed necessary. In compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-2626), the law prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the property or as part of any of its activities. The consumption or possession of alcoholic beverages, tobacco, non-medical narcotics or hallucinogenic drugs, including marijuana, is strictly prohibited.

Students are expected to observe social norms which exclude behaviors prohibited in the Covenant Code of Honor. The Biblical standard of holiness is expected of all students on and off campus. Student involvement in any use of prohibited substances outlined above at any time while completing course work at Valor Christian College, whether on campus or elsewhere, is

grounds for immediate disciplinary action up to and including dismissal from Valor Christian College.

#### IV. CRIMINAL SANCTIONS

Ohio law is very specific concerning sanctions for drug and alcohol related offenses. Please note that offenses committed on or near school property receive harsher sanctions for the same offense not committed on or near school property. Below are examples of a sample of offenses addressed by Ohio law.

<b>Selected Alcohol Offenses Under Ohio Law</b>			
	<i>Section Ohio Revised Code</i>	<i>Fine</i>	<i>Sentence</i>
Open Container of Alcohol in Public	4301.62	\$100	None
Purchase by Minor	4301.63	\$1,000	6 Months
Misrepresentation by Minor to Obtain Alcohol	4301.634	\$1,000	6 Months
Furnishing False (Fake) ID Cards	4301.636	\$1,000	6 Months
Consumption in Motor Vehicle	4301.62 B4	\$250	30 Days
Possession of Alcohol not Legally Acquired	4301.67	\$250	30 Days
Sale or furnishing to a Minor	4301.69	\$1,000	6 Months

<b>Selected Drug Offenses Under Ohio Law</b>			
<b>Sale of Marijuana First Offense</b>			
Less Than 200 grams	2925.03(A)(1)	\$1,000 (mandatory)	½-5 Years
200 to 600 grams	2925.03(A)(5)	\$3,000 (mandatory)	1-10 Years
600 to 20,000 grams	2925.03(A)(7)	\$5,000 (mandatory)	2-15 Years (6 months actual min)
More than \$20,000 grams	2925.03(A)(10)	\$5,000 (mandatory)	2-15 Years (6 months actual min)
<b>Sale of Marijuana Second Offense or Near School</b>			
Less than 200 grams	2925.03(A)(1)	\$2,000 (mandatory)	1-10 Years
600 to 20,000 grams	2925.03(A)(5)	\$6,000 (mandatory)	2-15 Years
600 to 20,000 grams	2925.03(A)(7)	\$10,000 (mandatory)	2-15 Years (1 year actual min)
More than \$20,000 grams	2925.03(A)(10)	\$10,000 (mandatory)	2-15 Years (1 year actual min)
<b>Sale of Cocaine or Crack First Offense</b>			
Less than 10 grams	2925.03(A)(1)	\$2,500 (mandatory)	1-10 Years
10 to 30 grams	2925.03(A)(5)	\$5,000 (mandatory)	2-15 Years (3 years actual min)
30 to 1,000 grams	2925.03(A)(7)	\$7,500 (mandatory)	4-25 Years (5 years actual min)
More than 1,000 grams	2925.03(A)(10)	\$7,500 (mandatory)	15 Years - Life

Sale of Cocaine or Crack Second Offense or Near School			
Less than 10 grams	2925.03(A)(1)	\$5,000 (mandatory)	2-15 Years
10 to 30 grams	2925.03(A)(5)	\$10,000 (mandatory)	4-25 Years (5 years actual min)
30 to 1,000 grams	2925.03(A)(7)	\$15,000 (mandatory)	4-25 Years (7 years actual min)
More than 1,000 grams	2925.03(A)(10)	\$15,000 (mandatory)	20 Years-Life
Possession or Use of Marijuana			
Less than 100 grams	2925.11(A)	\$100 (mandatory)	None
More than 100 grams	2925.11(A)	\$250 (mandatory)	0-30 Days
Possession or Use of Cocaine or Crack			
First Offense	2925.11(A)	\$1,500 (mandatory)	½-5 Years
Second Offense	2925.11(A)	\$2,500 (mandatory)	1-10 Years

Please understand that these are only examples of the penalties that a person may face for the illegal possession, use, and distribution of alcoholic beverages and drugs. It is the College's policy to discourage violations of federal, state, and local law by its employees and students. Where appropriate, the College may refer employees and students who violate such laws for prosecution by the relevant governmental authorities, and will cooperate fully with such authorities.

## V. HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE / ILLICIT DRUG USE

The following are summaries provided by the federal government of the health risks associated with illicit drug use and alcohol abuse. These are an overview and each individual will experience the drug or alcoholic beverage in a different way given his or her physical and psychological characteristics.

Alcoholic consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and reduce the coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including sexual assault, and spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses, which vary greatly for different people, can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

The use of illicit drugs has serious risks for the user. Certain illicit drugs, if taken in sufficient doses or by using certain methods, may result in immediate death or life-threatening conditions. They may also result in irreparable damage to vital organs and create chronic and debilitating health concerns. Prolonged use of certain illicit drugs could cause liver disease, mental impairments, and certain cancers. The combination of illicit drugs and alcohol abuse will exacerbate physical and mental ailments. Illicit drugs also create physical and mental dependencies. As with alcohol withdrawal, withdrawal from illicit drugs causes a variety of physical and mental problems, which may be life threatening. Illicit drug abuse relates to and often results in significant social problems such as job loss, divorce, and financial stresses, and may cause the user to engage in criminal conduct to support the dependency. Using illicit drugs during pregnancy will harm the fetus and may result in miscarriage or birth defects.

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard. Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

### **Additional Health Risks**

#### **Alcohol**

Alcohol toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment.

#### **Amphetamines**

Amphetamines can cause a rapid or irregular heartbeat, tremors, convulsions, loss of coordination, collapse and death. Heavy users are prone to irrational acts.

#### **Marijuana**

The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also often lack motivation and general drive to achieve goals.

#### **Club Drugs**

Club drugs are drugs such as MDMA (Ecstasy), Rohypnol, GHB, LSD and methamphetamine and others, which are used at all-night parties such as trances or raves, dance clubs and bars. These party drugs, particularly when mixed with alcohol, can cause serious health problems, injuries or even death.

#### **Cocaine/Crack**

Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or freebase rock cocaine,



is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

### **Hallucinogens**

Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, PCP episodes may result in self-inflicted injuries, violence and aggressive behavior toward others.

### **Heroin**

Heroin is an opiate drug that causes the body to have diminished pain reactions. Overdoses of this highly addictive drug can result in coma or death due to respiratory failure or cardiovascular collapse.

### **Methamphetamines**

Methamphetamines can cause rapid or irregular heartbeat, increased blood pressure and body temperature. Possible side effects with long-term use include mood disturbances, violent behavior, anxiety, confusion and insomnia. All users risk becoming infected with diseases such as HIV/ AIDS and hepatitis.

### **Prescription Drug Abuse**

Taking a prescription medication that is not prescribed for you, or taking it for reasons or in dosages other than as prescribed, is prescription drug abuse. Commonly abused classes of prescription medications include opioids, central nervous system (CNS) depressants and stimulants. Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids and CNS depressants may cause the user to experience drowsiness, slowing of brain function, as well as decreased heart and respiration rates. Stimulants can cause anxiety, paranoia, dangerously high body temperatures or seizures if taken repeatedly or in high doses.

### **Salvia Divinorum**

Use of salvia can cause hallucination, changes in visual perception, feelings of detachment and a decreased ability to interact with one's surroundings.

### **Synthetic Drugs (Spice, Bath Salts, etc.)**

"Spice" refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as "safe," legal alternatives to that drug. The term "bath salts" refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Though research on synthetic substances is still limited, they have been found to be potentially more dangerous than marijuana, cocaine, or other substances of abuse, as they are addictive and can be highly dangerous to humans.

### **Steroids**

Steroids can cause cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, and depression.

## VI. COUNSELING AND SUPPORT PROGRAMS

The College educates students about alcohol and drug use through specific programs throughout the year, such as programs in the residence halls, and through published information and other services of the Office of the Dean of Students.

Students who wish to discuss in confidence matters related to drug and alcohol abuse are encouraged to contact the Dean of Students. Staff members are available for counseling, and can serve as consultants or resource persons for referrals.

Similarly, employees may seek the assistance of the Human Resources department in locating appropriate outside services.

There is a wide range of treatment programs for drug and alcohol abuse in Franklin County, Ohio. The following is a sampling of the self-help and resource organizations that are located in New York, which offer services or referral information at little or no cost:

Teen Challenge of Columbus (women)	<a href="http://www.teenchallengecolumbus.net/">http://www.teenchallengecolumbus.net/</a>	(614) 476-4600
Ohio Valley Teen Challenge (men)	<a href="http://www.ohiovalleyteenchallenge.com/">http://www.ohiovalleyteenchallenge.com/</a>	(330) 743-9030
Ohio State University Medical Center/Talbot Hall	<a href="http://medicalcenter.osu.edu/patientcare/healthcare_services/alcohol_drug_addiction/Pages/index.aspx">http://medicalcenter.osu.edu/patientcare/healthcare_services/alcohol_drug_addiction/Pages/index.aspx</a>	(212) 870-3400
Netcare (Crisis Line)	<a href="http://www.netcareaccess.org/">http://www.netcareaccess.org/</a>	614-276-2273
Cocaine Anonymous Columbus	<a href="http://www.caohio.org/index.htm">http://www.caohio.org/index.htm</a>	(614) 251-1122
Alcoholics Anonymous Central Ohio	<a href="http://www.aacentralohio.org/news.php">http://www.aacentralohio.org/news.php</a>	(614) 253-8501
Al-Anon Central Ohio	<a href="http://coafg.org/">http://coafg.org/</a>	(614) 547-1550

If you have any questions about these programs, or about any other aspect of this program, please call the Dean of Students: 614-837-4088.

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Under the Federal Higher Education Opportunity Act (HEOA), students who are convicted for any offense related to any federal or state law involving the possession or sale of illegal drugs will lose eligibility for any type of Title IV, HEA grant, loan or work-study assistance. See *Program for Prevention of Drug and Alcohol Abuse*.

## STUDENT SERVICES

The following student services are available to Valor Christian College students:

### Residence Hall Students

- Mail services
- Special activities
- Internet access in rooms (included in activities fee)
- Laundry facilities (included in activities fee)

### All Students

- Academic Advisement
- Alumni Network
- Cafeteria purchase plan
- Library
- Just Cause Plus (outreach organization)
- Parking
- Fellowship through Family Life at WHC
- The Security Department
- Outreach/Community Service
- Student Government
- Student Ministry Opportunities
- Social Activities

### Bulletin Board

A bulletin board is available by the main entrance of each dormitory to encourage the exchange of information among the student body. The following steps must be followed to place an item on the board:

1. All items submitted should be typed on a blank page, no larger than 8.5" x 11";
2. Requests for items to be posted on the board must be left with the receptionist in the Administration Office;
3. Items approved will be initialed and dated by the Dean of Students and posted for 30 days. After 30 days it will be removed unless a request has been resubmitted;
4. Any changes to the original request must be resubmitted. Items already on the board should not be removed or altered in any way;
5. Any item posted without proper approval will be immediately discarded;
6. The Dean of Students' office reserves the right to limit and/or restrict what is placed on the bulletin board;
7. The bulletin board may not be used to advertise one's business with the purpose of soliciting clients or customers (See Solicitation Policy);
8. Advertising meetings, special events, or services must be submitted to the Dean of Students' office for approval. Flyers, bulletins, pictures, etc. cannot be placed on the bulletin board or passed out by students any time while at Valor Christian College. Only

approved events will be posted on the bulletin board and/or announced by the College Administration;

9. Populi is the official way in which Valor Christian College Administration will contact all current students with school announcements posted throughout the semester. Students are encouraged to check Populi daily to stay abreast of Valor Christian College/WHC news.

## **Correspondence**

All correspondence should be addressed to Valor Christian College, P.O. Box 800, Columbus, OH 43216-0800. Phone: (614) 837-4088 Fax: (614) 837-6904.

## **Job Placement after Graduation**

Valor Christian College desires to help place qualified graduates in ministry to fulfill the call of God on their lives. Valor does not guarantee placement. Second year students and alumni who are interested in obtaining information on current positions available should direct their inquiries to the Dean of Students.

## **Insurance**

Valor Christian College does not offer student health insurance. Students are strongly encouraged to make arrangements to obtain personal insurance either under their parent's policy or purchase their own individual policy from a reputable insurance company. Students are responsible for their own medical treatment, including visits to the emergency room or urgent care, EMT, and ambulance service.

Personal belongings, such as furniture, clothing, stereos, etc., in the residence halls are not covered by ministry or Valor Christian College insurance. A "Renter's Insurance Policy" or a "Personal Items Rider" under parent's insurance should be purchased to cover personal belongings. This insurance is normally very inexpensive. Valor Christian College will *not* assume responsibility for replacing stolen items.

## **Student Health Clinic**

Students must maintain appropriate standards of health and hygiene, such as proper use of medication, proper rest and nutrition. In case of an emergency, students should call 911 or go to the local hospital or Urgent Care.

## **Library**

The Valor Christian College Library is available to students who are currently enrolled at Valor Christian College. Specific regulations regarding library policies are available through the Office of the Academic Dean. In addition to the Valor Christian College Library, several local community libraries are available to Valor Christian College students.

All students must present their student ID Badge to check out library materials. Removing library materials without permission, tampering or destruction of Valor Christian College property, including computer hardware/software and library resources, will be subject to immediate disciplinary action, including fines to replace and/or repair damage.

Books circulate for 14 days. DVDs and CDs circulate for 7 days. Current textbooks and reference materials are available for library use only.

Computers are available for student use for obtaining information through the Internet and completion of class assignments. Please be time conscious and adhere to the 30 minute time limit if others are waiting.

Notices will be sent prior to mid-term and final exams to students who have unpaid library fines or library materials checked out. All materials must be returned, and fines paid prior to taking final exams. Any individual who fails to return library materials and pay library fines prior to the final exam dates *will not* be permitted to take their final exams until all materials have been returned and fines paid. Fines are assessed for past due materials: books are \$.20 per day and audio, video, DVD and CD materials are \$1.00 per day.

Library hours while school is in session will be posted outside the library and published in Populi.

### **Lost and Found**

Students who have lost an item should see a Valor Christian College usher or instructor for directions to the Lost and Found area (the Receptionist). Items not claimed within ten school days will be discarded. Students who have found an item should turn it in immediately to a Valor Christian College Receptionist. Students should not consider a lost item they have found to be their personal property.

Valor Christian College does not assume any responsibility for lost items. Students are especially advised to put their name and telephone number inside their textbooks.

### **Mail/Package Delivery Addresses**

Student mail is not distributed through the College, with the exception of Residence Hall students. Mail is delivered to the Residence Halls Monday through Friday. The mailing address is:

Student's name  
C/O Valor Christian College  
PO Box 800  
Columbus, OH 43216-0800

The Shipping address for parcels / packages is:

Students' Name  
C/O Valor Christian College  
10165 Wright Road  
Canal Winchester, OH 43110

### **Messages**

Only extreme emergency messages will be brought to the instructors to be given to a student. Other messages for students will not be taken. Students should not expect to conduct business (ex. sending faxes), exchange information or arrange personal schedules through the Valor Christian College receptionist.

**Student Union—The Ashton Parsley Student Life Center and Student Lounge**

The Student Union, affectionately named The Ashton Parsley Student Life Center, has been established to create an atmosphere for fellowship among the student body. Refreshments are available in the Ashton Parsley Student Life Center. The Ashton Parsley Student Life Center is also open on scheduled evenings during special events. Hours and events will be posted.

No food or beverage, except water with a lid, may be taken into any of the classrooms or Library. All refreshments must be kept in The Ashton Parsley Student Life Center/Student Lounge. Trash must be disposed of in appropriate containers. Any beverage cans or cups left on the vending machines, in the restrooms, etc. will be disposed of immediately.

Please take pride in your school and help us keep it looking clean.

## CLASSROOM AND ACADEMIC CONDUCT

Classroom behavior must be conducive to an atmosphere of learning with respect to the rights of your classmates and instructor. Each student should feel comfortable participating in all classroom discussions. Students are fully expected to arrive in class having completed *all* reading assignments and ready to participate in the discussion. It is up to the student to seek additional assistance in the event that they are having difficulty comprehending and digesting materials. Students have the responsibility to approach the instructor and inform him/her of any such problems as soon as the problem is known. Bringing a problem to the instructor at the end of the semester makes it difficult to facilitate a resolution. *All* cell phones must be turned off while in the classroom including text message capabilities.

### Electronic Devices/Cameras

As a member of the Valor Christian College academic community, each student has a responsibility to professors and fellow students who are members of the college community. When cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, Valor Christian College prohibits the use by students of cell phones in class. All such devices must be turned off or put in a silent mode and cannot be taken out during class.

Cameras, wireless/laptop computers, and similar electronic devices may be used for taking notes in class, subject to the professor's approval. However, these devices are never allowed to be used during exams, except for online exams when a computer may be used. They must always be kept in silent mode during class sessions and only applicable courses as outlined by the professors.

All special circumstances or exceptions should be cleared through the Provost in writing. If you use an electronic device during an exam, use of these devices also may lead to a charge of "cheating" or academic dishonesty, and additional sanctions under the Policies on Plagiarism of the Academic Catalog.

If a professor accuses you of cheating or dishonesty, you have the right to appeal to the Committee Department Chair and Provost.

Any disruption in the classroom will not be tolerated. Offending student will face disciplinary action. The student has the right to appeal any discipline action. However, a violation that involves a charge of academic dishonesty also may be referred by the Provost and the Student Conduct Committee. Students have the right to continue attending class while an appeal is in progress.

### Cheating and Plagiarism

No student shall at any time engage in any activity that gives them an unfair or unethical academic advantage over other students. Students must be especially careful during exams or quizzes not to search out from others or reveal to others answers to questions or otherwise communicate information to one another. This includes text messaging during an exam. Inappropriate use of a computer or other electronic device during class time will result in losing their opportunity to have a computer in the classroom.

When written work is assigned, students are required to complete the assignments using their own initiative and creativity. Any thoughts or ideas borrowed from others must be given appropriate credit according to generally accepted literary rules.

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as their own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how they have employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes, while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

Additional policies pertaining to plagiarism are contained in the Academic Catalog and in course syllabi.

Penalties for cheating and/or plagiarizing will be at the discretion of the instructor for the course. An appeal of that decision can be made with the Provost. The decision of the Provost shall be final.

### **Copyright Infringement Policy**

Valor Christian College prohibits the use of its network to engage in copyright infringement. Copyright infringement includes the file sharing of copyrighted material without authorization, including the unauthorized downloading or sharing of copyrighted music. Students engaging in unauthorized file sharing can be referred to the Dean of Students for adjudication and potential discipline. Copyright infringement also carries potential civil and criminal legal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed and can assess costs and attorney's fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense.

### **Textbook Requirements**

Make certain textbooks are purchased in ample time. Students are required to purchase the selected textbooks for every class in which they are registered. All students are required to have a Bible for use.

E-books may not be sold back to the company.



## Examination Policy

Valor Christian College requires all students to take exams when scheduled, unless a physician-documented illness, a verifiable personal or family emergency or authorized College business prevents the taking of the exam at the normally scheduled time. Early examinations are not allowed. Late examinations require the submission of a Petition for Late Examination.

### Late Examination

Late examinations will be administered only after approval has been granted by the instructor and the Provost. Students must take the following steps to qualify:

1. The student must complete a Petition for Late Examination (available in the Registrar's Office) and submit it along with supporting documentation to the instructor:
  - For illnesses, physician documentation is required;
  - For death in family, documentation of the death or funeral is required (e.g., obituary, funeral program, letter from officiating minister);
  - For other personal or family emergencies, consult with the instructor and/or the Provost to determine an adequate form of documentation;
  - For authorized College business, written verification from the student's College supervisor is required prior to the absence.
2. The instructor must review the Petition and supporting documentation. If the instructor decides to grant the request for a late examination, he or she will sign the Petition, propose a time and place for the makeup examination and return the Petition to the student. The student then must take the Petition and supporting documentation to the Provost;
3. The Provost must review the Petition and its supporting documentation. If approved, the student will be sent to the Finance Office with the approved Petition;
4. In the Finance Office, the student must pay a \$25 late examination fee. The finance officer must sign the Petition verifying that the fee has been paid.

The student must take the approved Petition to the instructor and be prepared to take the late examination under the instructor's supervision at the agreed-upon time. The exam must be taken no later than five (5) calendar days after the approval of the petition. Grade penalties may be applied.

## Course Syllabi

Students must take responsibility for course expectations as conveyed in the syllabus for each on their schedule. Course syllabi contain important information pertaining to attendance, grading, assignments, calendar and other guidelines unique to each respective course.

# STUDENT LIFESTYLE

## The Covenant Code of Honor

All enrolled Valor Christian College students must sign the following Covenant Code of Honor:

In signing The Covenant Code of Honor, I fully recognize that Valor Christian College was founded to be and is committed to being a New Testament ministry. It offers a lifestyle of commitment to Jesus Christ of Nazareth as personal Savior and Lord as an integral part of its evangelistic outreach. It is therefore my personal commitment to be a person of integrity in my attitude and respect for Valor Christian College in its calling to be a Christian college.

**I COVENANT** to apply myself wholeheartedly to my academic studies and my mind for the glory of God;

**I COVENANT** to grow in my spirit in developing my own relationship with God through prayer and the reading of the Word of God;

**I COVENANT** to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie, I will not steal, I will not curse, and I will not be involved in gossip or slander;

**I COVENANT** to keep myself under subjection from all immoral and illegal acts and habits, whether on or off campus or on all the social media. I will refrain from illegal drugs, illicit sexual acts, including homosexual/lesbian behavior. I will not possess or drink alcoholic beverages of any kind, I will not use tobacco (even smokeless), I will not use marijuana, other illegal drugs or legal prescription drugs to abuse my body. I will not possess, view, or distribute pornographic material. I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook;

**I COVENANT** to maintain an integrity of "openness" to God's claims on my life, and to do my utmost to know and to follow His will for my life;

**I COVENANT** to respect the things of God; the vision, the pastor, the church and its leadership, the faculty and staff, and my fellow classmates;

**I COVENANT** to responsibly serve in the area of my choice with integrity and a humble heart of Servanthood;

**I COVENANT** to attend classes and chapel services as required and to attend World Harvest Church or my previous local church regularly;

**I COVENANT** to fulfill all financial obligations that I enter into while enrolled at Valor Christian College;

**I COVENANT** to abide by the rules and regulations, which may from time to time be adopted by the College Administration. I understand Valor Christian College is a private school and I therefore have no vested rights in the governance of the school. I accept my attendance at Valor Christian College as a PRIVILEGE and NOT a right... and the College reserves the right to require the withdrawal of a student upon the judgment of the Disciplinary Committee under the direction of the Dean of Students (or designated official).

## Biblical Principles and Priorities

The expectations, guidelines and regulations of Valor Christian College are based upon biblical principles and priorities. Valor students are expected to exemplify the fruit of the Spirit as described in Galatians 5:22-23: love, joy, peace, patience, gentleness, goodness, faith, meekness and self-control. Students are also expected to live by other New Testament guidelines for godly relationships:

1. "Be at peace with each other," (Mark 9:50) and "Live in harmony with one another...." (Romans 12:16; 1 Peter 3:8)
2. "Love one another." (John 13:34, 35; 15:12, 17; Romans 13:8; 1 Thessalonians 4:9; 1 Peter 3:8; 4:8; 1 John 3:11, 23; 4:7, 11-12; 2 John 5)
3. "Make your love increase and overflow for each other." (1 Thessalonians 3:12)
4. "Be devoted to one another in brotherly love." (Romans 12:10)
5. "Honor one another above yourselves." (Romans 12:10)
6. "Stop passing judgment on one another." (Romans 14:13)
7. "Accept one another, then, just as Christ accepted you." (Romans 15:7)
8. "Have equal concern for each other." (1 Corinthians 12:25)
9. "Serve one another in love." (Galatians 5:13)
10. "Carry each other's burdens." (Galatians 6:2)
11. "Be patient, bearing with one another in love." (Ephesians 4:2)
12. "Be kind and compassionate to one another." (Ephesians 4:32)
13. "Submit to one another out of reverence for Christ." (Ephesians 5:21)
14. "In humility consider others better than yourselves." (Philippians 2:3)
15. "Do not lie to each other." (Colossians 3:9)
16. "Bear with each other." (Colossians 3:13)
17. "Forgive whatever grievances you may have against one another." (Ephesians 4:32; Colossians 3:13)
18. "Encourage one another daily." (1 Thessalonians 4:18; 5:11; Hebrews 3:13; 10:25)
19. "Build each other up." (1 Thessalonians 5:11)
20. "Spur one another on toward love and good deeds." (Hebrews 10:24)
21. "Do not slander one another." (James 4:11)
22. "Do not grumble against each other." (James 5:9)
23. "Confess your sins to each other." (James 5:16)
24. "Pray for each other." (James 5:16)
25. "Offer hospitality to one another without grumbling." (1 Peter 4:9)
26. "Each one should use whatever gift he has received to serve others." (1 Peter 4:10)
27. "Clothe yourselves with humility toward one another." (1 Peter 5:5)

## Representation of God's Kingdom

While you are a student preparing to be an ambassador of the Kingdom of God, it is important to remember that you represent:

1. The Lord Jesus Christ
2. Valor Christian College
3. World Harvest Church

Reports of conduct that would discredit the Kingdom of God and/or Valor Christian College will cause the student to be subject to disciplinary action.

Students of Valor Christian College are recognized for their positive response to the call of God upon their lives. Requirements are much higher for students than for the Body of Christ as a whole.

## Valor Emphases and Expectations

Valor Christian College emphasizes the following:

1. Cultivation of daily habits of prayer and Bible study;
2. Recognition of and obedience to the authority of the Word of God, specifically concerning moral standards;
3. Personal development of Christian character;
4. Regular attendance, involvement and commitment to a local body of believers;
5. The use of the Lord's Day to give primary attention to worship, rest, Christian fellowship and service.

Students are expected to conform to higher standards than other believers in terms of behavior, dress, speech and attitude. Some specific areas included are:

1. Enthusiasm for the things of God, support of the vision and program of your local church and respect for your pastor, leadership, and other ministry gift offices set in the church;
2. Respect for instructors, guests, staff members and fellow students. Please note: Students are not on a casual, first-name basis with faculty and staff. During the school year Valor Christian College recognizes two categories: faculty/staff and students. That relationship will remain in place for the duration of the school year. Students should address the Instructors as Doctor or Professor;
3. Impeccable conduct in personal relationships, especially with the opposite sex. Students are expected to avoid questionable conduct or situations that would cause reproach. Overt displays of affection are discouraged, "let not your good be spoken evil of";
4. Each student is responsible for their own financial expense. This includes personal items such as, toiletries, food, tuition and dorm expenses. Most students secure employment sufficient to meet their needs. Faith comes by hearing, but money comes by working;
5. Lifestyle. The Biblical standard of holiness is expected of all students on and off campus. We are a Christian community; students are expected to exhibit behavior that exemplifies Godliness and takes the needs and feelings of others into account. This includes following the Covenant Code of Honor and avoiding the *very appearance* of evil;
6. The use of approved music and other art forms in dramatic productions, social events and other public programs;
7. Wise choices in those you associate with;
8. Godly choices of magazines, music, printed material, television programs, videos and all other media sources, including Internet web sites.

Students who attend Valor Christian College are expected to abide by teachings of Scripture and avoid all practices which are morally wrong according to Scriptural standards. Valor Christian College does not approve of questionable activities that are detrimental to Christian character.

## **Spiritual Life**

### **Chapel Attendance**

Studying, sleeping and/or reading are not acceptable behaviors in Chapel. Students who are found doing so will be subject to disciplinary action. There will be one Chapel service per week at Valor Christian College from 10:00 a.m. to approximately 12:00 noon every Thursday (times may vary). Chapel is not concluded until dismissed by the person or persons leading the service. Students should not expect to be dismissed from chapel early except in the event of an emergency.

### **Church Attendance and Membership**

Students from this area who have a local church home or students who commute and have a local church home are encouraged to attend its services and support its vision. Valor Christian College also urges students in the above categories to consult their church leadership before ministering in or attending any meetings, crusades or services held or sponsored by other ministries or individuals.

Since enrollment at Valor Christian College constitutes a covenant relationship between the student and Valor Christian College, we also require students to receive prior approval from Valor Christian College in regard to ministering in or attending meetings, crusades or services held or sponsored by other ministries or individuals.

Valor Christian College also encourages those from local churches who do not have service on Wednesday nights to attend services at World Harvest Church. This is not to encourage students to change churches, but is a part of the training process that makes Valor Christian College unique.

Students are encouraged to attend World Harvest Church and support its vision, while they are enrolled. Authorization to attend crusades or services held or sponsored by other ministries or individuals will be provided by an official notification from the Chancellor, the President, or Dean of Students. (See Outside Ministry Policy pg. 9)

Students are not required to relinquish their membership at their home church. Any proselytizing activity is unethical and is expressly forbidden among the student body. Proselytizing activity is defined as any attempt to recruit members into other churches, especially by offering inducements. Any questions regarding unusual or mitigating circumstances in reference to these directives should be forwarded in writing to the Dean of Student's Office. Students must include their name and date on the request.

## **Unacceptable Habits and Behavior**

The following are examples of unacceptable, ungodly habits and behavior. Anyone involved with any of these is subject to disciplinary action, including dismissal from Valor Christian College. Immoral and unethical behavior such as: lying, stealing, cheating, slanderous or profane language, violence, assault (verbal, physical, or sexual), occult practices, possession and/or consumption of alcoholic beverage, abortion, adultery, fornication, any form of extramarital sexual activity, cohabitation, lust, homosexuality, lesbianism, use or possession of any form of pornographic material. Possession of tobacco products (including smokeless), possession of prescription drugs, not prescribed to you, non-medical narcotics or hallucinogenic drugs, including marijuana, are strictly prohibited.

**Inappropriate Use of the Internet**

The use of the internet in the dorms is a privilege, not a right. Any use of the internet services for illegal purposes, (online gambling for example) distribution or viewing of sexually explicit material is prohibited. Valor Christian College and World Harvest Church utilize internet tracking devices, therefore any student who views pornographic materials on the premises will be subject to disciplinary action, loss of internet privileges for their room and possible dismissal from the College.

**Parties and Social Gatherings**

Valor students should exercise Godly judgment when attending parties, or social gatherings. No student should be present anywhere questionable moral activities, presence or consumption of alcohol and/or drugs, dance clubs, bars, social clubs, casinos, or any environments not considered healthy to spiritual growth, integrity and honor.

**Destruction of College Property**

Students who tamper with, remove, or destroy college property (including library materials, fire alarms, smoke detectors, exit signs, or furnishings) will be subject to immediate disciplinary action, including fines to replace property and/or repair any damage.

Valor Christian College reserves the right to suspend, dismiss or otherwise discipline any student who is rebellious, undisciplined, uncooperative or unrepentant.

Any student involvement in any area outlined above at any time, while completing course work at Valor Christian College, whether on campus or elsewhere, is grounds for immediate disciplinary action up to and including dismissal from Valor Christian College.

The above are not intended to be comprehensive, but examples of expectations and standards of conduct of Valor Christian College students. All students will sign a Covenant Code of Honor form, which indicates their agreement with and acceptance of these conduct guidelines at the beginning of each semester. Failure to comply with these stated expectations will subject the student to disciplinary action up to and including dismissal.

**Assault**

Any student making any threats, verbal, physical, written or by any other means available to them to faculty, students, visitors, or others in and out of the college property, can be suspended from the college immediately at the discretion of the Dean of Students and or the Disciplinary Committee.

Students that are suspended for any physical or verbal assault will vacate the college within 24 hours.

Students that are expelled from the college for any type of physical or verbal assault will be suspended and possibly never be allowed to reapply or attend again the college in the future.

Any threats to the opposite sex, physical and or verbal will be governed by the title IV sexual harassment federal governmental laws. Any violation of IV laws will be enough cause for immediate dismissal from the college. Students in violation of Title IV will not be allowed to reapply back to the college.

Students in violation of Title IV federal laws will vacate the college within 24 hours of being given notice of such violation.

## Social Life

Social interaction is an integral part of college life. A unique aspect of the college environment is the ability to meet and develop relationships with others of similar interests and diverse backgrounds.

While the Bible does not specifically speak to every possible social situation, it does provide principles whereby we may interact harmoniously. Valor Christian College expects students to abide by the principles of the Word of God and the standards of the Student Handbook at all times—including holidays, semester breaks and summer vacations—and in all situations, whether on campus or off, at work, at home and at church as well as at college.

Students are expected to be exemplary citizens or residents of the communities in which they live, work, and study. This includes respect for governmental authorities, law enforcement officers, and fellow citizens or residents. This also includes taking part in the civic duty of voting, being informed on issues that affect our lives, and raising a standard of righteousness in our homes, neighborhoods, and communities.

Valor Christian College recognizes believers are a community of faith within a larger social community. Because of this, the Bible makes it clear that although we must of necessity maintain contact with this world, we are not to partake of its nature. Students should always remember they are called in the midst of a world that walks in darkness. The social guidelines included here are reminders and admonitions to maintain a standard of conduct that will enable us to reach the world with the Gospel.

## Dating

### Public Displays of Affection

Students will refrain from public displays of affection anywhere: including the college Gender Road campus, the church, or the Residence Halls. Failure to comply with this policy will result in disciplinary action to be determined by the Dean of Students.

### General Guidelines

- Never be in a home/apartment alone with a member of the opposite sex;
- Remain outside the home of the person you are seeing when parents or a sufficient number of adults (five or more) are not home;
- If a person you are dating is living away from home with a roommate, you are still required to wait outside even if the roommate is present;
- Never allow yourself to be in a position where couples can “pair up”;
- All sleepovers involving males and females will result in automatic disciplinary action including possible dismissal from the college;
- The goal of dating should be to cultivate friendships and other social relationships, not to fulfill desires of the flesh in isolated places. Activities should be planned that promote social interaction and an enjoyable time in a manner that pleases God.

### Guidelines for Men

- Leave no time for parking and “just talking.” Plan an eventful and enjoyable time for your date, and advise her of the time you will leave and return;

- If you are late returning because of an emergency, it is the man's responsibility to immediately call his date's home or Residence Hall to inform them of the emergency;
- Treat your date with all the respect due royalty. This includes:
  - ✓ Opening doors
  - ✓ Paying for meals and entertainment
  - ✓ Treating your date as a lady and daughter of the King

### **Guidelines for Women**

- Ensure your date has honorable intentions and a definite time of return planned;
- Inform your parents, roommate, resident director (or person in charge) where you will be and when you will return;
- Dress modestly and appropriately as a Daughter of God;
- Do not allow your "love" to carry over to carnal desires;
- Demand to return home immediately should such actions begin to occur. Report any such actions to the Dean of Students' office immediately.

## **Dress Code**

All students may dress in "casual attire" while attending classes and chapels unless otherwise directed by the administration. In every case, student dress shall be neat, clean, modest, appropriate and consistent with Christian testimony and shall not draw attention to the individual. Personal hygiene such as brushed teeth, clean and well-groomed hair, clean fingernails, fresh breath and body odor should be given close attention. Students are expected to dress according to the following guidelines:

### **Men**

Casual Attire is defined as follows:

1. Any picture, logo, slogan, symbol, imprint, transfer or other message or design on any article of clothing or accessory that glorifies an ungodly practice or lifestyle is unacceptable and shall not be worn;
2. Jeans, slacks or khakis that are in good repair, pulled up around the waist.
3. Shoes in good repair to include dress shoes, boots, or athletic shoes.
4. Hats, caps, headbands, sunglasses and bandanas are not permitted in the buildings;
5. Facial hair shall be kept neat, clean and well groomed.

### **Women**

Casual Attire is defined as follows:

1. Blouses, dress shirts, polo's, or T-shirts with blazers are to be modest and discreet (make sure that all tops appropriately cover and are not skin tight or revealing);
2. Any picture, logo, slogan, symbol, imprint, transfer or other message or design on any article of clothing or accessory that glorifies an ungodly practice or lifestyle is unacceptable and shall not be worn;
3. Jeans, slacks or khakis that are in good repair. Modesty is expected in the "fit" of the pants;
4. Shoes in good repair to include dress shoes, sandals boots, or athletic shoes.



5. Hats, caps, headbands, sunglasses, bandanas are **not** permitted in the buildings;
6. Dresses and skirts must reach the middle of the knee when standing at normal posture. Short dresses may not be worn with leggings or tight pants underneath;
7. Appropriate undergarments must be worn;
8. Sleeveless tops and visible midriffs are not permitted;
9. Necklines must be discreet;
10. Jewelry and make-up should be kept in good taste.

**Note: Any administrative decisions concerning whether or not students meet dress code requirements shall be undisputed.**

### **Dress Code Checks**

The dress code is enforced beginning with the first day of classes. Students are expected to adhere to the dress code. Students found in violation of the dress code more than once per semester will be scheduled to meet with the Dean of Students. Failure to properly display a valid Valor Christian College ID badge while on Valor Christian College or World Harvest Church property is considered a violation of dress code.

### **Hair**

Hair shall be kept neat, clean, and well groomed. Any extreme in fashion, style, color, design or cut is prohibited.

### **Imprinted Material**

Any picture, logo, slogan, symbol, imprint, transfer, or other message or design on any article of clothing or accessory that glorifies an ungodly practice or lifestyle is unacceptable and shall not be worn or used.

### **Medical Considerations**

Exceptions in conforming to the dress code due to medical reasons must be approved in writing by the Dean of Students.

## **Social Media**

Social Media are powerful communications tools that allow you to communicate very fast these days and they have a significant impact on organizational and professional reputations. At times these communications blur the lines between personal and institutional voice, therefore Valor Christian College ("The Institution") has constructed the following guidelines and policies to help clarify student expectations for how to best enhance and protect student and Institutional reputations when participating in Social Media.

Because the term Social Media is used a number of different ways, we want to make sure you understand what we mean when we say Social Media. Social Media is **any** platform that facilitates conversations over the Internet. Social Media applies not only to traditional big names, such as Facebook®, Twitter™ and Instagram™, but also applies to other platforms you may use that include user conversations, which you may not think of as Social Media. In

addition to the foregoing platforms, Social Media includes, but is not limited to, YouTube™, Flickr™, Snapchat™, LinkedIn™, blogs and wikis.

We recognize the fact that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur, and it can be difficult to correct an error or retract a statement. Therefore, this policy applies to all student Internet and all other Social Media communications, which include, but are not limited to, Internet or Social Media postings. All student Internet and Social Media communications are subject to this policy and The Institution's Computer, Email, and Internet Usage Policy.

## **General**

All students at all times are expected to reflect a positive Christian testimony and serve as Christian role models. We must hold ourselves to a higher standard when using the Internet and Social Media. The Institution's policies against unlawful discrimination or other harassment apply to any Internet or Social Media communication, or Internet or Social Media posting. Therefore, any Internet or Social Media communication, or Internet or Social Media posting, that adversely reflects on the Christian testimony of our employees, our school, our founding Ministry, World Harvest Church, its affiliates and leadership; any other student affiliated with The Institution, or The Institution's anti-discrimination/anti-harassment policies may result in a requirement to remove the offending Internet or Social Media communications, or Internet or Social Media postings, and student discipline up to and including expulsion.

Posts made by The Institution or its founding Ministry on current, catastrophic, and/or controversial events have already been vetted in light of our Christian values and would certainly be more than appropriate to re-post. With these thoughts in mind, you should always consider reviewing your posts in light of The Institution and its founding Ministry, which guides all of us. We hold all students personally responsible for all Internet or Social Media communications, and/or all Internet or Social Media postings, as well as any content posted by third parties to students' respective Social Media pages and/or accounts. Students shall exercise good judgment and adhere to the principles of Christian values when communicating on the Internet or Social Media, or posting on the Internet or Social Media. We are to be the reflection of Christ at all times!

## **Usage**

Electronic media and services may not be used for knowingly transmitting or storing any communications that are of a discriminatory, harmful, or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for "chain letters," or are for any other purposes that are illegal under any Institutional policy or Federal Trade Commission laws.

Electronic media and services are for school use. Limited, occasional or incidental uses of electronic media (sending or receiving), with prior Institutional permission, for personal purposes are understandable and acceptable, as is the case with limited personal phone calls made with prior Institutional permission. However, students must demonstrate a sense of responsibility and may not abuse the privileges. Students who choose to abuse the privileges will be subject to disciplinary action up to and including expulsion.

Students affiliated in any way with The Institution are not permitted to text or engage in text, email, or any other Internet or Social Media communication with any employee of the Institution or its founding Ministry's employees, outside of The Institution's email and learning management system (i.e., Populi). Students and Institution employees, which includes faculty, shall not engage in any private social media communication (i.e., direct messaging) on any

Social Media platform. Institution employees shall only communicate information to students that is of an academic or business nature and should not engage with students on a personal level through email, text or direct messaging on Social Media. Further, Institution employees, which includes faculty, shall not be permitted to use the Social Media platform, Snapchat™. If The Institution's student is a minor (younger than age 18), then the student should only receive information through communication with the student's parents via necessary written/typed correspondence or telephone outside of the approved learning management system for class related communications (i.e., Populi).

### **Monitoring**

The Ministry monitors Social Media as part of The Institution's evaluation of activities impacting the reputation of The Institution and the founding Ministry. The Institution reserves the right in its sole discretion, to review any student electronic files, messages, and/or usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other Ministry policies. Students must not assume that electronic communications are private or confidential.

## **Community Awareness**

Valor Christian College strives to maintain a good reputation in the community, and that reputation can be compromised by the unscriptural behavior of students. When dining in a restaurant where food is served at your table, a 15% tip is expected to be given. Also, servers at restaurants will be treated in a Christ-like manner by students at all times. Proper conduct must be exemplified in all local business establishments.

### **Curfew**

Any student who must keep late or unusual schedules due to work or other responsibilities should inform their Resident Director or Resident Director Assistant immediately. He or she should also make every effort to avoid disturbing their roommate's sleep or study needs. All behavior must avoid even the appearance of sin or any question of immoral activities.

Violation of curfew, without notification, will result in disciplinary action. Repeat offenders, or those caught leaving dorm after curfew, without permission, are subject to dismissal from Valor Christian College.

There will be no visiting between student rooms after curfew. If students need to meet together it should be in the kitchen, lounge or open common area in the dorms. After curfew, no students are to be in each other's room.

Residence Hall students must consider curfew when seeking employment. Students must provide written proof of their work schedule to the Resident Director and get approved from the Dean of Students.

Any student wanting to leave the dorm after curfew *must* speak in person with the Resident Director or Resident Director Assistant (notes or telling someone else, is not acceptable) and receive permission, then sign out using the proper form.

# STUDENT HOUSING

## General Guidelines

The following General Guidelines apply to both off-campus and on-campus students.

### Personal Supplies

Each roommate should be responsible for their own personal supplies, including shampoo, soap, mouthwash, toothpaste, hair spray, laundry supplies, towels, washcloths, linens, etc. Be considerate of the belongings of others; do not use a roommate's personal supplies without permission. Do not manipulate your roommates under the guise of a "blessing."

### Financial Responsibility

A reliable source of income is required before housing occupancy and making a commitment to a lease or other financial agreements.

### Unemployment

Students who lose their jobs or have no reliable source of income for a two week period may lose their status as a qualified roommate for other students. Students remain legally and financially responsible for all agreements made with roommates, as well as lease agreements. Any share of expenses paid by roommates must be regarded as a loan that must be repaid in a timely manner.

## Off-Campus Guidelines

All single students with no dependent children, 35 years of age or younger, must live in the Residence Halls unless they are living with their family or have special permission. A \$250.00 fine will be assessed to the student's account if they live off campus without permission. If permission has been granted by the Valor Christian College Administration, there are certain regulations that must be met.

Off campus students are not permitted to rent rooms in unfurnished basements or attics. It is illegal to allow anyone to live in the housing unit who is not a party to the lease agreement. Students in violation of this policy are subject to dismissal from Valor Christian College.

All students must also treat other tenants or neighbors in the surrounding community with respect, especially regarding music, apartment noise, and coming and going to work or school quietly. Students should use earbuds or headphones whenever possible to reduce the risk of disturbing neighbors and roommates.

Married students and/or students with children are not permitted to share housing with other Valor Christian College single students other than their own family members. Students are prohibited from renting living space or a room from WHC members or WHC staff members unless that person is a single person of the same gender. An exception is if the space being rented is a separate dwelling, apart from the member's own dwelling (i.e. rental property, unattached garage with living space above, etc.). Please address all questions regarding this policy to the Dean of Students.

**Guests**

Overnight guests must have prior approval of all tenants and must be of the same gender. Visitors of the opposite sex are never permitted to stay overnight and must be part of a group. Valor Christian College defines a group as five or more who are in the apartment at all times. Male and female students are never to be alone together in an apartment. This is grounds for immediate dismissal.

**New Roommates**

All new roommate applicants must have approval and meet all criteria with apartment management and be placed on the lease agreement. New roommates must be of the same gender and currently enrolled at Valor Christian College. Verbal agreements are not recommended.

**Telephones**

Valor Christian College strongly advises each off-campus student to acquire their own phone line or cell phone. All cell phones must be turned off while in the classrooms or services.

**On-Campus Information and Guidelines**

All single students with no dependent children, 34 years of age or younger, must live in the Residence Halls unless they are living with their family or have special permission.

**Room Reservation and Check-In**

In order to reserve a room in the Residence Halls, the following must be paid prior to move-in:

- Room deposit

Check-in is as assigned. Students must sign a lease agreement and complete a move-in form with the Residence Director (RD) upon arrival. A Resident Contract (last page of this handbook) is given to each student to read and sign. This contract is returned to the RD during orientation.

**A furnished room includes:**

Twin Bunk Bed with Mattress
Double-lighted Desk with Chair
Chest of Drawers
Closet (2'10" x 6'6")
Shelving
Mirror
Waste Basket
Mini-Blinds
Mini-Refrigerator
Internet Access

<b>Items to bring:</b>
Alarm clock
Blankets, sheets, hypo-allergenic/mattress cover, pillows and towels
Personal laundry items (detergent, fabric softener, etc.)
Clothes hamper
Sealed plastic containers for food (i.e. Tupperware)
Limited amount of dishes/utensils
Personal shower caddy and shower shoes
Sticky tack
Laptop computer
Waterproof mattress cover
Iron
Umbrella
Hangers
Slippers/slide-on shoes
Overnight bag for weekend trips

<b>Items not permitted in Residence Hall rooms:</b>
Weapons of any kind
Candles
Additional furniture
Portable closets
Personal refrigerators
Space heaters
Large floor-model stereos/speakers

***Space is limited, be considerate of your roommate. Due to lack of storage space, we suggest you pack in disposable containers such as cardboard boxes and bags.***

## **Residence Hall Contact Information**

### **Director of Student Housing**

Phone: 614.837.4088

### **Cunningham Hall (Women)**

Residence Director

Residence Director Assistant

Phone: 614.837.9952

### **Jude Hall (Men)**

Residence Director

Residence Director Assistant

Phone: 614.837.9987

### **The Shipping address for parcels / packages is:**

Students' Name

C/O Valor Christian College

10165 Wright Road

Canal Winchester, OH 43110

**Student Address for Regular Mail:**

Student's Name  
C/O Valor Christian College  
PO Box 800  
Columbus, OH 43216-0800

**Housing Personnel**

**Director of Student Housing.** The Assistant Dean of Students serves as the Director of Student Housing. The Valor Christian College Director of Student Housing has the overall responsibility for the Residence Hall and supervises the student staff. The following are specific job responsibilities:

- Supervision of the Resident Directors and Resident Director Assistants;
- Handling all disciplinary matters;
- Monitoring the ordering and use of supplies for cleaning and student use;
- Daily and/or weekly room inspections to ensure a safe and clean Residence Hall;
- Preparation of Residence Halls for the return of students and College Daysguests;
- Ensuring the scheduling of Residence Hall devotions and activities to maintain a spiritual and fun atmosphere that contributes to a good experience for the residents;
- Day-to-day issues that come up between students or with staff and follow-up to ensure resolution.

**Residence Director (RD).** The Residence Director is a full-time Valor Christian College staff member who lives in the Residence Hall and is available for prayer and counseling during posted office hours and on-call for emergencies at any time. The Residence Director is committed to helping students strengthen personal and interpersonal development. They report directly to the Director of Student Housing.

**Residence Director Assistant (RDA).** The Residence Director Assistant lives in the Residence Hall and is available to perform on the same level in the absence of the full-time Residence Director. The Residence Director Assistant also serves as a quadrant Resident Assistant (RA).

**Residence Hall Procedures**

**The Security Department.** Valor Christian College and World Harvest Church contracts the services of a team of trained security staff for your security and safety. All students must obey the directions of Security officers at all times or risk fines and disciplinary action.

**Musical instruments.** An acoustic guitar may be played in the resident's room if it cannot be heard outside the room and it does not bother the roommate. Electronic instruments may be played in the resident's room only if headphones are used. Percussion instruments may be used only with permission of the Dean of Students or RD.

**Automobiles.** Automobiles must be registered with Security. A numbered parking sticker will be issued and must be placed on the right side rear bumper. Any neglected or wrongly

parked vehicle will be ticketed. Each ticket must be paid in the Valor Christian College Finance Office. There will be no parking in the fire lane. Double parking is permitted only to drop off items in the Residence Hall lounge. A \$50.00 parking fine will be given for parking in the fire lane. Additional information may be found under "Student Vehicles and Driving."

**Bicycles.** Bicycles are to be kept locked in the rear courtyard of the Residence Halls. Valor Christian College does not assume responsibility for the security of bicycles.

**Room Inspections.** Since Residence Hall living involves sharing facilities with other students, a sense of responsibility to each other is expected. Roommates are responsible for maintaining a daily clean living environment, such as making beds, putting away clothing, maintaining an "odor-free room," and keeping desk area neat. The RD/RDA/RA will inspect the rooms for cleanliness, damages, and/or rule violations.

Residence Hall fines will be given for failed room inspections to both roommates ranging from \$20.00 - \$60.00 depending on the condition of the room. Repeated violation to dorm rules or cleaning will result in disciplinary action, including eviction from the dorm or possible dismissal from the college.

**Decorating.** We want you to enjoy your new room and make it comfortable and attractive. However, remember that at check-out, the room must be left in the same condition it was on arrival. *Do not use* tape or permanent adhesive on walls or doors. Sticky tack may be used sparingly to adhere to pictures/posters on the walls. All residual from adhesive products must be removed from the doors and walls at move out, or student will be charged for cleaning.

Mini-blinds will be provided for the windows and must remain in working condition. All paraphernalia found in the students' room must endorse Christian ethics. Any items not following these guidelines will be removed.

**Residence Hall Attire.** All residents are expected to be discreet (no nudity, no exposed underwear, or uncovered night clothes) at all times in the Residence Hall hallways, lounges and kitchens. Women may not wear spandex, midriff-revealing blouses or tops, tube tops, swimwear or clothing that is revealing in any way. Shorts are permitted, but they must not rise above mid-thigh.

**Windows.** At no time will windows be used for entry or exit. The base of the blinds must touch the window sill at all times. Windows must be clear as seen from the outside.

**Curfew.** Curfew for Sunday through Thursday is 12 midnight. Curfew for Friday and Saturday is 1:00 a.m. At this time the doors are secured and remain locked until 7:00 a.m. Non-residents are to leave the Residence Halls at "quiet hour" (9:00 pm Sun. – Thurs., 10:00 pm Fri. – Sat.). At curfew, all residents must be in their own rooms for room checks. The RD will take reasonable measures to locate all students. If a student cannot be located, the Dean of Students and student's parents or guardian will be contacted immediately.

**Weekend Check-out.** Students who plan to check-out for the weekend must have the Dean of Students and Resident Director sign off and approve the request 48 hours prior to the day of departure. The form must be filled out completely, providing a cell phone number or a person to contact in case of an emergency. All "emergency" check-outs must be cleared by the Dean of Students immediately. The Dean of Students may, at his discretion, grant verbal



permission in lieu of written signature. Students on social probation may have this privilege limited.

**Work Schedule.** A work schedule that conflicts with curfew must be approved by the Dean of Students. If management requires a student to work past curfew that night a manager's signature must be provided upon arrival at the Residence Hall. The Director of Student Housing has the right to make verification calls to management to ensure the student is working the submitted schedule.

**Room Keys.** A room key is issued at the time of check-in and cannot be duplicated. If the key is lost, the RD must be notified immediately. A \$50.00 replacement fee is charged per incident. If the resident is locked out of their room, they should locate an RD or RDA who will unlock the door. Room key must be turned in at move-out.

**Right to Enter.** Valor Christian College reserves the right for the Dean of Students, Assistant Dean of Students, Residence Director and/or the Director of Student Housing to enter any room at any time for purposes of inspection, repairs or other official business. In such cases, they will knock and announce themselves before entering.

If at any time there is reasonable cause to believe that an occupant is using their room in a manner inconsistent with school regulations, a search may be made by the Dean of Students, Assistant Dean of Students, Residence Director, the Director of Student Housing, IT Supervisor, Security personnel to gather information for use in school disciplinary actions.

**Roommate Agreement.** Quadrant RDA's will meet with residents to review the Roommate Agreement. More specific details will be given if a conflict arises.

**Personal Property.** Valor Christian College strongly recommends that all students have renter's insurance to protect their personal belongings. Valor Christian College will not be responsible for the loss, damage, or theft of personal property while living in the Residence Halls. All rooms must remain locked if residents are not present. We encourage students not to bring valuable items to school.

**Respect for Roommates and Other Tenants.** All students must treat other tenants in the residence halls with respect, especially regarding music, noise, and coming and going to work or school quietly. In the residence halls students should use earbuds or headphones.

## Major Residence Hall Violations

**Curfew.** Not returning to the Residence Halls by curfew, without contacting the RD, or responding to phone calls. This will result in a \$20 to \$60 fine and/or disciplinary action.

**Criminal Mischief.** Moving, defacing, damaging, or tampering with the property of another person or that of Valor Christian College, WHC, or Harvest Prep is prohibited. This includes, but not limited to, discharge of fire extinguisher, pranks that result in damage, disturbing the peace, etc.

**Insubordination.** Disrespect, disregard of lawful instructions given by Valor Christian College, WHC, Breakthrough, or HPS faculty and staff or Residence Hall staff is considered insubordination. This also includes breaking any point of the Covenant Code.

**Contraband.** Possession of, or the consumption of, drugs, alcohol, tobacco, guns, knives, slingshots, or viewing pornographic material may result in discipline action and/or dismissal from Valor Christian College.

**Inappropriate Language.** Cursing, off-color remarks, and/or coarse jesting will not be permitted, and is subject to strict discipline and possible dismissal from Valor Christian College.

Violation of any major resident hall infraction will result in the Dean of Students and Discipline Committee taking appropriate actions, social probation, suspension or dismissal from the college. The student will receive in writing the nature of their offense and disciplinary action taken. Involvement in all leadership positions at WHC including youth, children's, choir, frontline, as well as SGA and Remnant at Valor Christian College, will also be affected.

## Minor Residence Hall Violations

**Cleaning Duties.** Failing to complete assigned cleaning duties.

Procedure of Discipline:

- 1st time - student receives five (5) additional days of cleaning duty;
- Failure to complete one of the additional five (5) days will result in a \$20.00 fine;
- Failure to complete one of the additional five (5) days after receiving a fine will result in a disciplinary write-up and a meeting with the Director of Student Housing.

**Curfew.** Failure to be in the building for nightly room checks.

Procedure of Discipline:

- 1st time - the student will be fined \$1.00 per minute. (The fine amount will correspond to the amount of minutes the student was late. Example: 5 minutes late = \$5 dollars);
- 2nd time - the student's curfew will be changed to 10:00 pm Sunday through Thursday and 11:00 pm on Friday and Saturday. Also, a \$20.00 fine will be imposed;
- 3rd time - the student will meet with Dean of Students and face disciplinary action.

Opening Residence Hall front, back, emergency doors, or windows after curfew will result in a \$100.00 fine and disciplinary action. You will also have to report to the Director of Student Housing/Dean of Students.

The front door entrance is the only entrance used for entry and exit at all times. Any other doors are for emergency purposes only. Fines will be assessed at the Director of Student Housing/Dean of Student's discretion if emergency doors are used.

Sneaking in or breaking into the Residence Halls after curfew will result in a \$100.00 fine and meeting with the Dean of Students, and possible dismissal from Valor Christian College.

**Room Check.** Failure to pass room inspection for lack of cleanliness.

Procedure of Discipline Warning:

- 1st time - the RD/RDA will schedule a time to show the student how to better organize the room to successfully pass the room inspection;
- 2nd time - the student will receive a \$20.00 fine;
- 3rd time - the student will receive a \$40.00 fine;

- 4th time – the student will receive a \$60.00 fine and re-port to the Dean of Students for possible discipline.

**Littering.** Trash bags being left in kitchen, hallways, or on porches.

- A fine of \$20.00 will be assessed to any student found littering on WHC or Valor Christian College properties.

**Secular Entertainment.** If a student brings a movie that is rated 'R' or 'X' into the Residence Halls, the movie will be confiscated. Any CD, tape, or DVD that does not comply with the standard stated in the catalog will be confiscated and returned when the student vacates the Residence Halls at the end of the school year. Music containing profanity, or is sexually explicit or has violent lyrics should not be listened to and is not permitted on campus, even in the privacy of your dorm room. Offending students will be subject to disciplinary action.

### **Costs and Fees**

Additional information pertaining to costs and fees associated with student housing are contained in the "Financial Information" section.

# DISCIPLINARY PROCEDURES

## Discretion

Any student, witnessing a fellow student, violating any portion of the Covenant Code of Honor or participating in questionable behavior, listed above, shall immediately leave the area and report that activity immediately to the appropriate authority (Dean of Students, Resident Director, Resident Director Assistant, and College Administrator). Any student failing to report such action, will him/herself be subject to disciplinary action.

Valor Christian College also reserves the right to modify and amplify at any time standards set forth in the Student Handbook, Academic Catalog or other publication by any means it deems appropriate. The College also reserves the right to use its discretion in the interpretation and enforcement of all standards of conduct.

## Disciplinary Sanctions

The college is concerned not only with academic performance, but also with the spiritual, physical and emotional well-being and personal conduct of each student whether on or off campus. Guidelines are provided in the College Catalog and other special publications. Each student is responsible to read and become familiar with all policies set forth therein. Failure to read the material does not excuse the student from the consequences of violations incurred.

Anytime there is an incident or violation of rules the appropriate forms should be completed and submitted to the appropriate office, generally the Dean of Students.

A Discipline report should be filled out for any event that is a violation of the Covenant Code of Honor or college rules found in the Student Handbook. The person that receives the initial report, verbal or written, whether it is Administration, Faculty, Staff, Resident Hall Director or Resident Hall Assistant, or person in leadership, should fill out the initial report. All persons directly involved, or witness should be interviewed and accurate statements taken. Appropriate actions should be taken to correct this situation.

The Dean of Students and the Disciplinary Committee are charged with the responsibility of reviewing violations of standards of personal conduct and of notifying students in violation. Students are expected to comply immediately with corrective action and with a submissive attitude. Failure to comply with the restrictions imposed may result in dismissal.

## Combined Probation

Students who are placed on more than one form of probation during any semester may be dismissed from Valor Christian College and denied re-enrollment. The student will not be permitted to serve with Remnant or any other Valor Christian College platform ministry or an athletic team while on social and academic probations.

## Dismissal

Dismissal is a form of discipline that may apply when there is evidence that a student's conduct, achievement or other factors warrant such action. Dismissal is used at the discretion of the Disciplinary Committee, headed by the Dean of Students (or appointed official).

**Dismissed students are not eligible for a refund of tuition and fees and must turn in their student ID badge, dorm key and proxy (if applicable) to the Dean of Students at the time of dismissal. A failing grade will be assigned to all courses taken that semester.**

If a dismissed student lives in the Residence Halls, they will not be permitted to remain in the Residence Halls during the appeal process. All dismissed students will have 24 hours to vacate the premises. In extreme cases, this set time may be adjusted at the request of the Dean of Students. Dismissed students are NOT permitted to “hang out” at the Residence Halls or attend Valor Christian College events during their appeal.

## **Social Probation**

Social Probation is a form of discipline that may be used at the direction of the Dean of Students or the Disciplinary Committee for students who have had difficulty complying with the Covenant Code of Honor expected at Valor Christian College. Incoming students may also be placed on Social Probation if there are indications during the admissions process that a student may have difficulty adapting to the requirements of the college. An amended curfew and other restrictions may be required for some students.

## **Suspension**

Suspension is an optional form of discipline that may be used at the discretion of the Discipline Committee, upon recommendation of the Dean of Students. Students who are suspended will be notified in writing of the reason for the suspension and the duration. Absences will accrue and course work or examinations may not be made-up.

**Students under suspension are restricted to the dorm and meals. They are not allowed to participate or attend campus activities.**

## **Disciplinary Duties**

As a result of inappropriate actions, a student may be assigned extra duties by the Discipline Committee or the Dean of Students. The student will be provided these requirements in writing. They may include, but not be limited to, written letters of apology, written assignments, change in curfew, no weekend pass privileges except to the parents/guardians' home, campus clean-up or some other duties as determined by the Dean of Students. Failure to comply with disciplinary duties will result in further action, including possible dismissal from the college.

## **Appeals**

### **Disciplinary Action**

When a student desires to appeal the decision regarding disciplinary action being taken by the college, the student must submit a request in writing to the Appeals Committee within two (2) business days after the disciplinary meeting with the Dean of Students and Discipline Committee. The written request must include an explanation of why the student feels an appeal is warranted. A hearing will be arranged within a reasonable time, not to exceed ten days of the receipt of the notice of appeal unless the Appeal's Committee warrants that no appeal is necessary.

**Dismissal**

All appeals must be submitted to the college within two business days of the disciplinary meeting. The student must submit written evidence that the cause for dismissal no longer exists. Students who were dismissed and have been granted readmission must make an appointment with the Dean of Students prior to arriving on campus.

Any student, who appeals their dismissal, will be notified in writing of the decision of the Appeals Committee within ten days. The student, whose dismissal is upheld, may not return to the campus without special permission from the Dean of Students. They may not be eligible for readmission. Students who are dismissed from Valor Christian College may submit an appeal for readmission to the college after one semester.

## GRIEVANCE POLICY

Valor Christian College is committed to providing an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the big college family can live harmoniously and with consideration for one another, and for the ongoing purposes of the college.

The college desires to deal fairly with all persons, whether students, staff, faculty, administration, business associates or guests. We urge you to follow Scriptural patterns for the solutions of problems. This should become a part of your educational process and spiritual development. The following guidelines are considered appropriate:

1. Stay calm. Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult;
2. Pray about the matter. God is interested in you as a person and in the kind of person you are becoming. Pray before starting a meeting with the other party;
3. Let God help you find the right approach to the solution of the problem. More things are wrought by prayer;
4. Discuss the matter with the person in charge of the area in which the problem occurs. Try to settle the matter early. Don't let problems build. The college administration expects that the person in charge of the area will make an honest effort to resolve the matter to the mutual satisfaction of all parties concerned;
5. If an understanding is not reached, discuss the matter with the next higher authority. Inquire about the proper person to seek about the problem, this may be the administrative officer of the college in charge of the specific area involved;
6. If no satisfaction is reached by this point, address a letter to the Dean of Students stating the problem or request. The Dean of Students will either make a decision or will present the matter to the President's Cabinet.

Remember that the college personnel cannot always work instant solutions to all problems, but you are among friends who care and who will take all reasonable steps toward the solution of all legitimate problems you may encounter. An administrator or supervisor is required to get back with you within ten working days.

Students should first attempt to resolve a grievance with the instructor or the faculty advisor. If an issue is not resolved, the student should present his or her grievance in writing to the Dean of Students (the required form is available in the Administration Office). Following this process, if the issue is still unresolved, the student should contact the President. Please prayerfully consider Matthew 18:15-17 when filing any grievance.

## EMPLOYMENT

A reliable source of income is required before housing occupancy and making a commitment to a lease or other financial agreements. A reliable source of transportation to and from work is necessary. In the event of a job loss, all roommates are to be immediately informed.

### Policy for Valor Students on the World Harvest Church Staff

World Harvest Church provides many job opportunities for students at Valor Christian College. This is a great blessing to the student and to the ministry. One of the many benefits of working at WHC is the ability to have Valor Christian College tuition deducted from the student's bi-monthly pay. As with many benefits, there are also responsible policies that must be adhered to in order for WHC to continue to offer the "payroll deduct" benefit. As a student of Valor Christian College and a staff member of WHC, all said personnel must adhere to the following procedures:

#### Student Responsibility

1. If you are using the benefit "payroll deduct" to pay for Valor Christian College tuition, you must notify your Department Head of any changes in college credit hours in order for the deduct to be properly adjusted;
2. If you withdraw from a course or from the college entirely, you must report this to your Department Head immediately;
3. If you choose to withdraw from the college, you must see the Dean of Students, the Academic Dean and the WHC Department of Accounting for an official withdrawal;
4. Should you desire to increase your course load at Valor Christian College, you must get approval from your Department Head to assure that there will not be conflict with your work schedule;
5. Do not assume that your Department Head is aware of Valor Christian College scheduling or policies; you must communicate with your Department Head with documentation to ensure proper communication is taking place;
6. Communicate with Valor Christian College using documentation on any work schedule changes so that your instructors are aware of any change in your work responsibilities at WHC. Do not assume that Valor Christian College is informed of your particular work circumstance;
7. Be aware that all changes in payroll deductions are made at the WHC Department of Accounting; therefore, notify that office of any changes you make in your college schedule, whether adding or dropping courses, so that the proper paperwork can be turned in to payroll for you.



## SOLICITATION POLICY

Valor Christian College and World Harvest Church will not become involved in the advertisement, endorsement or promotion of a particular product, service, company or business. The school and church will not display or distribute pamphlets, business cards, flyers or other information regarding businesses owned or operated by or who have employees who are members of the school or church. Any business or individual requesting cooperation from the school or church in furthering one of the outreach programs of the school or church or raising funds for the school or church must contact the school or church office for details.

### Fundraising

Fundraising among the student body or at WHC for private mission trips, evangelistic ventures, etc. by students at any time is strictly prohibited.

The concept of a church business directory has been suggested many times, but has not and may not become a reality. Christian businessmen and women are encouraged to advertise their products and services according to good business practices and Godly standards. There are several publications in central Ohio that specialize in advertising Christian businesses.

Valor Christian College and World Harvest Church do not permit solicitation at school or church by any individual or business for any reason. Everyone who attends the college or church is expected to refrain from soliciting, advertising, marketing, consulting, contacting actual or prospective clients, or selling or distributing goods or services on school or church property, at church services, or at any other school or church sponsored outreach, function or event.

No name, address, telephone number or other information given to or discovered by any individual or group about anyone who has had contact with the school or church, including but not limited to members, first-time visitors, those who respond to altar calls, and those who call for prayer may be used for business purposes by anyone. The school and church mailing lists, membership files and financial records are confidential, and the integrity of such confidential material will not be compromised.

No person is authorized to represent Valor Christian College or World Harvest Church concerning any fundraising activities or any marketing, promoting, endorsing or selling of goods or services without the specific knowledge and consent of the ministry Business Manager.

Members may, of course, state they are members of World Harvest Church if in fact they are members as evidenced by a membership file, but that is the extent to which they may use the church name unless specifically authorized to do so as outlined above.

Staff members of Valor Christian College or World Harvest Church are not permitted to make appointments during their regularly scheduled work hours to review, discuss, promote, market or solicit goods or services offered by any individual or business that is not within the scope of their responsibilities as an employee, nor are they permitted to use the church offices, grounds, buildings, property or equipment to conduct personal business.

The practice of hiring Christians or working for Christians using a profession of faith in Christ as the only criterion upon which to judge a prospective employee or employer is not endorsed by World Harvest Church. It is the church's view that to hire an employee or to work for an employer simply because they profess faith in Christ without having certain knowledge of their characteristics such as qualifications, work history, and stability, to name a few is naive at best.

Valor Christian College and World Harvest Church recommend that nothing, whether material goods or finances, be loaned to anyone by anyone unless the person doing the loaning can afford to give the item or items away without bitterness, resentment, anger or strife.

## FINANCIAL INFORMATION

### Residence Hall Fees

#### Deposit

A non-refundable Residence Hall deposit is required from each resident. This fee is part of the finances required to reserve your room in the Residence Hall. See the current Academic Catalog for the amount of this deposit.

#### Rent

Each resident is required to pay rent per semester. The lease outlines the exact details of the payment arrangements. It is the responsibility of the student to ensure that rent is paid on or before the due date. See the current Academic Catalog for the amount of the rent.

#### Residence Hall Activity Fee

A Residence Hall Activity Fee is required from each resident. This fee includes access to the internet and laundry services exclusively for the use of residents. See the current Academic Catalog for the amount of this fee.

#### Summer Housing

Summer Housing at Valor Christian College is available to those students who would like to remain on campus during the summer months. If you intend to live on campus during the summer months you must:

- Notify the Director of Student Housing or RD of your intention to remain prior to the end of the spring semester;
- Fill out the Summer Student Lease Agreement form completely (available from the Director of Student Housing or Finance Office);
- Return the completed lease agreement to the Office of the Director of Student Housing before the summer rental period begins.

The cost for summer rent may be found in the current Academic Catalog, and changes (if any) in the rate will be announced in the spring semester of each year. Daily rates may be available with special permission from the Dean of Students. All rent is based on double occupancy of the room. A minimum down payment will be required at the time of the lease. All rent for summer must be paid in full before the summer lease term commences.

Please note that all housing rules, regulations, policies, procedures, terms, and conditions that apply during the regular school year (fall and spring) also apply to the summer housing agreement.

Any outstanding fines, fees, or assessments must be paid in full prior to reserving a room for the summer.

For complete information regarding the summer lease program or to obtain the Summer Student Lease Agreement please visit the Director of Student Housing.

### **Check-Out Procedures**

Students are to vacate their rooms by 3pm on the Monday after final exams (fall semester) or by 3pm on the Monday following Commencement (spring semester). Exceptions must be approved by the Dean of Students. If the check-out procedure is not followed, including, if the room is not properly cleaned or is damaged, additional charges may be incurred.

- Advise the RD of your planned move-out date and time and schedule a room check;
- Meet with the RD or RDA on duty at assigned check-out time for room inspection (it is the responsibility of the student to schedule an appointment with the RD or RDA for proper check-out);
- Room keys and proxy card are to be turned in to the Dean of Students or RD at the time of check-out. A key replacement cost of \$50.00 is required if the room key is lost at any time during or following the semester or is not returned at move-out. Proxy card replacement fee is \$40.00.

### **Missing Keys**

If there is no check list provided, approved, and signed by the Dean of Students/Asst. Dean of Students or Residence Director at time of checkout and/or room keys are not returned, you will be charged for key replacement.

### **Room Repair Charges**

A non-refundable security deposit is paid by all students prior to enrollment. Should damages occur to the room in excess of \$390.00, an additional fee will be charged to cover the room repair expense. The Director of Student Housing will provide the estimated cost for repairs and cleaning. Charges for repairs are not limited to the listed items. All repairs not listed will be assessed according to the material and labor costs involved.

If you want to stay over the summer or store personal belongings there will be a room fee charged. All personal belongings must be removed from the room. The room must be vacuumed and dusted. Window, blinds, doors, refrigerators, closets, vents, mattresses, and dressers must be thoroughly cleaned. Each room must be inspected by a staff member before a student moves out of that room. It is the student's responsibility to seek out a staff member to ensure this is done in their presence. Any changes in the condition of the room from that indicated at check-in may be assessed at the following rates:

Item	Repair	Replacement	Other
Bed	\$45		
Mattress		\$400	
Chair	\$25	\$35	
Desk	\$35	\$75	
Desk Lamp	\$25	\$50	
Dresser	\$30+	\$95	
Waste Basket		\$20	
Refrigerator	\$35	\$175	\$100 Defrost/Cleaning
Mini Blinds	\$25	\$35	
Window		\$65	
Mirror		\$20	
Closet	\$35		
Shelves	\$30		
Carpet	\$35	\$350	\$60 for Shampooing
Entry Door	\$45	\$250	

### Resident Contract

All residents must sign the Residence Hall Hand-book agreement at check-in.

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