

VALOR CHRISTIAN COLLEGE



STUDENT HANDBOOK 2022- 2023

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.

Correspondence

All correspondence should be addressed to . . .

Valor Christian College
P.O. Box 800, Columbus
OH 43216-0800

Phone: (614) 837-4088 or 1-800-940-9422

Fax: (614) 837-6904

www.valorcollege.edu

Security Department (614) 325-6596, ask for security.

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. Additional information is available in Appendix 2-A.



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Welcome from the Dean of Students

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

1. Deepen their spiritual commitment and understanding by means of the Christian activities and educational opportunities available both on campus and in the local church;
2. 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;
3. 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.

Welcome from the Provost and Interim 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,

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Introduction

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.

Institutional 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.

Institutional 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:

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.

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

Administrative Locations

The following offices are in the Administration building accessible through the main administrative office door: Campus Receptionist, Dean of Students' Office, Provost's Office and President's Office.

The following offices are in the administration building accessible through the hall that leads to classrooms, the library, and student lounge: Registrar's Office, Finance Office, Student Success Coordinator and Student Financial Aid Office.

Administrative Hours

Valor 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.

When entering the administrative suite, please see the Campus Receptionist. Please remain quiet to permit the administration to address business in a professional manner. 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.

Messages

Students are encouraged to accept the communication through Populi. School personnel often

communicate with students through the text messaging feature, but if the student's phone is off, the text message will be sent to the student's email. Student notifications through email are official and students are expected to stay current with emails. An email is viewed as a message delivered, therefore, it is the responsibility of the student to read emails from the college and comply as appropriate.

Note: Email notification of a Campus Emergency through email is official news for the students and campus.

Student Right to Know

Description

Offices of Valor provide information to students throughout the students' experience at Valor. In the same way, various offices of the college request information from students necessary to complete reports required of the college and in fulfillment of documentation related to education and other programs. Throughout this exchange of information, the student has the right to know why information is being requested and how the information will be used. The policy is located in VCC's Federal Student Aid Manual, Section 3.

Student Requests

Students may request information contained in their physical or electronic files. The process used to review files is provided below and is required to ensure that the process informs the student while still protecting the files gathered.

Distribution of Disclosure

The 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 to enrolled students the information required, through U.S. Postal mail, or electronic mail. 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.

Student Records

The permanent academic file for each student is maintained in the Registrar's Office. 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 or 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. The following information guides these processes at Valor:

Family Education Rights Privacy Act (FERPA)

Valor is committed to protect the confidentiality of student records. 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.

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.

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

- Inspect and review your education records and request an amendment to them and the institution is expected to address this in 45 days of your request. A record amendment may require additional information and evidence from the student's.
- Consent to share your information. FERPA law permits certain disclosures of your grades, behavior, and finances (see list below); however, in order for anyone else to receive your personal information, you must give permission.
- File a complaint if you believe these rights are violated. If you believe your rights have been violated, refer to the Complaint and Appeal policy. If you do not receive satisfaction, you may contact the FERPA Compliance Office off the US Department of Education found below.

Information that may be shared without your permission:

- The college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 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.
- Information needed to address a disaster or other health or safety emergency. College personnel make this decision and is accountable why the information is necessary to protect the health or safety of the student or other individuals.
- Directory Information. Directory information is provided below.

Appeal to Administration

Students may use the college's grievance and appeal process if they believe their information has been distributed inappropriately. See that process in the Introduction to this handbook.

Appeal to USDE

If after filing a complaint with VCC you are not satisfied with the response, you have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Valor Christian College to comply with the requirements of FERPA. The name and office that administrates FERPA is as follows:

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

Student Directory Information

VCC is authorized to distribute directory information for students enrolled. Students desiring to opt out of being in the directory must include that information on their FERPA form that is signed at registration. The following information is designated as Directory Information:

- ✓ Name
- ✓ Degree Sought
- ✓ Campus/Online/Commuter
- ✓ Phone Number
- ✓ Email Address
- ✓ Academic Awards (e.g., Dean's list, President's list)

In addition, student names, degrees, awards, and city, state information are included on formal programs, such as the printed Graduation Program.

Release of Information to Parents

Student information may be released to the student's parents if the College has or receives appropriate documentation that the student is 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. As a rule, Valor prefers that student provide permission for release of the student's records to third parties.

Secondly, 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.

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 based on 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.

Grievance Policy

Valor Christian College is interested in 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. Should you have a complaint (or grievance), we are interested. 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:

- ✓ Stay calm. Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult.
- ✓ 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.
- ✓ Let God help you find the right approach to the solution of the problem. More things are wrought by prayer.
- ✓ 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.
- ✓ If an understanding is not reached, discuss the matter with the next higher authority. This may be the administrative officer of the college in charge of the specific area involved. Inquire about the proper person to seek about the problem.
- ✓ If no satisfaction is reached by this point, address a letter to the President stating the problem or request. The President 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). Student may also submit a grievance to <https://www.valorcollege.edu/grievance> Please prayerfully consider Matthew 18:15-17 when filing any grievance.

Use of Name or Association

Valor Christian College and World Harvest Church are incorporated entities with the right to use their authority to ensure proper representation of those entities. Therefore, persons other than No person or group may use the name of Valor Christian College or World Harvest Church or as a means of reference, association, or advertisement for a business or advancement of personal goals. Active students of Valor and members of World Harvest Church may use the college or church name as a simple statement of association. Further use of the name association is not permitted.

The use of stationary, the college logo, and other official designation of the College or the church is under the authority of the President of the College (College materials) or Senior church leadership (church).

Section One Student Life Office

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.

Student Life Goals

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

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

Student Life Purpose

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

Student Life Programs

Spiritual

Job Placement after Graduation

Valor Christian College desires to help place qualified graduates in ministry to fulfill the call of God on their lives. Second year students and alumni who are interested in obtaining information on current positions available should direct their inquiries to the Dean of Students.

Chapel Attendance

There will be one Chapel service per week, held from 10:00 until noon every Thursday (times may vary). Students are expected to remain in Chapel until dismissed by the service leadership. Students should make attendance in chapel a priority over other activities properly scheduled at another time, such as studying, sleeping, or reading. These behaviors are not acceptable during Chapel and are subject to disciplinary action.

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 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 Valor enrollment constitutes a covenant relationship between the student and the College, students are required to receive prior approval from the Valor administration regarding commitment to ministering or attending meetings, crusades or services, or sponsored by other ministries or individuals.

Students who attend local churches who do not have services on Sunday nights or Wednesday nights are encouraged to attend services at World Harvest Church. This is not to encourage students to change churches but to participate in additional training processes, a feature that makes Valor unique.

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.

Students are encouraged to attend and support the vision of World Harvest Church while enrolled in Valor. 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, and Dean of Students (see Outside Ministry Policy pg. 9).

Physical

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.

Health Emergencies

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.

Student Union

The Ashton Parsley Student Life Center and Student Lounge, 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 Student Union. It 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.

Emotional

Dating

Dating relationships of Valor students should reflect the Christian values regarding healthy relationships as God has communicated. The following information is designed to help couples to think through their relationships and how those relationships develop. Healthy marriages are built upon healthy, Christian based relationships.

Public Displays of Affection

Students will refrain from public displays of affection anywhere. This includes 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 for Dating

- ✓ 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.

Special 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

Special 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.

Social

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 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 or off campus, whether at work, home or church, or 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 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.

Parties and Social Gatherings. Valor students are expected to exercise Godly judgment when attending parties, or social gatherings. Attending a party or social gathering on campus or off campus that results in students violating Expected Habits and Behaviors stated above must be avoided.

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.

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 tip to the server is generally 15-20% is expected. Also, servers at restaurants should be treated in a Christ-like manner, as students would desire they be treated should they be the server. This respectful conduct is always expected, particularly in local business establishments.

Academic Terms

The official definitions of Academic Terms are provided in Section Four of this handbook.

Section Two Student Lifestyle

Additional Reading provided in the Appendices:

Campus Security – Appendix 2-A

Drug and Alcohol Abuse – Appendix 2-B

Sexual Misconduct Policy – Appendix 2-C

Protection of Minors on Campus Policy – Appendix 2-D

Safety and Health – Appendix 2-E

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, student, make a covenant with Valor Christian College for the following:

- to apply myself wholeheartedly to my academic studies and my mind for the glory of God.
- to grow in my spirit in developing my own relationship with God through prayer and the reading of the Word of God.
- 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.
- 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.
- 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.
- to respect the things of God; the vision, the pastor, the church and its leadership, the faculty and staff, and my fellow classmates.
- to responsibly serve in the area of my choice with integrity and a humble heart of Servanthood.
- to attend classes and chapel services as required and to attend World Harvest Church or my

- previous local church regularly.
- to fulfill all financial obligations that I enter into while enrolled at Valor Christian College.
 - 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, I 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:

- ✓ “Be at peace with each other,” (Mark 9:50) and “Live in harmony with one another...” (Romans 12:16; 1 Peter 3:8)
- ✓ “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)
- ✓ “Make your love increase and overflow for each other.” (1 Thessalonians 3:12)
- ✓ “Be devoted to one another in brotherly love.” (Romans 12:10)
- ✓ “Honor one another above yourselves.” (Romans 12:10)
- ✓ “Stop passing judgment on one another.” (Romans 14:13)
- ✓ “Accept one another, then, just as Christ accepted you.” (Romans 15:7)
- ✓ “Have equal concern for each other.” (1 Corinthians 12:25)
- ✓ “Serve one another in love.” (Galatians 5:13)
- ✓ “Carry each other’s burdens.” (Galatians 6:2)
- ✓ “Be patient, bearing with one another in love.” (Ephesians 4:2)
- ✓ “Be kind and compassionate to one another.” (Ephesians 4:32)
- ✓ “Submit to one another out of reverence for Christ.” (Ephesians 5:21)
- ✓ “In humility consider others better than yourselves.” (Philippians 2:3)
- ✓ “Do not lie to each other.” (Colossians 3:9)
- ✓ “Bear with each other.” (Colossians 3:13)
- ✓ “Forgive whatever grievances you may have against one another.” (Ephesians 4:32; Colossians 3:13)
- ✓ “Encourage one another daily.” (1 Thessalonians 4:18; 5:11; Hebrews 3:13; 10:25)
- ✓ “Build each other up.” (1 Thessalonians 5:11)
- ✓ “Spur one another on toward love and good deeds.” (Hebrews 10:24)
- ✓ “Do not slander one another.” (James 4:11)
- ✓ “Do not grumble against each other.” (James 5:9)

- ✓ “Confess your sins to each other.” (James 5:16)
- ✓ “Pray for each other.” (James 5:16)
- ✓ “Offer hospitality to one another without grumbling.” (I Peter 4:9)
- ✓ “Each one should use whatever gift he has received to serve others.” (I Peter 4:10)
- ✓ “Clothe yourselves with humility toward one another.” (I 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:

- The Lord Jesus Christ
- Valor Christian College
- 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 at 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:

- ✓ Cultivation of daily habits of prayer and Bible study;
- ✓ Recognition of and obedience to the authority of the Word of God, specifically concerning moral standards;
- ✓ Personal development of Christian character;
- ✓ Regular attendance, involvement and commitment to a local body of believers;
- ✓ 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 the following:

- ✓ 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;
- ✓ 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;
- ✓ 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”;
- ✓ 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;

- ✓ 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;
- ✓ The use of approved music and other art forms in dramatic productions, social events and other public programs;
- ✓ Wise choices in those you associate with;
- ✓ Godly choices of magazines, music, printed material, television programs, videos and all other media sources, including Internet web sites.

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

Spiritual Life. *How then, shall we live?*

Healthy Habits and Behavior

Students are expected to demonstrate healthy habits and behaviors that reflect a heart that is pleasing to God and behaviors that are biblical and result in spiritual and emotional health.

- ✓ Tell the truth (no lying, don't mislead for the purpose of deceiving)
- ✓ Take only that which is yours (no stealing, cheating, plagiarism)
- ✓ Honor God with your language (no slanderous or profane language, cursing, language that destroys rather than builds up)
- ✓ Honor God in all actions (no occult practices, refuse short cuts that desire to steal or take from others)
- ✓ Stay sober, clearly thinking about your life actions and obedience to Christ. (no drug abuse, alcohol, smoking drugs, or other actions and additions render yourself incapable of thinking clearly.
- ✓ Do not kill, hate, or hurt someone (no abortion, violence, assault--verbal, physical, or sexual),
- ✓ Stay pure! Honor your spouse, even the one you have not yet married. (biblical sex is between a man and woman in the context of marriage, other sexual relationships are not biblical and result in serious damage to the ability to have a biblical relationship. Pornographic material also damages healthy, biblical sexual relationships.
- ✓ Honor your body as the Temple of the Holy Spirit (possession of tobacco products--including smokeless and other forms of harm to your body),

Socially Responsible Communication

The use of the internet on the Valor campus, including the dorms and the church, is a privilege, not a right. A Valor education requires the internet and should be used primarily as a learning tool. Any use of the internet services for illegal purposes, (online gambling for example) distribution or viewing of sexually explicit material is prohibited. Valor and its supporting ministry, 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.

Honor Others' Property

College property. The college property, facilities, and equipment are purchased with funds from student tuition and fees, given by donors who sacrifice to share with the college, and given to the college by the World Harvest Church. Persons who use this property, facilities, and equipment are encouraged to treat it “like it is their own.”

Student property. Students gather their resources and come to college, often with few resources that must last them through the term or year. Respect others’ property. Respect the college’s facilities. Respect and carefully use the equipment provided to students in classrooms, the library, and other areas of the college and church. The importance of the college facilities and equipment in student education and development is often unseen or underestimated. For this reason, 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.

This principle is extended to the property, facilities, and equipment of the World Harvest Church.

Honor and Respect Others

Any student making any threats (e.g., verbal, physical, or written) by any other means to any persons, on or off campus, (faculty, students, visitors) are subject to suspension or expulsion from the college. More information regarding suspension or expulsion is provided later in this section, Disciplinary Sanctions.

Honor and Respect Yourself

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:

- ✓ Pictures, logos, slogans, symbols that glorify an ungodly practice or lifestyle shall not be worn.
- ✓ Shorts are not acceptable attire, but jeans, slacks, or khakis that are in good repair, properly worn (e.g., pulled up around the waist) are acceptable attire.
- ✓ Flip-flops (by any name) are not permitted; however, shoes in good repair are encouraged (e.g., dress shoes, boots, or athletic shoes).
- ✓ Hats, caps, headbands, sunglasses and bandanas are not permitted in the buildings;
- ✓ Facial hair that is neat, clean, and well-groomed is permitted.

Women. Casual Attire is defined as follows:

- ✓ 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);
- ✓ 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;
- ✓ Jeans, slacks or khakis that are in good repair. Shorts are not accepted. Modesty is expected in the “fit” of the pants;
- ✓ Shoes in good repair to include dress shoes, sandals boots, or athletic shoes. Flip-Flops are not permitted;
- ✓ Hats, caps, headbands, sunglasses, bandanas are **not** permitted in the buildings;

- ✓ 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;
- ✓ Appropriate undergarments must be worn;
- ✓ Sleeveless tops and visible midriffs are not permitted;
- ✓ Necklines must be discreet;
- ✓ Jewelry and make-up should be kept in good taste.

Dress Code Checks

The dress code is enforced beginning the first day of classes. 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.

Social Media

Social Media are powerful communications tools that permit immediate communication to a broad audience, without the benefit of corrections in many instances. For that reason, all forms of social media should be respected for the good and the bad that it has the power to do. Those using social media in any form are cautioned against using it to air out anger or condemn something or someone. Correction rarely takes place by leveling charges against people in a public forum, such as social media provides. Wisdom is to praise in public and criticize or correct in private. This wisdom applied to social media and its posts is worthy of thought. The college and church holds all students personally responsible for all Internet or Social Media communications,

Social Media is defined as 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 that include user conversations. In addition to the foregoing platforms, Social Media includes, but is not limited to, YouTube™, Flickr™, Snapchat™, LinkedIn™, blogs, and wikis.

In addition to personal opinions, as a student of Valor and member of World Harvest Church, your opinion might reflect poorly on the college and church. Praise in public; criticize in private applies here also. For additional information regarding this matter, please read the Institution's Computer, Email, and Internet Usage Policy.

When reading college or church posts regarding a catastrophic or controversial event, that post has been vetted in view of the college and church's Christian values and available for re-posting as desired. We are to be the reflection of Christ at all times!

Usage

Students are expected to communicate only with college and church personnel through college email or Populi (learning management system). Therefore, it is unacceptable to communicate by way of private social media communication, such as direct messaging, on any social media platform

Electronic media and services may not be used for the following activities:

- knowingly transmit or store communications that are discriminatory, harmful, or harassing in nature
- derogatory to any individual or group
- defamatory or threatening
- forwarding "chain letters"
- for illegal purposes that are illegal under any Institutional policy or Federal Trade Commission laws.

Social Media Monitoring

Students must not assume that electronic communications are private or confidential.

The college and church 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.

Lost and Found

Lost and found for the college and church campus and facilities may be found in the Receptionist's Office located in the Administration building. Students finding an item should turn it in immediately to the Receptionist and should at no time consider a lost item their personal property (the college does not hold to "finders keepers, losers weepers!").

Placing a name and telephone number inside textbooks and other materials helps direct found items to the proper person.

Items not claimed within ten school days will be discarded.

Student Government Association

Valor students are provided opportunities to be involved with the Student Government Association (SGA). SGA is a wonderful opportunity to provide leadership and planning for peer events at the 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.

Ministry Service

Valor Christian College provides each student with hands-on ministry opportunities. Students 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.

Legacy Dance Team and Chapel Band/Praise Teams are a select group of Valor students who minister with their anointed ministry of song, rap, dance, and drama. Members are selected through tryouts and personal interviews. 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.

~~Valor~~ Students are provided other opportunities for ministry service beyond the groups ministering through song, dance, and drama. Students are expected to augment their classroom education with involvement in practical ministry activities. Faculty take seriously student involvement in Ministry Service—seriously and encourage students to make every effort to engage in ministry for professional preparation.

Ministry Service Opportunities

"Just Cause Plus"

Valor's program, *Just Cause Plus*, utilizes a distinctive group of Valor students whose purpose is to be the heart and pulse of service. *Just Cause Plus* members involve themselves in outreaches such as nursing homes, women's shelters, youth prisons, prisons, homeless shelters, OSU outreaches, etc.

"Breakthrough" Prayer Lines

Special training sessions are provided to Students who are asked to serve on the Breakthrough Prayer Lines during the school year. A schedule is announced at the beginning of each semester.

Mission Trips

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

Absence for Ministry

Before engaging in ministry activities away from Valor Christian College or World Harvest Church, students must receive the Dean of Students' approval. An "Absence for Ministry" form and additional information are available from the Valor's administration office. The completed form must be submitted at least two weeks prior to the requested ministry event.

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.

Disciplinary Procedures

Any student, witnessing a fellow student, violating any portion of the Covenant Code of Honor or participating in questionable behavior, listed above, is expected to leave the area immediately and report that activity immediately to the appropriate authority (Dean of Students, Resident Director, Resident Director Assistant, and College Administrator).

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

Disciplinary Sanctions

Valor College is concerned about students' academic, social, and spiritual behavior because the college prepares persons for ministry not only with academic performance. For this reason, students are expected to follow the guidelines in the College Catalog and this handbook, The Covenant Code of Honor, that student sign when coming to Valor. Please read carefully the information to prepare you for the college's expectations for all students.

The college uses two disciplinary sanctions, two one sanction that may be applied to an active student and one sanction requiring the dismissal of the student from the College.

Sanctions for an Active Student

Sanction: Warning

The Disciplinary Committee assigns a Warning Sanction to a student for a violation of an academic or social guideline. The Committee will explain the process and implications for a Warning sanction during the disciplinary hearing. Students on Warning may represent the institution on or off-campus.

Sanction: Probation

A student may be placed on Probation for academic or social reasons. The probation process is explained to the student during the disciplinary hearing. Students on Probation may not serve as a representative of the college in any fashion, on or off-campus and the Disciplinary Committee may include additional restrictions.

Incoming students may also be placed on Conditional Admissions if there are indications during the admissions process that a student may have difficulty adapting to the requirements of the college.

Conditional admission is not a sanction but an identifier to permit appropriate leadership in the college to provide guidance and mentorship to the student in the area(s) identified in the conditional admissions letter. This admission standing is not public.

Sanctions Requiring Student Dismissal

Suspension and Expulsion require the student to leave the College immediately.

Dismissed students . . .

- ✓ are not eligible for a refund of tuition and fees
- ✓ must return the ID badge, dorm key, and proxy (if applicable) to the Dean of Students at the time of dismissal.
- ✓ receive failing grades for all courses taken the semester of dismissal
- ✓ must vacate the Residence Hall, if applicable within 24 hours of receiving the decision. Dismissed students will not be permitted to remain in the Residence Halls during the appeal process.
- ✓ NOT permitted to “hang out” at the Residence Halls or attend Valor Christian College events during their appeal.

Suspension

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. A suspension includes a mandatory period of dismissal from school during which time the person has no standing as a student at Valor. If the mandatory dismissal period is one year or more, the person must complete the readmissions process. In some instances, the Disciplinary Committee may attach specific readmissions requirements that become part of the readmissions process.

Expulsion

Expulsion is the dismissal of a student from Valor Christian College without the option of readmission. Students expelled from Valor must leave the campus immediately as described above and shall not return to Valor buildings, chapel, activities. Attendance at church services and activities are not impacted.

- ✓ 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, possibly never be allowed to reapply or to attend 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 those laws will be adequate cause for immediate dismissal from the college. Students determined to be 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.

Disciplinary Duties beyond Sanctions

A lesser discipline than a sanction may result in a student being 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.

Appeal

Disciplinary Action

A student may appeal a disciplinary decision of the administration. To appeal the decision, 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.

Employment

Employment while a student in college is often necessary to support students during their education. Education is for a season and is for the purpose of sharpening thinking and skills in preparation for a vocation. During this season of learning, hold fast to the commitment to education and let not the need or craving for money cut short your education season. Value first God's call on your life, complete the education, and then move to the next season of life which is work in the field of ministry.

Opportunities for Employment: Work-study

Students may secure employment through the World Harvest Church who then assigns the work study student to a position at the church or Valor (i.e., placement). There is no guarantee that a student might receive a position with the Work study Office. The application for work study is found in the Orientation Packet. If additional information is needed, see the Dean of Students. Additional information is provided below in the section: Valor Students Serving as World Harvest Church Staff.

Opportunities for Employment: Off Campus Opportunities

There is no placement service for student employment available off campus. Students may ask the Dean of Students or the Director of Housing to see if they know of possible employment opportunities. There are no guarantees that students will receive employment off campus.

Additional information regarding guidelines exist in other sections of this Handbook.

Valor Students Serving as World Harvest Church Staff

World Harvest Church (WHC) provides many job opportunities for Valor students, which is a blessing to the student and the ministry. One of the many benefits of working at WHC is the ability to have Valor tuition deducted from the student's bi-monthly pay.

The following are policies that guide the relationship with the WHC and to continue to offer the "payroll deduct" benefit. As a Valor student and a staff member of WHC, all said personnel must adhere to the following procedures:

Student Responsibility

- ✓ 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.
- ✓ If you withdraw from a course or from the college entirely, you must report this to your Department Head immediately.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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 work circumstance.
- ✓ 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

Students shall not involve Valor Christian College or World Harvest Church through any form of communication in the advertisement, endorsement, or promotion of a particular product, service, company, or business. The school and church do 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. The names of persons associated with Valor or World Harvest Church shall not be used in soliciting business. The names and contact information shall not be distributed for such use.

Fundraising

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

Business Directory

There is no Business Directory of Valor Christian College. 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.

Student Over commitment

Students should not commit themselves to work or other responsibilities without allowing ample time after dismissal of classes or chapel and for travel, lunch, preparation for classes, etc. Students should also include in the daily schedules time for personal devotional time, prayer, reading and meditation in the Word of God. Poor planning or mistakenly believing you have endless energy will result in difficult times after mid-term exams. Don't hesitate to seek advice to assist in making your schedule.

Section Three

Student Housing & Other Campus Guidelines

Residence Hall Contact Information	
Director of Student Housing.....	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
<u>The Shipping address for parcels / packages</u>	
Students' Name C/O Valor Christian College 10165 Wright Road Canal Winchester, OH 43110	
<u>The Address USPS Mail</u>	
Student's Name C/O Valor Christian College Residence Hall, Room # PO Box 800 Columbus, OH 43216-0800	

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. Reference Appendix 2-A for additional information.

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 for the Director of Student Housing:

- ✓ 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 Days guests.
- ✓ 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).

Off-Campus Housing Guidelines

Commuter students are those who live off-campus but attend on-campus classes. Students who live off campus, whether with their parents or relatives or in other-rented facilities are expected to abide by the principles required for on-campus students. Regardless of where students might live, they must treat other tenants or neighbors in the surrounding community with respect; you represent the college by your activities. Please consider showing that respect by . . .

- ✓ playing music at a level that doesn't disturb those around you,
- ✓ restrict apartment noise levels that disturb the neighbors.
- ✓ Drive safely and quietly when leaving early or arriving late.

What sounds great to one age group is too loud for another age group. When living off campus, all age groups are generally represented. In general, think of others when making your decisions.

Off-campus Rental Rooms

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

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.

Married Students

Married students or students with children are not permitted to share housing with other Valor students other than their own family members.

On-Campus Housing

Application to housing is separate from application to the College and the two processes are not connected. Please consider this while reading this chapter of the Student Handbook. Student housing is arranged in a Quadrant, with several quadrants located in a dorm. Dorms are either men or women. Men and women do not share dorm quadrants at Valor. A quadrant is comprised of a group of four student rooms with support resources as part of the quadrant. Students in a quadrant must be of the same gender/sex.

Single students, 34 years old or younger, with no dependent children, must live in the Residence Halls unless they are living with their family or have special permission. Valor housing is for single students. Married students coming alone to the campus to live while in on-campus classes may secure a room by contacting the Dean of Students Office and seek special housing arrangement. Normal housing application and approvals are required before moving into an on-campus room.

On-Campus Housing Application.

An application to the College that has been approved (i.e., the person is accepted to the College). Once

accepted to Valor, the person submits the completed housing application. Upon approval of the application, the person is permitted to begin the move-in process. The move-in, or check-in process is outlined in Appendix 3-A.

Financial Information

Deposit

A nonrefundable Residence Hall deposit is required from each resident. This fee is required to reserve your room in the Residence Hall.

Housing Charges

Each resident is required to pay all housing charges. Students can see details of housing charges and fees <https://www.valorcollege.edu/Pages/28-financial-information>

Residence Hall Activity and Laundry Fee

A Residence Hall Activity and Laundry Fee is required from each resident. This fee includes access to the internet and laundry services exclusively for the use of residents.

Summer Housing

Summer Housing at Valor Christian College is available to those students who would like to remain on campus during the summer months. Students must notify the Director of Housing if you intend to live on campus during the summer months and you must address the following:

1. Notify the Director of Student Housing or RD of your intention to remain prior to the end of the spring semester
2. Fill out the Summer Student Lease Agreement form completely (available from the Director of Student Housing or Finance Office)
3. 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.

On-Campus Housing Check-In Procedures – Appendix 3-A

Checking into campus housing requires several activities that must be completed prior to receiving permission to move into Valor housing. Appendix 3-A includes a checklist that includes the actions required into one list.

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. To provide a

consistent outside look for student housing, the base of the blinds must touch the windowsill at all times. Windows must be clear as seen from the outside.

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.

Housing Guests

Overnight guests require prior approval by the Dean of Students Office. Guests and host student must be of the same gender. Male and female students are never to be alone together in a room.

New Roommates

Roommate changes require prior approval from the Dean of Students Office. Changes require a written request submitted to the Dean of Students Office.

Residence Hall Attire

All residents are expected to be discreet in their dress while in the Residence Hall hallways, lounges, and kitchens (no nudity, no exposed underwear, or uncovered night clothes). 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.

Weekend Check-out

Students who plan to check-out for the weekend are expected to seek the approval (signoff) of the Dean of Students and Resident Director, and the request for approval is expected at least 48 hours prior to the day of departure.

When seeking approval, complete the request form completely before submitting. Phone numbers and contact information in the event of an emergency are required information.

“Emergency check-outs” must be cleared by the Dean of Students immediately. The Dean of Students may grant verbal permission in lieu of written signature, depending upon the circumstances. Students on social probation may have this privilege limited.

Room Keys

A room key is issued at the time of check-in and cannot be duplicated. If the key is lost, the student is expected to notify the RD immediately, pay the \$50 replacement fee, and receive a new key.

If the resident is locked out of their room, they should locate an RD or RDA who will unlock the door. Room keys must be returned to the Housing Office as part of the move-out process.

Right to Enter

Valor Christian College reserves the right for the Dean of Students or designee, to enter any room at any time for purposes of inspection, repairs, or other official business. In such cases, the person will knock and announce who it is and the purpose of the visit before opening the door.

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. A member of the Housing Staff (RD/RDA/RA) inspects rooms for cleanliness, damages, and/or rule violations (see Appendix 3-C). All paraphernalia found in the students' room must endorse Christian ethics. Any items not following these guidelines will be removed.

If 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 or designee, to gather information for use in school disciplinary actions. A representative of the housing staff will be present if a search is completed by anyone other than the residence staff.

Residence Hall Violations

Cleaning Duties

Failing to complete assigned cleaning duties.

- 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.

Costs and Fees

Additional information pertaining to costs and fees associated with student housing are contained in the “Financial Information” section. The financial information related to housing is also provided in Appendix 3-C.

Curfew

Curfew for Sunday through Thursday is 12:00 a.m. (midnight). Curfew for Friday and Saturday is 1:00 a.m. Doors are secured each evening at curfew and remain locked until 7:00 a.m. Non-residents are to leave the Residence Halls at “quiet hour” (Sun-Thurs: 9:00 pm & Fri-Sat: 10:00 pm). Residents are to be in their rooms at curfew 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. This is for residents’ protection and safety and cooperation is expected.

Students required to keep late or unusual schedules because of work or other responsibilities are expected to inform their Resident Director or the Resident Director’s Assistant immediately. Consider curfews when seeking employment and once employed provide to the Resident Director your schedule for review by the Dean of Students. Student needing to leave the dorm before morning curfew or after curfew *must* speak directly with the Resident Director or Resident Director Assistant (notes or passing the word is not acceptable. Prior permission is required and includes personally signing out as directed).

Persons arriving after curfew or leaving before curfew are strongly encouraged to respect the peace of the campus during those hours permitting persons to enjoy quiet time and rest.

Violation of curfew, without proper notification, will result in disciplinary action. Repeat offenders are cautioned that the disciplinary action might increase in severity.

After curfew students meeting together or working together should meet in the kitchen, lounge, or other open and common areas in the dorms. Students are not to be in other resident’s rooms after 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.

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.

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.

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.

Room Check

Failure to pass room inspection for lack of cleanliness:

- 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.

Secular Entertainment

If a student brings a movie that is rated 'R' or 'X' into the Residence Halls, the movie will be confiscated. Any form of media 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.

Other Campus Guidelines

The following information should guide all students who use the physical campus of Valor.

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 always wear their valid ID badges visibly on their person 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. The ID badge is also 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 is open to visitors. Please help the college make visits as helpful and pleasant as possible by completing the following:

- ✓ The Dean of Students must be notified of any visitors to the Campus.

- ✓ Upon arrival, visitors must register with the receptionist at the main entrance on the east end of the Administration Building (Canfield Hall), receive a visitor's badge prior to attending activities on campus. Visitors must provide their name, address, and telephone number
- ✓ Visitors must wear their visitor's badge while on campus, we want to know who you are and greet you personally.
- ✓ Return the visitor's badge to the Administrative Office when you are preparing to depart campus, this is a security matter.

Note: Special events are not subject to these guidelines.

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:

- ✓ Submit items typed on an 8.5" x 11" page.
- ✓ Submit a request for posting announcements to the College Receptionist.
- ✓ The Dean of Students approves (initials and dated) the announcement for 30 days prior to posting. No approval; no posting. After 30 days it will be removed unless a request has been resubmitted.
- ✓ Do not alter posted announcements. If changes are to be made, resubmit the announcement using the process.
- ✓ Items posted without approval will be removed.
- ✓ The bulletin board may not be used to advertise one's business with the purpose of soliciting clients or customers (see Solicitation Policy)

Populi is the official method of communication used by Valor administration, faculty, and staff. Students are responsible to check Populi daily to stay abreast of Valor and general campus news.

Telephones

On campus students are responsible for securing and using their own cell phone. Please note that phone use during class time, on campus or online, must be limited to reduce class disruption.

Residence Hall Procedures

Automobiles

Students must register their automobiles during First Year Orientation. See Section Five for details.

Bicycles

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

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:

Section Four Academic and Classroom Information

Academic Terms & Definitions:

College Calendar -- Semesters

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. VCC's academic year is arranged in three semesters: Fall Term begins in August and ends in December; Spring Term begins in January and ends in May; and Summer Term that begins in late May and ends in late July (abbreviated time but all required time in classes is completed).

Term Classes

Courses are taught Monday through Friday. Student Assemblies are conducted every Tuesday and Chapel is held every Thursday from 10:00 a.m. to noon, the location is announced each week, sometimes in the Tabernacle and sometimes in a large gathering area.

Student Assemblies

Student Assemblies are conducted every Tuesday (see Campus Schedule)

Attendance

Students are expected to attend classes, chapel, and special meetings and to be present on time. Regular and punctual attendance for classes, chapel, and special meetings is essential for the satisfactory completion of the program of study at Valor.

Library

The Valor Christian College Library is available to students who are enrolled at Valor. Students are encouraged to consider additional resources in several local community libraries that are open to Valor students' use.

Students must present their student ID Badge to check out library materials. Removing any library learning resources or equipment without permission is subject to immediate disciplinary action, including fines to replace and/or repair damage.

- Books circulate for 14 days.
- Audio cassettes, videos, DVDs, and CDs circulate for 7 days.
- Current textbooks and reference materials are available for in-library use only.
- Computers are available for student use for obtaining information through the Internet and completion of class assignments, only. 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. Individuals who fail 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
- 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.

Licensing and Ordination

Valor Christian College believes that licensing and ordination are functions of the local church. 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.

Change of Address

Students who have a change of address, email address, telephone number or employment are required to contact the Registrar in writing within five school days of the effective date of the change. Change of Address forms are available in the Administration Building.

Classroom and Academic Conduct

Classroom behavior must be conducive to an atmosphere of learning with respect to the rights of your classmates and instructor. Student should feel comfortable participating in classroom discussions. Students are fully expected to arrive in class having completed reading assignments and ready to participate in the discussion. Students having difficulty with assignments should seek additional assistance in the event assistance is needed. Students are encouraged to approach and inform the instructor 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. Cell phones must be turned off while in the classroom including text message capabilities.

Electronic Devices/Cameras

Valor students are members of a larger academic community designed for learning and growing. For that reason, Valor students are expected to respect the learning environment by silencing cell phones and computers while in class (online or on-campus) and leave class to respond to phone calls. Please avoid disrupting class time. Valor prohibits students to use cell phones and pagers while in class. Students are expected to turned off or put in a silent mode, and they are not to take them 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.

Students who violate this policy will be referred to the Provost Office by their instructor.

Cheating and Plagiarism

Cheating

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 devise during class time will result in losing their opportunity to have a computer in the classroom.

Plagiarism

Academic work, written or spoken, 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. Students are required to complete the assignments using their own initiative and creativity.

Plagiarism includes the following actions:

- reproducing someone else's work (cut and paste or rewriting as your thoughts). This includes a published article, chapter of a book, a paper from a friend or some file, and submitting it as my own.
- employing or allowing another person to alter or revise the work which a student submits as their own, whoever that other person may be.
- discussing assignments with others and using their ideas in the submitted document without recognition.

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 Vice President for Academic Affairs. The decision of the Vice President of Academic Affairs 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

Valor Christian College transitioned to digital books beginning the 2022-23 academic year. Students are charged an Educational Resource fee to cover textbooks and other academic resources.

Course Exams

Course Examination Policy

Students are expected to sit for an exam (take the exam) 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 (see policy on 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:

- ✓ 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 Vice President for Academic Affairs to determine an adequate form of documentation;
- ✓ 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 Vice President for Academic Affairs;
- ✓ The Vice President for Academic Affairs must review the Petition and its supporting documentation. If approved, the student will be sent to the Finance Office with the approved Petition;
- ✓ 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

The course syllabus provides the necessary information to permit the student to plan the term. Syllabi are provided for all courses and distributed at the beginning of the term. The syllabus includes important information pertaining to attendance, grading, assignments, calendar, and other guidelines unique to each respective course. Students are expected to read and make appropriate plans to address the requirements of the course in a timely fashion. If there are questions, the student is expected to address those questions with the course instructor.

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. If 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 8:00 a.m. if classes are cancelled or delayed. All students should check their email, announcement via Populi or text through Populi for information.

Special Circumstances

Student Health Concerns

Time to time, students become aware of a health condition that may have a negative impact on class attendance and having time for assignments. Valor supports women who find they are expecting a child at the time of enrollment and desire to work with them to ensure a safe delivery. Because of the special needs of pregnancy, students who are pregnant at the time of enrollment are expected to advise the Academic Office immediately to permit discussions of arrangements for completion of course work.

Special Student Events-Caution

When planning special events in your life (e.g., weddings, vacations, and ministry trips) please take care to avoid negatively attendance and work in classes. When possible, avoid interruption by scheduling outside of a term.

Armed Forces Reserves

Students who are enlisted in the Armed Forces Reserves at the time of enrollment are asked to notify the Registrar at registration and notify the course instructor at the beginning of each enrolled course.

Section Five Campus Driving

General Registration Information

Automobiles

Students must register their automobiles during First Year Orientation. Students who bring a vehicle after their initial orientation must notify the Director of Housing. A numbered parking sticker will be issued and must be placed on the right-side window. Any neglected or wrongly parked vehicle will be ticketed.

Valor Campus Students not from Ohio are viewed as temporary Ohio residents which are not required to maintain a valid Ohio driver's license or car registration. However, students 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. **Valor students please note** regardless of the state of permanent residence, Ohio law requires motor vehicle owners operating a motor vehicle in Ohio to maintain automobile liability insurance coverage that meets or exceeds statutory limits.

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 the student from another state establishes permanent residence in Ohio, that student 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.

Student Parking Regulations

The following guidelines are provided for persons parking on Valor Christian College or World Harvest Church property are expected to comply with the following:

- ✓ Parking is by permit only and the permit is renewed each semester (see below).
- ✓ Parking is in assigned parking areas as directed, and vehicles are to be parked between the white parking lines.
- ✓ Parked vehicles should be locked at all times. Valor is not responsible for vehicle or vehicle contents damaged or stolen while on Valor property.
- ✓ Disability Parking.



- Only vehicles displaying a handicapped placard or tag from a state government or Valor may park in Handicap Parking areas.
 - The placard must be displayed in the left corner of the windshield or on the rear-view mirror. The car tag must be on the vehicle approved to wear it.
 - Students who transport other physically handicapped students may not park in the handicap parking area unless a handicap placard is displayed appropriately.
- ✓ Violators are subject to parking citations or towing at the student's expense.
 - ✓ Vehicles may not be parked along the yellow curb (fire lane) in front of or adjacent to the Residence Halls.

- ✓ Students are not to park in designated visitor parking spaces anywhere on campus.
- ✓ Students are not to park in the area designated as Faculty/Staff parking or on the curb adjacent to the Library entrance.
- ✓ Violators are subject to a \$50.00 fine. Repeat offenders may be subject to revocation of parking permit or towing at the student's expense.
- ✓ Students who withdraw from classes or are dismissed from school shall remove their parking permit immediately; the permit is no longer valid.

Parking Permits

Parking permits are to be purchased during Orientation or at the Finance Office. Students must present the following documentation:

- ✓ a valid driver's license
- ✓ original documentation proving current liability insurance on the vehicle
- ✓ a receipt from the Finance Office demonstrating payment of the parking permit fee
- ✓ a completed vehicle registration form to obtain a parking permit.

Parking 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.

Vehicles may be ticketed or towed if parking permits are not properly displayed on the vehicle.

Speeding and Reckless Driving

The speed limit on the VCC & WHC property is 10 mph and students are expected to drive according to the driving information in this handbook, campus signs, and other information provided to them. Failure to control the vehicle or endangering or damaging life or property is a violation of policy and is subject to a traffic citation.



Special Circumstances

Inoperable Vehicles

In the event a permitted vehicle becomes inoperable, the student is expected to speak with the Dean of Students immediately and provide information regarding the issue. Disabled vehicles must be removed within five school days. A \$5 charge a day will be imposed if the vehicle is not removed.

Overnight Parking

No vehicle without a parking permit may park overnight in any Valor parking spots.

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.

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.

Transfer Parking Permit to another Person

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.

Parking Tickets

- No parking in the fire lane – violation is \$50 ticket.
- Double parking permitted only to drop off items in the Residence Hall lounge.

Tickets are paid in the Valor Christian College Finance Office.

Appendices

Appendix 2-A Campus Security Disclosures

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.

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.

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 in these circumstances:

- 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.

Appendix 2-D Protection of Minors on Campus Policy

The Protection of Minors on Campus

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.

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.

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.
- ✓ 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.¹

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.

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.

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 a 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 students that are conducted to this

Age of Minor	Staff to Minor Ratio	
	Overnight Program/Activity	Daytime Program/Activity
5 years 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

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.

Reporting Potential Harm to Minors

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.

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.

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, Seth Pruitt, Financial Aid Counselor in the Student Financial Aid Office (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.

Addressing Reports of Abuse or Neglect

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:

- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ Facilitate VCC's cooperation with any investigation conducted by the Franklin County Sheriff, Franklin County Children Services, or other governmental agency.

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.

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.

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 an 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.

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.

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.

Appendix 2-E Safety and Health

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 ensure 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 transmission 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

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.

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.

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.

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.

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.

Appendix 3-A Check-In Procedures

The following information is used to guide the check-in process for Valor Student Housing.

Check-in List

✓	<i>Action</i>	<i>Notes / Exception</i>
	Admission to college required before applying for housing.	A person shall not be permitted to move into student housing until admitted to the college and a complete housing application is received and decision made. Exceptions are limited and must receive permission from the Provost prior to permitting the person to move into housing.
	Complete Residence Hall Contract and Sign, prior to moving into student housing.	
	Move-in Payments Required Before permitted to move in.	Room Deposit Full-time Tuition and Residence Hall fees are billed on the student account.
	Check-in	Scheduled between the hours of 10:00 a.m. and 2:00 p.m. Students must sign a lease agreement and complete a move-in form with the Residence Director (RD) upon arrival. A Resident Contract is given to each student to read and sign. This contract is returned to the RD during orientation.
	Confirm in student's presence: housing unit information	A furnished room includes: <ul style="list-style-type: none"> ▪ Closet (2'10 x 6'6") ▪ Double-lighted desk with chair Mini-blinds ▪ Twin bunk bed with mattress ▪ Mini-refrigerator (may be optional) Chest of drawers ▪ Internet Access Mirror ▪ Shelving Waste basket
	Confirm in student's presence: permitted student materials	<ul style="list-style-type: none"> ▪ Additional furniture: Portable closets Personal refrigerators Space heaters ▪ Alarm clock ▪ Blankets, sheets, hypo-allergenic/mattress cover and pillows Hangers ▪ Clothes hamper Sticky tack ▪ Iron

	Confirm in student's presence: <u>Non-permitted</u> student materials?	<ul style="list-style-type: none"> ▪ Large floor-model stereos/speakers ▪ Limited amounts of dishes/utensils Towels ▪ Weapons of any kind
	Suggested items to bring	<ul style="list-style-type: none"> ▪ Limited amount of dishes/utensils ▪ Towels ▪ Personal laundry items (detergent, fabric softener, etc.) Sealed plastic containers for food (i.e., Tupperware) Personal shower caddy ▪ Slippers/slide-on shoes Shower shoes ▪ Umbrella ▪ PC/Laptop ▪ Umbrella
	<u>Quadrant RDA--Roommate Agreement</u>	<ul style="list-style-type: none"> ▪ Review roommate agreement with members of the quadrant.

Check-Out Procedures:

Students are to vacate their rooms within 48 hours after final exams (fall semester) or on the Sunday following Commencement (Spring Semester). Exceptions must be approved by the Dean of Students. Charges may be incurred if the room is not properly cleaned or is damaged. Advise the RD of your planned move-out date and time. Schedule a room check.

Check-Out Procedures. Replacement Repair costs are provided in Appendix 3-D.

✓	Action	Notes / Exception
	End of Term or End of Year Guidelines. Students are to vacate their rooms by 5:00p.m. on the Friday of final exams (fall semester) or on the Sunday following Commencement (spring semester). Exceptions must be approved by the Dean of Students.	
1	Advise Dean of Students Office	Inform Dean of Students or an RD that you desire to move out on a certain day.
2	Establish a date for review of the room	The Director of Housing will establish a day and time for a room-check. Do not begin moving until the review has been completed. Students are expected to be available in the room at the established day and time.
3	Check-Out Room Inspection	Walls Furniture Appliances Cleanliness
4	Collect all Valor Keys	Room and related Keys Proxy Card Other Valor and WHC Church keys Students will be charged for all missing keys
5	When completed, prepare to move from Valor Housing immediately.	

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

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.

Summer Housing

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:

Appendix 3-C Financial Information

Residence Hall Fees-Table

<i>Fee</i>	<i>Amount (2022)</i>	<i>Notes</i>
Deposit	\$390	Required to reserve a housing slot (non-refundable)
Dorm Activity/Laundry	\$150	
Summer Housing	\$300/month	
Storage	\$60/month	

Check-out Charges

<i>Description</i>	<i>Repair</i>	<i>Replacement</i>
Bed	\$45	
Carpet	Repair \$35 Shampooing \$60	\$350
Chair	\$25	\$35
Closet	\$35	
Desk	\$35	\$75
Desk light	\$25	\$50
Dresser	\$30	\$95
Entry Door	\$45	\$250
Mattress		\$400
Mini Blinds	\$25	\$35
Refrigerator	\$35 (Defrost/Cleaning) \$100	\$175
Shelves	\$30	\$20
Waste Basket		\$20
Window		\$65

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