



*Summit Christian College, an institution of higher learning,  
educates leaders for Christian service.*

**Student Handbook**  
**2016-2017 Edition**

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## MESSAGE FROM THE PRESIDENT

Welcome to Summit Christian College.

Drawing upon simple examples of life, just one drop of dye in a bucket of water can completely change the color of a garment. Just one stroke of a pen can change the meaning of a word. In God's hands, just one little mustard seed can grow into a large tree and just one little boy's lunch can feed a vast multitude. Although you may be only one, here at Summit Christian College, you matter, for we know that in God's hands, you have the potential of making a very real difference.

Congratulations on taking this important step as you prepare yourself to serve in the high call of Christian service.

To support your efforts, our curriculum here at Summit Christian College is built on the solid foundation of a Christian worldview with the timeless truth of the Bible as the standard upon which all truth is measured. The classes and learning opportunities you will find here reflect our mission of educating leaders for Christian service. Students, who have studied here in preparation for service, have literally taken the education they have received all over the world.

The staff and faculty here at Summit are eager to help you.

The next four years of your life are important years. The time you spend preparing for service will be exhilarating. Your mind will be challenged through rigorous study; your heart will be opened to the needs of people; your spirit will connect with God and his call in your life and you yourself will be forever changed as you yield yourself to Him.

May God richly bless your time of study here at Summit Christian College as He prepares you for the difference that only you can make.

We look forward to meeting you,

David Parrish  
President  
Summit Christian College  
*"For those with the highest calling."*

## **SECTION 1: GENERAL INFORMATION**

### **Statement of Faith**

All Administrators, Full-time and Core Faculty, Professors of Record and Adjunct Professors/Instructors teaching Biblical or Theological studies must be in accord with Summit Christian College's doctrinal position. Adjunct Professors/Instructors teaching in other areas must respect the doctrinal position of Summit Christian College.

We believe the entire Bible to be the uniquely inspired, authoritative Word of God. Consequently we believe that no man-made creed or statement of faith can fully express all the truths of the Bible, and therefore should not be made binding on God's people. Nevertheless, in order to communicate to those who desire to know where we stand on certain issues, we present the following points, recognizing that they are bound to be incomplete and inexact.

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe that Jesus is the incarnate Son of God, fully God and fully man. We believe that he died on the cross for our sins, but was raised from the dead, and has ascended to the right hand of the Father. We believe that he is the only head of the church, and that he will return at God's appointed time, which will result in the resurrection to eternal life of the saved, and of eternal condemnation for the lost.
3. We believe that because of what Christ has done, God summons everyone to faithful submission to Christ, repentance from sin, confession of Jesus as Lord, and on that basis, immersion into Christ.
4. We believe in the presence of the Holy Spirit in the church and in each individual Christian, which empowers them to live a godly life and to carry out the total ministry of the church.
5. We believe that the church of Christ on earth is by God's intention essentially one, and that it is made up of all those who express a genuine faith in Christ and are obedient to him.

### **History**

Platte Valley Bible College was incorporated in 1951 at Scottsbluff, Nebraska. The College changed its name to Summit Christian College (SCC) in August 2005. SCC was incorporated, and continues to this day, as an independent institution historically affiliated with the non-denominational independent Christian Churches and Churches of Christ of the Restoration Movement. It is not an auxiliary of, or subordinate to, any district or national boards, any other form of ecclesiastical system, or any other corporation or association.

From the beginning, SCC was dedicated to training preachers and teachers for service at home and abroad giving the students a thorough and practical knowledge of the Word of God that would equip them to effectively and intelligently present the gospel of Christ for the evangelization of the World.

The first academic year began with Dr. Ellis Baker as the first president. Classes were held in the facilities of the Church at Bryant until 1953, when the college moved to 1702 4<sup>th</sup> Avenue.

For many years, a program of Medical Missions was the unique contribution of the college to the efforts of the Christian Church in the area of world evangelism. A lack of demand and personnel for medical missions allowed the college to transition fully into her mission of educating leaders for Christian service. The efforts of those dedicated men and women who conducted and staffed the Medical Missions course of study in former years are sincerely appreciated. They provided a valuable service in the kingdom of God.

Dr. Baker resigned as president during 1957 because of health. This resulted in Ellwood Beeman being called to the presidency in 1958. The following year, Gerald Parriott was called to join the faculty. The teamwork of Mr. Beeman as president and Mr. Parriott as Academic Dean had a great stabilizing effect on the college throughout the next twelve years. The growth of the student body from seven to 103 called for expanded facilities. A church building on the corner of 16<sup>th</sup> Street and 3<sup>rd</sup> Avenue was purchased. By 1966 a new building was built at that same location. In October 1972 Frank Bush became the president, serving until January of 1979. At that time, Mr. Beeman reassumed responsibilities of president until July of 1981.

Gerald Parriott became the fourth president of the college July 1, 1981 with Mr. Beeman serving as the Academic Dean. This reversal of roles was in accordance with Mr. Beeman's wishes. Mr. Parriott served as president until the fall of 1985, at which time he resigned to return to the classroom full-time. Lawrence D. Leathermon accepted the call to serve as president of the college and served November 1985 to March 2001. Mr. Leathermon, as president, and Mr. Parriott, as Academic Dean, worked as a team for the betterment of Platte Valley Bible College from 1985 to 2001. In 2001, Dr. Parriott was appointed president of the college and Mr. Charles Beard began his work as Academic Dean.

Jason Hanselman, a 1996 graduate of Platte Valley Bible College, became the sixth president in May of 2003. Mr. Hanselman helped the college establish a degree completion program. In 2005, Platte Valley Bible College changed its name to Summit Christian College.

In June of 2007, Summit Christian College purchased buildings and property at 2025 21<sup>st</sup> Street in Gering, NE. The property had formerly belonged to Heritage Health Care of Gering. The College immediately began a renovation project that transformed the former health care facility into a modern campus at which students can receive an affordable quality Christian education in a safe environment. Classes began at the new Gering campus in January 2008.

In 2009, David Parrish became the seventh president of Summit Christian College. With the Gering campus as its base of operations for its traditional college program and adult continuing education programs, the College has a renewed interest in refining its programs that prepare leaders for service in the areas of ministry, missions, and Christian Education.

Summit Christian College was founded upon faith, is a work of faith, and has from the beginning been sustained by faith. The college is dependent upon the prayers, faith, and stewardship of Christian individuals and Christian congregations who are willing to share with their gifts in helping to train Christian leadership for the Church in this country and abroad. During the existence of the college, her graduates and former students have gone throughout the United States and around the world preaching the Word of Life.

## Purpose Statement

Summit Christian College works in collaboration with the church to provide a Biblical higher education to faithful men and women equipping them to serve effectively in various ministries in the church, on the mission field, and in para-church organizations.

## Mission

*"Summit Christian College,  
an Institution of Higher Learning,  
Educates Leaders for Christian service."*

## Core Values

The following core values serve as guiding principles in the fulfillment of our mission to educate leaders for Christian service.

- **Student Learning**

We believe in a quality education based on the inspired truth of Scripture that includes general, Biblical, and ministry studies. This involves the acquisition of knowledge, practical skills and experience.

- **Student Personal Development**

We believe that Biblical higher education involves the development of the whole person. We therefore seek to stimulate mental, physical, and spiritual growth that results in Christian maturity.

- **Kingdom Service**

We believe that every member of the body of Christ is a minister. Therefore we desire that the education received at Summit Christian College enable every student to impact the world for Christ primarily in vocational ministry, but also in volunteer ministries.

## Institutional Goals

- Seek out ministry-minded students committed to the mission of the college.
- Maintain high-quality, Bible-centered academic programs that prepare students academically and spiritually for service to Christ.
- Create a safe, attractive campus environment conducive to learning and spiritual maturation.
- Cultivate a strong financial base to meet all financial obligations of the institution ensuring an affordable education for students.
- Engage the services of and fairly treat qualified personnel who are dedicated to and capable of fulfilling the mission of the institution.
- Promote the spiritual and professional development of college personnel.
- Maintain mutually beneficial relationships with alumni, churches, and community.

## Academic Standing

Summit Christian College is a four-year college chartered under the laws of the State of Nebraska. It is primarily a Bible College dedicated to the task of preparing individuals to serve in Christ's church and other kingdom endeavors in fulfillment of the Great Commission.

Summit Christian College holds candidate status at the undergraduate level with the Commission on Accreditation of the Association for Biblical Higher Education, T.G. Lee Boulevard, Suite 130, Orlando, Florida, 32822 Ph. (407) 207-0808 [www.abhe.org](http://www.abhe.org). Candidate Status provides membership in the Association, and is a pre-accredited status granted to those institutions that meet the ABHE COA Conditions of Eligibility and possess such qualities as may provide a basis for achieving accreditation within a maximum of four years.

Summit Christian College is approved by the state of Nebraska for granting of degrees and certificates.

Summit Christian College is authorized to operate in the state of Colorado as a post-secondary religious institution in the category of "Seminary or Bible College".

Summit Christian College is authorized to transact business in the state of South Dakota.

Summit Christian College is recognized by the Association of Christian Schools International and approved to offer courses in the area of Biblical or Educational Studies.

Various courses of Summit Christian College are approved by the State Approving Agency under the various education assistance programs administered by the U.S. Department of Veteran Offices.

Summit Christian College is approved to enroll trainees under the provisions of the War Orphans Educational Assistance Act of 1956, Public Law 634, 84<sup>th</sup> Congress.

Summit Christian College is approved by the United States Department of Homeland Security, U.S. Citizenship & Immigration Services for the training of non-immigrant foreign students.

## **GENERAL POLICIES**

Summit Christian College, in its endeavor to equip and train men and women for Christian service, shall maintain a curriculum in harmony with the Word of God.

The College reserves the right to establish rules and regulations consistent with its expectations in regard to student academic endeavors, social behavior, spiritual development, and ethical responsibilities.

Attendance at Summit Christian College is considered a privilege. This privilege may be withdrawn if any student fails to cooperate with the rules and regulations of the College, with its purposes and ideals, or other students. A dismissed student will not be granted credits for work done during the semester of dismissal, nor will a refund of tuition, fees or dormitory rent be made.

Essentially, students are enrolled at Summit Christian College to prepare for Christian service. The College expects harmonious progress and learning toward this end.

Summit Christian College reserves the right to modify or eliminate programs that are described in this publication. In the event such an action is taken, students affected will be advised of the options available to them to complete their degrees. Every reasonable effort will be made to permit students to complete these programs or similar programs.

The College reserves the right to change requirements for enrollment in both programs and courses as necessary. Every reasonable effort will be made to provide alternatives for students affected.

The College reserves the right to make changes in fees, tuition, and housing rates. Every effort will be made to give as much advance notice as possible.

## **Non-discrimination Policy**

Because of the historic commitment to biblical principle ("There is neither Jew nor Greek, slave nor free, male, nor female..." Galatians 3:28). Summit Christian College admits students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities generally made available to students at the College. It does not discriminate on the basis of gender, race, physical handicap, national or ethnic origin in administration of educational programs, admissions, employment practices, athletics, or other activities. The College actively seeks to fulfill federal, state, and local laws and regulations in all its practices and facilities.

## **Admissions Policy**

Information regarding the admission procedure, transfer policy, admission of international students, and degree completion program is available in the current College Catalog.

# **SECTION 2: ACADEMIC INFORMATION**

## **Four Year Programs**

### **Bachelor of Arts Degree**

Major in Bible and Ministries

### **Bachelor of Science Degree**

Major in Bible and Ministries

Major in Ministries

Major in Leadership and Ministry (ICL)

Major in Management and Ethics (ICL)

## **Two Year Program**

### **Associate of Arts Degree**

Major in Bible

## **One Year Program**

### **Certificate in Christian Foundations**

## **Additional Educational Opportunities**

Through a cooperative program with Western Nebraska Community College (WNCC), Scottsbluff, Nebraska, students have the opportunity to obtain a dual Associate of Arts degree from both WNCC and SCC. Students participating in this program may pursue the major part of their work at WNCC and still live on the SCC campus and be a part of the Christian outreach ministries offered on a Christian Campus.

See the Academic Dean for more details.

## Grading System and Credit Points

100 – 98%	A+		4.0 credit points per semester hour
97 – 93	A	Superior	4.0 credit points per semester hour
92 – 90	A-		3.7 credit points per semester hour
89 – 88	B+		3.3 credit points per semester hour
87 – 83%	B	High Pass	3.0 credit points per semester hour
82 – 80	B-		2.7 credit points per semester hour
79 – 78	C+		2.3 credit points per semester hour
77 – 73	C	Pass	2.0 credit points per semester hour
72 – 70	C-		1.7 credit points per semester hour
69 – 68	D+		1.3 credit points per semester hour
67 – 63	D	Low Pass	1.0 credit points per semester hour
62 – 60	D-		0.7 credit points per semester hour
Below 60%	F	Failure	0 credit points per semester hour

To graduate, a student must have twice as many credit points as required semester hours. Credit will not be given for a failing grade.

## Student Classification

### Degree Seeking Student

Students who have satisfactorily met all general application requirements, applied, been accepted, and are presently enrolled in classes are considered degree seeking students unless they have been classified differently during the application and enrollment process. Degree seeking students should declare the degree they are pursuing as soon as possible to assure quality academic advising. Degree seeking students are further categorized as part-time or full-time students, and have a class standing of Freshman, Sophomore, Junior, or Senior.

### Non-Degree Seeking Student

Summit Christian College has three categories of non-degree seeking students.

**Spiritual / Professional Development Student.** A non-degree seeking student who is taking courses for credit for their own spiritual or professional development.

Spiritual and Professional Development students taking classes in the Traditional Program and living in the dorm may not take more than 31 credit hours. In order to continue taking classes in the Traditional Program and live in the dorm, those students must become degree (or certificate) seeking students.

Spiritual and Professional Development students who enroll in only one class per semester are charged the audit rate for classes in the Traditional Program.

**Audit Student.** A non-degree seeking student who is enrolled in one or more college classes not for credit. An audit student is not required to do the class assignments. If an audit student chooses to take the course(s) he/she is enrolled in for credit, the student must re-enroll in the course(s) for credit within the first two weeks of the course.

Degree seeking students, with the approval of their academic advisor, may elect to audit a course.

*Special Student.* A non-degree seeking student who has not yet received a High School diploma (or passed a G.E.D. test). A special student may not receive a degree or accumulate more than 63 credit hours unless he/she becomes a degree seeking student.

In some cases, Summit Christian College will allow special students to apply, enroll, and begin course work toward a certificate or degree. In these cases, special student applicants must complete the general application procedure (less the high school transcript, GPA, and ACT requirements). After reviewing the application, SCC may grant provisional acceptance and establish deadlines by which the student must comply with the general admissions requirements.

Special students will be categorized as full-time or part-time, and have a class standing of Freshman or Sophomore.

Non-degree seeking students continually remain under the current college catalog.

**Full-time Student** Students enrolled in 12 or more semester hours for credit.

**Part-time Student** Students enrolled in less than 12 semester hours of credit.

#### Class Standing

FRESHMAN: a student with 0-31 semester hours.

SOPHOMORE: a student with 32-63 semester hours.

JUNIOR: a student with 64-95 semester hours.

SENIOR: a student with 96 or more semester hours.

#### Academic Advisors

Summit Christian College assigns all degree seeking students and full-time non-degree seeking students an academic advisor. Academic advisors have a good understanding of the college's programs, course offerings, and course sequences. The advisors work with their students throughout their academic careers at SCC to ensure their academic success. Students must meet with their academic advisors prior to registering for classes and register for all classes through their academic advisors. Additionally, students must go through their academic advisors for all schedule changes. Normally, SCC assigns students an advisor after their initial enrollment, and they continue with the same advisor throughout their SCC career. The Academic Dean must approve all changes to the academic advising assignments.

#### Attendance

##### Traditional Program

Students are expected to attend all regularly scheduled class sessions, participate in classroom activities, and complete all course work.

Students who miss more than 15% (fifteen percent) of the total class meeting times are subject to dismissal from the course for excessive absences. Students who are dismissed from a course because of excessive absences receive an "F" for the course and are not entitled to a tuition refund.

Professors have the right to increase the number of absences for a particular course. In such cases, the professor must clearly state the variation in the course syllabus.

Professors have the right, but are not required, to make exceptions to the 15% policy in the case of absences because of extenuating circumstances.

Professors are responsible for maintaining accurate attendance records. Any student who believes he/she was incorrectly counted as absent may appeal a dismissal from a course. The appeal must be made in writing to the registrar's office within 24 hours of notification of the dismissal.

Absences for military service or jury duty are not calculated into the 15%.

Policy regarding tardiness shall be determined by the individual professor and set forth in the course syllabus. The professor may, at his/her discretion, count a given number of tardies as equal to an absence. If a student is marked as absent and later arrives excessively tardy, the professor may elect to still count the student as absent.

## **Daily Class Schedule**

Under normal circumstances, all classes will follow the normal schedule given below. However, at times the administration may call for a "Short Schedule" so that a special meeting of the student body may take place during the morning hours. Short schedules will be announced ahead of time, and the normal attendance policy will be adhered to on days with a short schedule.

### Normal Daily Schedule

1 <sup>st</sup> Hour	7:00—7:50
2 <sup>nd</sup> Hour	8:00—8:50
Devotions	8:55—9:05
Break	9:05—9:30
3 <sup>rd</sup> Hour	9:30—10:50
4 <sup>th</sup> Hour	11:00—11:50 (on Wednesdays, chapel services are scheduled to 12:15)

### Short Schedule

1 <sup>st</sup> Hour	7:00—7:45
2 <sup>nd</sup> Hour	7:50—8:35
Special	8:40—9:25
Break	9:25—9:40
Devotions	9:40—9:50
3 <sup>rd</sup> Hour	9:55—11:05
4 <sup>th</sup> Hour	11:10—11:55

## **Course Cancellation**

During the first week of the semester, Summit Christian College may cancel courses due to insufficient enrollment. When the college does cancel a course, students may amend their schedules within the first two weeks of the semester.

## **Withdrawal from a Course**

Students have the right to withdraw from any course in which they are presently enrolled. Prior to withdrawing, students must discuss their desire to withdraw from the course with the course professor and their academic advisor. Afterwards, students still desiring to withdraw from a course must notify the registrar of their intent. At that time, students will receive a drop slip from the registrar. Students

withdrawing from a course must obtain the signature of the course professor and Academic Dean on the drop slip. Grades and attendance will still be recorded for the course until the student obtains the professor's signature. Completed drop slips must be returned to the registrar's office.

#### Withdrawing from a Traditional Course

1. Withdrawals during the first two weeks of the semester are treated as schedule changes.
2. Students may withdraw from a course from the third week through the eleventh week of the semester without it affecting their cumulative GPA.
  - a. Students may not withdraw from a course after the end of the eleventh week of the semester.
  - b. Students do not receive any credit for work completed in a course once they withdraw from a course.
  - c. Students withdrawing from a required course must retake the course.
3. Students who withdraw from a traditional course between the third and eleventh week of the semester and have a passing grade in the course at the time of withdrawal will receive a VWP (voluntary withdrawal passing) grade on their transcript.
4. Students who withdraw from a traditional course between the third and eleventh week of the semester and do not have a passing grade in the course at the time of withdrawal will receive a VWF (voluntary withdrawal failing) grade on their transcript. The VWF will not affect the student's cumulative GPA, but it will affect the present semester's GPA.
5. Students who discontinue attending a class without formally withdrawing from the course are subject to dismissal from the course when they have missed 15% of the total class meeting times. In such cases students will receive an F grade (see the Attendance Policy).

#### Academic Work Load

Students in good academic standing can generally carry between 12 and 18 credit hours. The ideal or full load for a student is 16 credit hours. Students must maintain an average of 16 credit hours per semester to complete a Certificate in Christian Foundations in one year, an Associates Degree in two years, and a Bachelors Degree in four years.

Students must carry the following cumulative GPA to enroll in more than 18 credit hours:

- For 19-21 hours, student must have a 3.0 minimum GPA.
- For 22 hours, student must have a 3.2 minimum GPA

Students may submit a written request to the Academic Dean for an exception to this policy. Exceptions need to be submitted each semester. Approved exceptions are kept on file in the Registrar's office.

#### Course Repeat Policy

Students who do poorly in a course may elect to repeat the course later. By repeating the course, students have the opportunity to remove course grades of C-, D+, D, D-, or F from their cumulative GPA, for only the most recent letter grade for a given course is used in computing cumulative GPA. However, the previous grade remains on the student's transcript, and it does affect the GPA of that semester.

Students who fail a required course must repeat the course in order to receive a certificate or degree.

#### Incomplete Work

Incompletes are discouraged. However, under certain circumstances, students may petition their professor for additional time to complete the work for the class. Students must present their petition

before the end of the grading period. Students who receive an extension will receive an "I" grade. Students receiving an extension must complete all work within three weeks of the last day of the semester. If the work is not completed within the three week period, the "I" becomes an "F".

In some instances, with approval of the faculty member and the Academic Dean, the student may re-register and repay for the course, and then complete the requirements to receive credit for the course.

### **Credit by examination**

Summit Christian College accepts College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), and other recognized credit-by-examination credits for equivalent general education courses. Credits-by-examination credits may be transferred to SCC if applicable to the student's specific degree program, but will be limited to not more than 30% of the total hours required for the degree.

For more information about credit by examination see the Academic Dean.

### **Independent Studies**

Independent studies are designed for Junior or Senior students to provide an opportunity to take required classes that they are unable to take because of scheduling conflicts. Students desiring to take an Independent Study course must obtain the permission of their academic advisor, the Academic Dean, and the course professor prior to registration and a minimum of two weeks prior to the start of a semester. Students may not enroll in more than one Independent Study per semester. Students may not earn more than sixteen credit hours of Independent Study credit in pursuit of a bachelor's degree or seven credit hours in pursuit of an associate's degree.

### **Online/Distance Learning**

Students may apply a maximum of 36 credit hours of online or distance learning toward a B.S.-Major in Bible or B.A.-Major in Bible, a maximum of 18 semester hours of online or distance learning toward an Associate of Arts, and a maximum of 10 semester hours of distance learning toward a Certificate in Christian Foundations. Online and distance learning courses include independent studies and online courses offered through SCC or other colleges or universities. All online and distance learning credit must originate from an accredited college or university.

### **Admission of Transfer Students**

Prospective students who wish to transfer credit from another institution should follow the admission procedure outlined in the College Catalog. Additionally, during the application process, they must provide Summit Christian College with an official transcript of credit from all previous institutions attended.

After evaluating all transcripts, the Registrar's Office will inform transfer students of the number of credit hours and required courses they need to take for their degree program.

Summit Christian College will not apply transfer credit until the official transcripts have been received and evaluated by the registrar's office and the student has enrolled in classes. Summit Christian College will not accept transfer credits for courses with a grade below a 2.0.

Students transferring in credit must take a minimum of 32 semester hours of credit for the B.S./B.A. or 16 semester hours of credit for the A.A. from SCC in order to receive their degree.

Summit Christian College does not accept students who have outstanding bills at other colleges.

## **Final Exams**

Final exams are scheduled during the last week of each semester. Students who are unable to take the final exam at the scheduled time must make arrangements with their professor prior to the scheduled exam time. Students may request a change in the exam schedule if three or more exams are scheduled for the same day.

Graduating seniors must have all assignments and projects completed by the Monday prior to graduation. Graduating seniors are normally exempt from final exams during the semester just prior to graduation. However, a professor may require a senior to take a final exam if he/she is enrolled in a required class. In addition, a graduating senior may elect to take a final if he/she is failing the class and a passing grade on a final will be necessary for the student to complete the course. When graduating seniors take a final exam, the final must be completed by the Monday prior to graduation.

## **Academic Integrity**

Summit Christian College places a high priority on honesty, integrity and biblical commitment to truth. Therefore, cheating, lying, plagiarism, and other forms of academic dishonesty will be treated as a violation of the moral code of Summit Christian College and the Scriptures.

Examples of plagiarism include the following:

- a) submitting someone else's work as your own,
- b) failing to use quotation marks or block quotes when quoting the work of another,
- c) failing to include all cited sources in a Works Cited list,
- d) including the ideas from a source without citing the source,
- e) paraphrasing (restating the work of the original source) without citing the source.
- f) giving false information about a source,
- g) including so much of a source's words or ideas that the work is no longer your own even if you cite the source,
- h) using the outline, main headings, or structure of another author without citing the source.

Students that violate this policy will receive a reprimand and may receive a zero (0) for the assignment. Summit Christian College may take the following steps for any student that continues to violate this policy: dismiss the student from a course with a failing grade, place the student on character probation, and/or dismiss the student from Summit Christian College.

## **Academic Appeal Policy**

A student with grievances or a problem with the way a particular course is conducted or how grades are assigned should first seek a solution with the professor of the course within 10 days of receiving the grade report. If a satisfactory solution cannot be reached, the student should file a written appeal with his or her academic advisor to help solve the problem. The appeal to the academic advisor must be filed within 10 days of the professor's final decision concerning the student's appeal. The advisor then has 10 days to consult with appropriate parties and respond to the student.

If a satisfactory solution cannot be reached from the appeal to the academic advisor, the student may file a written appeal with the Academic Dean. The appeal to the Academic Dean must be filed within 10 days of the decision of the academic advisor concerning the student's appeal. The Academic Dean will have 10 days to notify the student of the final decision regarding the appeal. The decision by the Academic Dean is final and cannot be appealed.

## **Academically “At Risk”**

Summit Christian College attempts to identify students who are “at risk” of not achieving their academic goals. The college does this to increase the potential for academic success for those students through tutoring and counseling. The college may identify a student at risk by any one of the following criteria: GPA and/or ACT scores submitted during the admissions process, student self-reporting (initial interview or academic advising), past academic performance at SCC, having a grade in any one class lower than a 70% at weeks 4, 8, or 12 during the semester, or earning a final semester GPA below 2.0.

The Academic Dean or the student’s academic advisor will meet with students who have been identified “at risk” to determine if a course of corrective steps need to be employed and the degree of those steps.

## **Academic Discipline**

### **Academic Restriction**

Students who have a 69% or lower in any course during the semester or have excessive absences (as determined by the professor) will be placed on Academic Restriction. Students placed on academic restriction will be notified via email by the Dean of Students or the Academic Dean. While on academic restriction, Summit Christian College may require students to participate in tutoring related to a specific course or general tutoring in study skills as a condition of continued enrollment. Dorm students on Academic Restriction must be in the dorm by 10:00 PM Monday through Thursday evenings and midnight Friday through Sunday evenings. For corrective purposes, Summit Christian College reserves the right to limit the internet access of those students on academic restrictions. When a student raises all course grades above a 69%, the student will be taken off Academic Restriction.

### **Academic Warning**

Students who have a 69% or lower in any course at midterm will receive an official letter of Academic Warning. A copy of the letter will be placed in the student’s file.

Summit Christian College may require students on Academic Warning to participate in tutoring related to a specific course or general tutoring in study skills as a condition of continued enrollment.

### **Academic Probation**

Students who fail to maintain a 2.00 GPA (1.75 for freshman) for a semester will be placed on Academic Probation for the next semester. Students on Academic Probation will not be qualified for SCC scholarships. Students on Academic Probation will not be allowed to participate in extra-curricular activities sponsored by the college without written approval from the Academic Dean. Students on Academic Probation may be required to reduce the number of hours of outside employment, the number of academic hours during the probation period (generally this means no more than 12 hours of academic courses), or both. Academic probation applies to both part-time and full-time students.

Students receiving any scholarship from Summit Christian College must maintain at least a 2.00 (1.75 for freshman) grade point average (figured at the end of each semester) to retain the scholarship.

Summit Christian College may require students on Academic Probation to participate in tutoring related to a specific course or general tutoring in study skills as a condition of continued enrollment.

### **Academic Suspension**

If a student fails to raise his/her semester GPA to 2.00 (1.75 for freshman) during the semester of academic probation, he/she will be placed on a one (1) semester academic suspension. A student on academic suspension is not allowed to enroll in any classes during the suspension. A suspended student

who shows a renewed interest and determination in academic studies may re-enroll at the end of the suspension. If a student re-enrolls after the period of suspension, he/she will be on Academic Probation for the next semester. Failure to maintain a 2.00 after this second probationary period, or any subsequent probation, will result in the student being dismissed from Summit Christian College. A student who is dismissed for academic reasons must sit out an entire academic year, and then must reapply for admission to SCC. Any credits received previously will be treated as transfer credits. Academic suspension applies to both part-time and full-time students.

See Degree Completion Supplement for Academic Probation and Academic Dismissal Policy in the Degree Completion program.

#### **Right to Petition for Readmission**

Students placed on academic suspension, or academic dismissal may appeal the decision to the full faculty and Academic Dean for readmission.

### **Graduation**

Summit Christian College holds graduation services annually at the end of the spring semester for all certificate and degree recipients. Students who satisfy all requirements for graduation prior to the annual services participate in the first graduation service following their completion. In order to receive a certificate or degree from Summit Christian College students must meet the following requirements:

1. Satisfy all application requirements for the student's chosen certificate or degree.
2. Satisfy all academic requirements for the student's chosen degree or certificate as stated in the catalog in effect at the time the student declared his/her degree intentions. Students who change their degree must satisfy the degree requirement in effect at the time of the change. Students who are not enrolled for two consecutive semesters, other than for military service, must satisfy the degree requirements in effect at the time of their last re-enrollment.
3. Attain a minimum 2.0 cumulative GPA upon graduation.
4. Transfer students must complete at least 32 credit hours at Summit Christian College for a Bachelor Degree and 16 hours for an Associate Degree.
5. Satisfactorily fulfill the requirements for the Mentored Ministry program and chapel.
6. Be in good character standing with the college at the time of graduation having demonstrated Christian faith and character to the administration and faculty.
7. Settle all financial obligations to the College by May 1<sup>st</sup>.
8. Complete all exit interviews and exit exams.
9. Declare their intent to graduate when registering for their final semester.
10. Be recommended for graduation by the faculty and Board of Trustees. Students on academic suspension or character probation or suspension will not be recommended for graduation.

#### **Exit examinations**

Students completing their academic goals who are receiving a degree or certificate in Christian Foundations are required to take an exit examination. The exam must be taken prior to commencement. The examination scores do not affect the student's grades or class standing.

### **Honors**

In order to encourage academic excellence, the College has provided for the recognition of scholastic achievement in the following ways:

### Dean's List

At the end of each semester a list of the full-time students (12 hours or more) who have a semester grade point average of 3.75 or above will be posted.

### Honor Roll

At the end of each semester a list of the full-time students (12 hours or more) who have a semester grade point average of 3.50-3.74 will be posted.

### Graduation Honors

Students who have achieved academic excellence will be given the following honors upon granting of the bachelor's degree:

- 3.6     cum laude
- 3.75    magna cum laude
- 3.9     summa cum laude

### Awards

Summit Christian College recognizes outstanding achievement during the **Awards Ceremony** – Held the week before Commencement. This evening honors the accomplishments of all students during the school year, especially those who are graduating from SCC.

The Barnabas Award is a special award given to a student who has consistently demonstrated Christian character and conduct, and exemplified the Christian mandate of encouragement. The recipient will receive a 25% tuition grant for the following year.

### Family Educational Rights and Privacy Act (FERPA)

As students progress from applicant to graduate, Summit Christian College collects and maintains personal information on each student in his/her educational records. FERPA is a federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that gives students the following fundamental rights with respect to their education records:

- The right to inspect and review their student educational records.
- The right to request the amendment of their student education records when the student believes the records are inaccurate or misleading.
- The right to limit disclosure of personally identifiable information in their student educational records except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Complaints may be filed at:

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

Furthermore, FERPA protects the privacy of the information in the educational records against unauthorized disclosure. However, FERPA allows schools to disclose information in the students'

education records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

FERPA treats the following student information as directory information: name, local address, permanent address, email address, telephone number, degree or certificate program, class standing, (senior, junior, sophomore, freshman), participation in officially recognized activities and sports, Mentored Ministry activities, dates of attendance (current enrollment status, full-time or part-time), degrees and awards received, most recent previous school attended, class schedule and class roster.

As directory information, Summit Christian College may disclose any of the above information without student consent. Students may exercise their right to not have directory information released by submitting a letter to the registrar's office that states what directory information may not be released.

Students may authorize Summit Christian College to disclose information from their educational records to parents, guardians, or other third parties by filling out a FERPA release form and submitting it to the Registrar's office.

## **Student Educational Records**

Students may access current grade reports, unofficial copies of transcripts, and financial information at [www.summitcc.net/myscc](http://www.summitcc.net/myscc).

Students may request access to their educational records through the following offices:

- Academic records—Registrar
- Application Data—Registrar
- Discipline records—Dean of Students
- Financial records—Bookkeeper

## SECTION 3: FINANCIAL INFORMATION

Summit Christian College fully understands the dangers associated with debt, and in particular, student debt, for those serving in vocational and non-vocational ministry. Therefore, Summit Christian College strives to keep its tuition and fees affordable, so that departing students entering ministry can serve freely with minimal debt associated with the cost of their education.

### Tuition and Fees \*

#### Traditional Program Tuition and Fees\*

##### Tuition Costs Per Credit Hour

Standard	\$175
Audit	\$87.50
Spiritual and Professional Development	\$87.50

##### Dorm Rent Per Semester

Double Occupancy	\$900
Single Occupancy	\$1175
Super Single	\$1450

##### Additional Per Semester Fee

Single YMCA (New Member)	\$132.50
Single YMCA (Returning Student)	\$84
Single YMCA (Summer Only)	\$44.25
Family YMCA (New Member)	\$198.50
Family YMCA (Returning Student)	\$121.50
Family YMCA (Summer Only)	\$69
Library Fee (per credit hour)	\$5
IT Fee (per credit hour)	\$5

##### One Time Fees

Application Fee	\$35
Freshmen Orientation Fee	\$50
Graduation Fee	\$100
Access Card	\$10

##### Deposits

Dorm Reservation / Damage	\$150
Dorm Key Deposit	\$5
Mailbox Key Deposit	\$5

\*All prices subject to change

## **SECTION 4: CAMPUS SERVICES**

### **Administrative Office**

The office will be open during regular business hours Monday through Friday 8:00 am to 4:00 pm. Students should not enter the administrative offices, unless invited specifically by the faculty or staff.

College equipment and supplies in the offices are to be used by office staff and faculty only.

Notices may be posted on the bulletin boards. However, any notice posted by anyone other than faculty or staff must have the approval of the Administrative Office.

### **Mail Service**

Mail is distributed to individual mailboxes, which are located in the foyer. Incoming mail will be distributed Monday through Friday by noon unless otherwise posted. There will be no mail distribution on weekends or holidays. Each student is assigned a mailbox and issued a key. All mail and packages need to be sent to the following address:

Student Name  
2025 21<sup>st</sup> St.  
Gering, NE 69341

Outgoing letters may be mailed by placing them in the outgoing box by the dining room. The student needs to provide his/her own stamps and envelopes.

The College will forward first-class mail for two (2) weeks.

Campus Announcements will be posted on digital signs and/or bulletin boards in common areas. Be sure to check frequently for updated announcements. The registrar emails the announcements to the student's email accounts.

### **Academic Advisement**

Each student will be assigned a Faculty Advisor. The Advisor will help the student plan his/her academic workload for each semester. Additionally, the Advisor will assist the student in matters concerning the Mentored Ministry program. While the Faculty Advisor is not a "counselor", the Advisor will try to assist each student in his/her spiritual, social, and academic walk while the student attends Summit Christian College.

### **Academic Tutoring**

Volunteers will be available to assist students. Arrangements can be made through Academic Dean.

### **Health Services**

Each student is responsible for providing the student's own health and accident insurance. Health services are available at area hospitals and clinics.

### **Library Resources Center**

The Summit Christian College library exists to provide the resources and services necessary to fulfill the College's mission. As a specialized collection, the library is tailored to support the curricula of Bible, theology, and Christian ministries. Holdings include nearly 18,000 works (books and audiovisual

materials) as well as current subscriptions to periodicals and newspapers. Patrons have access to thousands of additional materials online via *NebraskaAccess*, an online database service.

During the school year, library hours are:

Monday – Friday	6:00 am – Midnight
Saturday	8:00 am – Midnight
Sunday	Noon - Midnight

The library exists for study and research, thus a quiet attitude should be demonstrated at all times for the benefit of all patrons. No library materials should be removed from the library without completing checkout procedures.

- ❑ Checking material out of the library constitutes responsibility for its return or replacement.
- ❑ The normal checkout period is two weeks with possible renewals permitted.
- ❑ Fines for overdue materials are 25¢ per day.
- ❑ Grades will be withheld until all library fines are paid.
- ❑ Unreturned or lost materials will incur a replacement fee.

A large collection of reference books is maintained in the library. Additionally, professors may set materials aside on reserve for a specific class. Students may not remove any reference or reserve books from the library and can be fined or placed on probation for violating this policy. Current periodicals and newspapers also should be used only in the library.

The library is a member of the Panhandle Library System. Students can easily use facilities and services at the Gering Public Library, the Lied Scottsbluff Public Library and the library of Western Nebraska Community College.

Students may borrow materials located at other libraries nationwide via interlibrary loan. The library regularly provides a selection of books for sale or to be taken free of charge.

Patrons should refer to the Library Handbook for Students to obtain additional detailed information on services, resources, policies, and procedures.

### Special Library Collections

During the past years the college library has been the recipient of many valuable volumes that have been donated by friends of the college. We gratefully acknowledge the following gifts:

- The Ellwood Beeman Collection
- The Christian Martin Collection
- The Floyd Hopper Collection
- The H.E. Fletcher Collection
- The El Paso School of Missions Library
- The Ted Addington Collection
- The Howard Roseberry Collection
- The Doyle Kinney Collection

Students should refer to the Library Handbook for all Library rules and regulations.

## Commons

The Commons area is open and available for student use with hours coinciding with dorm hours. The area is for the use of all Summit Christian College students. Because this is also a public area, please be aware of your conduct and your appearance, and help to keep the Commons neat and clean.

## Maintenance Shop

The Maintenance Shop and tools are not for student use. The maintenance supervisor and/or the administration will make exceptions only in specific situations.

## Emergency Response Policies and Procedures

### Fire Emergency Procedures:

The SCC building has eleven (11) doors that exit to the outside. If the Fire Alarm "Sounds", students who are inside their dorm room should proceed to the door of their room and check it for heat with the back of their hand. If the door is COOL, they should open the door slowly and check for smoke in the hall. If there is no smoke, they should proceed to the nearest Exit and evacuate the building. If the door is HOT, or if there is SMOKE present in the hallway, they should not open the door. In the case that a person cannot get to an exit door because of the fire, he/she should remove the screen from a window, open the window, and exit the building. As a last resort, a person could break out a window and exit the building.

**Reassembly:** Once a person has safely evacuated the building, he/she should proceed to the designated reassembly point, which is across 21<sup>st</sup> Street, at the east side of the Faith Lutheran Church. At this time SCC faculty, staff and RAs should confirm that all occupants of the building are present and out of the building.

### Tornado Emergency Procedures:

In the event that there is a tornado warning, or it is evident that a tornado is about to hit the SCC campus, all occupants of the building should move to an inside hallway away from windows and doors and close the doors to nearby rooms. Students in the dorms may wish to take shelter inside their bathrooms, since there are no windows in the bathrooms.

### Chemical Spill Procedures:

Due to the nearness of the highway to the west of the campus, there is the possibility of an accident that could result in a toxic chemical spill. There is also a lesser possibility that a railroad car incident could produce a spill that could impact the college. If either of these events were to happen, all occupants of the building may be required to evacuate the building. Informed emergency personnel will tell us how far away and in what direction we need to evacuate, depending on the type and toxicity of the spill.

### Active Shooter Procedures:

Summit Christian College places the highest priority on the preservation of the lives of our students, faculty, and staff. If an active shooter event should occur, our students, faculty, and staff should use the **Avoid | Deny | Defend™** model. If it is safe for them to do so, students, faculty, and staff should exit the facility immediately to **AVOID** the shooters. If students, faculty, and staff are unable to safely exit the facility, they should lock themselves in their current location and barricade the door to **DENY** the shooters' access. In the event that students, faculty, and staff are unable to utilize the **AVOID** and **DENY**

strategies successfully, they should **DEFEND** themselves using whatever means are available. Regardless of the options utilized, students, faculty, and staff should call emergency services (911) as soon as it is safe to do so.

## **Policies on Safety and Security Measures**

The following safety and security measures are currently in place for Summit Christian College.

All the main access doors to the building are controlled by electronic key cards. The front door is open during business hours, and does not require the use of a key card during those hours. All other doors are always locked and always require use of a key card, which all registered students possess, and faculty and staff possess. After hours, the front door also requires use of the key card. All other doors to the outside are to be shut and locked at all times. The RAs check all doors to the outside every night before they activate the alarm system at curfew. The alarm once activated will sound even if a legitimate key card is used to enter the building, or if someone exits the building after curfew.

SCC has eleven (11) video surveillance cameras constantly recording what is happening inside our building. These recordings can be accessed by appropriate personnel if the need arises.

All classroom doors are to be kept in a locked condition even while classes are in session. Thus if there were to be an armed intruder enter the building, the door could quickly be shut and it would then be locked to the hallway. All classrooms are to have the doors shut and locked after office hours are over. In this way no intruders will be able to hide in a classroom and gain entrance to the building.

## **Crime Prevention Programs**

### **Crime Prevention and Information Programs for Students, Faculty, and Staff**

Summit Christian College is committed to providing a safe and secure campus environment in which all students, faculty, and staff can live and do their work without fear. As a Christian institution, SCC expects students, as well as faculty and staff, to live by the moral code of the New Testament. Students who fail to do so are subject to discipline and possible dismissal from the college. (2015-16 Student Handbook p. 34) Nevertheless, SCC recognizes that even Christians do not always live up to God's expectations of them, or even to their own expectations of themselves. Consequently, SCC has certain policies and procedures in place to attempt to prevent crimes and criminal activity on SCC's campus.

Summit Christian College provides speakers from local law enforcement to students, faculty and staff at special gatherings to provide information about campus security procedures and practices and to encourage students, faculty, and staff to be responsible for their own security and the security of others. Near the beginning of the school year, or at other times during the year, students, faculty and staff are reminded of security protocols and safety procedures.

Summit Christian College believes that a community committed to the prevention of crime promotes the safest possible environment. On a couple of occasions a year programs will be presented on campus for staff and student participation to provide information that will be helpful for dealing with personal and security related concerns. Examples of these programs would be: Orientation, email announcement, and timely warning drills. Other programs will be scheduled as required. Security information will also be presented through various campus media sources.

What can a person do as a community member?

We are calling upon each person as a member of the community to be vigilant in immediately reporting suspicious activity that they observe on campus. An individual's knowledge of personal space and areas they frequent on campus enable them to best judge persons or conditions that are out of place or

suspicious. When someone observes anything that seems out of the ordinary, we encourage them to immediately call their RA or the Deans of Students, or the Academic Dean. Each individual's assistance in alerting authorities to suspicious conditions, events, or persons is a critical component of maintaining a safe and secure campus and SCC is dependent on a collaborative campus community to maintain safety successfully at this institution.

#### Student Responsibility

The cooperation, involvement, and personal support of students in campus safety are crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking, simple common sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

##### Dormitory Halls:

- Do not prop open the exterior door of any dormitory hall.
- Always lock doors; even if leaving for only a few minutes.
- Close and lock windows when you leave.
- Take care of key cards. Don't loan them out or give anyone a chance to take them from dorm rooms.
- Don't leave valuables, like a wallet, credit cards, or jewelry, in open view.
- Close window blinds or shades in the evening.
- Engrave electronic items and record serial numbers of expensive items.
- Look out for fellow SCC students.
- Report any suspicious activity and crimes to the RAs and/or Deans of Students.
- While traveling, be aware of surroundings.
- Park in well-lit, heavily populated areas.
- A person should trust their instincts. If something doesn't feel right, find another place to park.
- Have a cell phone accessible if possible.
- Do not leave valuable items visible personal vehicles.
- Always roll up windows and lock doors before leaving a vehicle.
- Walk with others to vehicles whenever possible.
- A person should carry their keys in their hand when they approach a personal vehicle.
- Look around and check the back seat of a vehicle before entering.
- Upon entering the vehicle immediately lock all doors.
- Never pick up hitchhikers.
- While driving, if someone notices that they are being followed, they should drive to the nearest open store, service station, police station etc. for help. A person should try to get a description of the car following them and its license plate number.

## **Procedures for the Investigation and Prosecution of Alleged Sex Offenses.**

**Harassment and Sexual Assault: Sexual Harassment and Sexual Assault Response and Protocol for Students of Summit Christian College**

Summit Christian College (SCC) is committed to maintaining an environment in which all students, faculty, and staff strive to live by the moral code of the New Testament. This is true in the area of sexual morality as much as in any other area. Sexual activity outside of marriage is a violation of the moral code of the New Testament, and is prohibited in the SCC student handbook. Students who violate this policy are subject to disciplinary action and possible dismissal, regardless of whether any actions have taken

place that would be a violation of the laws of the land. As a Christian College, we understand and fully intend that our policies are stricter than the laws of the land and the prevailing culture around us.

Therefore, Summit Christian College (SCC) is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment, relationship violence, sexual assault, and stalking. Any form of harassment, sexual harassment or sexual assault is absolutely prohibited. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

It is the responsibility all members of SCC to participate in understanding and education for preventing and alleviating relationship violence and sexual misconduct. The college has no control or jurisdiction over problems between intimates if the act of violence or the sexual misconduct occurs off campus and does not affect either employment or classroom performance. If acts of relationship violence, including stalking, occur on campus, then SCC has a legal obligation to act.

Any activity (behavior or conduct) perceived as relationship violence or sexual misconduct should be reported promptly to the Deans of Students and law enforcement, as necessary.

#### Definitions:

- Harassment: including sexual harassment, includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age.
- Relationship Violence or Intimate Partner Violence (IPV): when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence or psychological and emotional abuse directed towards a spouse, ex-spouse, current or former boyfriend or girlfriend. Persons who have just met and are in the preliminary stages of intimacy are considered within the scope of this definition.
- Forcible rape—The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included.
- Statutory offenses (no force used—victim under age of consent) are excluded.
- Sexual assault: an extreme form of sexual harassment and is defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his or her free will or without his or her consent. Sexual assault may include date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way.
- Stalking: a course of conduct, directed at a specific person that would cause a reasonable person fear. Stalking refers to repeated harassing or threatening behaviors that an individual engages in such as following a person, appearing at their home, place of business or education, making harassing phone calls, mailing or leaving cyber or written messages or objects or vandalizing a person's property. These actions may be accompanied by a credible threat of serious harm.
- Consent: Positive cooperation in the act or expressing intent to engage in the act. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, under the threat of violence, injury or other forms of coercion, and cannot have a disorder or disability that would impair his/her understanding of the act. The presence or absence of consent is based on the totality of the circumstances, including the context in which an alleged incident occurred. The fact that a student was under the influence of drugs/alcohol may be considered in determining whether that person had consented to the act in question. Consent may not be inferred from silence or passivity alone.

**In the event of Sexual Harassment or Stalking:**

I. If any of our students feels he or she has been subject to sexual harassment or stalking, the student has the right to file a complaint with our college.

To file a complaint in writing, this may be submitted to one of the Deans of Students – Dave Robinson or Jackie Coop. They are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our grievance procedures.

II. Once the complaint has been received, SCC will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the sexual harassment.

III. If it is determined that sexual misconduct has occurred, we will take such action as is appropriate under the circumstances. Such action may range from counseling to dismissal from the institution, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

**In the event of Sexual Assault:**

I. Any person who has been a victim of a sexual assault should, as soon as possible:

A. Don't shower, bathe or douche. Go immediately to any emergency room.

B. Keep a journal. Write down the events of the assault including the date, time and chronology. If there are witnesses or people who have information about the assault, write down their names in your journal. Preserve any harassing letters, messages or e-mails as evidence.

C. Some of their clothing may be needed for evidence. Bring clothing, or have someone bring it.

D. Participate in a full rape exam.

E. Be sure to get there within 12 to 24 hours if a date rape drug may have been used.

F. Seek counseling and support services.

G. Notify the SCC Deans of Students. Every effort shall be made to ensure the privacy and confidentiality of the victim and the accused both during and after any investigative and adjudicative process.

**In the event of Intimate Partner Violence:**

I. Victims are encouraged to report all incidents to the Deans of Students, regardless of how insignificant the crime may seem. All complaints of relationship violence will be investigated in as confidential a manner as possible and corrective action, including discipline or expulsion, will be taken where appropriate.

II. Information regarding the complaint will not be released to third parties or persons who are not involved with the investigation. This is to protect the confidentiality of the student who makes the complaint, to encourage the reporting of incidents of relationship violence, and to protect the reputation of a student wrongfully charged.

III. Retaliation against students filing a complaint made in good faith is strictly prohibited, as are false charges of intimate partner violence.

**Reporting:** Reports can be filed by the alleged victim or a third party who is aware of allegations of sexual violence or harassment, including other students or SCC employees. An incident report is to be filed with SCC Deans of Students. Incident reports can be taken by the following:

President

Academic Dean

Deans of Students

Resident Advisors

Professors

Incident reports given to the above designated administrators or employees will constitute "notice" to the College for the purposes of considering an investigation and institutional response. SCC employees are required by law to report any allegations of sexual abuse or assault of a minor to either law enforcement or the Department of Health and Human Services.

**Exception Regarding Employee Reporting:** the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional. Employees may have to breach a confidence, however, when they perceive an immediate and serious threat to any person or property.

#### Procedure for Disciplinary Infractions

SCC has a responsibility to respond to reports of sexual violence or sexual harassment and attend to the needs of the students who are involved. Reports of sexual violence and sexual harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. SCC is also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance.

While students are not required to notify law enforcement authorities regarding a report of sexual violence or sexual harassment, reports still need to be filed with the RAs to inform them that an act of violence may have occurred. The RAs will notify the Deans of Students, who are responsible for coordinating the SCC's response to the reports of sexual violence and sexual harassment. Pursuant to federal law, SCC has a legal responsibility for documenting and reporting an incidence of sexual violence and sexual harassment. Regardless of whether or not the law enforcement authorities choose to prosecute a reported offense, SCC can pursue formal disciplinary action against a student or employee alleged to have committed sexual violence or sexual harassment.

All disciplinary infractions will be handled according to the SCC Student Handbook.

*Note: While this policy and procedures are written primarily for the benefit of students, the same procedures shall also apply in the event either the individual reporting the sexual violence or sexual harassment, or the alleged perpetrator, is not a student. Similarly, while the procedures assume that the incident occurred on or near SCC's property or at an official SCC function or activity, some of these procedures may also apply if an alleged incident occurs off campus or in a setting unrelated to SCC functions/activities.*

1) An initial report may occur by telephone, email, in writing or in person. When an initial report of sexual violence or sexual harassment is received by any designated administrator or employee (listed in this Policy under "Reporting"), the initial report shall be shared with the Deans of Students as quickly as possible.

2) The Deans of Students or their designee will contact the alleged victim for the following purposes:

- To ask questions in order to gain a better understanding regarding the nature of the incident;
- To explain confidentiality and reporting requirements;
- To explain the investigatory process, law enforcement options, and possible consequences;
- To provide information about resources that are available to the individual; and,
- To ask if the alleged victim wishes for the report to be pursued through an investigation or not. (If the alleged victim requests confidentiality, or asks that the report not be pursued, SCC will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, if possible. The request will be evaluated and weighed against SCC's responsibility to provide a safe and nondiscriminatory environment.)

3) The Deans of Students or their designee, after consultation with the President and/or Academic Dean, will determine if an investigation will be conducted.

4) If an investigation will be conducted, the Deans of Students or their designee will immediately begin an investigation and will take steps to complete the investigation within ninety (90) calendar days after receipt of the report, if possible. The College is committed to a complete and impartial investigation of reports of sexual violence or sexual harassment, including the opportunity for both parties to present witnesses and other evidence. Investigations will occur as quickly as possible, but the complexity of the investigation, the severity and the extent of the harassment or number of involved parties can impact the duration.

The investigation shall consist of:

- Reviewing all related written statements or reports;
- Interviewing the alleged victim, alleged perpetrator and other witnesses;
- Reviewing applicable College records; and,
- Reviewing other relevant material and evidence.

5) The Deans of Students or their designee will provide parties involved in the investigation with periodic updates while an investigation is pending, consistent with Family Educational Rights and Privacy Act (FERPA) restrictions.

6) At the conclusion of the investigation, the Deans of Students or their designee will make a determination regarding the report using a "preponderance of the evidence" standard (more likely than not that sexual violence or harassment occurred) and will provide the recommendation to the Academic Dean and the President.

7) Within ten (10) working days from receipt of the Deans of Students or their designee's recommendation, the Academic Dean or President will issue a written statement to the alleged victim, the alleged perpetrator and the Deans of Students regarding the outcome of the investigation and if disciplinary proceedings will commence. In the event that disciplinary proceedings commence at the conclusion of the investigation, the College has an obligation to disclose the outcome of the disciplinary proceedings to the student who reports being the victim of sexual violence.

8) The College will change a victim's academic and living situation after an alleged sex violence incident or harassment, if those changes are requested by the victim and reasonably available. Possible changes include:

- Arranging for extension of class assignments and examination due dates.
- Assisting the victim in dropping courses or withdrawing from the College without academic or financial penalty if that is the victim's wish.

- Arranging for the victim to move from one on-campus housing location to another. Specific requests for such changes should be directed to the Deans of Students.

Note: Summit Christian College prohibits retaliation for reporting parties and any individuals participating in an investigation. The College will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

## **SECTION 5: STUDENT LIFE**

### **Spiritual Life**

#### **Chapel**

Chapel services are designed to be an important part of the college experience. These services are developed around the student's need to share, to be encouraged, and to be challenged. The student will be uplifted by the singing, the quiet moments of prayer, the inspirational messages of visiting speakers, and the involvement of classmates, faculty and administrators in chapel services designed for a variety of purposes. Chapel is held at 11:00 am on Wednesday of each week.

#### *Chapel Attendance Policy*

Students in a Bachelor degree program must have 8 credits of chapel (one credit for each semester enrolled in the program). Students in an Associate degree program must have 4 credits of chapel (one credit for each semester enrolled in the program). Students in the Certificate in Christian Foundations program must have 2 credits of chapel (one for each semester enrolled in the program). Transfer students must have a credit hour for each semester enrolled in a program at SCC.

Chapel attendance is required for all full-time students and all students working in a degree program (Students in the ICL program are exempt.). Roll is taken by the Dean of Students. Any student who has more than two unexcused absences from chapel services in a semester will receive a "no pass" for chapel. A student who receives a "no pass" for chapel will be placed on probation, and will be required to attend every chapel session in the following semester. Failure to do so may result in dismissal from Summit Christian College. A student may appeal a "no pass" in writing to the Dean of Students if any unusual circumstances contributed to the excessive absences.

With prior approval from the Dean of Students, part-time students in a degree program may be exempt from Chapel when there is a work or home schedule conflict. In lieu of attending chapel the exempt student must provide documented evidence of regular Church attendance. Prior to approval from the Dean of Students, part-time students fall under the above policy. If a part-time student receives a "no pass" because of absenteeism, he/she cannot request exemption.

#### **Devotions**

#### *Personal Meditation*

Each student is encouraged to develop a daily habit of spending quality time meditating on God's revealed Word.

### *Group Devotions*

Morning devotional gatherings are planned for 8:50 am Tuesday through Friday for the entire student body in the commons area. Members of the faculty and student body are scheduled to lead the assembly.

Dormitory devotions are student led and take place at 10:00 pm on Monday evening. All dormitory residents must attend. Non-dormitory residents may attend. Residents who are not on restrictions may leave the dormitory after devotions. Curfew is at midnight.

Students are encouraged to meet for prayer, worship, and Bible study as long as the time and place are not in conflict with any College program or policy.

### **Church fellowship**

In honoring Christ, all SCC students are expected find a regular place of fellowship and service. The purposes of such involvement are to generate:

1. A partnership of students in fulfilling the New Testament concept of ministry.
2. Assistance in the programs of local congregations.
3. Growth in individual students as they sense both their potential and need for refinement in the tasks of ministry.

### **Mentored Ministry**

Mentored Ministry is a “hands on” focused, practical dimension of Summit Christian College’s program. It is designed to integrate academic exercise with practical ministry in an observable and evaluative environment, which will enable the student to develop through a variety of ministry activities. The three-fold objectives of the program are as follows:

1. Guide the student in actual service and worship for the glory of God.
2. Provide the student with a practical dimension of learning as an important part of the educational program.
3. Challenge the student through interaction with a faculty advisor to grow in Christ.

Further details of the Mentored Ministry program are provided in the Mentored Ministry Handbook.

All students in a certificate or degree program are required to participate in the Mentored Ministry program.

If a student fails to complete the Mentored Ministry program requirements, he/she may petition the Academic Dean for possible alternative ways to fulfill the requirement.

## **Organizations/Activities**

### **Athletics**

Summit Christian College offers a program of athletics, primarily through its association with the Scottsbluff YMCA. Activities include basketball, volleyball, exercise programs, racquetball, swimming, etc.

Summit Christian College participates in the local YMCA league sports. Teams and individuals representing the college regularly compete in women's volleyball, coed volleyball, and men and women's basketball.

As a part of an arrangement between the YMCA and SCC, all full-time students in the traditional program are required to purchase membership in the YMCA. Part-time students in the traditional program may purchase this membership, but it is not required. See Financial Information for YMCA membership fees.

Any student or group of students who desire to participate in an organized sporting activity through the YMCA or other local group in the name of Summit Christian College must have the approval of the College administration.

### **Music Ensembles and Outreach Teams**

Music ensembles provide an opportunity for students with the gift of music to use their talents in ministry. Other types of outreach teams include drama teams or camp teams that travel to various churches and summer church camps.

Each group representing the College must have faculty sanction and faculty sponsorship. Sponsors are selected to oversee and are responsible for the group's activities and scheduling. Members of music ensembles and outreach teams may not accept invitations to perform or schedule performances without the consent of the group sponsor. The College retains the right to supervise the content of any program and the kind of music performed by any group of students representing the College.

Students representing Summit Christian College are expected to meet all the scholastic, moral, and spiritual standards prescribed.

### **Student Government**

Each class will select a faculty member as a class sponsor (Seniors have first choice, Juniors second, Sophomores third and Freshmen fourth) In addition, each class will select class officers: President, Vice-President, Secretary, and Treasurer. These officers will serve on student led committees that assist in the planning and execution of social functions throughout the year.

Each year each class will plan and host a social event for the College family. Traditionally, the Senior Class accepts responsibility for a February Banquet, the Junior Class the Awards Banquet, the Sophomore Class the Senior Breakfast, and the Freshmen class a fall semester activity. Classes are encouraged to plan and sponsor other events as well.

Any projects, activities, or special speakers planned by any class must be under the supervision of the Class Sponsor and in keeping with the standards of Summit Christian College.

Accurate records of meetings and financial records should be submitted to the college office at the end of each school year.

The President must approve fund accounting. No outside class or club accounts are permitted.

### Special Events

Several special events are held annually at Summit Christian College. These activities contribute to the overall spirit of campus life and serve to enrich the student's education.

**Convocation** – A formal gathering marking the beginning of, and setting the spiritual tone, for the school year.

**School Advance** – Get acquainted time held either at the Wildcat Hills or at Trails West YMCA camp.

**Parents Day** - A special day on campus when all students are encouraged to invite their parents to class.

**Praise Banquet** – During the fall, the school hosts a praise banquet for local community, church, and business leaders.

**Missions Trip** – A week long mission's trip for SCC students.

**Fall Fling** – High School students are invited to the SCC campus for a weekend spiritual retreat.

**Awards Ceremony** – This evening honors the accomplishments of all students during the school year, especially those who are graduating from SCC.

**Commencement** – Held at the end of the spring semester, this ceremony stands as the time in which degrees and certificates are conferred on students graduating from SCC.

**Summit to Summit** – A community run/walk and health fair held annually at the end of the school year.

**Golf Tournament** – During the summer, SCC hosts a regional golf tournament as a means to raise funds.

## Student Employment

Employment opportunities are numerous in Scottsbluff/Gering with businesses looking favorably upon SCC students as employees. Classes are held primarily in the morning hours, giving ample opportunity for part-time employment. Students should be careful not to allow a job to interfere with the successful completion of their program at the College.

A student should not work more than 30 hours a week unless he/she is maintaining above average scholastic marks. If a student is placed on academic probation, the Academic Dean may require the student to reduce the amount of hours of outside employment.

When changing or dropping employment, every effort should be made to maintain the good will of the employer.

## Student Housing

1. Students who are taking 4 or more hours at SCC are eligible to live in the dormitory.
2. Students who are taking 8 hours or more between SCC and another school of higher learning in the Gering/Scottsbluff area are eligible to live in the dormitory, if at least 2 of those hours are at SCC.
3. Single students who are taking more than 8 hours at SCC must live in the dormitory. The exceptions are as follows:
  - a. Single students who have completed 64 - 96 hours of study, and are at least 21 years of age may move out of the dorm, *provided they are not on academic or character probation.*

- b. Single students who have completed 96 hours of study, who are at least 21 years of age may move out of the dorm.
- c. Single students who are at least 23 years of age are not required to live in the dorm.
- d. Single students who are living with immediate family with a previously established guardian relationship within a 30-mile radius of SCC may request to live at home.
- e. SCC reserves the right to deny the request.
- f. If a single student with less than 96 hours who is less than 23 years of age goes on academic or character probation, the student may be required to move back into the dorm.

4. Married students and authorized single students living off campus can secure housing near the campus. Furnished or unfurnished apartments begin at about \$400 and higher per month.

## **Personal Vehicles and Parking**

Students are not allowed to take personal vehicles on College sponsored tours and activities unless permission is given by the sponsoring faculty member.

### **Student Parking Policy**

The parking spaces in front of the College are reserved for the faculty and staff, and visitors. Students may not park in these spaces.

### **Parking Areas**

SCC provides a lit, maintained parking lot on the north side of the campus. Students, whether they live in the dorm or off campus, should plan to park in this area. When parking space is not available, students may park on the east side of 21<sup>st</sup> Street or in the overflow parking area that is southwest of the maintenance garage.

### **Prohibited Parking Areas**

Parking spaces in front of the College are reserved for faculty, staff, and visitors. Students may not park in front of the garage, in the alley, or behind the dormitories. Students who park in front of the building during SCC business hours, Sunday AM, or during public events on campus, or in other prohibited areas are subject to a \$5 fine for the first offense, a \$10 fine for the second offense, and a \$20 fine for a third offense. Subsequent offenses may result in a student being placed on character probation. The fine will double if it is not paid within seven days. If the fine is not paid within fourteen days, the student may be placed on character probation and lose his/her right to park on SCC property.

No student vehicles will be allowed to pull up to or park by the back door of the men's or women's dorm, at any time, for any reason, including loading or unloading groceries, or moving in or out of the dorm. To ensure compliance with this policy, we will assess a \$50.00 fine for the first violation of this policy, \$100 fine for a second offense.

## **Student Conduct**

Summit Christian College places great emphasis on maintaining a spiritual atmosphere in all facets of its activities. Student conduct must always be on a high Christian level. Every opportunity is sought for the furtherance of a wholesome social life. The Christian atmosphere of a student body committed to Christian service, a strong spirit, and a friendly and happy fellowship tend to lead the students of Summit Christian College toward a high Christian standard of conduct.

## **Maintaining a Positive Christian Environment**

The New Testament calls all believers to respect one another as brothers and sisters in Christ, as well as to respect those who are in authority over us. As we strive to become Christ-like and maintain a positive Christian environment, Summit Christian College fully expects all students to show proper respect for

one another and show proper respect toward the faculty, staff, and administration of the College. SCC has the right to take disciplinary action against any student who acts in the following manner.

1. Acts or speaks against another student in a malicious or vindictive manner.
2. Acts antagonistically, or is hostile or defiant toward any member of the faculty, staff or administration.
3. Spreads strife and discord.

## **Dress Policy**

What we wear affects not only how we study, but it also affects how those around us study. In addition, others will judge us as individuals as well as judge those in Christian leadership, the church, and even Christ by what we wear. Overdressing as well as underdressing can be a learning distraction and an obstacle to the Gospel. Students at Summit Christian College are to dress appropriately for each occasion.

### **Chapel Services**

Presiders and Leaders: Students who are presiding or serving in leadership roles during the chapel service will dress at a business casual or higher standard. Female students are to wear khaki or dress slacks or skirt with a dress blouse or sweater, or a dress. Male students are to wear khaki or dress pants, a dress shirt or sweater.

All other students attending chapel should dress as they would for classes. However, if a faculty or staff member feels that a student's dress is not really appropriate for chapel, they may request the student to change clothes, and the student should willingly comply with their request.

### **Class Room**

Students are to dress in a way that will not be distracting to the professor or other students. Clothes are to be clean, modest in style and in repair.

The following limitations apply to student dress in the classroom

- Sweat pants generally should not be worn to class. Nice jogging pants could be an exception.
- Shoes or acceptable footwear must be worn to class.
- Clothing with offensive or off-color words may not be worn to class (or anywhere else).
- Tattoos with offensive images or wording need to be covered whenever possible.
  - *Summit Christian College discourages students getting tattoos. They may not only lead to future conflicts in ministry, but possible exclusion from ministry opportunities.*
- Body Piercing is discouraged.
  - *Summit Christian College discourages its students from wearing jewelry that disfigures, deforms, distorts, or mutilates the body.*

Any student dressing inappropriately for class may be asked to leave. The subsequent absence will be an unexcused absence.

Professors have the right to implement stricter dress standards for students during classes related to ministry and leadership. In these cases, the dress standard will be clearly stated in the course syllabus.

### **Dress for Choir, Outreach Teams, and Special College Activities**

The director or faculty sponsor has the right to implement more defined dress standards for those students involved in these activities.

## Special Events

When participating in, helping, or attending special events at the College, the College reserves the right to prescribe the appropriate dress requirements for the occasion. These events may include, but are not limited to: Commencement, Convocation, Awards Banquet, and Fall Fling.

In addition, when traveling with the College, for the College, or when serving in any capacity in connection with the College, the College has the right to prescribe special dress requirements. This includes but is not limited to: camp teams, outreach teams, preaching or teaching opportunities in churches where the arrangements are made through the College. These additional requirements may address clothing, hairstyles, and jewelry.

## Mentored Ministry

All students are to discuss appropriate and inappropriate dress policies with their mentor in the Mentored Ministry program and are expected to dress appropriately according to the guidelines of the mentor.

## Common Areas

All students are to be dressed appropriately when entering into common and/or public areas. Pajamas and bed attire are not allowed. Shoes or sandals must be worn in all public areas.

## Co-ed Interaction

To avoid the unwise exposure to temptation and avoid accusations of immorality, all members of the Summit Christian College faculty, staff, and student body should avoid situations where they will be alone with individuals of the opposite sex. The College reserves the right to counsel and/or set guidelines for any student who may be lacking discretion in this area.

The conduct of all couples must be kept becoming to Christians and a credit to our Lord at all times. Unmarried couples are strongly urged to plan their time together so that they are participating in activities as a group, or in a public environment.

Sexual misconduct is strictly forbidden.

Demonstrations of affection shall be within the limitations of the relationship. In a public forum, all demonstrations of affection are to be discreet and considerate of others.

The College reserves the right to intervene, set guidelines for, or take disciplinary action against any student who may be lacking discretion or willingly violates this policy.

## Internet Policy

To ensure better quality network service, provide a safer learning and living environment, and to assist students and staff in personal purity, all students must read, sign, and comply with the Internet Policy.

## Alcohol

1. The possession and/or use of alcohol is strictly forbidden on the SCC campus and at all SCC activities.
2. Students may be dismissed from the College for the consumption of alcohol.
3. Any Summit Christian College student needing help overcoming an alcohol issue is encouraged to speak with a faculty or staff member for counseling.

## **Drugs**

1. The possession and/or use of any illegal drug is strictly forbidden on the SCC campus and at all SCC activities.
2. The use of any prescription drug that has not been prescribed by a doctor is strictly forbidden.

## **Tobacco and E-Cigarettes**

1. The possession and use of tobacco in any form or e-cigarettes is forbidden on the SCC campus and at all SCC activities.
2. Summit Christian College discourages the use of tobacco and e-cigarettes and desires that all students abstain from the use of tobacco in any form.
3. Any student needing help breaking a tobacco addiction is encouraged to speak with a faculty or staff member for counseling.
4. Full-time students in the traditional program and students in a traditional degree program may not use tobacco or e-cigarettes.

## **Pornography**

Reading, viewing, or possessing obscene, pornographic, or sexually explicit material is strictly forbidden. This policy extends to television programs, videos, movies, video games and other forms of entertainment that contain sexually explicit material. Therefore, students must read the labels and use discretion in the selection of such material. Viewing or using such material is a violation of this policy.

## **Destructive Behavior**

It is forbidden to purposefully destroy College property, public property, or the personal property of another.

## **Profanity**

The use of profane, slanderous, sacrilegious, obscene, or suggestive language is strictly forbidden.

## **Firearms (Weapons) and Fireworks**

Firearms (all guns including air-soft and paintball guns), or weapons of any sort, and fireworks are prohibited on the Summit Christian College campus and activities. Small pocketknives and utility knives are allowed.

## **Student Discipline**

In the event a student violates moral teaching of the New Testament or the policies of the Student Handbook, the College has the right to take disciplinary action.

### **Counseling**

The first step in any disciplinary action will be counseling with the Dean of Students. At that time, the student may be given a warning, and/or additional guidelines, and may be required to establish an accountability relationship with a member of the faculty or staff of the College, a minister, or professional counselor. In addition, a student may be placed on Character Probation or face dismissal.

### **Character Probation**

A student who willfully and/or continually exhibits undesirable attitudes and actions which are not in accord with College policy may be placed on character probation for a period of time to be determined by the Dean of Students or Administration. Further infractions, failure to improve in the designated time, or failure to abide by the stated terms of probation may result in immediate dismissal from Summit Christian College.

## Process for Dismissal

The process for dismissal may include one or more of the following:

1. Oral counseling by a faculty member or administrator of the College
2. Counseling with the Dean of Students
3. Letter of Admonition
4. Letter of Counseling
5. Letter of Reprimand
6. Letter of Dismissal

## Appeal of a letter of dismissal

An appeal of a dismissal is first made to the Dean of Students within five (5) working days of the notification of the dismissal. If further appeal is desired, it is to be made to the President within five (5) working days following the disposition of the first appeal.

All appeals must be made in writing (typed) and must state the reason that would justify a reversal or an amending of the disciplinary action. The President has the option of deciding action on an appeal or taking the matter to the Executive Committee of the Summit Christian College Trustees.

## Dismissal Policy

Whenever a student is dismissed from the College, the following measures are involved:

1. A student notified of his/her dismissal from the College has twenty-four (24) hours in which to move out of the dormitory and to remove all of his/her belongings from College property.
2. Once the student has vacated the College property, he/she forfeits all rights to College buildings and services; modification of this policy will be at the discretion of the Dean of Students and the President. Any student dismissed from the College will not be eligible for readmission until at least one full semester has elapsed from the time of his/her dismissal.
3. The student must notify the U. S. Post Office of their new address. If a student so requests, the College will forward first class mail for two weeks; mail other than first class mail cannot be forwarded.
4. No refund of tuition, fees, or dorm rent will be made to a student dismissed for disciplinary reasons. Any unpaid balance on his/her account is due within thirty (30) days.

## Grievances by Students

### Informal Grievance Process

Disagreements or difficulties may occur even among Christian students and faculty. It is the desire of Summit Christian College that such circumstances may be resolved in the spirit of the teaching of Jesus Christ (Matthew 18:15-18). This informal process begins when the parties involved address concerns personally "with each other." If a second step is required, the issue should be presented to the Academic Dean. In the event the situation remains unresolved, the matter may be taken to the President's Cabinet. Having followed these steps, a student who is not satisfied with previous attempts to resolve the problem may begin the formal grievance process.

### Formal Grievance Process

- a. The grievant will submit a typewritten document to the President's Cabinet through the Administrative Assistant to the President, stating the nature of the complaint, the evidence on which it is based, the action that has already been taken to resolve the matter, and the action desired. The Administrative Assistant must turn the typewritten document over to the President's Cabinet within seventy-two (72) hours of receiving the document.

- b. The President's Cabinet (President, Academic Dean, Director of Operations, Dean of Students Committee, Administrative Assistant, and others when called upon (Coordinator of Continuing Education with non-traditional students) will appoint a Grievance Committee of no less than three uninvolved people, including a President's Cabinet member and a Trustee, to investigate and consider the grievance. If a member of the President's Cabinet is an involved party, this member will dismiss himself/herself from the discussion of the grievance. The President's Cabinet must appoint this committee within one week after receiving the written complaint.
- c. The work of the Grievance Committee will take no longer than one month.
- d. After prayerfully investigating all pertinent information, the Grievance Committee will then consider options and recommend action to the President's Cabinet.
- e. After receiving the recommendations from the Grievance Committee, the President's Cabinet must notify the grievant within one week of its decisions. The President's Cabinet will notify the grievant in writing regarding its decision and/or action required of the grievant and other parties involved.
- f. Should the President's Cabinet's conclusion and/or required action not be acceptable to the grievant or parties involved, he/she, or they, may appeal to the President whose decision will be final. The grievant must make the appeal within one week to the President in writing. If the President is involved in the grievance, then the grievant may appeal to the Executive Committee of the Board of Trustees. The grievant has one week to appeal the decision to the Executive Committee of the Board of Trustees.

## **Dormitory Life**

Our facilities have been provided by the sacrificial giving of others. Please do your best to help us make and keep the dormitories a proper place to live and study. Living in a college dormitory carries with it both privilege and responsibility.

### **Dormitory Reservation Fees**

Students who plan on living in the dormitories must pay a \$150 dormitory reservation fee prior to enrolling. Dorm reservation fees are non-refundable.

### **Dormitory Damage Deposit**

When students arrive on campus and move into their dorm room, the Dormitory Reservation fee will be retained as a dorm damage deposit. If a student moves into the dormitory without having paid the reservation fee, a damage deposit of \$150 must be paid prior to taking occupancy. This fee is to pay for replacement, repair of damage to his/her room or other rooms in the dormitory damaged by the student, and cleaning not done satisfactorily. If no damage charges are incurred during the school year and cleaning responsibilities are completed satisfactorily, the deposit will be returned upon the completion of the student's work at the close of the school year. If the student does additional damage, he/she will be expected to pay for this damage before grades are given for that year's work.

### **Dormitory Rent**

#### **Dorm Rent (per semester)**

Double Room	\$900.00
Single Room	\$1175.00
Super Single Room	\$1450.00

Students must furnish their own bedding and linens and are responsible for their own rooms and facilities.

When a student requests a double room, but is placed in a single room, he/she will pay the double rate. However, if a student paying for a double room elects to move into a single room, he/she will pay the single rate for the time remaining in the semester.

Students wishing to move from one dormitory room to another must obtain prior approval from the Dean of Students.

Dorm rent is not refunded when a student moves out of the dorm, is dismissed from Summit Christian College, or withdraws from classes at Summit Christian College. In the event a student leaves prior to the end of the semester, the full amount is still due. (Veterans-see Academic Catalog for variance to this policy.)

### **Dormitory Inspections**

*Random Inspections:* With a student present and at the discretion of the administration, rooms may be inspected to check on the student's proper conduct, to check on cleanliness and order, or to see that unauthorized objects are removed.

*Weekly Inspections:* The Dean of Students will inspect rooms weekly to ensure cleanliness.

### **Curfew**

1. There is a curfew for dormitory residents beginning at midnight on Monday through Thursday evenings and at 1:00 am on Friday through Sunday evenings. The curfew will remain in place until 5:00 am daily.
2. Dormitory residents without academic or administrative restrictions may request a pass granting a curfew variance.
  - a. Passes must be secured from the duty R.A. prior to 10:00 pm on the day of the pass.
  - b. Students will be restricted academically if they are receiving a grade of 69% or lower in any class, or have excessive absences, as reported by the professor.
  - c. The administration may place restrictions on students who have violated SCC's rules presented in the 2016-2017 Student Handbook.
3. During scheduled class breaks (fall, spring), the weekend dorm hours will be observed.
4. Dormitory residents are to schedule normal employment so that it does not conflict with curfew.
  - a. If a dormitory resident without restrictions works past curfew, he/she must follow the procedure for a curfew variance outlined in 2.a.
  - b. If a dormitory resident on restrictions must work past curfew, he/she must receive special permission from the Dean of Students prior to violating curfew. If he/she does not receive prior permission, the resident shall be in violation of the curfew and is subject to disciplinary action.
5. Disciplinary action will be taken against students who violate the dorm curfew by leaving the dormitory after curfew, not returning by curfew, or not complying with the terms of the curfew variance.
6. No male student may be in the women's dormitory and no female student may be in the men's dormitory at any time unless authorized by the Dean of Students.

### **Study and Sleep Hours**

The dormitories should maintain an atmosphere that can permit study or sleep. In particular, following 10:00 pm Monday through Thursday and midnight Friday through Sunday every effort must be made to not disturb another student in any way that would hinder him/her from studying or sleeping.

To help create an ambience that is conducive to study or sleep, the following measures are to be followed.

1. All lounge televisions are to be turned down during study and sleep hours. They must be shut off at curfew.
2. Volume must be turned down or headphones used with all stereos, televisions, computers, and gaming devices during study and sleep hours. Headphones must be used after curfew.
3. Students who interrupt others during study and sleep hours or after curfew may lose their right to use in-room televisions, computers, stereos, and gaming devices.

### Laundry Facilities

Each dormitory has a coin operated laundry facility. The laundry facilities are for dormitory residents or SCC employees only. If a machine is not working correctly, please contact the respective R.A. who will report the problem to the proper personnel. No clothing may be hung to dry in the laundry room.

### Keys

You are responsible for any dormitory keys entrusted to you. No student is to make copies of any dormitory keys of any kind for any reason. **Disregard for this rule may result in immediate dismissal.**

### Cooking

1. Cooking or the storage of perishable foods not under refrigeration is not allowed in the dormitory rooms.
2. No electrical or gas cooking appliances may be used in the dormitory rooms. These appliances may only be used in the designated place. (Fire Code prohibits cooking in the dorm rooms.)
3. Electric coffee pots and teakettles may be used in dormitory rooms if they have a functioning automatic shut-off switch.
4. Students may place small refrigerators (max. of 5 cubic feet) in dormitory rooms.
5. Students will supply their own cooking utensils and table service. When space is available, they may be stored in the kitchen area.
6. Each student is responsible for cleaning up his/her own dishes and cooking utensils after each use. Students who leave their dirty dishes or cooking utensils in the kitchen area will be subject to a \$5 fine for the first offense, a \$10 fine for a second offense, and a \$20 fine for a third offense. Subsequent offenses may result in a student being placed on character probation. The fine will double if it is not paid within seven days. If the fine is not paid within fourteen days, the student may be placed on character probation.

### Televisions and Gaming Devices

Rooms are functionally designed for rest and study, neither of which is possible without a spirit of goodwill and cooperation. In consideration of others, students should use headphones or maintain the volume levels of personal televisions and gaming devices in dorm rooms at such a low level that no one outside the room knows they are on. The Dean of Students reserve the right to remove televisions and/or gaming devices if an offender does not respond to the request to keep the volume low. Students who violate this policy and flagrantly or repetitively deprive others of their right to study or sleep may lose the privilege of having a television or gaming device in their room.

Students on Academic Warning or Academic Probation are not allowed to use their personal televisions or gaming devices on campus.

Students are not to play video games on campus in which the players engage in virtual immoral behavior. (That is, the characters in the game engage in immoral behavior.) Students who violate this policy may lose the privilege of having a personal gaming device in their room.

## **Summer Residents**

On rare occasions when students are in the dorms during the summer, the College reserves the right to move students for the purpose of maintenance.

When personal possessions are left at the College over the summer, they must be boxed and stored in designated areas. The College is not responsible for damage or loss of these possessions.

## **Resident Assistants**

The resident assistants are here to help you. They are your friends and counselors. It is also their responsibility to enforce the rules and regulations of the dormitories. We expect your considerate cooperation.

## **Sign-out System**

The sign-out system in the dormitories is for the purpose of rendering better communication. It enables us to reach a student in a minimum of time in case of emergency or important messages. Your cooperation is needed for this communication system to work. Whenever leaving the campus, use the sign-out board. Give the time of your departure, your destination, how you may be contacted, and the estimated time of return. Sign in upon your return.

Sign-out is optional for time periods up to five (5) hours. For periods of five (5) hours and more, sign out is required. Failure to sign out, or falsification of the information on the sheet, will subject the student to disciplinary action and possible dismissal.

Signing out does not constitute a pass for a curfew variance.

Permission must be obtained from the Dean of Students or R.A. in advance when a student will be gone from the dormitory overnight.

## **Missing Student Notification Policy and Procedure**

Summit Christian College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating SCC student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to a Resident Assistant or the Dean of Students. Every missing person report made to the campus will be followed up with an immediate investigation and the college will notify appropriate law enforcement agencies once a student has been missing for 24 hours. The college is required to notify a custodial parent, guardian, or designated contact person when a student under 18 years of age and not emancipated is determined to be missing. In the event that parental notification is necessary, the Dean of Students or a designee will place the call. At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information. This emergency information will be kept in the Dean of Student's Office and will be updated annually.

## **General Procedure**

1. The SCC official receiving the report will collect and document the following information at the time of the report:

- a. The name and relationship of the person making the report.

- b. The date, time and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (E.g.—visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - d. The missing student's cell phone number (if known by the person making the report).
- 2. The SCC official receiving the report will contact the Dean of Students Office in order to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other college administrators need to be contacted.
- 3. Upon notification from someone that a student may be missing, SCC may use any or all of the following resources to assist in locating the student.
  - a. Call the student's room.
  - b. Go to the student's dorm room.
  - c. Talk to the student's RA, roommate, and dorm mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - D. Secure a current student ID (from the College Administration) or other photos of the student from a friend.
  - e. Call and text the student's cell phone and call any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, dorm lobbies, etc. Residence Assistants may be asked to assist in order to expedite the search process.
  - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Facebook and Twitter.
  - i. Ascertain the student's car make, model and license plate number. A thorough check of the College parking areas for the presence of the student's vehicle will also be made to try to locate the missing student's vehicle.
- 4. The SCC Information Technology Staff may be asked to obtain email or other network logs in order to determine the last log in and/or access of the SCC network.
- 5. Once all information is collected and documented and the Dean of Students or a designee is consulted, SCC staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

#### Visitors

Dormitories are for the exclusive use of dormitory residents. Dorm residents may invite day visitors into the dormitory. The dorm resident who invites the visitor into the dorm is responsible for the actions of the visitor. Day visitors must leave by curfew.

Dorm residents may invite a guest of the same gender to spend the night. Prior to spending the night, the dorm resident must receive permission from the R.A. for the overnight guest to spend the night. Overnight guests must stay in the room of the dorm resident who invited them. There is no fee for the first night an overnight guest stays on campus. There is a \$5 fee for each additional night. Overnight guests may not spend more than 10 nights on campus during a semester.

All guests on campus are expected to comply with dress and conduct standards, as well as dormitory regulations.

### Additional Policies

1. Male students are not allowed to enter the women's dormitory room area.
2. Female students are not allowed to enter the men's dormitory room area.  
***Violation of #1 and #2 above will be grounds for immediate dismissal.***
3. Hallways must be kept clear of furniture and other obstacles.
4. Rooms should be reasonably clean and orderly at all times.
5. Cleaning duties will be assigned each week, with every resident expected to take a turn in this work. The satisfactory completion of these duties will be checked regularly.
6. Students may not enter another student's room without permission, or when the student is out.
7. Students furnish their own bed linens and towels.
8. Stereos, televisions, computers, and gaming devices are permitted, but must be used in a considerate manner (including content and volume).
9. Students who find the content of music or video material (movies, television, games) offensive have the right to ask those who are listening or viewing to refrain on campus.
10. Students are not allowed to set up or keep personal property such as televisions, furniture or gaming devices in the common areas.
11. Students are not allowed to keep pets on campus.

Summit Christian College, an institution of higher learning,  
educates leaders for Christian service.



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