

STUDENT INFORMATION:

Student Name	
Campus Box Number	
Apartment Telephone	
Emergency Contact	
Emergency Telephone	

WELCOME TO FLORIDA CHRISTIAN COLLEGE!

Whether you are a new or returning student, welcome to a very special Christian college located in one of the greatest places in the world to learn about ministry! Central Florida is filled with opportunities to serve Christ in a socially and ethnically diverse setting.

If you feel called to serve Christ in Florida, somewhere else in North America, or elsewhere around the world, FCC can provide you with both the education and the practical experience to prepare you for a lifetime of ministry.

If you are uncertain where God would have you serve, Central Florida and FCC provide you with the opportunity to try many different types of service, allowing you to get a clearer view of your future opportunities.

In either case, you have chosen to be part of a Christian community. Student Life at FCC entails a lot of different areas...Citizenship, Housing, Financial Aid, Athletics, Christian Service, Parking, Employment, and so forth. You will find these areas and more discussed in detail in this handbook.

As a member of this Christian community, you have chosen to live within its standards. In an attempt to clearly explain both our expectations and any possible consequences, we have created the Student Life Handbook. However, we hope that it is more than a book of "rules." It is intended to give the parameters for a healthy College experience that prepares you for a life of service.

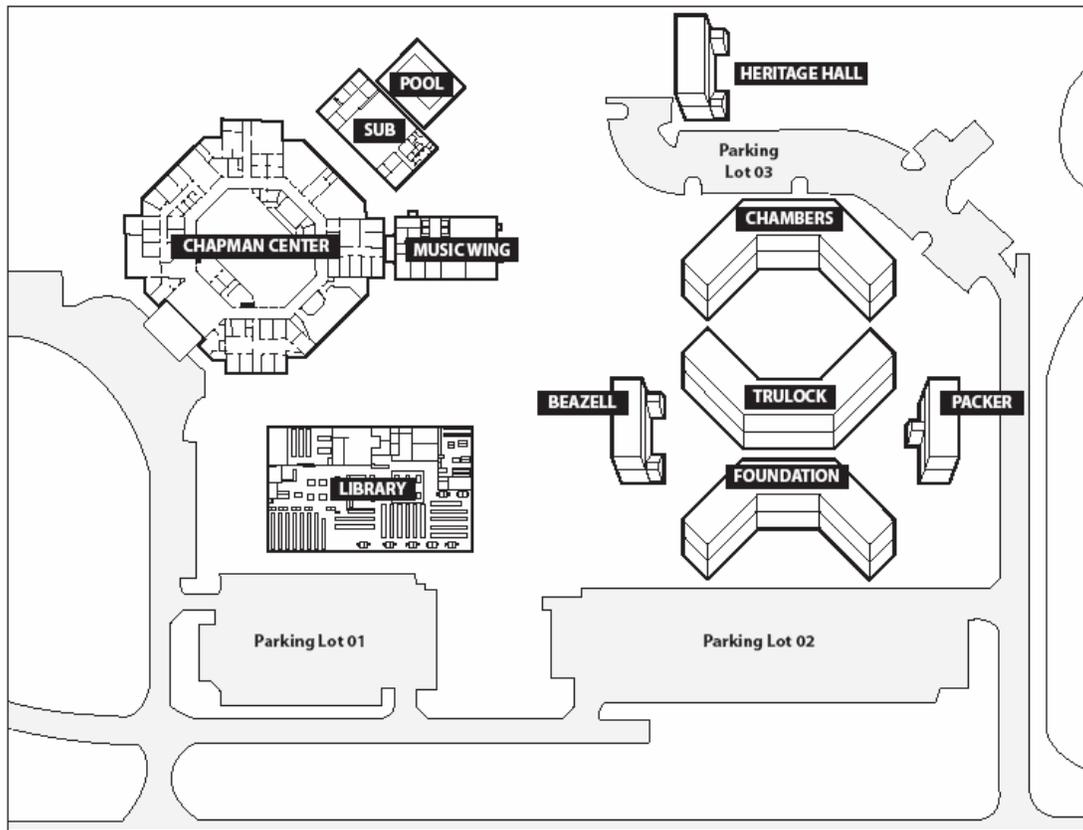
Lord Bless,

Terry Allcorn, Ph.D.
Vice President of Student Life

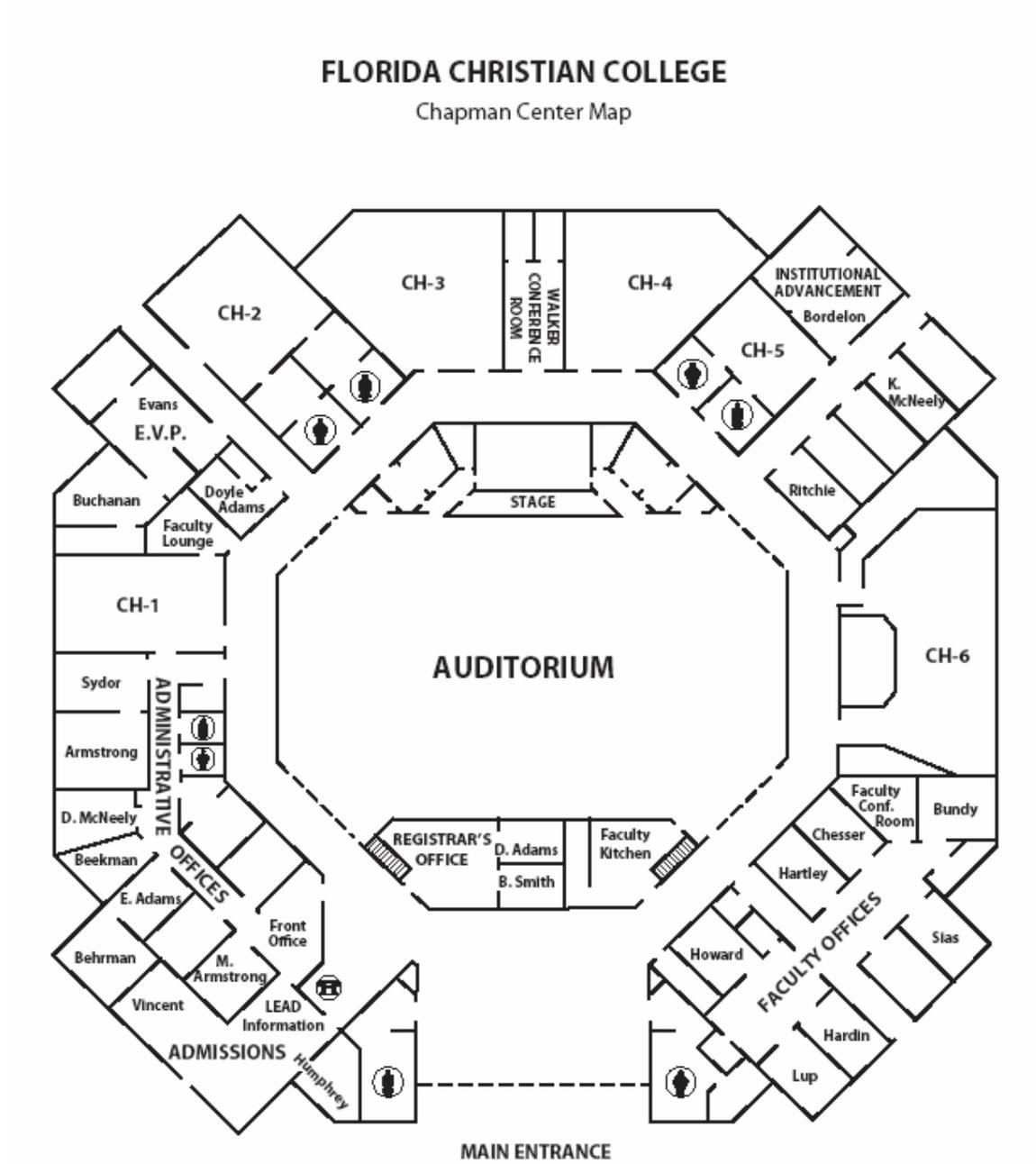
TABLE OF CONTENTS

Campus Map	3
Resource People	5
Description of FCC	6
Accreditation	6
Campus	6
Library	7
Chapman Center	7
Tribble Student Union Building (SUB)	7
Brough Music Wing	7
Financial Support	7
Statement of Faith	7
FCC's Mission	7
FCC March Song	8
Orientation	8
Class Groups	8
Student Organizations	8
Music Ensembles	9
Student Council	9
Area Health Services	11
Counseling Services	11
Athletics	11
Campus Community News	11
All-School Happenings	12
Student Honors	13
Recreation and Entertainment	14
Activity Eligibility	15
Christian Race Relations	15
Mail Handling/Distribution	15
Lost and Found	15
Campus Community Standards of Conduct	17
Categories of Standards	17
Consequences Overview	18
Appealing Consequences	18
Discharging of Consequences	19
Chart of Standards and Consequences	19
Definitions of Standards	21
On Campus Standards	21
Lifestyle Standards	25
On Campus Vehicle Use	29
Description of the Consequences	32
General Housing Notices	37
Specific Housing Notices	38
Good Practices	43
Life-Long Leadership Development	44
General Student Information	50
Grievance Procedure	51
Summary of FCC Alcohol and Drug Policy	53
F.E.R.P.A. (Family Educational Rights and Privacy Act)	59
Sexual Assault Policy	61
Weather Alert Information	63
Terrorist Threat Levels	64
Activity Fee Structure	66
Disclaimer	67

CAMPUS MAP



CHAPMAN CENTER MAP



RESOURCE PEOPLE

The following list allows you to quickly contact us if we can help you or if you have a question. Remember, if you don't know exactly who to call, give us a call in the **Student Life Office (x 1163)**. We will be glad to help you or point you in the right direction.

Area Where You Need Help	Person Who Can Help You	Extension
Academics/Internships	Tony Buchanan	1162
	Stephanie Evans	1162
	Brian Smith	1312
Admissions/Events	Philip Vincent	1172
Apartments	Residence Assistants:	
	Amanda Barber	1455
	Lacy Berry	1419
	Tabitha Smith	1424
	Ralph Bartels	1446
	Kane Miller	1403
	Andrew Sale	1446
	Phillip Smith (Residence Director)	1169 or 1443
Athletics	Phillip Smith	1169
Business/Finance	Bill Behrman/Dave McNeely	1164
Life-long Leadership Development	Sandi Peppard	1331
Financial Aid	Bruce Dusterhoft	1163
		1163
Faculty	Lyle Bundy	1322
	Jim Chesser	1321
	Les Harden	1328
	Greg Hartley	1319
	Roland Howard	1334
	Bethany Humphrey	1345
	Jack Lup	1333
	Ruth Reyes	1372
	Bob Ritchie	1330
	Twila Sias	1323
Library	Linda Stark	1165
Maintenance	F-I-X	1349
Registrar/Transcripts	Brian Smith	1312
Room Keys	Sara Jo Dusterhoft	1163
Student Concerns	Terry Allcorn	1326
	Sandi Peppard	1331
SUB Public Telephone		1332

DESCRIPTION OF FCC

Florida Christian College is a four-year undergraduate college that requires a Bible emphasis of all who earn a degree. The College offers four degrees—the Associate of Arts, a two-year program; the Bachelor of Arts and the Bachelor of Science, which are four-year programs; and the Bachelor of Theology, which is a five-year program. Details concerning the academic programs of FCC are available in the FCC College Catalog.

ACCREDITATION

Florida Christian College holds dual accreditation as a demonstration of its commitment to the training of Christian workers through the Bible college movement and the emphasis on quality higher education through regional accreditation.

FCC is accredited to award Associate and Bachelor degrees by the following associations:

Association for Biblical Higher Education (ABHE)
5575 South Semoran Blvd., Suite 26
Orlando, FL 32822-1781
407-207-0808

Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
1866 Southern Lane
Decatur, GA 30033-4097
404-679-4501

CAMPUS

A gift by the Clifford Chapman family of Kissimmee in 1979 made possible the development of our permanent campus on a land tract of roughly 40 acres.

The multipurpose building opened in 1985 and houses classrooms, offices, lounges, work and storage rooms, and an auditorium that is adaptable for worship, concerts, basketball and volleyball games, and banquets.

College property includes man-made lakes, spacious green areas, and stands of cypress and live oaks that enhance the quality of life on campus. Facilities for recreation and relaxation include a pond overlook near the apartments, a 55,000-gallon swimming pool, and the Tribble Student Union Building (nicknamed “the SUB”).

The College is blessed with comfortable campus housing for both single and married students. Each apartment has a full-sized bathroom and kitchen. Married student townhouses also provide washer/dryer hook-ups.

A library building was opened in September 1994, built largely by donations from Virginia Davenport and the Fred Smith family.

Library

The College has a modern library facility with electronic access to the Catalog of the Library Collection and links to other resources available through the web site at <http://www.fcc.edu/Library/>.

Chapman Center

Access to the Chapman Center is available to students from 7:30 a.m. until 9:00 p.m. on most weekdays. All classroom doors lock at 5:00 p.m. The Chapman Center is open on weekends for scheduled events. Building use is scheduled with the Campus Operations Office.

Tribble Student Union Building

Also known as the SUB, the Student Union Building is set aside to provide recreational and meeting space for students. It also houses the Student Life Offices. Access to the SUB is available from 6:00 a.m. until midnight; however, the doors will lock at 9:00 p.m. and can only be opened with a key card. The SUB has a large recreational area with a television, pool tables, ping-pong table, snack machines, and so forth. It also has a kitchen, a weight room, and an outdoor swimming pool.

All items for display on bulletin boards in the SUB must bear the stamp of approval of the Student Life Office. The Student Life Office reserves the right to remove announcements that are posted without permission and outdated announcements.

Brough Music Wing

The Brough Music Wing was completed in the spring of 1999. It is equipped with a piano lab, music practice rooms, and additional classroom space. This addition serves the immediate needs of FCC's academic division and houses a Community Music School, offering private and group lessons to students of all ages.

FINANCIAL SUPPORT

FCC is supported by the contributions of various interested individuals and congregations of the Churches of Christ and Christian Churches—mostly within the state of Florida. Florida Christian College enjoys a strong relationship with its supporting churches.

STATEMENT OF FAITH

While the College recognizes no human creed as binding upon Christians, employees of Florida Christian College confess Jesus of Nazareth as Christ, the Son of God; have received Christian immersion; and accept the New Testament Scriptures as definitive of Christian faith, doctrine, and life. A fuller statement of our doctrinal position may be found in the College Catalog.

FCC'S MISSION

The purpose of Florida Christian College is to conduct a course of study to educate men and women for Christian service, to provide a program of instruction on the College level, to grant appropriate degrees, and to serve as a resource to the churches, especially in Florida.

FCC MARCH SONG

1. Hail to Florida Christian College.
We thy sons and daughters praise thee
As we carry forth the Gospel
Into all the World.
Standing true and faithful alway,
We will live for Christ in our day
As His Word we truly obey,
Marching through the World.

2. Come then, brothers, let us speed on
Building up the walls of Zion;
For the labor time is not long
To reach all the World.
Arm and arm we join together
To uphold our Alma Mater,
Wheresoever we may scatter
Throughout all the World.

Chorus:
Sons of FCC,
Daughters also to thee,
We pledge to stand, a valiant band
No matter what the price may be.
Pressing on to God and glory,
We must tell the old, old story;
And the zeal of dear FCC,
May it never cease.

ORIENTATION

At the start of each semester, new and transfer students are led in a period of orientation, the purpose of which is to ease the transition to Florida Christian College by acquainting students with the mission, people, systems, and community of Florida Christian College.

CLASS GROUPS

FCC students are divided into “class” groups, each under the guidance of a faculty and staff member who serve as Class Sponsors. These class groups provide a basis for social activities and spiritual growth. Your participation in class groups is very important and is strongly encouraged.

Each class plans one college-wide social function annually. (See “All-School Happenings” below for descriptions.) The class groups also serve as a basis for the Student Council - class members are chosen each year to represent their interests to the Council.

STUDENT ORGANIZATIONS

Students may form organizations for any purpose approved by the Vice President of Student Life. The proper procedure is to file a written proposal for a club that includes a brief statement of objectives and projected activities. The Vice President of Student Life will work with the students organizing the club to secure a faculty/staff person to be an advisor for each approved organization.

Past and present clubs include GO (Get Outside) Group, Women’s Fellowship, Journalism Club, Photography Club, Timothy Club, Youth Ministry Forum, Bikers’

Club, a chapter of the National Association of Hebrew Students, Pep Club, Surfers for Christ, and others.

In general, the College does not start student clubs; students do. If you think there is enough interest in a special focus not now covered by student groups, you can organize one! The procedure is simple:

1. With at least one other student, write up a statement of purpose for the organization. Normally a single paragraph is sufficient.
2. Write down your ideas about how the club would function—frequency and place of meetings, activity goals, membership qualifications, and so on.
3. Secure, if possible, the agreement of a faculty or staff member to serve as staff sponsor.
4. Submit your plans in writing to the Vice President of Student Life for approval and suggestions for proceeding.

Music ensembles and Athletic clubs may be handled differently. See Music Ensembles or Athletics for more information.

MUSIC ENSEMBLES

Various groups are formed each year, some of which are sponsored by the College. All requests to form musical groups that represent the College should be submitted in writing to the Vice President of Institutional Advancement. Groups representing the School are under the supervision of a music coordinator, who determines their makeup and works out the formal representation of FCC. Students in such groups are expected to conform strictly to all standards of dress and behavior.

Students for VOICES OF PRAISE and NEW CREATION are chosen to represent the College. Individuals in these groups are selected on the basis of personality, academic achievement, maturity, teaching ability, etc. as well as musical or dramatic skill.

STUDENT COUNCIL

The student body speaks officially through the Student Council. This organization comprises representatives selected by the individual class groups into which the student body is divided (other members of the Council may be selected from the student body at large by the duly elected representatives). The entire student body elects officers annually. The President of the Council presides over all Council meetings and is the official channel through which requests and suggestions are made to the institution. Regular Council members must maintain at least a 2.0 CGPA; officers must maintain at least a 3.2 CGPA.

Non-member students are welcome to attend the meetings of the Student Council as observers; those who wish to address the Council should make formal arrangements

through their class representatives. Faculty members, Trustees, or others who might wish to address the Council should make prior arrangements through the President of the Student Council.

Role of Student Council in Decision Making

The student body speaks officially through the Student Council. In general, the procedure is as follows:

A student or student group initiates discussion of a concern or suggestion in a Class meeting or with a Class Representative. It is a good practice to provide the Class Representative with a written version of the concern or suggestion.

The Student Council Representative brings the issue of concern or suggestion to the Student Council.

The Student Council seeks input from any appropriate source, including faculty and administrative personnel.

The Student Council passes a resolution addressed to the appropriate office or party.

The Student Council President delivers the resolution to the Vice President of Student Life for presentation to the faculty or to the Administrative Council. The Vice President of Student Life informs the Student Council President of any actions taken.

Advice from the Student Council is solicited by the College in other ways. For example, Council members are routinely asked for their suggestions to improve each new edition of the Student Life Handbook; also, they are often asked for input to the College's ongoing self-evaluation studies. A copy of the Student Council Constitution is available from the Student Life Office upon request.

AREA HEALTH SERVICES

Doctor

John T. Littell, MD
300 Park Place Blvd.
Kissimmee, FL
Phone: (407) 343-1711
Fax: (407) 343-1611

Hospitals

Florida Hospital
2450 N. Orange Blossom Trail,
Kissimmee, FL
(407) 846-4343 General Information
(407) 933-6632 Emergency

Osceola Regional Medical Center
700 W. Oak St., Kissimmee, FL
(407) 846-2266 General Information
(407) 518-3800 Emergency

Saint Cloud Hospital
2906 17th St., St. Cloud, FL
(407) 892-2135

Walk-in Clinics

BVL Family Medical Center
2551 Boggy Creek Rd., Kissimmee, FL
(407) 348-0990

Announced Hours

Mon.-Fri.	8 am – 8 pm
Sat.	8 am – 6 pm
Sun.	10 am – 3

Kenaday Medical Clinic
1960 N. John Young Parkway,
Kissimmee, FL
(407) 932-1896

Announced Hours

Mon-Fri.	8 am – 5 pm
Sat.	10 am – 12 pm

COUNSELING SERVICES

Students may seek informal counsel from the faculty, staff, Student Life Office personnel, and so forth. We are concerned about each student and will make every effort to be available to provide informal counsel.

Professional, clinical counseling may be arranged with an area counselor through the Student Life Office at a reduced fee. Confidentiality is assured.

ATHLETICS

FCC is a Division II member of the National Christian College Athletic Association and a member of the Florida Christian College Conference. Additional games are scheduled each year with colleges in and out of the state.

Conference teams fielded by FCC are men's basketball and women's volleyball. FCC sponsors various club-type men's and women's teams, and also sponsors intramural activities. The colors of the FCC Suns are Orange, Black, and White.

CAMPUS COMMUNITY NEWS

The Student Life Office sends out a regular electronic newsletter called the Campus Community News (CCN). Anyone not receiving the CCN wishing to do so can submit his or her email address to the Student Life Office or send it to StudentLife@fcc.edu. A

copy of the CCN is posted on the bulletin board in the SUB for those without email accounts.

ALL-SCHOOL HAPPENINGS

College social events are sponsored each year by various groups within the student body. The following are some examples of activities that are often planned:

Alumni Activities. There are often activities that are organized for alumni of the College during various times of the year.

Awards Banquet. This fellowship meal takes place to congratulate the year's intercollegiate athletes. Other individuals who have played a support role with the athletic program are often invited to attend.

Baccalaureate. Graduates process and faculty are robed for this formal worship service held close to the end of the spring semester.

Christmas Banquet. The Junior Class sponsors this formal occasion with a meal, traditional Christmas decorations, and entertainment.

Commencement. The ceremony is held at the end of the spring term. As the last official event of the year, this formal robed event is graduation for students receiving associate and bachelor degrees.

Conferences. Occasional statewide conferences take place on campus, most of which are open to students, for little or no cost to register or attend.

Convocation. Convocation is held at the beginning of the Fall Term. This event celebrates the opening of the school year and features a special speaker, the induction of new students and employees, and a time of worship.

Faith-Promise Rally. Initiated early Fall Term, this is a model Faith-Promise Rally that is sponsored by the student missions group (M.O.V.E.) and provides a campus-wide missions emphasis lasting throughout the year.

Fall Fling. It is scheduled at a secret date during Fall Term. Sponsored by the seniors, this skip day is always a surprise as each year's group tries to top a growing tradition of fun and relaxation.

Fine Arts Night. Towards the end of the Spring Term, music students and faculty share their performance talents and the Drama Club presents a memorable play.

Hearts' Day Banquet. The sophomores host a banquet celebrating Valentine's Day.

Homecoming. The Student Council sponsors this annual event. Homecoming takes place after basketball season begins and features a halftime recognition ceremony.

Missions Banquet. The freshmen host this banquet during the Spring Term. It is typically a more casual meal featuring international cuisine, a special cross-cultural program, and possibly a guest missionary speaker.

Recruitment Events. Events such as Middle School Mania, Senior Salute, Impact, and Discovery Days are designed to introduce and recruit Middle School or High School students to the College.

Senior Breakfast. This usually occurs during the week of Spring Term finals. Juniors host Seniors, along with their spouses, and present a program.

Senior Chapel. This Family Worship Hour service is designed by Seniors to honor Junior students of each major. Juniors are given a charge according to their major by a Senior of the same major and are presented with a memento of the occasion.

STUDENT HONORS

Dean's List. At the end of each term of study, the Vice President of Academics publishes a list of students who have achieved a grade point average (GPA) of 3.66 or above in at least 12 hours of credit courses. Notification of this achievement is sent to the home church of each student, and the list is announced in Family Worship Hour. Normally, those students achieving the Dean's List award are recognized at Convocation in the Fall; however, graduating seniors who have achieved this honor in their final term of study are recognized during Commencement.

Graduating Senior Awards. The Valedictorian and Salutatorian awards are presented to graduating Seniors who have maintained the highest and second-highest GPAs during their time of study at FCC. In addition, any graduating Senior who earns a CGPA of 3.90 or higher will graduate with the Honor status of Summa cum laude; a 3.83 or higher, Magna cum laude; and a 3.50 or higher, Cum laude.

Ministry Awards. The faculty chooses recipients of the Ministry Awards, which include the Preaching Award, Teaching Award, Musicianship Award, Missions Award, Youth Ministry Award, and Human Services Award. The highest honor bestowed upon a graduating Senior is the Zeta Upsilon Award, which is also chosen by the faculty.

Note: All of the above honors are based on a minimum of 64 semester-hour credits earned at FCC.

Other Commencement/Convocation Awards. Depending upon a student's rank and graduation status, the following awards will be given at either the Commencement ceremony or Convocation:

Biblical Languages Award: highest GPA for four semesters of a Biblical Language.

Bible Award: a second year student who received the highest grade honors in the following courses: Intro. to Biblical Studies/Bible Survey, Gospels I & II, OT History, and Foundations of Christianity.

Humanities Award: Junior or Senior who demonstrates the greatest ability with the Humanities Division.

Highest GPA: full-time student compiling the highest GPA during the academic year (with a minimum of 33 credits earned during the school year).

Class Orator: graduating Senior chosen by the faculty to speak for Commencement.

Scholarly Achievement Award: Senior who receives the highest score on the testing of the FCC Bible Comprehensive Exam.

Citizenship Award. Faculty, staff, and the student body annually elect the recipient of this award. It is given to the student who has best exemplified the principles of Christian citizenship in all phases of school life and is limited to students who have been enrolled full time for the entire school year. The following criteria have been determined as the basis of this award:

- a. Good manners and courtesy.
- b. Concern for the property of the College and the property of others.
- c. Participation in College activities.
- d. Faithfulness in Family Worship Hour and church attendance.
- e. Conscientious adherence to FCC standards.
- f. Active participation in local church activities, such as teaching and outreach.
- g. Evangelistic zeal.
- h. General conduct reflecting credit to the Lord and the College.

Sunburst Award. This is an award given to students or friends of the College who have given evidence of special interest above and beyond the call of duty.

Son of FCC/Daughter of FCC. These awards are made annually to the male and female student chosen by the student body as showing evidence of encouraging and modeling enthusiasm for the Student Life programs of the College, particularly the athletic events.

RECREATION AND ENTERTAINMENT

FCC students enjoy a wide variety of recreational, entertainment, and sightseeing opportunities. Central Florida abounds with famous tourist attractions and natural beauty. The Orlando-Kissimmee area is the world's number one tourist destination.

Our community also offers many other cultural benefits, including art galleries, parks, museums, a planetarium, a performing arts center that regularly hosts groups such as Symphony Orchestras, the Orlando Opera Company and the Southern Ballet, an excellent public library system, and more. Baseball fans delight to know that the Houston Astros' spring training home is across the boulevard from our campus.

Opportunities for recreation on campus include a 55,000-gallon swimming pool; sand volleyball court; a gymnasium for volleyball, basketball, and other indoor games; a Student Union Building equipped for ping pong, billiards, television viewing, parlor games, a weight room, and snacks; fishing in campus ponds; a barbecue pit and picnic area; a fenced playground for children; and lots of space for walking, jogging, personal reflection, and outdoor games.

ACTIVITY ELIGIBILITY

If you wish to be eligible for participation in activities in which you will represent the College (such as music or drama groups), you must be taking at least 6 credit hours at FCC. Participants must also meet Academic and Student Life requirements. NCCAA rules require that you be taking at least 12 credit hours to be eligible for intercollegiate sports. The Athletic Director can provide full athletic eligibility details upon request.

CHRISTIAN RACE RELATIONS

FCC enjoys a multiethnic staff and student body that reflects the diversity within the Christian community. Efforts are made to promote positive race relations and to work against racism.

This Christian community challenges its members to respect one another in matters of race or ethnic origin. Therefore, FCC condemns and will not tolerate deliberate or thoughtless speech, writing, clothing, signs, or symbols that may be considered hateful or racially or ethnically degrading.

MAIL HANDLING/DISTRIBUTION

The Student Life Office is responsible to handle student mail. It does so under the following guidelines.

1. All student mail and packages are delivered to the Student Life Office located in the SUB.
2. The Administrative Assistant, or another employee of the Student Life Office, sorts and delivers all mail that fits in the student mailboxes.
3. Items too large to place in the mailbox will be held in the Student Life Office Mailroom for student pick-up during regular business hours. Written notices will be placed in the mailbox indicating that a package is available for pick-up. The student must bring the package slip and sign the acknowledgement ledger in order to receive the package.
4. First class mail will be forwarded for a period of six months from the last date of attendance of the student. After six months, first class mail will be returned to the sender.
5. On-campus mail, pre-sorted first class mail, non-first class mail, and packages cannot be forwarded, per Post Office Guidelines.
6. Material of questionable content will be held by the Student Life Office for pick-up directly from the Vice President of Student Life. The office defines questionable material as material that contains content that is sexually, racially, or otherwise offensive in the opinion of the Student Life Office. Disciplinary steps may be taken if the Student Life Office so deems it necessary.

LOST AND FOUND

The Student Life Office provides a service of Lost and Found for members of and visitors to the campus community. Lost and Found operates under the following guidelines:

1. Items turned over to Lost and Found will be tagged for tracking. The Student Life Office cannot be responsible for items turned over to Lost and Found.
2. Items will be searched in an attempt to identify the owner.

3. Items with a means of connecting them to a member of the campus community will be returned to that individual. The individual will be notified that the item has been found. Smaller items may be returned via campus mail.
4. Items with a means of connecting them to a visitor to the campus will be held and the owner will be notified, if possible.
5. Unclaimed items will be disposed of after a period of two weeks. Items of perceived value may be held longer at the discretion of the Student Life Office. Should the finder be interested in claiming the item, the Student Life Office will attempt to contact the finder at the telephone number left at the time the item was turned in.
6. Items lost during a major campus event may be turned over to the department organizing the event.

CAMPUS COMMUNITY STANDARDS OF CONDUCT

Objectives

Communicate and enforce institutional standards of student behavior in order to

- Encourage the pursuit of academic excellence
- Encourage individual responsibility
- Encourage respect for authority
- Encourage maturity

Each rule, hereafter known as a Standard, falls into at least one of the categories listed below. While some standards will be both Biblical and Legal Standards, others will simply be standards that the College has deemed beneficial to implement. The consequences listed later in this document weigh the consequences to the relative importance of the standard.

Your actions and decisions as a student of Florida Christian College affect both you as an individual and the College community as a whole. Your decision to join this community indicates that you are willing to uphold the community standards that are described in this document.

LEAD Students

LEAD students need to consult their handbook for details concerning standards of conduct.

CATEGORIES OF STANDARDS

A. Biblical Standards

These standards are defined as those that are taught specifically in Scripture. At the core of our institution is its Biblical foundation. We are “Strong in the Scriptures.” Student Life will make every effort to uphold the authority of Scripture as its central guide to student conduct.

B. Legal Standards

There are legal standards on everyday life that all citizens of the United States, including Christians, are required to obey. Student Life will enforce all applicable legal standards and support all law enforcement groups investigating any alleged local, state, or federal crime.

C. College Standards

The trustees of the College, with the advisement of the faculty, staff, and administration, have also created a body of standards that students are to uphold. These standards, while being neither Biblically nor legally mandated, are just as binding on the students of FCC.

CONSEQUENCES OVERVIEW

Points lead to Fines and/or Optional Consequences. Fines and/or Optional Consequences are imposed if the student either receives the points over time or receives them all at once for a single offense. All fines must be paid in cash (not change) to the Student Life Office. Students will have two weeks from the date of the written notification to pay the

fine. If the fine is not paid or appealed within two weeks of the issuance of the letter of notification, the student will be blocked from class until the fine is paid. The classes that a student misses while blocked will count as unexcused absences.

Unless specifically extended by the Student Life Disciplinary Committee, individual student point totals return to zero with the beginning of a new semester. However, resulting consequences, such as probation, may extend into future semesters.

Dispensing of Points

Level	College Employee	Number of Points per occurrence	Referral to next level of authority
1	Residence Assistant, Part-time College Employee	1-8 Points	9-45 Points
2	Campus Security, Full-time Campus Employee	1-10 Points	11-45 Points
3	Housing Director, Executive Assistant to Student Life	1-20 Points	21-45 Points
4	VP of Student Life	1-30 Points	31-45 Points
5	Student Life Disciplinary Committee of the Faculty	1-45 Points	N/A

APPEALING CONSEQUENCES

Appeals are accepted for consideration that are based on one or more of the general areas of Policy, Precedent, and Prejudice.

- A. Policy - A student can appeal based on policy if he or she can document that a policy has not been applied correctly.
- B. Precedent - A student can appeal based on precedent if he or she can document that a punishment has been given for a historically accepted practice that is not specifically described as a violation.
- C. Prejudice - A student can appeal based on prejudice should there be evidence that he or she is being singled out for punishment due to factors other than the alleged violation.

An appeal must be filed in writing to the Vice President of Student Life explaining how at least one of the three areas was violated in the issuance of the consequences. Appeals to decisions made by the Vice President of Student Life may be filed in the same format with the Student Life Disciplinary Committee of the Faculty. Appeals concerning the issuance of points must be made within two weeks from the date the consequence was issued. Appeals concerning the issuance of fines or decisions of hearings must be made within two weeks from the date on the notification letter or prior to the initiation of any consequences, such as a prescribed move out date, whichever comes first. The decision of the appeal is final unless there is substantial evidence to suggest that at least one of the three general areas was violated during the appeal process. Such cases may be appealed to the President of the College within two weeks from the date of the notification letter. Appeals involving decisions that involved the President are to be made to the Vice President of Academics.

DISCHARGING OF CONSEQUENCES

As detailed below, all full-time campus employees and designated student leaders are viewed by Student Life as playing important roles in the maintaining of the Standards of the College Community. The Student Life Office accepts the role of providing leadership and structure in the area of standards of conduct. However, it seeks to partner with all the campus community in the maintaining of these standards. In doing so, the campus family as a whole will be working to protect the Christian atmosphere necessary for the training of Christian workers and to foster positive lifestyle habits among the student body. The Student Life Office, as described below, empowers those members of the campus community to aid them in this task. Those who assign points for an infraction of the Code of Conduct need to notify the Student Life Office in writing within 36 hours of the incident via the Incident Reporting Form. Infractions meriting 16 points or more should be reported to the Student Life Office sooner, if possible.

CHART OF STANDARDS AND CONSEQUENCES

The following chart is intended to clearly outline the mandatory and optional consequences for actions taken by all students of Florida Christian College. This includes students living in campus housing and students living off campus. Further, it includes students who are considered full-time and part-time.

Key

Person observing the incident

- 0 – Student, Visitor
- 1 – Residence Assistant, Part-time College Employee (Non-FCC Student)
- 2 – Campus Security, Full-time College Employee
- 3 – Residence Director, Executive Assistant to Student Life
- 4 – Vice President of Student Life
- 5 – Student Life Disciplinary Committee

Action to be taken by Observer

R – Refers the incident to the first level of personnel with a C rating for that offense
C – Issues the Points and turns in a completed Incident Reporting Form to the Student Life Office. The Student Life Office will add the Points to the Student's database and determine if he/she must now pay a fine. The Student Life Office will also determine if he/she must now meet with the Vice President of Student Life or the Student Life Disciplinary Committee of the Faculty to receive possible Optional Consequences. Students found to have exceeded the fine/disciplinary meeting limits will be contacted by Student Life to inform them of the fine/disciplinary meeting.

Chart of Standards and Consequences

Standard/ Offense	Definition Reference	Points	Person Observing Incident					
			0	1	2	3	4	5
On-Campus Standards								
Apartment cleanliness	1.01	1-5	R	C	C	C	C	C
Damaging/defacing apartment/furniture	1.02	3-5	R	C	C	C	C	C
Damaging/defacing exterior	1.03	3-5	R	C	C	C	C	C
Pet on campus	1.04	1-15	R	C	C	C	C	C
Curfew violation	1.05	2-8	R	C	C	C	C	C
Loitering	1.06	1-4	R	C	C	C	C	C
Misuse of campus technology	1.07	5-8	R	C	C	C	C	C
Weapon on campus	1.08	15-20	R	R	R	C	C	C
Endangerment	1.09	3-8	R	C	C	C	C	C
Unauthorized visitation	1.10	5-8	R	C	C	C	C	C
Lifestyle Standards								
Disrespect	2.01	3-5	R	C	C	C	C	C
Unacceptable entertainment	2.02.1	5-8	R	C	C	C	C	C
	2.02.2	15-30	R	R	R	C	C	C
Unacceptable employment	2.03	10-15	R	R	R	C	C	C
Unacceptable body grooming, piercing, tattooing	2.04	2-10	R	R	C	C	C	C
Unacceptable attire	2.05	2-5	R	C	C	C	C	C
Unacceptable display of affection	2.06	2-5	R	C	C	C	C	C
Sexual misconduct	2.07	15-30	R	R	R	C	C	C
Theft/vandalism	2.08	10-30	R	R	R	C	C	C
Assault/battery	2.09	15-30	R	R	R	C	C	C
Falsification	2.10	5-30	R	R	R	C	C	C
Unauthorized access	2.11	10-30	R	R	R	C	C	C
Violation of law	2.12	10-45	R	R	R	C	C	C
Vehicle Use Standards								
On-campus operation	3.01	3-5	R	C	C	C	C	C
On-Campus parking	3.02	3-5	R	C	C	C	C	C
On-Campus repair	3.03	1-3	R	C	C	C	C	C
Vehicle removal	3.04	4-5	R	R	R	C	C	C

DEFINITIONS OF STANDARDS

Standards are rules that carry mandatory consequences and possibly optional consequences.

ON-CAMPUS STANDARDS

This section of the Student Life Handbook is dedicated to campus housing and campus use. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of campus residents and the type of consequences possible in response to unacceptable behavior.

Campus residents are to abide by the instructions of those with responsibility for their well-being. The Vice President of Student Life, the Residence Director, and the Residence Assistants are the primary persons responsible for apartment life. However, Student Life also views other faculty and staff as having authority in the housing area and throughout the campus.

Students will abide by the judgment of the Residence Director or the Vice President of Student Life in all questionable matters.

1.01 – Apartment Cleanliness

- a. Single student apartments must be maintained to the standards of the Room Inspection Checklist used by the Residence Assistants to assess the condition of the room. A copy is available upon request.
- b. Non-traditional apartments housing families (Chambers Hall) do not receive regular interior room checks. However, these apartments are to be kept in an acceptable condition. Should it come to the attention of the Student Life Office that an apartment is not being kept in an acceptable condition, the Student Life Office reserves the right to inspect campus housing to investigate alleged infractions.
- c. Non-traditional apartments housing single students will receive weekly room checks.
- d. Items of any type are not permitted to be placed in or be visible from windows or on the windowsills.

1.02 – Damaging/Defacing the Apartment/Furniture

- a. Apartments may not be defaced in any manner whatsoever, including hanging items in the interior in a manner that defaces the apartment.
- b. The Maintenance Department, working with the Student Life Office, will determine the cost of any needed repairs and will assess these costs against the housing deposit.
- c. The use of water balloons, water guns, and so forth is forbidden inside buildings.
- d. Each apartment is equipped with a weather radio. Any missing or damaged weather radio at check out will be charged to the housing deposit of the apartment residents.

1.03 – Damaging/Defacing Exterior

- a. No items may be stored outside of campus housing. Reasonable exceptions will be made for students living in Family Housing including the storage of a grill on the back patio area. However, items left outside must not be unsightly in the discretion of the Residence Director. Students, at the discretion of the Residence Director, may be asked to remove items stored outside.

- b. Bicycles must be stored inside campus housing or on the provided bicycle racks. Bicycles left on the rack after the end of the Spring Semester will be disposed of at the discretion of the Residence Director.
- c. No exterior antennas or cables should be run outside or from apartment to apartment.

1.04 – Pets on Campus

- a. Pets are not allowed. The only exception to this is fish in an aquarium that is 10 gallons or less.
- b. Fish tanks must be well maintained.
- c. In addition to Points, pets kept on campus may result in the full or partial loss of the student(s) housing deposit, regardless of the amount of damages to the facility.

1.05 – Curfew Violation

- a. Residents of non-traditional housing do not have a curfew. However, they are not to be in or around the apartments where students with curfews are living during curfew hours below.
- b. All students living in single student housing that have not been declared as non-traditional are to be in their apartments during the following times:
 - i. Sunday through Thursday – Midnight to 5:30 a.m.
 - ii. Friday and Saturday – 1:00 a.m. to 5:30 a.m.
- c. Permission to be outside of the apartment during the above curfew times will only be given for emergencies or work schedules and for circumstances as listed below in 1.05 e. Written notification of work schedule should be made to the Residence Assistant.
- d. Curfew will be checked on weeknights and selected weekends.
- e. Students will be granted the privilege of staying out past curfew twice each semester for non-work issues. The student must give his/her RA 12 hours notice of what the event is and when he/she will return via the completed form. The RA will determine if the event is permissible and determine a reasonable return time.
- f. Returning after curfew or staying out all night without permission is a curfew violation.

1.06 – Loitering

The physical design of on-campus, single student housing creates a potential problem when members of the opposite sex are visiting at the door of an apartment. While there is nothing inherently wrong with visiting outside the door of an apartment, visitors must adhere to the following guidelines in order to protect the rights of others living in the apartment:

- a. As a courtesy, if an open-door conversation is taking place, the other occupants of the apartment should be made aware of the situation.
- b. Once a visitor enters the space of the doorway in any fashion, room visitation rules apply and will be enforced.
- c. Chairs, stools and so forth create an exit hazard in case of fire. They should not be set out in front of the doorway or on the walkway in front of the apartments.
- d. The right of other occupants of the apartment to request that the door be closed must be respected.

- e. Any attempt to look into the apartment in any manner in order to invade the privacy rights of the occupants of the apartment is considered loitering with intent to invade privacy.

1.07 – Misuse of Campus Technology

Campus technology may not be used in a manner deemed inappropriate by the College.

Such inappropriate uses include, but are not limited to:

- a. Misuse of the telephone/voicemail system
- b. Misuse of the computer/wireless internet system.
- c. Misuse of the satellite TV system.
- d. Misuse of other campus technology systems.
- e. Setting off a fire alarm or using or tampering with any fire safety equipment on College property or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment.
- f. Contracting with cable TV, satellite, or pay TV services.

1.08 – Weapon on Campus

No member of the campus community is permitted to possess a weapon on campus.

Possession of some weapons on school grounds is against state and federal law. Items considered weapons by the College and thus not permitted anywhere on campus property include, but are not limited to the following:

Firearms, pellet guns, BB guns, CO₂ guns, paint ball guns, blow guns, air soft guns, water balloon launchers, other projectiles, explosives, dangerous chemicals, hunting knives, long blade knives, bows and arrows, crossbows, clubs, whips, spears, swords, martial arts weapons, ammo, and any other dangerous item.

Storage, use, or threat of use of firearms, weapons, incendiary devices or explosives as listed above on College property or at College-sponsored activity sites is prohibited. This also includes malicious use of any instrument capable of inflicting serious bodily injury to any person.

1.09 – Endangerment

Endangering others or oneself is prohibited. Activities considered as endangerment include, but are not limited to

- a. Leaving doors or windows open or unlocked when not present in the apartment
- b. Hanging over handrails
- c. Admitting a stranger into an apartment or other campus facility
- d. Attempting to open a locked window from the outside
- e. Failing to comply with instructions from a Residence Assistant or the Residence Director
- f. Using the stove, a toaster oven, or other such items in an irresponsible manner
- g. Having an open fire without permission from Student Life
- h. Creating a fire hazard
 - i. Safety is always a concern in College residence halls. Under no circumstances should a student tamper with existing electrical equipment such as lighting, wiring, or switches.
 - ii. Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged.

- iii. Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time.
- iv. Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited.
- v. The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, improper use/storage of flammable materials, the use of sun lamps, and space heaters is prohibited.

1.10 – Unauthorized Visitation

Single Student Housing

In recognition of the fact that there is not a lounge area near the apartment buildings, the College permits students of one gender to visit the living room/kitchen area of the other gender under the following conditions:

- a. There must be at least two FCC students represented from each gender at all times
- b. There may not be more than 10 individuals present
- c. The visit must occur between Noon and 7:00 p.m.
- d. All other housing and lifestyle regulations must be followed
- e. The front window blind must be open and the overhead light in the living room must be on
- f. The residents of an apartment that are present when another person is breaking the visitation rules will be assigned an equivalent number of points
- g. An exception is generally made for a parent of the opposite gender if the parent is present in the room only during visitation hours or during move-in/move-out times. Care should be taken to not inconvenience the other residents in the apartment.

Mixed gender visitation in a campus apartment in any form, aside from that described in this section as acceptable, is not permitted.

Family Housing

The College respects the privacy rights of married students. Thus:

- a. Persons in Family Housing are permitted to set their own visitation rights.
- b. However, the College does not permit either spouse to visit alone with someone of the opposite gender in their apartment.
- c. The College also does not permit single students, in the absence of the occupants of the apartment, to be present in the apartment in a mixed gender setting.
- d. Unregistered overnight visitors are not permitted.

LIFESTYLE STANDARDS

This section of the Student Life Handbook is dedicated to lifestyle standards. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of all students and the type of consequences possible in response to unacceptable behavior.

Students are to abide by the instructions of those with responsibility for their well-being. Lifestyle Standards apply to all students, including traditional, non-traditional, and off-campus students.

2.01 – Disrespect

Students must be respectful to others at all times. Specifically:

- a. College employees, including Residence Assistants and Campus Security, are to be respected and obeyed
- b. Fellow students and others on campus are to be respected
- c. Students are not to be slanderous towards others
- d. Demeaning pranks are prohibited
- e. Disrupting a campus activity is prohibited
- f. The use of profanity or other abusive language is prohibited

Disrespect is not tolerated in areas including, but not limited to

- a. Classroom behavior
- b. Interaction with those in authority in the apartment area
- c. Interaction with fellow students
- d. Mobile phones/pagers abused in class

2.02.1 – Unacceptable Entertainment

Students are not permitted to engage in activities that the College has determined are unacceptable. Materials deemed as unacceptable will be confiscated and not returned. Rented materials will be returned to the business owning the material. These activities include, but are not limited to

- a. Violent or graphic electronic games ('M' rating or above)
- b. Violent or graphic television, audio recordings, or music
- c. Movies receiving a rating beyond that of PG-13 (R, NC-17 and X, for example)
- d. Violent or graphic material accessed via the computer or other electronic means
- e. Violent or graphic posters
- f. The College discourages dancing and does not approve dances for students or student organizations and does not allow dances on campus.

2.02.2 – Unacceptable Entertainment

- a. Illicit gambling
- b. Illegal drug use or abuse of prescription/non-prescription medicine
- c. Use or possession of tobacco in any form
- d. Possession or consumption of alcohol (An exception to this is a server who works at a restaurant whose primary purpose is not the consumption of alcohol, see Unacceptable Employment 2.03 for more details.)
- e. Pornographic material in any form

Because we believe that men and women, as God's image bearers, are not sexual objects for commercial consumption, and because FCC wants to cultivate and promote in its community a Christian atmosphere among students, pornographic posters, magazines, or any other types of pornography are not permitted.

2.03 – Unacceptable Employment

Students are not permitted to be employed at establishments that have any of the following characteristics:

- a. Their primary emphasis is the sale of alcohol
- b. They promote sexually suggestive activities or attire
- c. They promote other activities that are contrary to Christian values, such as gambling, pornography, illegal pyramid style marketing, and so forth

2.04 - Unacceptable Body Grooming, Piercing, Tattooing

- a. Students are to be well groomed and practice good hygiene.
- b. Hairstyles, colors, and lengths are to be appropriate, per the judgment of the Student Life Office.
- c. Tattoos that are distracting, defaming, or anti-Christian are prohibited. Such tattoos that existed prior to acceptance to the College should be covered. A tattoo deemed to be excessive by Student Life may be required to be removed as a condition of admittance or continued enrollment.
- d. Body piercings are distracting. Men are required to remove all body piercings, including “spacers,” while they are enrolled as students at the College. Women are to remove all body piercings except for earrings while they are enrolled as students at the College.

2.05 - Unacceptable Attire

Dress Code Philosophy

While it is not the College's intention to imply that students do not already know how to dress appropriately, we have a dress code to reinforce appropriate attire for the following reasons:

- a. To encourage students to dress in situation-appropriate clothing
- b. To encourage students to feel like a professional
- c. To encourage students to practice self-discipline
- d. To encourage a school-wide professional image

General Attire

Students are to dress in appropriate manners for the situation in which they find themselves. However, there are some overall standards that apply to every situation. The following is intended to be both specific and illustrative of the type of clothing that is not acceptable:

- a. Clothing that is excessively tight is not acceptable
- b. Skirts or shorts too short or with exaggerated slits are not acceptable
- c. Clothing that exposes the midriff, is low cut, or is strapless is not acceptable
- d. It is never acceptable for men to dress in manners normally associated with female attire
- e. Soiled, torn, or worn clothes are unacceptable

Classroom/Chapman Center/Library

Clothing generally viewed as “work casual” is acceptable in these areas. The following, at the classroom instructor’s discretion, is intended to be both specific and illustrative of the type of clothing that is not acceptable:

- a. T-shirts, sweat pants, worn-out jeans, shorts, bare feet, and other informal attire are unacceptable
- b. Costumes or uniforms not related to work or classroom responsibilities are unacceptable
- c. Clothing that permits the exposure of the midriff is not acceptable
- d. Pajama-type clothing is not acceptable

Family Worship Hour

Clothing generally viewed as “work formal” is acceptable for Family Worship Hour. The following is intended to be both specific and illustrative of the type of clothing that is acceptable:

- a. Men wear dress shirts and ties along with dress pants and shoes
- b. Women wear dresses or dress attire that is of a more formal nature
- c. Men in leadership during Family Worship Hour are encouraged to wear a suit jacket
- d. Women in leadership during Family Worship Hour are encouraged to wear dresses

Jeans, clothing made of denim material, “work casual,” or “informal” clothing is not acceptable for Family Worship Hour. Shoes not intended for formal use, such as athletic type shoes, “flip flops” or sports sandals are not permitted.

Gym/Athletic Activities/Apartment Area/SUB

Clothing generally viewed as “informal” is acceptable in these areas. Recreational and social activities are opportunities to wear appropriate informal clothing. The following is intended to be both specific and illustrative of the type of clothing that is acceptable:

- a. Shorts of reasonable length
- b. Shirts that cover the midriff
- c. Swim attire with an appropriate cover

Swimming Pool

Swimsuits must be of good taste. The following is intended to be both specific and illustrative of the type of clothing that is not acceptable:

Women – Swimsuits that expose the midriff and/or are excessively low or high cut.

Men – Swimsuits that are excessively short, tight, or high-cut.

2.06 - Unacceptable Display of Affection

Excessive public affection creates an uncomfortable environment for others in the area and is not acceptable.

- a. Public display of affection is an unacceptable activity either on or off campus.
- b. Physical contact is not permitted in the classroom or in Family Worship Hour.
- c. The avoidance of public affection serves to protect the reputation of those involved.
- d. Students should also see “Sexual Misconduct” in section 2.07.

2.07 – Sexual Misconduct

Students must guard their sexual purity and guard against the appearance of sexual impurity. Sexual intimacy between a man and a woman who are not legally married to each other is unacceptable. Sexual intimacy has a broad definition that includes, but is not limited to:

- a. Sexual relations, physical contact, and intimate relationships.
- b. The appearance of sexual impurity, including but not limited to inappropriate living/visiting arrangements as determined by the Vice President of Student Life.
- c. Granting access to an apartment or other location where the appearance of inappropriate activities or inappropriate activities take place.
- d. Such acts and lifestyles deemed sexually immoral by the College include participation in sexually intimate behavior outside of marriage, adultery, homosexuality (Leviticus 18:22; 20:13; Romans 1:27), incest, abortion, and all forms of sexual abuse.
- e. Sexual assault, sexual harassment, and public indecency are prohibited. The College will cooperate fully with law enforcement authorities should alleged sexual misconduct crimes occur involving the campus community.

2.08 – Theft/Vandalism

Theft and vandalism of College property or the property of others, either on or off campus, is prohibited.

- a. This includes activities that are intended to be “pranks.”
- b. The College will cooperate fully with law enforcement authorities should alleged crimes occur involving the campus community.
- c. Public property, such as a street sign, is not permitted in college housing.

2.09 – Assault/Battery

Assault in any form is prohibited. This includes, but is not limited to hazing, physical assault, battery, harassment, detention, and stalking.

2.10 – Falsification

Dishonest practices by students are not acceptable. Activities categorized as falsification include, but are not limited to plagiarism, lying, furnishing false information, forgery, and cheating. Infractions of the Academic Honor Code, as described in the Academic Catalog, will be dealt with as falsification.

2.11 – Unauthorized Access/Entry

Students are not permitted to enter areas, either locked or unlocked, that are not zoned for their use. The following is intended to be both specific and illustrative of the type of access that is not acceptable:

- a. Entering an apartment without a resident of that apartment being present
- b. Entering an office without the occupant of the office being present
- c. Using another person’s key or keycard to gain access
- d. Loaning a keycard to another to gain access
- e. Entering any building, room, mail room, mailbox, or personal property without proper permission
- f. Entering the gymnasium or other area of the Chapman Center building without permission

- g. Accessing another's computer, laptop, or any other information storage/retrieval device without proper permission
- h. Unless otherwise announced, the pool is open for use between 6:00 a.m. and 10:00 p.m. The use of the pool during other times is not permitted. The pool is closed for maintenance on Wednesdays at 6:00 p.m. and reopens for general use at 9:00 a.m. on Thursdays. The pool is occasionally closed to general use during other times. Such closings will be posted.

2.12 – Violation of Established Laws

- a. Normally, on-campus misconduct by students will result in disciplinary action being taken on campus. On some occasions, however, the College may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the College to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by an official of the College. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered to be a serious crime.
- b. The College will cooperate fully with all law enforcement officials should it be alleged that a member of the campus community has been involved in an illegal activity.
- c. The College may also impose its own consequences for choices that members of the campus community make that result in legal consequences. However, the Student Life Office will also attempt to support any students that encounter legal difficulties.
- d. While the College cannot provide legal advice or counsel, it will attempt to assist in the situation, if possible and prudent.

ON-CAMPUS VEHICLE USE

This section of the Student Life Handbook is dedicated to vehicle use. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of campus residents and the type of consequences possible in response to unacceptable vehicle use.

Students are to abide by the instructions of those with responsibility for their well-being. Vehicle Use Standards apply to all students, including traditional, non-traditional, on and off campus students.

3.01 – On-Campus Vehicle Operation

Vehicles should be operated on campus in the following manner:

- a. Persons operating motor vehicles on campus do so at their own risk and must be licensed drivers.
- b. Parking or driving vehicles on the grass is prohibited, unless the vehicle has been issued a lawn operation pass from Student Life or has been designated as a Campus Maintenance/Delivery Vehicle. Vehicles with permission to drive on the grass are to drive with extreme caution at a speed of not more than 10 MPH. Permission to drive off of paved surfaces may be granted for students moving in

- or out of the apartments. Even under such conditions, driving and parking off of paved surfaces will be kept to a minimum.
- c. The speed limit on campus is 15 MPH.
 - d. Everyone living or visiting in housing is expected to obey all campus vehicle rules. Students will have any points merited by dependents, spouse, or guests living with them or visiting them added to their point total.

3.02 – On-Campus Vehicle Parking

Vehicles should be parked on campus in the following manner:

- a. Due to security reasons, all members of the campus community must register their vehicles with the Student Life Office and display the current FCC Parking Permit.
- b. A vehicle belonging to an on-campus resident may only be parked in the space assigned to that vehicle. Parking in any area other than those clearly marked for parking is prohibited.
- c. The area under the canopy of the Chapman Center is a Fire Lane and is for drop-off and pick-up only. Unattended vehicles are not permitted in the area.
- d. Chambers Hall residents park in the Chambers Hall parking lot (Lot B). The College permits the use of one parking space per licensed driver living in Family Housing, up to a maximum of three. However, the parking spaces in Chambers Hall parking are assigned by a numbering system. Residents of Chambers Hall will have at least one parking spot in Lot B. No apartment will be assigned more than two parking spaces in Lot B. At the discretion of the Residence Director, residents of Chambers Hall will be assigned additional parking spaces in Lot B until the available parking is exhausted. In the event that available parking is exhausted, Chambers Hall residents will be allowed to park in Lot A-1. Chambers Hall residents are only allowed to park in parking spaces that are assigned to them. No guest parking is available in Lot B except for the space that is reserved for those staying in the guest apartment.
- e. Family Housing apartments will not be assigned more than two parking spaces. Should there be more than two licensed drivers living in one apartment, appeals for additional parking spaces can be made to the Residence Director.
- f. Student vehicles in the guest parking space will be subject to immediate tow.
- g. All on-campus residents must park in their assigned parking spot(s).
- h. Single students are allowed one parking space on campus.
- i. Vehicles belonging to students who live off campus must be parked in the parking area designated for commuter students in the lot adjacent to the Library (Lot A-2).
- j. Vehicles belonging to campus visitors, including individuals visiting the apartments, must be parked in designated visitor parking. Visitor parking is not to be used by students. Visitors planning to leave a vehicle overnight must display a Visitor Parking Permit in the vehicle. Visitor parking permits for overnight guests are available from the Student Life Office.
- k. Vehicles must not display distasteful or offensive material.
- l. Vehicles parked on campus must have current license tags and a current Parking Permit clearly displayed in the vehicle.

3.03 – On-Campus Vehicle Repair

Vehicles should be maintained on campus in the following manner:

- a. Vehicles parked on campus that are not in good running condition, or are not street legal, are not permitted on campus.
- b. Vehicles belonging to residents and non-residents that become disabled after a parking permit has been issued must be repaired and in good running order within one week of becoming disabled. The Student Life Office reserves the right to require that owners of questionable vehicles demonstrate that they are in good repair and that their registration is current.
- c. Routine maintenance, light repair, and upkeep (including washing) must be done in the area of the maintenance building with prior approval from the Director of Maintenance.

3.04 – Vehicle Removal

While normally giving 24 hours notice prior to removing a vehicle from the campus, the College reserves the right to immediately remove a vehicle that is not in compliance with the parking regulations.

- a. Vehicles registered with the College are subject to immediate removal under the following conditions:
 - i. Left unattended in the canopy area of the Chapman Center (Maintenance and Delivery Vehicles excluded)
 - ii. Parked, without permission, on the grass
 - iii. Parked anywhere that is not designated as a parking space
 - iv. Parked in reserved visitor parking, in the parking spot reserved for the guest apartment in Lot B, or in a Handicap Parking Space
 - v. Disabled, displaying expired tags, or in poor repair beyond the published time limit or a written notice.
- b. A vehicle not bearing a registration hanger from the College will be subject to immediate removal if it is not parked in a visitor parking spot or is left overnight without displaying a guest-parking pass.
- c. A vehicle belonging to a student that is not registered with the Student Life Office or that has an expired parking permit will be subject to removal.
- d. Parking Permits expire on June 30th of the school year issued. Summer residents are granted permission to continue to park on campus while they remain as residents in good standing.

DESCRIPTION OF THE CONSEQUENCES**Description of Mandatory Consequences (Points)**

(Fines are to be in the form of a personal check or cash in bills only. Change will not be accepted for payment of a fine. Fines may, at the discretion of the Student Life Office, be used as partial restitution to the offended party. Fines, at the discretion of the Student Life Office, may be added to the student's school bill if they have failed to pay the fine by the deadline.)

15 Points – \$15 fine

30 Points – Additional \$30 fine (for a total fine of \$45), requires a meeting with the Vice President of Student Life for possible Optional Consequences.

45 Points – Requires a hearing with the Student Life Disciplinary Committee of the Faculty for possible Optional Consequences, up to and including College Expulsion.

Sunmester

For the purposes of the Points totals, the Sunmester is considered a part of the Spring semester. Thus, points merited by students will continue to accumulate through the end of the Sunmester from the Spring semester.

Single Student Summer Housing

The Code of Conduct, along with the Point System, will still be in effect for Single Student Summer Housing. All offenses will merit the same number of Points and Optional Consequences. However, the adjusted Description of Mandatory Consequences (Points) Scale for Summer Single Student Housing will be

15 Points – \$15 fine

30 Points – Additional \$30 fine (for a total fine of \$45), requires a meeting with the Vice President of Student Life for possible Optional Consequences. Students meriting 30 Points while in Summer Housing for single students will be removed from Campus Housing for the duration of the summer.

Family Summer Housing

Residents of Family Housing will not be on the adjusted Points Scale for the summer. The period between the last day of finals in the Spring semester and the first day of class in the Fall semester is treated as a "semester" as far as the Points totals are concerned and the normal housing regulations will apply.

Students Visiting the Campus

FCC students who visit the campus during the summer or during another period when they are not taking classes need to obey all campus standards. Any Points assigned may be carried over to the next time the student takes classes. FCC students who disobey college standards may, at the discretion of the Vice President of Student Life, have their campus visitation privileges amended or removed.

Description of Optional Consequences

In addition to the established fine schedule, the following sanctions may be imposed upon any student found to have violated the Code of Student Conduct. More than one of the sanctions listed below may be imposed for any single violation:

Optional Consequences available to the Vice President of Student Life or the Student Life Disciplinary Committee of the Faculty

Calling of a Disciplinary Hearing – After meeting with a student who has received 30 points or more during a semester or if the student’s actions so warrant, the Vice President of Student Life may call a hearing before the Student Life Disciplinary Committee of the Faculty at his discretion. The committee may prescribe additional consequences for actions during that process.

Restitution - The Vice President of Student Life and the Student Life Disciplinary Committee both have the authority to order that the student, as a condition of his/her continued presence at the College, render reasonable compensation for loss, damage, or injury caused by misconduct. This may take the form of appropriate service and/or monetary or material replacement.

Probation is for a designated period of time and implies that further rules violations will constitute grounds for a Hearing before the Student Life Disciplinary Committee of the Faculty with a view to possible suspension or expulsion from the College.

Discretionary Sanctions may include revocation of any student privilege, loss of the privilege of representing the College in any extracurricular activity, exclusion from visiting College Housing, mandatory study hours, work assignments, community service, monetary fines, disqualification from awards, and/or a research project in the area of the violation.

Interim Suspension may be imposed only to ensure the safety and well-being of members of the College family or preservation of College property; to ensure the student’s own physical or emotional safety and well-being; or if the student poses a definite threat of disruption of, or interference with, the normal operations of the College.

During the interim suspension, students shall be denied access to College housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Life may determine to be appropriate.

Involuntary Withdrawal – regardless of his or her Point total, a student will be subject to withdrawal from the college or from college housing if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder and, as a result of this state:

- a. Behaves, or threatens to behave, in a way which poses the danger of physical harm to self or others

- b. Behaves, or threatens to behave, in a way which would cause property damage or impede the lawful activity of others on campus
- c. Displays actions characteristic of an extreme learning disability
- d. Demonstrates rebelliousness toward College policies
- e. Demonstrates extreme antisocial behavior

Administrative Withdrawal – After evaluations by the Student Life Office and other professionals of their choice, if a student is found to be unable to function in the college environment, the Student Life Office will assist the Academic Office in the withdrawal of the student from College. FCC is primarily an institution of higher education that is not staffed to give ongoing therapeutic treatment for the types of needs listed above. If it is prudent, the family of the student will be contacted for assistance.

Optional Consequences available only to the Student Life Disciplinary Committee of the Faculty:

Fine – An additional fine may be imposed on students should this be viewed as necessary by the committee.

Forfeiture of Financial Assistance - Students of the College, who accept a scholarship, loan, grant, or any other financial assistance from the College, are deemed to have agreed to observe the rules, regulations, and policies of the College. The College shall, through the Student Life Committee of the Faculty, review the record of each recipient of financial assistance who has received the following disciplinary sanctions: Probation, Housing Suspension, Housing Expulsion, College Suspension, or College Expulsion. Students who have received disciplinary sanctions may forfeit their financial assistance.

Housing Suspension - Separation of the student from College Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission to College Housing may be specified.

Housing Expulsion - Immediate and permanent separation of the student from College Housing.

College Suspension - A student may be suspended from the College (1) for the remainder of any ongoing semester, (2) for a longer, but definitely stated period of time, (3) for a future semester or semesters, or (4) indefinitely, with a date set forth in writing at which time the student will be given the privilege of applying for readmission—such application to be reviewed and acted upon by the Student Life Disciplinary Committee of the Faculty. Suspended students are not permitted to return to campus without the written permission of the Vice President of Student Life.

College Expulsion - A student may be immediately and permanently separated from the College.

Counseling Intervention - When behavior indicates that counseling may be beneficial, the student may be referred to a Christian counselor or another mental health professional.

Interim Suspension - The Vice President of Student Life, or a designee, may impose a College or housing suspension prior to a hearing before the Student Life Disciplinary Committee of the Faculty.

Charges and Hearings

1. The Vice President of Student Life will call a Hearing of the Student Life Disciplinary Committee of the Faculty when a student has admitted to or been accused of an offense that is designated as requiring immediate attention or when a student has accumulated 45 or more points during a given semester.
2. All charges shall be presented to the accused student in summary written form. A time shall be set for a Hearing not less than 36 hours after the written notice has been placed in the student's mailbox or hand delivered to him/her. The student is encouraged to be present for the Hearing. The student may request another time for the Hearing, in writing, with an explanation of the circumstances. Although the Student Life Disciplinary Committee of the Faculty may accommodate such a request, hearings may be conducted in the absence of the student when proper notice has been given.
3. Hearings shall be conducted by the Student Life Disciplinary Committee of the Faculty according to the following guidelines:
 - a. Hearings normally shall be conducted in private. Admission of any person to a Hearing shall be at the discretion of the Student Life Disciplinary Committee.
 - b. The accused student can request the opportunity to bring a parent or friend to the Hearing. The Vice President of Student Life must be notified of the identity of anyone requested to be in attendance at the Hearing at least 24 hours before the appointed time of the Hearing.
 - c. The Vice President of Student Life has the right to deny permission for the accused student to bring an individual into the hearing. The Vice President of Student Life may particularly choose to not allow other students to accompany the accused student in the hearing.
 - d. The accused student is responsible for presenting his/her own case and, therefore, others are not permitted to speak to the Committee or to address any witness or other person participating at the Hearing. An exception to this guideline is when the Committee invites an individual to speak during the hearing.
 - e. Written statements, documents, exhibits, and pertinent records may also be presented at the Hearing by either the accused student or by the Committee, with the approval of the chairperson of the Committee. Both the accused and the Committee are entitled to present witnesses at the Hearing. Any witness is subject to follow-up questioning by any Committee member.

- f. None of the following rules of evidence apply during a disciplinary hearing: the federal rules of evidence, the Florida rules of evidence, common-law principles of evidence, or any other formal law of evidence. The acceptance of testimony and any tangible proof will be at the discretion of the Committee.
- g. The Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
- h. A record of all Hearings held before the Student Life Disciplinary Committee shall be made and preserved by the office of the Vice President of Student Life. The record may take the form of a rough transcript or tape recording. The choice of the form of record will be left to the discretion of the Committee at each Hearing.
- i. The record of the Hearing shall be the exclusive property of the College. The record is not distributed to the accused or any other party. The office of the Vice President of Student Life shall keep records of Hearings for a period of at least seven (7) years. Records of suspension or expulsion will be kept permanently in the office of the Vice President of Student Life.

Decisions of the Student Life Disciplinary Committee of the Faculty

Within seven working days of the conclusion of the hearing, the student will be provided with the written decision of the committee. The decision will include a statement of outcomes including any sanctions imposed.

The Student Life Disciplinary Committee of the Faculty

The committee consists of faculty members appointed by the Vice President of Academics. If the committee members are not available, the Vice President of Student Life, in conjunction with the Vice President of Academics, will select alternate committee members.

NOTICES

Notices are statements of policy that are of interest to the campus resident.

General Housing Notices

- a. The College reserves the right to enter campus housing at its discretion to make repairs or to verify compliance with campus housing rules.
- b. The housing deposit will be used to cover the cost of repairs to an apartment that has been damaged. In addition to these possible costs, a \$25.00 charge will be assessed to the housing deposit of students who leave campus prior to checking out of their apartment, or who do not follow the checkout procedure as established by the Residence Director.
- c. Students must be registered for at least 6 credit hours of courses or be regularly participating in the Academic Assistance Program at FCC in order to qualify for campus housing. Correspondence courses do not count toward this total. After the semester has begun, students who drop below 6 credit hours during the add/drop period, are no longer attending at least 6 credit hours of class at any time during the semester, or are not actively participating in the Academic Assistance Program will no longer be eligible for campus housing. The Residence Director will assign them a move-out date.
- d. The College makes every effort to honor apartment/roommate requests made by students who have paid the housing deposit. However, the Residence Director reserves the right to arrange housing in a manner that best accommodates the needs of the campus community. Should space be available, students can request a bedroom without a roommate. Should the request be granted, the student will be charged double the room rate. All housing is dependent on availability.
- e. All students living on campus are required to secure health insurance. Students are eligible for coverage under FCC's optional plan. Coverage under the plan is not automatic by virtue of one's enrollment at FCC. Students interested in participating in the plan must apply. See the Student Life Office for information.
- f. Residence Assistants are selected through an application process that occurs in the spring prior to the coming school year. Vacancies are filled as necessary.
- g. Students in and/or transferring to the LEAD program are not eligible for campus housing.
- h. Single student, non-traditional housing is assigned, as space permits and at the discretion of the Residence Director, to single students 25 or older who reside with other non-traditional roommates.
- i. Students are permitted to decorate their campus apartments for Christmas. However, all instructions issued by the Residence Director must be followed.

Specific Housing Notices

Checkout/deposit

- a. If students residing in campus housing between the Fall and Spring semester (Winter break) fail to complete the Spring registration process before the deadline, they will be charged a housing fee of \$25.00 per day, beginning the Monday after finals. Students who have not completed the registration process or vacated student housing one week prior to the beginning of the Spring semester will forfeit their housing deposit and will have their personal belongings removed from the apartment and discarded.

- b. Single student residents must maintain \$100 on deposit with the Finance Office until they permanently vacate college housing. Before a student enters school, the \$100 deposit serves as a Room Deposit to reserve a place in college housing. When the student matriculates, the \$100 automatically becomes a Security Deposit for the current academic year. If a student vacates college housing for the summer, the Security Deposit reverts back to a Room Deposit, reserving the student a place in college housing for the next academic year. The Room Deposit will be refunded ONLY if the request is received in writing, postmarked by July 15 of the school year following the last semester attended by the student. After this time, the Room Deposit cannot be refunded to students who do not return in the Fall. Students may request a refund of the Room/Security Deposit after checking out of housing with the Residence Director, provided all other accounts with the college have been paid in full.
- c. Applicants must request their housing deposit on or before July 15th for applicants entering in the Fall term and December 15th for applicants entering in the Spring term. Deposits paid after those dates are non-refundable.
- d. Students failing to checkout from student housing will be charged \$25.00.

Families & Guests

- a. Guests who fail to adhere to the College's rules and standards are subject to eviction from the College premises. Overnight guests who operate a vehicle on campus must register it with the Student Life Office upon their arrival at the College. Guests are to park in Lot A-2 in the lot adjacent to the Library.
- b. Children under 14 are not permitted in campus buildings or the swimming pool without a supervising adult present.
- c. Overnight guests are not permitted in campus housing without permission from the Residence Director. As a courtesy, the other members of a single student apartment should be consulted and their schedules and wishes respected. Guests must abide by school regulations. Guests may stay overnight for up to three nights with the approval of the other residents of the room.

Housing Assignments and Waiting List Policies

Single Campus Housing- Single student apartments are reserved for individuals who have:

- a. Been formally accepted as a student of FCC by the Admissions Office
- b. Completed the apartment request procedure with the Residence Director
- c. Paid the housing deposit
- d. Returning students must have completed the registration process during the previous term to reserve a place in single student housing.
- e. Register for at least six credit hours of classes, not including correspondence courses.

Returning students will receive housing preference based on the criteria listed above. In the event that single student housing becomes full, those who have not been placed in an apartment will be placed on a waiting list based on the same criteria above.

Returning students must have their account current and be cleared by the Finance Office prior to being able to occupy housing.

Single Student Campus Housing CGPA Priority

The College reserves the right to consolidate or reassign students to fill apartments to capacity when there are vacancies.

A minimum CGPA of 1.5 is required for single student housing priority.

The CGPA of the student is not to be rounded up. For example, a 1.499 CGPA does not qualify the student for housing priority.

Students in single student campus housing who have a CGPA below 1.5 at the end of the Spring term will not have housing priority over incoming students for the following Fall term.

Should space be available as of 10 business days prior to the first day of classes, returning students with a CGPA below the acceptable level will be placed in housing on a space-available basis. Returning students will be placed in available housing beginning with the highest CGPA.

New students who pay a housing deposit and are accepted within 10 days from the beginning of the first day of classes for the semester will be placed in campus housing after all returning students with CGPAs below acceptable levels have been placed.

Returning students who are placed on a waiting list due to their low CGPA and who are not offered housing prior to the beginning of the fall semester may request their housing deposit be refunded, even though the deadline for such requests may have already passed. Returning students who are offered housing and refuse it are not eligible to receive their housing deposit back. All other deposit policies apply.

Campus Family Housing

Family Housing apartments are reserved for students who have been formally accepted to FCC by the Admissions Office, have paid the Housing Reservation Fee, and have completed the apartment request procedure with the Residence Director. After the reservation fee has been paid, Family Housing is awarded based on two criteria. The first criterion is the date the reservation fee is received by the Admissions Office. The second criterion is the type of apartment needed based on the size of the family (see chart below). Once an apartment has been offered to a family, a security deposit will be required prior to moving into the apartment. If the college is not able to offer the family campus housing by the published housing assignment date, the family can either receive their Housing reservation fee back and be removed from the waiting list or leave the fee with the college and remain on the waiting list for housing. The family will then be on the waiting list for future housing.

Students requesting Family Housing must pay a \$50 deposit to reserve a place in housing. As the apartment becomes available a \$200 Security Deposit and the first month's rent must be paid before the student will be permitted to move in.

Should a family at any point refuse housing offered to them by the college, they will forfeit both their fee and their position on the waiting list. Should they desire to be placed on the list in the future, a new Housing Reservation Fee must be paid and they are to be placed back on the list with criterion one above being based on the date that they paid the new Housing Reservation Fee.

Children over age 18 and any other adults are not permitted to live in the campus apartments without express, written permission from the Residence Director.

The family/apartment assignment is as follows:

Married Family	Apartment Size
Husband and Wife with 0 children	efficiency or two bedroom at Residence Director's discretion
Husband and Wife with 1-2 children	two bedroom at Residence Director's discretion
Husband and Wife with 2-4 children	three or four bedroom apartment at Residence Director's discretion

Single Parent with Children	Apartment Size
1 Single Parent with 1-2 children	efficiency or two bedroom at Residence Director's discretion
1 Single Parent with 2-4 children	three or four bedroom at Residence Director's discretion

The College requires the following concerning Family Housing:

1. Permission for continued occupancy in Family Housing is based on a quantitative measure. At least one spouse or the single parent be taking 6 credit hours per semester, not including correspondence courses, or participating in the Academic Assistance Program.
2. Permission for continued occupancy in Family Housing is also based on a qualitative measure. At least one spouse or the single parent must be making satisfactory progress toward the completion of a degree according to the number of hours completed versus the number of hours attempted as determined by the Academic Office.
3. If the apartment is occupied by a student who intends to take classes during the following semester, he/she must register for at least 6 hours of classes during the regular registration period, not including correspondence courses. If neither spouse has registered for classes during the regular registration period, the Residence Director will initiate an investigation to determine the intentions of the family. Should it be found that they do not intend to take further classes, the Residence Director will establish a move-out date.
4. Family Housing is expected to be occupied year around and not just during the school year.
5. Occupying students sign an agreement provided by the College and adhere to its stipulations.

Changing Family Housing

Families sometimes request the ability to move to a more desirable campus apartment should one become available during their time on campus. The Student Life Office considers these requests based on the following terms:

- a. Families changing apartments while living on campus will be charged a \$200 moving fee to offset the cost of the move to the institution if the Residence Director does not request the move. (If the Residence Director requests the move to better utilize the available apartments, the family will not be charged for the move.)
- b. Residents of Family Housing wishing to change apartments must have their account current or be cleared by the Finance Office prior to being approved to change apartments.

The decision whether or not to honor requests to move from one apartment to another will be determined by Student Life Office in conjunction with the Maintenance Department and the Finance Office.

Maintenance of the Apartments

- a. Maintenance requests should be called in to the repair line at extension 1349 (FIX). Service calls will normally occur during business hours.
- b. Maintenance is not responsible for shower curtains, bedding or cleaning supplies. They do, however, request to be able to change the light bulbs in the College owned light fixtures.
- e. Maintenance problems that could endanger residents or property should be reported to a Residence Assistant or to the Residence Director. Dial 911 in the case of a threatening emergency.

Occupant Rights

Occupancy of a college-owned residence does not establish a landlord-tenant relationship between the student and Florida Christian College.

Searches conducted by local, state, or federal police without a College official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

Unauthorized soliciting, including mailings, posters, advertisements for events, merchandising and canvassing on campus is prohibited. Students should ask solicitors, vendors, or canvassers for proof of authorization. Permission for activities of this type must be obtained from the Student Life Office. Unauthorized solicitation should be reported to the Student Life Office or any member of the Student Life staff.

Personal Property

The College is not responsible for any damage or loss to personal property anywhere on campus grounds, college buildings, apartments, or in the parking lot. Care should be taken to secure personal belongings, keep apartment doors and windows locked, and keep vehicles locked.

Laundry facilities are available on campus. The washers and dryers are owned and operated by an outside company. The College assumes no responsibility for damage to clothing resulting from use of the laundry facilities.

While personal belongings and modest amounts of furniture are permitted in the apartment, all personal belongings must be removed from the campus when a student checks out from campus housing. Items left will be disposed of at the discretion of the Residence Director.

Summer Housing For Single Students

At its discretion, the College offers a limited amount of students the opportunity to live on campus during the summer break. Students will be advised by the Student Life Office concerning the number of available beds and the application timeline.

Preferred Applicants are:

- a. Returning for the Fall semester
- b. Finished with all financial aid paperwork for the Fall semester
- c. Registered for Fall classes
- d. Regularly employed (preference will be given to those students who are employed for the summer by Florida Christian College)
- e. Planning to reside in Summer Housing for the entire summer break

Preferred Applicants have:

- a. A cumulative GPA of at least 2.0
- b. A current housing deposit on account
- c. All current financial responsibilities with FCC paid
- d. Not accumulated more than 14 Points during the Spring semester
- e. Not been on probation during the previous Spring semester
- f. Paid the non-refundable Summer Housing Registration Fee. The fee will be applied to the first month's rent should the student be offered Summer Housing or refunded should the student not be offered Summer Housing by the published Summer Housing assignment date.

Preferred Applicants are prepared to:

- a. Pay the non-refundable Room Reservation Fee at the time of application
- b. Pay the monthly rent for the apartment
- c. Adhere to all Housing Regulations in the Student Life Handbook
- d. Adhere to supplemental Summer Housing Regulations set forth by the Residence Director
- e. Submit to the authority of the Summer Residence Assistant and/or designee
- f. Understand that roommate requests are not accepted for summer residents
- g. Understand that the Summer Housing list will be created on a first come, first served basis

The Residence Director reserves the right to waive a given qualification for summer housing if it is in the best interest of both the summer residents and the College. However, those meeting all the qualifications will, in most cases, be given first opportunity to accept summer housing.

GOOD PRACTICES

Good Practices are statements that identify the best way to deal with given circumstances.

If you have permission to be away from campus from the Residence Director or the Residence Assistant, it is a good practice to let your Residence Assistant know where you will be and how you can be contacted in case of an emergency.

It is a good practice to not give your apartment number to individuals who are not part of the campus community.

It is a good practice to always close and spin the dial of the combination lock if you have a combination mailbox or be sure to close and lock your mailbox if it takes a key.

It is a good practice to avoid dark or poorly lit areas on campus after dark.

It is a good practice to keep doors and windows locked at all times, not just when all occupants are away from the apartment.

It is a good practice for campus residents to not use an analog modem that attaches to the telephone in order to keep the line free for incoming and outgoing calls.

It is a good practice for parents to constantly supervise their children while visiting or living on campus.

It is a good practice to report any suspicious activity to campus personnel. If there is an indication of an emergency situation, call 911.

It is a good practice to check your voicemail and campus mail regularly.

It is a good practice for off-campus students to keep the Student Life Office informed of any address or telephone number changes.

It is a good practice to have renter's insurance on your personal property while you are living on campus or renting off campus. The College does not assume responsibility for student-owned property in any location at any time.

LIFE-LONG LEADERSHIP DEVELOPMENT

A Comprehensive Leadership Development Program

Leadership Development is a key part of every student's education at Florida Christian College. The two areas described below target both the student's spiritual maturity as a follower of Christ and the student's service to others as a servant of Christ.

Consequently, all degree-seeking students at Florida Christian College are required to successfully complete the Life-long Leadership Development (LLD) program. Students should plan their schedule for the semester around the requirements of the Life-long Leadership Development Program in order to avoid possible conflicts.

The Life-long Leadership Development Program at FCC consists of the two areas that are detailed below. Students should review the explanations and requirements carefully.

Spiritual Development

While many of the activities at FCC are designed to encourage spiritual development, Family Worship Hour and Discipleship Group (nicknamed "D-Group") are two of the primary areas where spiritual development is formally addressed. Family Worship Hour (chapel) is when the College community gathers for corporate worship. D-Group is an opportunity to experience the spiritual accountability only made possible in a smaller group, leading to personal growth and integrity.

While attendance is taken at both Family Worship Hour and D-Group, they must be seen more as opportunities than requirements if the students desire to experience spiritual development as they participate. Both the corporate and small group worship experiences are designed to encourage life-long spiritual development.

LEAD students (students involved in the Alternative Degree Completion program) are automatically enrolled in the Alternative Family Worship Hour/D-Group Program. LEAD students are expected to seek out opportunities for both corporate worship and small group accountability. LEAD students are welcome to participate in Family Worship Hour and/or D-Groups and submit these activities. A LEAD student reports corporate and small group participation via the Corporate Worship and Small Group Participation Submission form available at www.fcc.edu.

Attendance will be taken at each Family Worship Hour. Students who miss more than three Family Worship Hours will be required to follow the make-up policy or fail Spiritual Development. There are no excused absences from Family Worship Hour, including absences incurred due to school-sponsored trips or sporting events.

Attendance will also be taken at D-Group. Meeting times and locations will be determined by the D-Group leader, in consultation with the Student Life Office. While some D-Groups will meet more often, D-Groups must meet a minimum of 10 times during a semester and will not normally meet more than once per week. Students must be present for at least 8 D-Group sessions to successfully complete this portion of LLD.

Family Worship Hour is intended to:

1. Provide an environment where the campus community can participate in a variety of worship and music styles in order to worship Christ and to broaden understanding of both historical and contemporary styles of worship.
2. Provide an environment where the campus community can experience a variety of preaching, teaching, and presentation styles in order to both receive instruction in the Word of God and to broaden understanding of the various styles of effectively presenting the gospel in our world.
3. Provide opportunities for members of the campus community to exercise gifts and talents in a familiar and safe corporate worship setting in order to help equip participants to be life-long leaders in the local churches.
4. Provide a forum for the discussion of topics of interest in order to enhance the campus community and encourage life-long learning.
5. Provide an environment where visitors can enter into corporate worship with the campus community in order to provide them an opportunity to see various worship styles modeled and to be encouraged by the campus community's commitment to Christ.

D-Groups are intended to:

1. Provide spiritual direction through discussion oriented devotional lessons, prayer for particular needs, positive mentoring, and opportunities for worship.
2. Provide students the necessary skills for developing a personal devotional life through instruction and modeling.
3. Provide students with a small-group context in which they can discuss their spiritual needs and challenges.
4. Provide opportunity and encouragement for capable students to lead D-Group sessions.
5. Provide opportunity for faculty, staff, and students to develop informal and caring relationships.

Community Development

Christians are called to be a light to both the Christian community and to the community at large, their fellow man. Christian Service, the practice of serving others, is a vital aspect of leadership development. Good leaders are developed from good followers.

All degree-seeking students, in both the traditional and degree completion program (LEAD), enrolled in at least 6 credit hours or involved in the academic assistance program will participate in Christian Service every semester in which they are enrolled.

Students involved in internships that count for college credit will be exempt from reporting their Christian Service during the semester of their internship.

Students must complete 15 events of Christian Service during each semester. Up to 7 of these 15 events may be completed on-campus.

Christian Service Events must be submitted electronically. The electronic form is available on the website. The completed electronic form must be submitted prior to the beginning of Finals Week in order to have the event count toward that semester's Christian Service.

While the college requires participation in Christian Service as a graduation requirement, it encourages students to not place themselves at risk to complete the activities.

Categories for Community Service

Accepted Christian Service activities are characterized by being service oriented and by sharing the love of Christ in some legitimate manner. Church or para-church Christian Service activities may be either paid or unpaid activities. However, they must have a clear Christian Service purpose that fits into one of the following four categories.

The Christian Service Program emphasizes service to others outside of our campus community. However, it recognizes that there are many valid opportunities for service on campus as well. Accepted on-campus events will be characterized by their service to either off-campus visitors during special events such as "Roundup" or by their service to the campus community as a whole. Helping individual students, such as offering a ride or helping them change apartments, normally does not count toward this requirement.

Volunteer work that benefits the community in some fashion and that is accomplished through an organization such as the Red Cross, a nursing home, an athletic association, or an elementary school will be considered on a case-by-case basis. Please verify the activity with the Student Life Office to ensure that it will apply to Life-long Leadership Development. Decisions of the Vice President of Student Life will be regarded as final in this matter. If you are compensated for non-church related activities such as those described above, they are not acceptable Christian Service Events.

Category 1

Occasional Helper/Active Observer (Freshmen only)

Category 1 Events are events where you are "lending a hand" or "providing crowd control." You are observing more than anything else.

Example Events include, but are not limited to:

Children's Bible class helper

Assistant youth activity helper

Going along with someone on visitation

Category 2

Occasional Service

Category 2 Events require active participation on your part, yet are not done on a regular basis. You might preach one week at a church and help in a food pantry the following

week. These types of events are recommended for Freshmen and Sophomores because being involved in many different types of events will provide an opportunity for gift experimentation.

Example Events include, but are not limited to:

Fill-in preaching

Being a guest teacher in a Sunday School class or a youth group

Survey Work

Tract Distribution

Helping in a food pantry

Communion Meditation

Singing special music

Category 3

Regular Service

Category 3 Events are activities in which you are regularly involved, but are not events that are “leadership” in the sense that you are not developing a complete program.

Example Events include, but are not limited to:

Sunday School teacher

Choir member

Regular traveling ministries, such as singing groups or drama teams

Category 4

Regular Leadership

Category 4 Events are activities in which you are regularly involved. A leadership role, in this sense, refers to a position where you are responsible for developing a complete program. Youth ministers or choir directors are considered persons in regular leadership because they are responsible for developing a complete youth program or a complete music program. Juniors and Seniors are encouraged to be involved in leadership positions.

Example Events include, but are not limited to:

Preaching Minister

Youth Minister

Choir Director

Christian Day Care Director

Children’s Ministry Director

The Community Development program is designed to encourage a life-long practice of serving others to the glory of Christ.

While the primary goal of the Christian Service program at Florida Christian College is to glorify God by ministering to believers and non-believers, it is also intended to provide the student with the opportunities for:

1. Spiritual Gift Experimentation.

By participating in the Christian Service program, the student will operate in several different areas of service and, thus, be better equipped to make an informed choice of a life-long area of service.

2. Call Affirmation.

By participating in the Christian Service program, the student will be able to affirm his/her call to ministry by experiencing actual ministry events and discussing the realities of ministry with those currently involved in ministry.

3. Self Understanding.

By participating in the Christian Service program, the student will operate in several different areas of service and, thus, be able to see both his/her personal strengths and weaknesses.

4. Practical Theological Implementation.

By participating in the Christian Service program, the student will be able to directly apply doctrine and theological reflection to real ministerial situations.

5. Spiritual Development.

By participating in the Christian Service program, the student will discern that the ability to minister flows from a relationship with Jesus Christ and a dependence upon the Holy Spirit for guidance.

6. Skill Development.

By participating in the Christian Service program, the student will develop the necessary skills to minister in today's world.

Family Worship Hour/D-Group Alternative

Students that are not able to attend Family Worship Hour will have the opportunity to participate in the Family Worship Hour Alternative system (Substitution). Students will be required to come to the Student Life Office *prior to the end of the Add/Drop Period* to sign the agreement to follow the guidelines of the program, after which the agreement must be approved by the Vice President of Student Life. Activities that will be accepted as substitutes for Family Worship Hour will have the following characteristics. They are corporate worship services where you are led in various forms of corporate worship including singing, prayer, and preaching. You will need to record the information requested on the alternative FWH submission form located on the website. You will need to turn in 15 acceptable substitutions. The absence and make-up policies are listed below.

Because of the variety of D-Group opportunities, only LEAD students will be able to participate in the alternative program for D-Group.

Make Up Policy

If a student has missed more than three (3) Family Worship Hours, not attended at least eight (8) D-Group sessions, or not completed 15 acceptable Christian Service Events, he or she will be required to perform one (1) hour of service under the supervision of the Director of Volunteer Services for each missing activity. After the service is performed, the Director of Volunteer Services will email the name of the student along with the hour(s) served to the Student Life Office for recording.

Failure to Complete Life-long Leadership Development

Students who fail to complete all the requirements outlined above during a given semester will be blocked from attending classes 30 days after the beginning of the following semester (Summer excluded) until the missing requirements are made up. Failing grades not corrected by the make-up deadline will result in the student being blocked from class and assessed a \$50 processing fee.

Students will not be allowed to graduate without having completed all the requirements outlined above.

GENERAL STUDENT INFORMATION**Student Consumer Information**

Because the College participates in the Title IV federal financial aid program, the college is required to disclose specific information to students, prospective students, and/or the general public. These disclosure requirements include the following:

- a. Student Right-To-Know and the Cleary (Campus Security) Act Annual Security Report: Institutional Security Policies and Crime Statistics (by October 1)
- b. Information on Completion or Graduation Rates (annually by July 1)
- c. Equity in Athletics Disclosure Act Annual Report on Athletic Program Participation Rates and Financial Support Data (by October 15)
- d. Drug-Free Schools and Campuses Act Information on the College's alcohol and drug abuse awareness program
- e. Annual summary of the College's policy concerning alcohol and drugs

Anyone may request a full copy of the reports listed above. Please contact the Student Life Office (Extension 1163) for a full copy of the Annual Security Report, Report on Athletic Program Participation Rates and Financial Support Data, or information on the college's alcohol and drug abuse awareness program. Please contact the Academic Records Office (Extension 1313) for the Completion or Graduation Rates.

The following web address may be accessed to obtain local law enforcement agency information about registered sex offenders who may be present in the immediate area. http://www.icflorida.com/homes/safety/sexual_predators.html. You may also call Florida Department of Law Enforcement's toll-free hotline at 1-888-357-7332 for more information.

Americans With Disabilities Act (ADA)

Policy Statement: Florida Christian College will comply with the provisions of Title III of Americans with Disabilities Act, as a public accommodation, and will provide reasonable accommodation to persons otherwise qualified who fulfill the College's ADA procedures, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for the institution.

Please Note: If you have a disability as defined in the Americans with Disabilities Act,

you must notify the Academic Office of your disability and complete the necessary steps to receive reasonable accommodation for your disability.

Information regarding the Americans with Disabilities Act is available through the Academic Office. The Vice President of Academics is the designated ADA liaison for the institution.

Students who fail to register their disability(ies) with the Vice President of Academics and complete the procedures as outlined in the American Disability Act Policy (AMPAP 2:8.0) will not receive any accommodation for their disabilities. Reasonable accommodation begins when the procedures are fulfilled and are not retroactive to the period of time before the procedures are completed.

GRIEVANCE PROCEDURE

Occasionally, circumstances arise in which an individual may believe that he or she has not received fair or equitable treatment from the College or its representatives. Before filing a written complaint, students are encouraged to do the following:

You should address the complaint to the person with whom you have the complaint or to the person responsible for the area of the institution in which your problem lies. Matthew 19 is a good guide for these situations. If you receive satisfaction, stop there. If you do not receive satisfaction, address the complaint to the person's immediate supervisor or Management Area Administrator. If you have questions as to the appropriate supervisor or administrator, please contact the President's Office.

Failing to receive satisfaction, the student may chose to file a written complaint using the procedure described below:

Any student who has a grievance involving a significant wrongdoing or deficiency on the part of the College may present a written complaint to the President's Office within 90 days of the event in question. Written complaints must be signed by all parties filing the grievance to be considered. All written complaints will be reviewed within 30 days of submission to the President's Office.

The President will assign the grievance to an Administrator for investigation and resolution. If the appointed Administrator is unable to resolve the grievance, the President himself will then consider the matter.

The President may also choose to appoint a Grievance Committee to examine all relevant information pertaining to the matter. Upon the completion of their investigation, the Committee shall report its findings with a recommendation to the President.

A Grievance Committee may consist of:

At least two students who are not involved in the grievance or potentially affected by the resolution of the complaint.

At least two members of the Faculty or Staff that are not involved in the grievance or potentially affected by the resolution of the complaint.

A Chairperson appointed by the President.

The grievance procedure detailed above is intended to resolve institutional conflicts and preserve a positive relationship between individual students and the College. A number of campus programs and services have mechanisms in place to resolve specific issues of difficulty, which should be fully utilized, where appropriate. Complaints or appeals regarding matters of student discipline are specifically addressed in the Code of Student Conduct.

The following agencies are also available to assist with conflict resolution, as applicable:

Florida Department of Education
Office of Student Financial Assistance
Room 1344, Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-7043

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501

Association for Biblical Higher Education (ABHE)
5575 S. Semoran Blvd., Suite 26
Orlando, FL 32822-1781
(407) 207-0808

When addressing an agency, include the following information:

Your name, address, and phone number.

That you are a student at Florida Christian College, Kissimmee, Florida.

Your specific complaint and all measures that you have taken to seek satisfaction pertaining to the situation.

Any questions concerning this information should be addressed to the President of Florida Christian College (campus phone extension #1160).

SUMMARY OF FCC ALCOHOL AND DRUG POLICY

Rationale The use and abuse of alcohol and illegal drugs by any member of the Florida Christian College family is incompatible with the goals of this institution and ministry within the Christian Community. Florida Christian College participates in a federal program (Public Law 101-226, Drug-Free Schools and Campuses Act) to prevent the illicit use of drugs and the abuse of alcohol in all educational context.

Purpose Florida Christian College is dedicated to providing an educational environment that encourages students to:

- Develop a lifestyle that's free from the use and abuse of alcohol and illegal drugs
- Respect the laws and rules prohibiting the use of alcohol and the use of illicit drugs (on and off campus)
- Understand the effects of using drugs and alcohol on personal health and safety
- Value personal, spiritual, mental, and physical well-being.

Policies The policies of Florida Christian College clearly **prohibit** the following activities by any member of the College family on or off campus:

ALCOHOL	DRUGS
possessing alcoholic beverages, using alcoholic beverages, manufacturing alcohol, distributing alcohol, or selling alcoholic beverages.	possessing drugs or drug paraphernalia, using drugs, selling drugs, or otherwise distributing drugs.

Students are instructed to the Vice President of Student Life any incident of use or any criminal violation of laws related to any type of alcohol abuse or illicit drug use. Employees are required by contract to notify the institution of any criminal conviction for a violation related to alcohol abuse or illicit drug use within five days after such conviction.

Violation The Vice President of Student Life is authorized to impose disciplinary sanctions on students (President on employees) consistent with local, state, and federal law, up to and including expulsion, termination of employment for employees, and referral for prosecution, for violations of standards of conduct required by this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program (at personal expense).

Resources Students, faculty, and staff are encouraged to seek referral for chemical abuse concerns through the office of the Drug Awareness Coordinator or the Vice President of Student Life. For a private interview, you are

encouraged to call The Episcopal Counseling Center at 1-800-544-1817. Additional resources include: Center for Substance Abuse Treatment, National Drug and Alcohol Treatment Referral Service, 1-800-662-HELP, 1-800-ALCOHOL, 1-800-COCAINE; and National Clearinghouse for Alcohol and Drug Information, 1-800-729-6686.

Straight Facts About Drugs And Alcohol

Alcohol

Alcohol abuse is a pattern of problem drinking that results in health consequences, social problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to school counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:

- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath; hangovers

Long-term effects of heavy alcohol use include:

- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage
- memory loss

Cigarette Smoking

Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including: changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process. Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds

- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

Cocaine and Crack

Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a smokable form of cocaine that has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundred or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use has been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using *any* amount of cocaine and crack:

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety and depression, loss of interest in food or sex
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

Inhalants

Inhalants refer to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for:

- sudden death
- suffocation

- visual hallucinations and severe mood swings
- numbness and tingling of the hands and feet

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty
- dizziness
- headaches

Prolonged use can result in:

- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea and nosebleeds
- hepatitis
- violent behaviors
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

Marijuana

Marijuana is the most widely used illicit drug in the United States and tends to be the first illegal drug teens use. The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one-third had marijuana in their blood.

Short-term effects of using marijuana:

- Sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate
- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes
- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations

Long-term effects of using marijuana:

- enhanced cancer risk
- decrease in testosterone levels for men; also lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

Methamphetamine

Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank." Methamphetamine is used in pill form, or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by College-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:

- increased heart rate and blood pressure
- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
- respiratory problems
- extreme anorexia
- hypothermia, convulsions, and cardiovascular problems, which can lead to death
- euphoria
- irritability, confusion, tremors
- anxiety, paranoia, or violent behavior
- can cause irreversible damage to blood vessels in the brain, producing strokes
- Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Source: The National Clearinghouse for Alcohol and Drug Information
05/24/2001 – excerpts from <http://www.health.org/govpubs/rpo884/>

State Laws Concerning Drug Use

Under state law, it is a crime for any person to possess or distribute controlled substances or drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine).

Specifically, possession of less than 20 grams of marijuana is a first-degree misdemeanor punishable with imprisonment of up to one year and a fine of up to \$1,000. Possession of more than 20 grams of marijuana is a third degree felony punishable with imprisonment of up to five years and a fine of up to \$5,000. Possession of less than 28 grams of cocaine is a third degree felony. Possession of more than 28 grams of cocaine is a first-degree felony punishable with imprisonment of up to 30 years and a fine of up to \$250,000. The driving privilege also may be affected if any of these crimes are committed.

Trafficking (distributing specific large quantities of various controlled substances) is punishable by a minimum term of imprisonment of 3 to 25 years and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Penalties under federal law for drug trafficking generally are greater than penalties under state law.

Individuals who have been convicted of a felony involving the sale or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances

may be disqualified from applying for state employment. Convictions on drug-related charges also may result in forfeiture of federal financial aid.

State Laws Concerning Alcohol

Florida Statute 562.11 -- Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to persons under 21.

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age or to permit a person less than 21 years of age to consume such beverages on the licensed premises.

It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his or her agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Anyone convicted of violating either of the above provisions is guilty of a second-degree misdemeanor. If a driver's license (or an identification card issued by the Department of Highway Safety and Motor Vehicles) is used in violation of these provisions, additional penalties may be imposed, including suspension or revocation of the driver's license.

Florida Statute 562.111 -- Possession of alcoholic beverages by persons under age 21 prohibited.

It is unlawful for any person under the age of 21 years ... to have in her or his possession alcoholic beverages.... Convicted violators of this statute are guilty of a second-degree misdemeanor. Suspension or revocation of a driver's license may also be imposed.

Florida Statute 316.193 -- Driving under the influence.

A person is guilty of the offense of driving under the influence and is subject to punishment as provided in subsection (2) if the person is driving or in actual physical control of a vehicle within this state, and:

- (a) The person is under the influence of alcoholic beverages, any chemical substance set forth in Section 877.111, or any substance controlled under Chapter 893, when affected to the extent that the person's normal faculties are impaired;
- (b) The person has a blood alcohol level of 0.08 or more grams of alcohol per 100 milliliters of blood, or
- (c) The person has a breath alcohol level of 0.08 or more grams of alcohol per 210 liters of breath.

Florida Statute 316.1936 -- Possession of open containers of alcoholic beverages in vehicles prohibited.

It is unlawful and punishable as provided in this section for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Convicted violators of this statute are guilty of a noncriminal moving traffic violation.

Florida Statute 856.011 -- Disorderly intoxication.

No person in the state shall be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic

beverage in a public place or in or upon any public conveyance and cause a public disturbance. Convicted violators of this statute are guilty of a second-degree misdemeanor.

F.E.R.P.A.

Policies and Procedures under the **Family Educational Rights and Privacy Act** for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Florida Christian College complies with FERPA and sets forth the following rights of students:

1. The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.
 - a. Students should submit to the Academic Records Office written requests that identify the record(s) they wish to inspect. The Academic Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
 - b. If the records in question are not maintained by Academic Records Office, the Academic Office shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
 - a. Students may ask the College to amend a record they believe is inaccurate or misleading. They should write a letter to the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
 - b. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.
 - c. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and

- health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, and so forth); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - c. The College may disclose education records in certain other circumstances:
 - i. To comply with a judicial order or a lawfully issued subpoena;
 - ii. To appropriate parties in a health or safety emergency;
 - iii. To officials of another school, upon request, in which a student seeks or intends to enroll (If the College takes disciplinary action against a student for conduct that posed a significant risk to the safety and well-being of that student, other students, or other members of the College community, it may disclose information about that disciplinary action to teachers and school officials in other schools who have legitimate educational interests in the student's behavior.);
 - iv. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 - v. To certain officials of the U. S. Department of Education, the U.S. Department of Homeland Security, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
 - vi. To accrediting organizations to carry out their functions;
 - vii. To organizations conducting certain studies for or on behalf of the College;
 - viii. The results of an institutional disciplinary proceeding against the allegation of a crime of violence may be released to the alleged victim of that crime with respect to that crime;
 - ix. To a student's parents, if the student is dependent for federal income tax purposes.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
 5. The College may disclose "Directory Information" without a student's prior written consent. The College designates the following as Directory Information: name, address, phone number, date and place of birth, degree program, enrollment status, participation in official activities and sports (including height and weight of athletes), dates of attendance, classification by year, degrees and awards earned, previous high school or colleges attended, photograph in news or promotional materials, email address, marital status, home church, and church affiliation.

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and to others as indicated in #3 above. To do so, a student must make the request in writing to the Student Life Office within 10 business days from the first day of classes for each term. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed, or until the student dies. The College operates on an "all or nothing" basis, that is, all of the Directory Information is available, or none of it is. The student can be assured that the College does not indiscriminately provide this information to others.

SEXUAL ASSAULT POLICY

The College desires to maintain an environment in which the dignity and worth of all members of the institution are respected. Therefore, it is the policy of the College that sexual misconduct of students is unacceptable and will not be tolerated. Examples of behaviors that are prohibited by the College include, but are not limited to, sexual assault, sexual harassment, and public indecency.

- a. Sexual Assault. Rape, acquaintance rape (date, friend, or someone the victim knows casually), defined as coerced sexual intercourse against the victim's will.
- b. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature that prevents or impairs that person's full employment of educational benefits, climate, or opportunities.
- c. Public Indecency. Exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.

Educational Programs. The college desires to have in place educational programs to promote the awareness that rape and other sexual offenses may occur among students. These include the annual distribution of a written summary of the Sexual Assault policy to all new students, an explanation of the policy at New Student Orientation, and annual instruction given to female students in sexual assault awareness and avoidance, usually taught by a law enforcement officer.

Disciplinary Actions. Should its investigative process sustain any allegation of sexual misconduct, the College will pursue appropriate disciplinary actions. Penalties for sexual offenses follow general guidelines established for all student behavioral offenses, as outlined in the college's disciplinary policy. Victims may request a change in housing assignment or class schedule following an alleged sexual assault incident, subject to the judgment of appropriate administrators concerning reasonable availability.

Rights of the accused and the accuser.

- a. Accuser and accused may request the opportunity to have another person present during disciplinary hearings, per the guidelines in the discipline section of this handbook. These persons may be present in an advisory capacity only; they may not participate in the hearing.

- b. Accuser and accused shall be informed of the outcome of any disciplinary actions involving an allegation of sexual assault.
- c. Accuser may submit a list of questions related to the alleged incident that he/she feels the accused should be asked during any hearing process.
- d. Accuser may make a victim/survivor "impact statement" and suggest an appropriate penalty.

Procedures to be followed by victims of sexual assault:

- a. Maintain any possible evidence.
- b. Seek immediate medical attention, which will also help to gather information.
- c. Write down the details of the incident.
- d. Talk to someone. Report the incident to a college employee or another student immediately. A report should be made to the FCC Vice President of Student Life as soon as possible. He and other college authorities will assist in notifying law enforcement personnel should the victim deem that as necessary.

WEATHER ALERT INFORMATION

Alert	Response
Tornado Watch	Suitable conditions exist for a tornado. Remain alert and be prepared to seek shelter.
Tornado Warning	Take cover immediately in the bathroom of the apartment unless instructed to do otherwise by authorized personnel. Chambers Hall residents should seek an interior room on the first floor of their apartment.
Severe Thunderstorm Watch	Suitable conditions exist for a severe thunderstorm. Remain alert and be prepared to seek shelter.
Severe Thunderstorm Warning	Take cover immediately in the bathroom of the apartment unless instructed to do otherwise by authorized personnel. Chambers Hall residents should seek an interior room on the first floor of their apartment.
Hurricane Watch	Remain alert. Prepare to either evacuate or shelter-in-place. Listen for further instructions from authorized personnel.
Hurricane Statement	Listen carefully to the information. Prepare to either evacuate or shelter-in-place. Listen for further instructions from authorized personnel.
Shelter In Place Warning	Follow Shelter-In-Place instructions. Do not leave your apartment. Listen for further instructions from authorized personnel.
Civil Danger Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Civil Danger Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Radiation Hazard Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Radiation Hazard Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Material Hazard Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Material Hazard Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Law Enforcement Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Local Area Emergency	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Severe Weather Statement	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your apartment. Listen for further instructions from authorized personnel.
Immediate Evacuation Warning	Listen to the information carefully. Collect your evacuation materials. Do not leave campus on your own. Listen for further instructions from authorized personnel.

TERRORIST THREAT LEVELS

Threat Conditions characterize the risk of terrorist attack. Protective Measures are the steps that will be taken by government and the private sector to reduce vulnerabilities. The Homeland Security Advisory System (HSAS) establishes five Threat Conditions with associated suggested Protective Measures:

Low Condition: Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition: Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

Elevated Condition: Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition: Orange

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce; and
- Restricting access to essential personnel only.

Severe Condition: Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

Fire Drill/Emergency Procedure

Fires don't always happen at convenient times. In order to be prepared for a fire or other type of emergency, the College will be conducting a fire drill each semester. This information is provided to inform you of your responsibilities during a fire or fire drill.

1. All occupants in the housing area must go directly to the grass area beyond the parking lot in front of Foundation Hall (The Light Side).
2. Make sure everyone in your apartment is awake and aware of what is going on.
3. Married students and their families will gather on the grass area beyond the end of the parking lot adjacent to the Residence Director's apartment. The Residence Director will be there to verify your presence.
4. Single male students will gather in the grass area beyond the middle of the parking area directly in front of Foundation Hall. Residence Assistants will be there to verify your presence.
5. Single female students will gather in the grass area beyond the end of the parking lot adjacent to Bezell Hall. Residence Assistants will be there to verify your presence.
6. Do not leave your designated area until notified that it is okay to do so.
7. All Residence Assistants will give accountability to the Residence Director, who will report to the Fire Department upon their arrival.

Activity Fee Structure

Degree Type → Fee ↓	Regular Degree Seeking	Alternative Degree Completion * or Regular student taking 5 hours or less	Dual Enrollment *	Non- Degree Seeking	Audit	Extension Site	Extension Site Non- Degree Seeking
Student Union	30.00	-	15.00	15.00	-	-	-
College Yearbook	25.00	25.00	-	-	-	-	-
Class Events	23.00	5.00	-	-	-	5.00	5.00
Student Council	10.00	-	-	-	-	-	-
Student ID	2.00	2.00	2.00	2.00	2.00	-	-
Athletic Programs	23.00	-	12.00	12.00	-	-	-
Life-long Leadership	20.00	20.00	-	-	-	20.00	-
Mailbox	5.00	5.00	5.00	5.00	-	-	-
General Service	12.00	8.00	6.00	6.00	-	5.00	5.00
Total	\$150.00	\$65.00	\$40.00	\$40.00	\$2.00	\$30.00	\$10.00
Dependant Total**	\$125.00	\$40.00	\$35.00	\$35.00	\$2.00	\$30.00	\$10.00

*All students, including LEAD students, in campus housing pay the Degree Seeking, On Campus Fee.

**A Dependant/Spouse of a full-time student may elect to receive a reduced Student Life Fee if he/she is living in the same household as the full-time student. The student qualifying for the smaller fee receives the reduction. In making this choice, all parties involved waive the right to their own mailbox and yearbook.

Class Event Fees for traditional students are split evenly between the four classes.

Definitions

Regular Degree Seeking – Students who have a high school diploma taking classes for credit while seeking a degree.

Alternative Degree Completion – Students involved in the LEAD program.

Dual Enrollment – Students who do not have a high school diploma or the equivalent who are taking courses for credit at FCC and applying the course for high school or home school credit.

Non-degree Seeking – Students with a high school diploma or the equivalent who are not taking courses toward a degree.

Audit– Students taking classes but not receiving credit for those classes.

Student Health Insurance Requirement

Residency →	On Campus *	Off Campus or Extension Site
Health Insurance Required?	Yes	No

*All students residing in College housing are required to have health insurance, regardless of the number of credit hours taken or the program of study.

Parking Fees

Residency →	On Campus	Off Campus*	Extension Site*
First Vehicle	\$40	\$25	\$0
Second Vehicle	\$20	\$10	\$0

Vehicles for Off Campus Student must not remain on campus overnight and are to be parked in the lot adjacent to the Library only.

* Unless required by the facility housing the extension site.

DISCLAIMER

The information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The student has the responsibility to be aware of the information contained in this handbook and any additions or corrections thereto as they are announced through various school media. Thus, the information in this handbook does not constitute a contract between the student and Florida Christian College.