

# *Guide to Student Life*

## *St. Louis Christian College*

*St. Louis Christian College pursues  
excellence in the Word and develops  
servant-leaders for urban, suburban, rural,  
and global ministry.*

*Revised Summer, 2013*

**Welcome to St. Louis Christian College! We're glad you have chosen to become a part of this Christian community and prepare yourself for service. Whether you stay only a semester, or four or five years to receive a degree, we think your time here will be well spent. You will leave this community better equipped to serve Christ and His church, no matter what you choose for a career path. Enjoy your time here! Study, grow, try new avenues of service, and see how God can use you in ways you would have never dreamed possible. This can be a great time in your life as you build lifelong relationships and mature into the man or woman God wants you to be. Welcome to SLCC!**

**Christine Cable  
Dean of Students**

## **Table of Contents**

Campus Life.....	page 4
Decorum and Lifestyle Practices .....	5
Disabilities (facilities and services for students) .....	13
Disciplinary Action.....	5
Drug and Alcohol Policy .....	13
Ministry Advancement Program.....	3
Missing Student Policy .....	10
Residence Halls.....	7
Security on Campus .....	10
Special Events .....	11
Spiritual Life .....	3
Student Organizations .....	11
Student Wellness.....	12
Appendices.....	14
SLCC Personnel .....	14
If you have questions....	15
Student Government Constitution and Bylaws.....	16
Disciplinary Guidelines.....	24
Harassment Policy.....	28
Academic Appeal .....	31
Anti-Discrimination Policy .....	31

## **SPIRITUAL LIFE**

You will be expected and encouraged to develop spiritually while at St. Louis Christian College. The College staff strives to be examples of faithful Christian living and to mentor students as they grow in Christ. There are many opportunities for growth—Chapel, MAP service, missions groups, fellowship, worship and service in the area churches, classroom instruction, as well as being a part of a Christian community. The real development comes, however, through your personal study and worship time.

### ***CHAPEL***

Chapel attendance is required because St. Louis Christian College desires to produce not just academic excellence, but Christlikeness. The Chapel program is carried out to develop well-prepared servants for Christ—men and women who not only have the training for ministry, but also the heart for ministry.

### ***CHURCH ATTENDANCE***

You will be expected to attend church worship services regularly. A number of churches are within easy driving distance from the College. Try to get involved with a local congregation, rather than just continuing to visit churches with no accountability to a local body of believers.

### ***DEVOTIONS***

A private, personal worship time is vital to spiritual growth and development. Set aside a definite time each day to go apart from everyone else for personal Bible study and prayer. Dormitory and small group devotions are held in each residence hall on a regular basis. The schedule is determined by the Resident Assistants and the Residence Director. Plan to take part in these devotions.

## **MINISTRY ADVANCEMENT PROGRAM**

The Ministry Advancement Program (MAP) is the Professional Field Experience (PFE) graduation requirement at Saint Louis Christian College in which all students participate. Students receive a grade for completed assignments and ½ credit per semester. Saint Louis Christian College believes in ministry and exists for the purpose of training men and women to become servant-leaders in God's Kingdom. The MAP program is designed to provide real and meaningful ministry experience.

MAP assignments are based on the need for ministry experience and résumé building before college graduation. The MAP professional field experience commitment can average several hours per week as students learn the value of a work ethic through their work on campus; explore their ministry callings by attending chapel, small groups and professional conferences in the fall and spring semesters; and develop their own leadership skills and gifts on the campus and in churches. Because MAP requires this time commitment, it is important to keep this in mind when planning course schedules and responsibilities.

MAP is divided into three phases with different syllabus requirements for each phase. Students progress through the phases during the time they are pursuing their degrees at SLCC. An important part of Phase One for all freshmen and new students is the on-campus work requirement. This is a weekly commitment to serve the college community. During this time, students reveal and develop their individual work ethics. The assignment is graded according to the amount of hours they covenant to work and then fulfill that covenant. An evaluation is done at the end of the semester by a supervisor based on their work attendance, work ethic, work attitude, and work habits. This evaluation becomes the basis for future professional and work references.

Additionally, all students at each phase are required to be active in a church, the community, and the life of the college campus as they progress from Phase One to Phase Two and Phase Three. Attending chapel twice weekly, on-campus conferences each semester, and Lab Week, a week of mission experience in the spring, are all part of the academic program calendar. These opportunities are designed to expose the students to a wide range of professional field experiences and interests.

The final goal for each student graduating from Saint Louis Christian College is involvement as a servant-leader in some form of ministry. The Ministry Advancement Program ensures that graduates of Saint Louis Christian College have participated and advanced in ministry, so they will be competent servant-leaders in urban, suburban, rural, and global ministries.

## **CAMPUS LIFE**

### ***AUTOMOBILES***

Having a car on campus is a privilege. To provide for the safety of students and small children, the campus speed limit is 15 miles per hour. Violators will be fined. Cars should be parked in the zone assigned -- not in zones marked visitor, staff, handicapped, etc. All cars are registered with the Security Office.

### ***BOOKSTORE***

The College bookstore provides resources for students in the form of textbooks, Bibles, supplies, and supplementary reading sources. The bookstore also carries clothing, greeting cards, gift items, and snacks. As a service to students, you may purchase stamps and cash small checks there.

Profits from the bookstore are used to replenish bookstore stock and buy books for the College library. Because a profit ultimately benefits the College, the bookstore appreciates student business for daily needs and special orders such as VBS and Sunday School supplies.

Bookstore hours are posted and take into consideration the schedules of the Adults in Ministry students.

### ***BUILDING HOURS***

The Keystone Complex (which houses the chapel, gym, classrooms and offices) and Presidents Hall (which houses the bookstore, Kool Beanz coffee house, library, and cafeteria) are open from 6:30 a.m. – 11 p.m. Students are not allowed in the buildings after curfew without prior permission. Unauthorized entry into any campus building is sufficient cause for disciplinary sanctions.

### ***COUNSELING***

No one at Saint Louis Christian College has to face a difficult situation alone. The following counseling services are available to you:

**Academic counseling**—through the Academic Dean, Registrar, and Faculty advisers.

**Career counseling**—through the MAP Coordinator, Dean of Students, and Faculty.

**Financial counseling**—through the Vice President of Business Affairs and the Financial Aid Director.

**Personal counseling**—(including premarital and marital counseling) through the Faculty, Dean of Students, and staff of the Center for Student Success.

Students with continuing or severe emotional problems are sometimes referred to off-campus counselors and agencies for treatment. The College maintains relationships with several Christian counselors in the area.

## ***DECORUM AND LIFESTYLE PRACTICES***

SLCC believes the principles found in the Bible should govern personal attitudes, words and behavior. “*So whatever you eat or drink or whatever you do, do it all for the glory of God*” (I Cor. 10.31) places upon every member of the College community the obligation to honor God in all we do. A mature Christian is one who practices self-control and self-discipline within the framework of the New Testament. The aim of the College is to provide an atmosphere in which Christian character and spiritual growth can develop.

The College stands positively for Christian temperance in all things and absolute abstinence from all forms of indulgence that are physically, mentally, and spiritually harmful to any of the College community. The Bible is the final authority on all matters of faith and conduct. Behavior expressly forbidden in Scripture is not acceptable at Saint Louis Christian College. This includes such acts as drunkenness, stealing, lying, the use of slanderous or profane language, all forms of premarital sex, adultery, and homosexual behavior. While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with this, the possession and use of tobacco, alcoholic beverages, or illegal drugs in any form is not permitted. Gambling, vulgarity, and the use of obscene, pornographic or otherwise objectionable literature (or viewing such on websites) are also prohibited. These restrictions apply to students while they are enrolled in a College program or residing in College housing. Students are expected to exercise restraint in these matters even when they are not under College jurisdiction, even during vacation periods. Students are also to help guests and visitors to the College observe these restrictions.

The Christian life requires self-discipline. The College expects students to assume primary responsibility for disciplining themselves according to Christian standards. As a part of the application process, students sign a statement, affirming that they agree to live by this commitment. Students, by their continued membership in the college community, assume the responsibility to continue to abide by the standards, expectations, and guidelines of SLCC. All members of the College family agree to (1) reflect the lifestyle modeled and commanded by Jesus Christ, (2) reject the lifestyle characterized by the world, and (3) respect the Lord and each other. If students fail to practice self-discipline and demonstrate an appropriate lifestyle, the College reserves the right to take appropriate disciplinary action. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity.

**Dress Guidelines**—Students are expected to maintain acceptable standards of dress, appearance, and hygiene. The basic concern is that clothing be clean, neat, appropriate for the occasion, modest, and that which is becoming to Christian leaders. Students not living on campus are expected to follow these guidelines when on campus. Abbreviated and unbecomingly tight clothing is considered unacceptable. Please do not wear shorts to chapel services or class. Wear shirts in all public places, indoors and out.

Members of the College community make an effort to dress appropriately for each occasion. When questions about what to wear arise, check with any College employee. The College reserves the right to require a student to change into more appropriate or modest clothes.

## ***DISCIPLINARY ACTION***

Primary responsibility for discipline lies within the individual when you become a member of the SLCC community. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity. Expectations are enumerated in this guide. The official Disciplinary Guidelines for the SLCC community are also included in this guide as an appendix.

Students are liable for disciplinary probation, suspension or dismissal, after due counsel, when attitude or conduct fails to conform to their admissions credentials, pledges and statements of intent. Probation is a means of forewarning. Suspension is considered temporary, generally limited to one semester. Dismissal is normally considered permanent. A student who is suspended must reapply formally and be approved by

the Admissions and Discipline Committees before being reinstated. No refund of unused fees is granted students who are formally suspended or dismissed for disciplinary reasons.

### ***MISCONDUCT SUBJECT TO DISCIPLINE***

1. All forms of dishonesty.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, campus/residence hall life, and other college activities.
3. Physical and/or psychological hazing, harassment or any other abuse of any person on or off the College campus. This especially includes hazing or other abuse of any person regarding a physical or mental disability or limitation.
4. Theft from or damage to or on College premises, or theft from or damage to property of a member of the College family.
5. Violation of published College regulations, practices and policies, or local, state, or federal laws.
6. Possession of weapons and ammunition, or discharging fireworks or firearms on College premises.
7. All forms of immorality, including premarital sex, adultery, and homosexual activity. Also gambling, use of profanity or obscenities, possession or viewing of pornography or material of objectionable content.
8. The use or possession of alcohol, tobacco, or illegal drugs. A student apprehended in violation of state alcohol/drug statutes will be held accountable by the College for his/her action whether on or off campus. Alcoholic beverages or their containers, drugs or drug paraphernalia and tobacco are not allowed on College premises or at any College-sponsored activities. (See also Drug and Alcohol Policy.)
9. Failure to remediate objectionable behavior after due warning and counsel.
10. Repeated and intentional violation of campus dress expectations.
11. Violation of residence hall guidelines, including but not limited to:
  - a. Repeated violation of curfew.
  - b. Repeated violation of quiet hours.
  - c. Repeated failure to clean and care for dormitory room.
  - d. Damage to dormitory or other student's property.
12. Violation of the technology user policy.

This list serves as an example of the types of violations that are subject to action by the disciplinary committee. It is in no way an all-inclusive list, and therefore does not limit the College to only these examples. You should understand that you are expected to live a lifestyle that exhibits Christlike behavior and self-discipline.

### ***FIRE***

The ringing of the fire alarm bell is a signal to evacuate the building immediately. Every student should give full cooperation during fire drills. When the alarm sounds:

1. Lights are to be left on.
2. Windows are to be closed.
3. Doors are to be closed, but left unlocked.
4. Walk, do not run, quietly and in an orderly manner from the building, using the most convenient exit. (If there is a fire and smoke is dense, crawl on your hands and knees.)
5. Go from the structure to a point at least fifty feet out of the way. Remain quiet so that instructions may be heard.
6. Re-enter the building only after you have been told to do so by authorities.

#### ***In case of fire:***

The one discovering the fire should sound the alarm. Call 911 and then notify the nearest College staff or faculty member. Place the call before there is an attempt to fight the fire. Close all doors and windows to prevent ventilation of the fire. Use hand extinguishers only for small fires. Aim the extinguisher nozzle at the base of the fire rather than at the flames. No fire-fighting equipment is to be used except in cases of emergency. To do so is a violation of the law. Equipment must always be ready for use in case of fire.

In the residence halls, extreme caution should be used when cooking. Never leave cooking food unattended. ***In the case of a grease fire, use baking soda or salt, or the fire extinguisher. Never use water.*** When ironing clothes, make sure the iron is unplugged after you finish using it.

### ***GYMNASIUM***

Gym shoes should be carried into the gym. No one is to play on the gym floor in shoes that have been worn outside on the sidewalk or parking lot. No roller blades, roller skates, or skateboards are to be used in the gym or any of the College buildings.

If students (or others from off campus) wish to reserve the gym at times other than regularly scheduled team practices, permission must be given by the Athletic Director.

### ***MAIL SERVICES***

Please notify all correspondents of your address change, which includes full name, the name of the College, and 1360 Grandview Drive, Florissant, MO 63033. You will be assigned a mailbox and combination. Do not include the mailbox number as a part of the address; however, professors often require the box number on class assignments to be returned. Mailbox numbers and their combinations are distributed by the Dean of Students' office.

Mail service for both incoming and outgoing mail is provided. You will be notified to pick up all registered, certified, special delivery, and postage-due mail in the admissions area. Outgoing mail is picked up daily. You can buy stamps at the bookstore.

### ***MARRIED STUDENT HOUSING***

For married students the College currently maintains 19 apartments on campus. Apartments are reserved through the Dean of Students' Office. The one-bedroom apartments have a maximum occupancy of two adults and one minor child; the two-bedroom apartments have a maximum occupancy of two adults and two minor children, or three adults. Rent is charged six months at a time and becomes a part of your school bill for the semester. *There is a \$500 deposit required, and there is a no pet policy for the apartments.*

**Lifestyle Expectations**—Students living in the apartments are expected to uphold the standards of conduct and demonstrate the sort of consideration toward others required of everyone in this Christian community. Occupancy of College apartments by spouses and families of students implies that they agree to the standards set forth in the Scripture and this handbook. Family members are expected to follow College rules and regulations. You are also expected to help your guests follow College policies. Apartment residents are not allowed to have students from the residence halls in their apartments overnight.

### ***MEALS***

Students living in the residence halls (and single students living in overflow on-campus apartments) are required to sign up for cafeteria meals. Special arrangements may be made with the Food Service Director for those with special diets, such as diabetics. Cafeteria hours are posted each semester and only cafeteria workers are allowed in the kitchen. Commuters are welcome to eat in the cafeteria and can pay for a meal as they go through the cafeteria line.

### ***MISCELLANEA***

Announcements to students, faculty, and staff are communicated via the *Miscellanea* information sheet. All announcements should be submitted in writing to the Dean of Students.

### ***RESIDENCE HALLS***

Residence hall living is considered an integral part of the educational experience. Not only does it develop lasting friendships, it contributes to academic achievement, interpersonal development, and a better understanding of yourself.

**Occupancy**—Traditional freshmen (those coming to the College straight from high school) enrolled for nine or more hours or completing a degree program are expected to live in College housing, unless living with their parents or a close relative. Other students are reminded that to receive the full tuition scholarship, you must live on campus or in other housing leased by the College.

Room assignments are made for the year; however, if changes are necessary, arrangements may be made with the Residence Director. The College reserves the right to move students for appropriate reasons. Private rooms are available upon a limited basis and upon request. There is an extra charge per semester for a private room.

Residence halls are closed at the end of each semester, beginning 24 hours after the last scheduled event until one day before classes resume. The room charge does not include time between semesters. The College reserves the right to use student rooms during vacation periods, and will notify students ahead of time if this is to be done.

Students may request permission to live in College housing in the summer. Charges will be made for the time of residence. Qualifications for staying on campus during these times are:

1. Students of missionary parents not having a stateside residence.
2. International students.
3. Students employed by the College.
4. Students employed off campus who are required to work between semesters or in the summer.
5. Students must be returning the following semester.
6. Recommendation of Residence Director and/or Resident Assistant.
7. Extenuating circumstances.

Payment of room charges is made in advance of occupancy. Payment arrangements should be made through the Business Office. All residence hall guidelines, as well as campus rules and regulations, are in effect during semester breaks and summer vacations. The College reserves the right to deny permission to any student who has a record of unacceptable conduct in the dormitory.

**Student Development Staff**—The goal of the Student Development Staff (Resident Assistants, Residence Directors, and Dean of Students) at SLCC is to provide the physical environment and professional services to help you have an effective living/learning experience which contributes to every aspect of student life—spiritual, academic, social, emotional, and physical. Interaction and cooperation are vital to the total growth of the student within the context of a Christian community. Students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of community living. Resident Assistants (RAs) are upperclass students who serve as role models for the students in the residence halls. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their residential experience. RAs help to ensure that College regulations are carried out in the residence halls. When RAs are carrying out their responsibilities in the residences, they are considered official employees of the College.

Residence Directors (RDs) are responsible for operating a residence hall, supervising RAs and residents, and serving as counselors regarding decorum and discipline. They report to the Dean of Students. The Dean of Students is responsible for the supervision, training, and coordination of the Student Development staff.

**Hours**—New students in the dorms have a 12:00 midnight curfew their first semester. All returning students have a 2 a.m. curfew. (Commuting students and visitors should plan to leave campus no later than 12:00 midnight.) Any student on probation for disciplinary matters or grades will have an 11 p.m. curfew. Please be courteous in entering and leaving the residence halls at late hours, and exercise good judgment in establishing time for studying and sleeping.



In the event that you will be staying somewhere other than the dormitory overnight, you must notify either your resident assistant or residence director prior to curfew. Please leave a number at which you can be contacted in case of emergency. If neither the RA nor the RD can be reached in person, a note, voicemail, etc., must be left for one of them. Ideally you would contact the RA or RD the day before you plan to be out of the dorm overnight. Out of courtesy for the RAs and RDs, notification should be given no later than 8 pm on the evening you plan to be out of the dorm. Failure to follow this procedure is a disciplinary offense. (See Disciplinary Guidelines appendix.) Students should plan to be in the dorm at least Sunday – Thursday nights. This includes students who have parents living locally. If there is a special need to stay at home, please notify your Residence Director.

Residence hall lounges are open to members of the opposite sex during designated hours. You are expected to show proper consideration to fellow students and residence hall staff in keeping these hours.

“Quiet hours” in the dorms are observed each night – check with your RA or RD for your dorm’s quiet hours. During this time noise should be kept at a minimum. An atmosphere for study and sleep is to be kept as a courtesy to others. If you are concerned for the needs and welfare of others you will see to it that radios, TVs, stereos, computers and musical instruments are not offensive at any time, but especially during quiet hours. The privilege of having TVs and sound equipment is conditional on operating them so as not to disturb others, including roommates.

**Entry/Security**—Residence hall entrances are locked at all times. Each dorm has a separate code for the main entrance. Please help maintain the security of the residence hall by keeping exit doors closed and locked to the outside. Especially keep end doors locked at all times. (Also see Security on Campus.) Please help to keep the dorms secure by not giving the door codes to off-campus people. (This includes the code to the door by the fitness room in the Keystone Building.)

If you expect to be out of the residence hall for an extended period of time, or if you find that your activities extend longer than expected, notify the residence hall staff. Students leave notice of their plans on the sign-out boards on their doors (or for female residents, the board in their entryways) in each dorm. This is done as a courtesy to roommates, the RAs and RDs, and other dorm residents.

Respecting the rights, privacy, and property of others is an important aspect of everyday living, especially in the residence halls. *Do not enter the rooms of other students without permission or while they are absent.* This is a breach of respect for the rights of those students and can lead to serious consequences. We respect your right to privacy; however, authorized personnel of the College reserve the right to enter student rooms at any time for the purpose of maintenance or repairs, inspection for health and safety, or where there is probable cause to believe that a student is involved in conduct which violates College standards.

Lock your door at all times when you are gone from your room. You are responsible for all personal belongings. The College is not liable to replace stolen possessions. If a theft occurs, check to see if your parents’ home owner’s insurance covers the item(s).

**Care of Rooms**—To maintain health and cleanliness standards, room inspections are made regularly. Personalization in decorating is encouraged. Check with the Residence Director before making any permanent decorating changes to the interior of the room or before hanging items on the walls or the door to the room. You are expected to accept the responsibility for the maintenance of your room and for damages and replacements. Special care of painted walls should be taken. Please use only adhesives or fasteners approved by the RD. *All furniture assigned to the room must stay in the room, unless removal has been approved by the Residence Director. Failure to care for walls and removal of any furniture results in a fine.*

**Check in/out**— You will be given a key for your room (unless you have a coded keyless lock on your door). If you lose your room key, the replacement key is \$20. You should officially “check in” with the Residence Director or Resident Assistant when moving into a room, and you should “check out” each time you change rooms, move out for the summer, and upon graduation or withdrawal from the college.

"Checking out" includes having maintained the room and its furnishings, thoroughly cleaning the room, returning all furniture to its original position, returning the room key to the RD or RA, and signing and dating the check-out sheet. *Failure to check out with an RA or RD means you will be charged a fine.*

**Damage to Dormitory Room**—You are responsible for the condition of your room and furniture and all common areas. College property that is damaged or destroyed must be replaced by the student(s) responsible, or an assessment will be made and charged to the student's account. All damages must be reported to the RA and the RD, and arrangements made for payment. Damage in public areas and on the floors may be charged to the students who reside on the floor where the damage occurs. Tampering with College property is prohibited: removing window screens, misusing fire extinguishers, etc. Never remove furniture from a dorm room without permission. Do not move furniture in public areas from the room or building.

**Visitors**—The residence halls are off limits to members of the opposite sex except for the lounges during designated hours, or during an "open dorm" evening supervised by the residence hall staff. No visitor (one who does not live in the dorm) will be allowed in rooms, except by permission of the RA or RD. Any student discovered in such unauthorized areas is subject to disciplinary action.

Overnight visitors in the dorm, when not specifically visiting the College to participate in activities like chapel, athletic events, or special recruitment days, are expected to pay \$15 in advance per night to the RD. Rent for parents and siblings begins the second night, with only one free night allowed each semester as a guest of the College. All guests must check in with the Residence Director. Arrangements for overnight guests/visitors should be made through the Residence Director or the Dean of Students.

**Restrictions**—do not use hot plates or unauthorized microwaves in the rooms. Cooking is to be done in the dorm kitchens. Never leave cooking food unattended—it is a fire hazard. Please clean up after any use of the dorm kitchen. Violators will be fined and/or have their kitchen privileges suspended. Iron only in designated areas. Do not leave irons plugged into electricity.

Weights are not allowed in dormitory rooms.

*Residents may not possess or store firearms, ammunition, fireworks, or explosives on College property.*

*Due to health and sanitation standards, pets are not allowed in the dormitories.*

## **SECURITY ON CAMPUS**

The College employs security personnel around the clock. If a security emergency occurs, call 314/837-6777, x1206. This number is posted in several locations on campus. You should also notify your Resident Assistant or Residence Director in the dorms, or the Dean of Students. Call 911 if you believe there is a crime in progress, or a medical emergency.

Students are to comply respectfully with any directions security personnel give – such as (but not limited to) evacuating a building for a fire or emergency, taking shelter in a storm or tornado, or leaving a building at closing time. Failure to follow directions by security personnel may result in disciplinary actions.

The city of Florissant has an outstanding reputation for a low crime rate. To date, no forcible sex offenses, murders or aggravated assault cases, and no alcohol or drug possession-related crimes have occurred on the College campus. Go to <http://ope.ed.gov/security> for our 2011 Campus Safety and Security information, published by the US Department of Education.

## **MISSING STUDENT POLICY**

**All residential students are required to have a health form on file. Emergency contact information is on that form. Resident Assistants are trained to report missing persons to the Residence Director or**

**the Dean of Students. At the beginning of each semester, residence hall meetings are held and all residents are made aware of the policy to report any student missing for more than 24 hours to Resident Assistants, Residence Directors or the Dean of Students.**

### ***SPECIAL EVENTS***

Throughout the school year there are special functions designed to contribute to the growth of the student, or of the people who support SLCC.

**New Student Orientation** is held prior to the start of each semester. New students are introduced to the College and informational sessions are given to help them become acclimated to their new surroundings. Placement testing may be required before registering for classes. Orientation is required for new students.

**Convocation** marks the opening of each semester as the students, staff and faculty gather for a worship service.

**Faith Promise Rallies** are held at the beginning of each semester. World Christians United (the student missions group) challenges the student body, faculty and staff to give sacrificially for the work of Christ done by foreign and domestic missions.

The College hosts a **Women's Conference** in the fall – area church women gather on the campus for worship, inspiration, and fellowship.

The **Infinite Influence in Missions Conference** is an annual seminar held during the fall semester which highlights opportunities for students to have a worldwide impact for Christ. Speakers and workshop leaders from around the globe are invited to campus to challenge the College family.

**Alumni Homecoming** is celebrated by the Alumni in February. There is usually a special chapel, and an alumni banquet. Homecoming is planned by the alumni steering committee.

The **Boatman Leadership Training Intensive** is held in the spring to honor Russell E. Boatman, Academic Dean from 1962 -1978.

**Men's Day** is held a Saturday in March and brings men together from area churches for fellowship, worship, teaching and preaching.

**Lab Week** is a week of service during the spring semester. Students work in ministries in St. Louis and throughout North America to sharpen their ministry skills and as part of their spring MAP requirements.

**Potluck Palooza** is an on-campus “skip day” for faculty, staff and students. It is organized by the Student Government Association.

At the annual **Awards Chapel** in May, students are recognized for outstanding scholarship and leadership and participation in other areas of College life.

**Commencement** is the formal graduation ceremony of the College. It's a time of celebration for the College family as degrees are awarded. Commencement is held on a designated Saturday morning in May.

*St. Louis Christian College faculty, staff, and students serve as hosts for campus guests during these special occasions. The guests enjoy seeing the College family work together to make these events happen. Rather than being holidays, these are opportunities for service and fellowship. Attendance within reasonable guidelines is expected.*

### ***STUDENT ORGANIZATIONS/ACTIVITIES***

All student organizations must be approved through the Dean of Students' Office. Students may join together to establish an organization or fellowship centered upon a particular interest or activity in keeping with the purposes of St. Louis Christian College. The following guidelines should be followed in forming such an organization.

1. The organization must be related to the needs, desires, and welfare of students as well as in harmony with the purpose of the College.
2. The organization must be student organized, administered, and staffed.
3. It must be initiated by a petition bearing the signatures of at least seven interested students. The petition should state the nature and intent of the proposed organization, and be submitted to the Dean of Students for initial approval.
4. The organization must have a faculty adviser, approved by the Academic Dean. This adviser will aid the new organization in the approval process, as well as serve as the liaison between the student group and the College.
5. After initial approval, the organizers must formulate a constitution and bylaws, which will incorporate a statement of purpose, objectives, plan of organization, activities, etc.
6. Upon approval of the constitution and bylaws by the College administration, the new organization will be approved. The official copy of the constitution and bylaws will be kept in the Dean of Students' office.
7. Each organization will be evaluated by the faculty adviser and the Dean of Students.

**Athletics**—Sports are an important part of student life at SLCC. The College belongs to the Association of Christian College Athletics (ACCA) and the Midwest Christian College Conference (MCCC). The College takes pride in the Soldiers and Lady Soldiers, who compete with various other colleges in baseball, basketball, soccer, cross country and volleyball. In addition, intramural teams are sometimes organized.

**Class Officers**—Each class chooses officers at the end of the school year to serve for the following year. Freshmen elect officers at the first class meeting in the fall. Classes often select a project for the school year, and each class selects a faculty adviser.

**Music**— There is a concert choir and an auditioned ensemble that travels, representing the College. Chapel musicians are enlisted and coordinated by the music faculty.

**Student Government Association**—The SGA is the liaison between the College and the student body. It represents student interests to the administration and faculty. The SGA has representation on many faculty committees, plans several spiritual and social activities each year, organizes the campus blood drives, and assists with New Student Orientation. SGA provides students with opportunities to experience and grow in Christian leadership.

The SGA is comprised of the class officers elected from each class. The SGA president, vice-president, and secretary/treasurer are chosen from those class officers. All representatives are chosen in the spring to serve the following year, except freshman representatives, who are elected in the fall. In addition, all other organized student groups are entitled to and encouraged to appoint a representative to serve on the SGA. All members of the student body are encouraged to share their ideas and concerns with their representatives/class officers. The Dean of Students serves as adviser to the group.

**World Christians United**—is a student group whose missionary vision keeps St. Louis Christian College world mission-minded. This group sponsors the Faith Promise Rally each semester and administers the Faith Promise funds.

## ***STUDENT WELLNESS***

College life can be very taxing physically as well as intellectually. The College encourages students to maintain good health practices. The Dean of Students has been designated the College Health Official. Students and staff are encouraged to use the College's fitness room. In addition, the Florissant Civic Center close to the College offers a pool, gym, ice rink, and exercise room.

You are encouraged to maintain adequate insurance coverage for medical emergencies. Accident and hospitalization insurance is mandatory for athletes on SLCC teams.

The College does not maintain an on-campus dispensary; however, it does provide students information regarding the many health care facilities that are very close to campus. The Dean of Students can help students find a health care professional for specific needs. Every case of chronic illness, accident, or other medical emergency should be reported at once to the Residence Director if the student lives in one of the residence halls, or to the Dean of Students for married or commuter students. The residence hall staff has first aid kits, as does the Dean of Students. The following guidelines are offered to help you be prepared for emergencies which may require medical attention:

1. Know what health insurance your parents carry for you, and supply this information to the dorm staff, if a residential student.
2. Choose a physician in the area before one is needed.
3. Inform the Residence Director if you are taking any prescription medicines.
4. Inform the Residence Director or Athletic Director (in case of athletic injuries) as to preference of hospitals.
5. Discuss fees for any treatment or operation before agreeing to it, and make arrangements for payment.

Students who discover they have a chronic infectious disease (e.g., AIDS, hepatitis A, B or C, herpes simplex, rubella, meningitis, encephalitis, tuberculosis) must report their condition to the College Health Official. In such cases, students may not be allowed to reside in College residences during the time they are contagious. Other precautionary measures may also be taken. The recommendations of the Center for Disease Control, The American College Health Association, the student's physician, and other experts will be considered.

### ***DRUG AND ALCOHOL POLICY***

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, no use of alcohol or any controlled or unlawful substance is allowed on the campus of St. Louis Christian College at any time. To manufacture, distribute, dispense, possess, or use a controlled substance unlawfully or to possess alcohol on any campus property or at any college-sponsored event is grounds for disciplinary action. Excessive alcohol consumption or use of illicit substances impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including disease, addiction, and death.

Confidential information regarding drug and alcohol counseling and rehabilitation is available through the Dean of Students' office. SLCC is committed to the safety and well-being of all members of the College community. It is expected that all students comply with these regulations as a condition of remaining in school. If a student violates this policy, he or she may be subject to immediate disciplinary action, up to and including permanent dismissal. In addition, the student may be reported to the appropriate civil officials for prosecution under state or national laws, which may include fines and/or imprisonment.

### ***SPECIAL FACILITIES AND SERVICES AVAILABLE TO DISABLED STUDENTS***

The College makes accommodations for students with special needs such as hearing or sight-disabled students, or students in wheelchairs. College personnel work with local and state agencies to secure any special help disabled students might require.

In addition, one residence hall for women is wheelchair accessible, and reasonable accommodations can be made for the men's residence hall. The entrance to Presidents Hall (the cafeteria, library, coffee house and bookstore) is wheelchair accessible and there is an elevator to the bottom floor. The entrance to the Keystone Complex (classrooms and administration) is wheelchair accessible, and classes for students in wheelchairs will be held on the first floor. St. Louis Christian College also makes reasonable accom-

modations for students with documented learning disabilities, who meet all admissions requirements. Services to qualified students are coordinated through “The Hundred,” the College’s Student Success C

## **APPENDICES**

### ***SLCC PERSONNEL***

**Baker, Norma** – Development Administrative Assistant/Receptionist – Ex 1310  
**Bingamon, Cindy** – Registrar/Residence Director – Ex 1509  
**Brazle, Barb** - Cafeteria and Kool Beanz Manager - Ex 1208  
**Brown, Jon–Michael** – Professor of Youth Ministry/Soccer Coach – Ex 1510  
**Brunk, Justin** - Admissions Counselor - Ex 1306  
**Cable, Christine** – Dean of Students – Ex 1400  
**Chambers, Michael** – Vice President /Academic Dean – Ex 1506  
**Chandler, Judy** – Housekeeping Director – Ex 1207  
**DeWitt, Matt** – Library Director – Ex 1503  
**Doggett, Larry** – Professor of Intercultural Missions – Ex 1508  
**Duffy, Karen** – Prof of Education and History/Chair of General Studies Division – Ex 1521  
**Lay, Douglas** – Professor of English and Literature/Cross Country Coach – Ex 1514  
**Lieway, Joe** - Professor of Intercultural Missions and New Testament – Ex 1518  
**Lincoln, Judith** – Chief Financial Officer – Ex 1507  
**McFarland, Amy** - Admissions Officer Manager – Ex 1303  
**McFarland, James** - Residence Director  
**Merritt, Harold** – Prof of New Testament and Greek/Chair of Bible and Theo Div – Ex 1504  
**Pabarcus, Deb** - Administrative Assistant to the President – Ex 1313  
**Pabarcus, Michael** – Prof of OT, Church Hist and Urban Miss/Dir of Urban Center – Ex 1501  
**Perrey, Alice** – Professor of Developmental Studies/Director of “The 100” – Ex 1515  
**Phifer, Janet** – Business Office – Ex 1210  
**Rabideau, Bill** – Maintenance Staff – Ex 1205  
**Rabideau, Melissa** – Bookstore Manager – Ex 1202  
**Reed, Gary** – Instructor of Behavioral Ministry classes/Counselor – Ex 1519  
**Ritter, Patty** – Library Staff - Ex 1512  
**Sanders, Eddy** – Professor of Ministry and Biblical Studies – Ex 1522  
**Sanders, Kent** – Professor of Worship and Music/Chair of Professional Studies Div – Ex 1516  
**Sonderen, Tracy** – Housekeeping Staff – Ex 1207  
**Storjohann, Eugene** - Professor of Old Testament/Tech Services – Ex 1256  
**Szalacinski, Louis** – Maintenance Director – Ex 1205  
**Treat, Lindsay** – Library Staff – Ex 1512  
**Veech, Barbara** – Professor of English/MAP Coordinator – Ex 1125  
**Veech, Guthrie** – President – Ex 1300  
**Voris, Elliot** - Technology Director – Ex 1250  
**Walls, Bobby** - Cafeteria Assistant  
**Wilhoit, Cathi** – Financial Aid Director – Ex 1101  
**Williams, Helen** – Bookkeeper – Ex 1201  
**Wofford, Julie** – Academic Secretary – Ex 1520  
**Womble, Haley** – Admissions Counselor – Ex 1305  
**Womble, Michael** - Volleyball and Baseball Coach – Ex 1425  
**Womble, Scott** – Professor of Biblical Studies/AIM Coordinator/Athletic Director – Ex 1420

## SECURITY - Ex 1206

### If You Have Questions . . . . .

*The faculty, staff, and administration at SLCC want you to receive a quality Christian education. We want you to grow spiritually, academically, emotionally, and socially. We want to encourage and challenge you in your relationship with Jesus Christ, as well as prepare you for life in your chosen vocation and ministry. And we want to help you develop meaningful relationships.*

*During your years at SLCC, you may experience relationship problems, or you may be faced with personal and career choices. You will have questions about spiritual issues. The following list is provided to help you realize there is always someone you can go to--no one has to face a problem alone at SLCC. We are resources for each other; and as a Christian community, we are accountable to each other.*

#### **If you have a question about . . . you can go to . . .**

1. **Academic Counseling** . . . your assigned faculty adviser, any other faculty member, the Academic Dean, the Registrar, the Dean of Students, or an upperclassman (possibly one with your same major).
2. **Financial problems** . . . the Financial Aid Director, the Chief Financial Officer, the Dean of Students.
3. **Spiritual needs/lifestyle issues** . . . an upperclassman, your Resident Assistant, your Residence Director, your faculty adviser or another faculty member, the Dean of Students, the staff of "The Hundred."
4. **Career counseling/choice of career** . . . professor in that area, faculty adviser, Residence Director, Dean of Students, area minister, or MAP Coordinator.
5. **Ministry Advancement Program** . . . MAP Coordinator, faculty adviser, or another faculty member.
6. **Where to go to church** . . . dorm staff, faculty, MAP Coordinator, upperclass students, Dean of Students.
7. **Relationship issues** (dating, roommate problems, premarital or marital counseling) . . . dorm staff, Dean of Students, faculty adviser, the staff of "The Hundred," upperclass students.

Please understand that all of the College personnel, as well as the upperclass students, are committed to helping you mature into leaders for the Church.

-- Christine Cable, Dean of Students

# Student Government Association Constitution

(Revised Fall 2010)

## Purpose

We, the students of Saint Louis Christian College, do hereby organize ourselves into a representative body. This body will take the form of a representative democracy which seeks to assert God's will in the interest of the school, and the students associated with Saint Louis Christian College. The purpose of this representative organization is set forth in the following articles, which describe the procedures to be used by, and the powers granted to the Saint Louis Christian College student representative organization. Thus follows the rules governing the elected officials, who are representatives of the student body at Saint Louis Christian College.

## Article I

The students shall henceforth be organized into a representative democracy to be known as the Student Government Association (referred to hereafter as SGA).

## Article II

It shall be the business of SGA to see to it that the following goals are met during every term:

### Section 1

1. It shall be the main business of SGA to protect the student body, and aide in the direction of the student body, as to what is in the best interest of the student body they represent.
2. It shall also be the business of SGA to promote and encourage the fulfillment of each individual student's spiritual, social, and academic life, during their tenure on campus
3. It shall be the business of SGA to promote on and off campus opportunities for students to participate in exercising a sense of responsibility, cooperation, leadership, and citizenship.
4. It shall be the business of SGA to help coordinate student organizations and activities recognized by the college

### Section2- these are the responsibilities of SGA

1. It is the responsibility of SGA to fulfill the goals stated in Article II Section 1
2. It is the responsibility of SGA to act as an intermediary body between the students and the administration on all issues which are brought to their attention by either of the two groups.
3. It is the responsibility of SGA to communicate with the various groups, in accordance with the SGA Handbook on all business that pertains to them as follows:
  - a. SGA members must effectively communicate with other SGA members
  - b. SGA members must effectively communicate with the faculty they serve
  - c. SGA members must effectively communicate with the students they represent
4. It is the responsibility to remain respectful to Faculty and Administrative personnel at all times.

## Article III

### Section 1

The SGA shall be composed of representatives elected, by a majority vote, of their peers to one of the positions of class office (e.g. Class President, Class Vice-President, and Class Secretary/treasurer). Each class shall be responsible for electing its own officials into membership of SGA. Elected officials all possess voting right and privileges so long as they remain in "good standing" (see Article III Section 2)



## Section 2

In order to participate in SGA a student must meet the following requirements set forth in the Student Handbook (available online), and each of the following:

(Clause a) the prospective SGA member must be enrolled at Saint Louis Christian College, and must carry a full course load consisting of no less than 12 Credit hours. Exception will be made if:

1. The student is living on campus  
-and-
2. The student has completed at minimum one semester as a full time student carrying a course load of 12 credit hours or more, in the school year immediately prior to the semester in which he/she is to begin serving as a member of SGA.

(Clause b) all SGA members must be in good standing according to the College Catalogue, and the SGA Handbook, which includes but is not limited to:

1. The SGA member shall be submissive to the leadership in place, unless the proof can be made that the leadership is not going in a direction that is in the best interest of the student body.
2. The SGA member shall be submissive to the administrative personnel of the school.
3. The SGA member shall be supportive of the leadership despite personal differences, and opinions.
4. The SGA member shall uphold the rules and regulations set forth by the school and administration while working to change, or revise, the current rules.
5. The SGA member is to attend all meetings. In the event that a member cannot attend a meeting he/she is to give notice prior to the meeting to the SGA President, and send a substitute in their place.
  - a. Substitutes must meet all requirements set forth above for membership to SGA.
  - b. Substitutes are allowed in the meetings for the expressed purpose of note taking, and relaying information about the meeting to the elected official they represent.
  - c. Substitutes do not carry voting privileges, as they are not elected officials of SGA.
6. The SGA member will be considered under suspension if he/she misses, or fails to be represented at two consecutive meetings.
7. The SGA member is not to fall into Academic Probation, or he/she will be subject to disciplinary action by the SGA (see Article VI)

## Article IV

### Section I

The Student body is to elect official representatives who meet the qualifications set forth in Article III of this document. Each Classification of student shall elect three officers, one to each of the positions of Class President, Class Vice-President, and Class Secretary/Treasurer.

(Clause A) Students are to be classified into categories based upon their year of entry, not their proposed year of graduation, nor their total accumulation of credits (transfer or otherwise). The categories shall be as follows:

1. All incoming students will be considered to hold freshman status until they have completed their first academic year of schooling.
2. Students in their second academic year will be considered a sophomore.
3. Students in their third academic year will be considered a junior.
4. Students in their fourth academic year or beyond will be considered a member of the senior class until their departure from Saint Louis Christian College.

(Clause B) In the event that a student comes in part way through an academic year (being after the conclusion of the fall semester, and before the end of the spring semester) they will have a choice to either join the current freshman class and track with them, or wait for the next freshman class and track with them. This decision is to be made before the end of the students second semester at Saint Louis Christian College. At that time they will be made a permanent member of the class of their choosing and they will not be permitted to change their classification status.

## Section 2

The SGA shall elect from amongst themselves four members to constitute an Executive Committee. They shall be given the titles of Student Body President, Student Body Vice-President, Student Body Secretary/Treasurer, and a Communications Chairperson.

(Clause A) The communications chairperson shall hold no voting power within the executive committee. His/her purpose is to relay the decisions of the committee to the appropriate people, via an appropriate manner. The only time the Communications Chairperson will have voting privileges within the executive committee, is during the event of a vacancy (see Article IV Section 3).

(Clause B) The Purpose of this Executive Committee shall be to cast a final decision if a majority vote of SGA members cannot be obtained. The executive committee shall also be the voice of the student body to the faculty if for any reason it can be proven by reasonable means that a decision should not be brought to the attention of the full membership of SGA. The Executive committee will assemble also in the instance that disciplinary action needs to be taken within the confines of the SGA body (see Article VI).

(Clause C) Members of SGA who are of the classification of freshman are not to be a part of the executive committee, unless they have the backing of a consensus of the SGA members. If there is one person in opposition they may not take office on the executive committee.

## Section 3

In the event that an office of the executive committee should become vacant by any means the procedure is as follows:

(Clause A) If the vacant office is the office of the Student Body President, it shall be up to the members of SGA who are in Good Standing to vote on a replacement from amongst themselves.

(Clause B) If the vacant office of the is one of the other three positions of the executive committee then it will be the responsibility of the remaining three members of the executive committee to decide who from the current SGA members, in good standing, will fill the vacancy.

(Clause C) If more than one position is vacant then it will be the office of student Body President that is filled first, followed by Student Body Vice-President, then Student Body Secretary/Treasurer, and lastly the Communications Chairperson.

## Section 4

It will be up to the Executive Committee to decide when the members of SGA will meet as a council. It will also be up the Executive Committee when class meetings will be held.

(Clause A) All meetings of SGA members will be closed to the student body, with the exception of an open session to be held twice a semester in which the students of Saint Louis Christian College will be able to question the members of SGA in a discussion format. During these sessions' problems, criticisms, and general questions as to reasoning's and motivation may be raised. There shall be a facilitator present from the faculty at this event.

(Clause B) Class meetings shall be held on a regular basis, with frequency to be determined by the Executive Committee. Class meetings shall be run in an orderly manner as explained in the SGA Handbook.

(Clause C) it shall also be the responsibility of the Executive committee to hold SGA accountable for its actions, and to assure the faculty that order is being maintained and the rules and regulations are being followed.

## Section 5

SGA members will be subject to the Executive Committee. The Executive Committee will be subject to the Dean of Students, who is to speak as the voice representing the Faculty and Administration. The SGA will be held accountable to all responsibilities delegated to them by the Dean of Students, unless it is in conflict with the best interest of the student body.

(Clause A) If the SGA finds that the Dean of Students requests an action that is not in the best interest of the student body, they may overturn the decision of the Dean of Students Provided that the following conditions are all met:

1. There is a 75% majority of SGA in opposition to the Dean of Students
2. The Executive Committee has respectfully expressed their concern over the matter
3. Another faculty member who can remain neutral, and is trusted by both sides, can be brought in to mediate and finds prevailing wisdom in the opinion set forth by the SGA.

## Article V

### Section 1

The following are the powers granted to the SGA by the Faculty/administration, and held in high esteem by the SGA. These powers may be exercised from the beginning of the fall semester through the end of the spring semester so long as the members of SGA agree to remain held accountable for their actions, and exercise their power with an attitude of respect, humility, and a drive to do what is in the best interest of the student body (provided also they are not under suspension). Should every member of SGA be found in violation of these three agreements of attitude all powers of SGA will be suspended and a council of the Faculty will be assembled at that time to pick new representatives who will uphold the principles of the previously stated articles. These are the powers granted to SGA:

(Clause A) it will be within the power of SGA to assist the Faculty and Administration with the direction, and policy making of Saint Louis Christian College.

(Clause B) The SGA will present any concerns to the Dean of Students in a respectful manner.

(Clause C) the SGA will help to coordinate and execute any and all student activities, and student organizations recognized by Saint Louis Christian College.

(Clause D) The SGA reserves the right to review the current policies, and standards, and give suggestion to the Faculty/Administration on how such things may be changed to better suit the students

(Clause E) The Executive Committee shall hold full rights, and the sole responsibility of enforcing the rules and regulations set forth in the SGA Handbook, upon SGA members.

(Clause F) The SGA President is granted the ability to call an emergency meeting of the SGA at any time he/she deems it to be necessary. He/she then becomes responsible for either communicating information about this meeting to the appropriate people, or delegating the responsibility to the communications chairman.

(Clause G) It shall be that the SGA body may at any time make amendments to this constitution that will allow it to function better, and fulfill the goals of the SGA. The Procedure for amendments is laid out in Article IX. This power has one exception Article X may not be changed for reasons of Authority and historicity of this document.

## Section 2

The SGA will be held accountable for managing all funds allotted to it.

(Clause A) a ledger book of all transactions is to be kept.

(Clause B) all bills will be paid in full at the end of each semester, or by the date they are due whichever is first. If for any reason a bill is not paid on time the SGA will forfeit its spending privileges until such a time as all debt can be paid and a positive balance is shown in the ledger.

(Clause C) the financial Accounts shall be made accessible to the Dean of Students/Faculty/administration upon verbal request to the Student Body Secretary/Treasurer.

### Section 3

Should any member of SGA be found to not be in good standing in accordance with the standards set forth in the SGA Handbook, the Executive Committee reserves the right to discipline the SGA member according to the procedures in Article VI of the SGA Constitution.

(Clause A) All disciplinary actions will be supervised by the Dean of Students

(Clause B) If the member in question is a member of the Executive Committee they will immediately be under suspension and a replacement either appointed or elected in accordance with Article IV Section 2.

## Article VI

### Section 1

In the event that a member of SGA fails to uphold the duties or responsibilities of his/her office, or fails to act in accordance with the conduct that is expected and stated in the SGA Handbook they will be subject to the disciplinary measures as outlined below.

(Clause A) Upon the first occurrence of a problem or complaint, the person in question will have all individual voting rights suspended and will be set on a probationary period of no less than three weeks, to be determined by the Executive Committee. If during this time the person in question cannot rise to the standards set forth by the SGA Handbook, or the expectations of the Executive committee, that person will be removed from office by the Executive Committee, after a council is held in which the SGA member in defiance of the set standards will be brought before the entire assembly of SGA.

(Clause B) a person who is under suspension or who is in danger of being removed from office may ask to be given a second chance, which will be granted by unanimous vote of SGA only, and with the approval of the Dean of Students.

(Clause c) If the person found to be in defiance of the prescribed standards is of the Executive Committee they shall be removed from office immediately and they will be dealt with in accordance to Article V Section 3, and the above stated procedures in Article VI Section 1.

### Section 2

All decisions in the area of discipline made by the Council of SGA members, in cooperation with the Dean of Students are final and permanent.

(Clause A) If a person is removed from SGA for any reason, they have been found unfit for leadership within the Student Body and will not be allowed to participate as a member of SGA during their tenure at Saint Louis Christian College.

(Clause B) during a time of suspension all voting rights will be forfeited, and all responsibilities will be scrutinized by the Executive committee, and fellow class officials; however, the responsibilities of office must still be fulfilled.

(Clause C) at the end of a probationary suspension period all voting rights will be restored and all monitoring of responsibilities will be removed.

(Clause D) If a termination of office occurs the position shall be filled in accordance with Article III Section 2, Article III Section 3, and the election policies set in Article VII.

## Article VII

### Section 1

Each Classification of Students is to meet and elect from themselves representatives to the Offices of, Class President, Class Vice-President, and Class Secretary/Treasurer.

(Clause A) The sophomore, junior, and senior classes shall do this every spring. Current officers must be re-elected in order to serve on SGA the in following Academic Year.

(Clause B) The Freshman Class will meet within the first two weeks of the fall semester to elect their officers. Until the election of officers for the freshman class, the freshman class will be under the direction of the Executive Committee, and the Executive committee will take full responsibility of the representation and leadership of the freshman class.

(Clause C) candidates for class officers must meet the qualifications set forth in Article III Section 2.

(Clause D) Prior to class elections the Executive committee shall meet with the Class presidents to review the qualifications listed above.

(Clause E) the term for every elected office shall be no more than one academic school year, an academic school year starting in the fall and ending in the spring.

(Clause F) Emergency Elections may be held at any time to fill a vacancy that has arisen in the Class officer seats.

(Clause G) If a class fails to elect at least two representatives then the voting privileges of the entire class shall be revoked. Students who wish to attend class meetings may choose to go to another classes meeting with the understanding that they are not classified with that group and therefore have no voting privileges.

### Section 2

The Executive Committee shall be elected late in the spring semester for service during the following term.

(Clause A) the Executive Committee will be nominated and voted upon at a joint session of incoming officers, and outgoing officers, after the class elections have been held.

(Clause B) No student with less than one year's experience on SGA may be nominated for a seat on the Executive committee. This may be ignored if there are no candidates willing to serve in the positions of the Executive Committee. Nominees for the Executive Committee may only come from the officers who are serving in the upcoming term.

### Section 3

It shall be the responsibility of the Communications Chairperson to relate all election results to the student body.

(Clause A) It shall be the Responsibility of the communications Chair Person and the Dean of Students to make it clearly evident to all students, the date of officer elections, the nominees for officers, and the qualifications no fewer than two weeks before an election is to be held.

(Clause B) The results are to be tabulated and posted by the communications Chairperson, under the supervision of the Dean of Students.

Section 4

All elected officers shall begin their terms on June 1, after having been elected in the spring.

(Clause A) the understanding will be had that the responsibilities of office may be lifted temporarily during the summer months, however the student is still expected to uphold the conduct as explained in the SGA Handbook.

Article VIII

Section 1

In order for this constitution to be effective it must be signed and dated by the following:

1. The current SGA
2. The current Dean of Students

Article IX

Amendments to this constitution may be proposed at any time by any member of SGA. There will follow a discussion of the matter, and a vote will be made with the decision lying with the simple majority of SGA representatives in good standing. Any amendments must be approved by the Dean of Students.

(Clause A) The one exception to the powers of amendment is Article X. Article X is not to be added to or taken away from or changed in any manner after the signing of this document by the SGA representatives who put this constitution into effect.

Article X

This article may not be amended in any way. This constitution, along with a copy of the SGA Handbook is to be given to each officer at the beginning of every term, with the expressed purpose that the officer is to know the content, and spirit of this document, as well as the offices, responsibilities, and expectations of membership in SGA.

We the students who have been elected as representatives during the 2009-2010 academic year do hereby sign this constitution into effect on the date of \_\_\_\_\_ with the intent that we as SGA may be better organized and better able to serve the interests of the students, the school, and the works of Christ in the world.

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name Here: \_\_\_\_\_  
Sign Name Here: \_\_\_\_\_  
Title: \_\_\_\_\_

# DISCIPLINARY GUIDELINES

## FOR THE SAINT LOUIS CHRISTIAN COLLEGE COMMUNITY

(revised Fall, 2012)

### ***General Statement of Purpose***

Primary responsibility for discipline lies within the individual when one becomes a member of the Saint Louis Christian College community. The guidelines for current conduct expected are those enumerated in the current *Catalog* and the *Guide to Student Life*.

This document outlines certain procedures for disciplinary action and provides for the protection of the rights of all persons within the community. However, the final authority in all disciplinary matters rests with the President of the College. Thus, nothing herein contained should be construed as in any manner detracting from that final authority.

Throughout all disciplinary action, the attitude of the College will be one of redemption for the individual involved, including the protection of all individual rights, while at the same time adhering to the purposes of the College and protecting the rights of the Saint Louis Christian College community.

The objective of rules and the goals of disciplinary action at Saint Louis Christian College are to:

1. Teach that each person is responsible for his/her actions.
2. Encourage respect for the rights and property of others.
3. Encourage self-discipline.
4. Set consequences appropriate for the offense.
5. Correct behavior detrimental to Christian growth and development, as defined by Scriptures and the *Guide to Student Life*.
6. Deter further violations.

### ***Procedure for Taking Disciplinary Action***

The procedure for taking disciplinary action is defined as (1) notice of charges, (2) the right to counsel at each stage of the proceedings (counsel, as herein defined, shall be a member of the College community designated as counsel by the accused and does not mean an attorney-at-law; neither the Committee nor the College shall be obligated to furnish legal counsel, nor pay a fee therefore), (3) the right to respond to charges, (4) the right to face witnesses, and 5) the right to produce witnesses by all parties. Character witnesses may participate in the Disciplinary Hearing or the Appeals Hearing with permission of the Chairman (Discipline Hearing) or the President (Appeals Hearing).

### ***Order of Disciplinary Responsibility at Saint Louis Christian College***

**Dormitory offenses**—Each residence hall is governed by regulations set forth in the *Guide to Student Life* and other guidelines that may be imposed by the Dean of Students or the Residence Directors. Any violation of a dormitory regulation or guideline may result in counseling or disciplinary sanction. More serious offenses may be referred to the Dean of Students. The line of appeals is as follows: Residence Director, Dean of Students, Discipline Committee, President.

In addition, the following demerit system guidelines are set forth for the Resident Assistants and Residence Directors to use in regulating the dormitories. Security staff may also give demerits. Demerits are to be given for violations of the following:

Curfew (There is a graduated scale for curfew violations; see below.)

Quiet hours

Dress code infractions

Room checks

Inappropriate dating behavior

Disrespectful or profane/obscene language

Cleaning duties

Poor attendance at devotions

Four demerits are to be given for first time violations; six demerits for second time violations of the same offense; and 10 demerits for third time violations of the same offense. The RA will notify the Residence Director that demerits have



been issued. An accused student may appeal the RA's decision in writing to the RD. If a student accumulates 20 points, whether it is for one area or several, a meeting will be scheduled with the Discipline Committee.

Curfew violations have a separate graduated scale:

1-30 minutes late – 4 demerits

31 minutes - 1 hour – 6 demerits

more than an hour – 10 demerits

***staying away from the dorm all night without notification – 10 demerits***

***2<sup>nd</sup> violation of staying away from the dorm all night without notification – meeting with the Discipline Committee.***

The Resident Assistants and Residence Directors will make every effort to ensure all residents are aware of lifestyle expectations in the dormitories, especially as they relate to these issues for which demerits may be given. An RA can issue demerits for residents who live on other floors of his/her dorm. Demerits are not carried over into the next semester.

**Dean of Students**—For offenses from both in and out of the dormitories, the Dean of Students may, at his/her discretion, deal with the matter in an informal manner or may refer the matter to the Discipline Committee. If the matter is referred to the Discipline Committee, the Dean of Students or the Chair of the Discipline Committee shall inform the student in writing of the allegation(s), to include details as to date, time, accusation(s), and person(s) making the allegation(s). The student shall also at this time receive the time and date of the hearing, a copy of the Disciplinary Guidelines, and an opportunity to discuss the matter with the Dean of Students or another member of the Disciplinary Committee. In extreme circumstances, the Dean of Students or the President may suspend a student immediately or otherwise restrict the actions of the accused student.

#### ***Discovery of Potential Felonious Activity***

If there is clear and convincing evidence of potential felonious activity, the College will report said activities to the appropriate authorities. Such activities will result in at least temporary suspension of the student(s) involved. The President or the Dean of Students may enforce such a suspension immediately, without action by the Disciplinary Committee.

#### ***The Discipline Committee (also serves as the Appeals Committee for issues regarding grading or other academic policies)***

The Discipline Committee is composed of the Chairman (a faculty member), at least two other appointed faculty members, the Senior Class President, and the President of the Student Government Association. (The makeup of the committee is subject to change.) Any member may ask to be excused if they find themselves in a situation where there is a conflict of interests. The Dean of Students serves as an ex-officio member of the Discipline Committee. The Academic Dean serves as an ex-officio member of the Appeals Committee regarding grading or other academic policies. (See Academic Appeal.)

A quorum shall consist of three members to always include the Chairman.

#### ***Procedures***

1. When an offense that could lead to disciplinary action takes place, the Dean of Students will investigate all facts related to the incident and make a report to the Chairman of the Discipline Committee. At this point the Chairman of the committee will determine if the committee needs to be assembled to consider the matter.
2. The Chairman will prepare and send to the student and Discipline Committee a written charge setting forth the person charged, the specific nature of the offense, and the time of the offense, if known.
3. The Chairman will set a time for the hearing. All parties will be notified of the private hearing time and place.
4. The Chairman will insure that all parties have the opportunity to present any relevant information. Absence from the hearing without sufficient reason forfeits any right to further appeal by the student. In case of absence, the hearing will be held as planned.

5. The student shall, if he/she desires to be represented by someone from the St. Louis Christian College community, designate one such person in a written request to the Chairman. Any other character witnesses the student may choose to call must also be specified at this time. Character witnesses cannot include those who might also be called upon to testify.
6. The hearing will be conducted as follows:
  - a. Presentation of the charges by the Chairman or his/her representative.
  - b. Presentation of any other relevant information by the Dean of Students.
  - c. Response to the charges by the student.
  - d. Presentation by character witnesses.
  - e. Questions by the Discipline Committee.
  - f. Summation by the Chairman or his/her representative.
7. A written record of the hearing will be kept by a member of the Discipline Committee to be appointed by the Chairman. The hearing may be recorded electronically by the College at the request of the student or at the request of the Chairman or a majority of the Discipline Committee. Such recording shall be retained by the Committee for a period of one year, unless ordered by legal process to retain same for a longer period.
8. The Chairman shall rule on the admissibility of all evidence. The student shall not be required to give evidence against him/herself, but if the student does testify, he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.
9. The decision of the Discipline Committee will be made in closed session.
10. The Discipline Committee shall render its written decision within forty-eight (48) hours of the close of the testimony and transmit same to the student and parents or guardians (if applicable).

#### ***Appeals Procedures***

1. Should the offending student desire to appeal the decision of the Discipline Committee regarding disciplinary sanctions, the appeal shall be made in writing to the President within twenty-four (24) hours. The appeal shall set forth specifically the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Under most circumstances, appeals are made for the following reasons:
  - a. The student has new evidence, which was not presented at the earlier hearing, that would alter the original decision.
  - b. The student believes that the disciplinary sanctions are too severe for the offense. The student should clearly state in the letter why the sanctions are not appropriate, and why they should be changed.
2. The student shall, if he/she desires to be represented by someone from the Saint Louis Christian College community, designate such one person in the written request for an appeals hearing.
3. In cases involving suspension and dismissal, the President is the final level of appeal. The decision of the President in regard to cases submitted to him for review shall be considered final. No further appeal shall be permitted.

#### ***The Appeals Hearing***

1. The Chairman will supply the President a copy of the charges and evidence against the student and the disciplinary sanctions recommended prior to the hearing. The President may decide the appeal on the record developed in the Discipline Committee hearing or may request a further appeals hearing with the student and the Chairman. The appeals hearing shall not be recorded.
2. If the President desires an appeals hearing, he will notify all parties of the private hearing time and place. He may request other members of the College community to be present and/or present testimony.
3. The President will insure that all parties have the opportunity to present any relevant information. Absence from the hearing without sufficient reason forfeits any right to further appeal by the student. In case of absence, the hearing will be held as planned.

4. The hearing will be conducted as follows:
  - a. Presentation of the charges by the President.
  - b. Response to the charges by the student.
  - c. Response to the student's testimony by the Chairman.
  - d. Questions by the President.
  - e. Summation by the President.
6. The President shall render his written decision within forty-eight (48) hours of the close of the testimony and transmit same to the student, the Chairman, and parents or guardians (if applicable).
7. The President may affirm the Discipline Committee's decision, reverse the decision, modify same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision. If the President, as the final level of appeal, amends, in any way, the original disciplinary action, then he will be responsible for the supervision of alternate disciplinary action.

#### ***Examples of Disciplinary Sanctions***

Each level of action is considered independent of the others. One level is not necessarily prerequisite to the one which follows. The Dean of Students or his/her representative shall enforce all sanctions and keep all other affected offices and persons informed.

**Warning**—a written statement to the student indicating that he/she has violated College regulations and the possibility of more stringent disciplinary action in the event of related or unrelated future violations.

**Counseling**—the student may be required to submit to prescribed counseling. Any related costs will be borne by the student.

**Restitution**—reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**Disciplinary Restrictions**—these may include mandatory library hours, supervised study time, loss of eligibility for inter-collegiate and/or intramural activities, and/or a stricter curfew for a period of time to be specified by the Dean of Students or the Discipline Committee.

**Work on Campus**—assigned duty in the residence hall or maintenance areas. The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Dean of Students or Discipline Committee within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students. Failure to complete the assignment will result in further disciplinary action.

**Exclusion from Extracurricular Activities**—the student may be prohibited for a designated period of time from participation in extracurricular activities or organizations which represent the student body of the College.

**Disciplinary Probation**—a step short of suspension and/or dismissal, giving the student another opportunity to develop mature standards of citizenship; probation also carries with it the warning that further violation of any College regulation will lead to a Disciplinary Hearing with the Discipline Committee. Additional restrictions may be added to disciplinary probation. A permanent note will be placed in the file of a student (not on the transcript) which may be removed following a petition to the Discipline Committee by the student in the final semester of the senior year. A letter may be sent to the parents informing them of the disciplinary action.

**Suspension**—exclusion from classes and extracurricular activities for a specified period of time, usually limited to one semester. The student will forfeit tuition, room, board and fees. (If the suspension is only for a limited number of class days during a semester, the student will not be allowed to make up work missed during the suspension, but will not be penalized for the absences.) This action is taken at the recommendation of the Discipline Committee after a Disciplinary Hearing. The Committee may require certain conditions to be met before a student could be allowed to return to school. The record of the Disciplinary Hearing and any subsequent action will be kept in the student's file. A letter will be sent to the parents or guardians, if applicable, informing them of the disciplinary action.

**Interim Suspension**—If, in the opinion of the Dean of Students and/or the President of the College, the presence of a student awaiting a hearing poses a serious threat to the students, faculty, staff, administration, property, or the integrity

of the College, the Dean of Students may effect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

**Dismissal**—termination of student status. Dismissal is normally considered permanent. The conditions of re-admission, if any, shall be stated in the order of dismissal. This action is taken at the recommendation of the Discipline Committee after a Disciplinary Hearing. The record of the Disciplinary Hearing and any subsequent action will be kept in the student's file. A letter will be sent to the parents or guardians, if applicable, informing them of the disciplinary action. The student will forfeit tuition, room, board, and fees.

### ***Miscellaneous***

1. It is the intent of these Disciplinary Guidelines to afford the student a fair and adequate hearing, while at the same time protecting the College community from conduct which may be inappropriate or unacceptable.
2. Nothing, herein, shall prevent the Dean of Students or President of the College from waiving any of the time requirements imposed upon any offending student.
3. The College may, from time to time, modify these procedures and shall publish such modifications or procedures in writing.
4. The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. The College reserves the right to correct any public statements made by the student concerning the circumstances of the disciplinary hearing, appeals hearing, or sanctions imposed.
5. Nothing, herein, shall prevent the informal resolution of minor disciplinary offenses through conference by the Dean of Students, and/or the Residence Directors with the student.
6. Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current *Catalog* or *Guide to Student Life*.
7. Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as a part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.
8. All times referred to in this document shall apply to the College's normal working days when classes are in session and the normal working hours of those days.

## ***HARASSMENT POLICY***

SLCC is committed to providing all students with a physically and emotionally safe school environment. Faculty, staff and students are expected to make every effort to ensure that all members of the SLCC community are safe from harassment in any form – physical, verbal, emotional and sexual. Harassment undermines morale and our commitment to treat each other with dignity and respect as members of the body of Christ.

Accordingly, harassment of any kind will not be tolerated at our College. Sexual harassment, in particular, will not be tolerated. Sexual harassment is any behavior that (1) emphasizes the sexuality of another person in a manner that prevents or significantly impairs that person's full enjoyment of the benefits and opportunities to live, learn, or work at St. Louis Christian College, (2) is unsolicited, and (3) is met with resistance, with non-cooperation.

### **Sexual harassment includes:**

- Insults and name calling.
- Obscene or suggestive remarks directed at a person individually.
- Displays of sexually suggestive objects or pictures.

- Direct and sexually explicit comments about an individual's physical attributes, whether complimentary or derogatory (includes sexual propositions – a proposition, even put jokingly, is presumed serious).
- Sexist remarks about a person's clothing, body, or sexual activities.
- Leering at or ogling a person's body.
- Unwanted touching, such as caressing, kissing, pinching, patting, grabbing, poking, or rubbing against a student's body.
- Pressure for sexual activity.
- Sexual assault (including violence of any degree) and/or rape.
- Making a student's participation in sexual conduct a condition of taking part in school activities or getting an education .

Any individual in a position of authority who is found to have used the power of his or her position to gain sexual advantage over a subordinate will be terminated immediately.

No retaliatory action will be taken against any person because s/he makes a warranted complaint of sexual harassment. No retaliatory action will be taken against any member of the College community who serves as an adviser or advocate for any party in such a complaint. Immediate and appropriate disciplinary action will be taken against any student or employee who violates this policy.

If you believe you are a victim of harassment, refer to the procedure below for further information on how to file a complaint.

This policy applies to everyone: faculty, administration, staff, volunteers, students, and visitors. It provides protection to male and female students equally, and includes same sex harassment. The policy applies to sexual harassment on and off campus and in any location where harassment can occur (e.g., classrooms, hallways, dorms, campus apartments, athletic fields, school vehicles, school sponsored trips and activities, etc.)

## **Complaint Procedure for Harassment and Sexual Harassment**

### **Informal Complaint Resolution**

I. A student who feels s/he has been the recipient of harassing behavior(s) should attempt to talk to the offending person(s) and ask them to stop.

II. If a student is not comfortable talking with the offending party, or if direct one-on-one resolution is not achieved, the complaining student should proceed to the next step.

III. Make a verbal complaint to a Resident Assistant (RA), Residence Director (RD), or the Dean of Students. If a student is a commuter or lives in a campus apartment, report directly to the Dean of Students. The student should be prepared to describe in detail the harassing behaviors, the persons involved, date, place, time of the incident in question, and any potential witnesses to the incident.

IV. The RA and /or RD should alert the Dean of Students within two days of receiving the complaint to discuss the course of action to be followed:

- a. The RA or RD will talk with the offending party to advise her/him of the complaint and insist that any harassing behavior be stopped.
- b. The Dean of Students will talk with the offending party to advise her/him of the complaint and insist that any harassing behavior be stopped.

An investigation into the complaint will be immediately conducted, to include interviews with the offending party and any potential witnesses. Based upon the information obtained in the course of the investigation, the Dean of Students will seek to resolve the complaint. The complaining student will be advised of the status of the complaint and the resolution achieved.

If resolution cannot be obtained, the formal complaint process will be followed.

### **Formal Complaint Resolution**

I. An official written complaint that is signed and dated by the complaining student will be given to the Dean of Students within five days of the alleged incident.

II. The Dean of Students will report the complaint to the Chief Operating Officer, who will meet with the alleged offender within three days of receiving the complaint (excluding week-ends and holidays.) The COO will discuss the complaint with the offended student and with the offending student separately. If necessary, the COO will interview additional witnesses.

III. The Chief Operating Officer will appoint a three-member committee (with both parties agreeing to the persons on the committee). With the COO chairing, the committee will meet with the offender and the complaining student separately. The COO will provide a written response to the complaining student and to the offender within 15 days of the initial date the complaint was received. The response will report the actions to be taken regarding the complaint, if any. The letter will also advise the complaining student of appeal guidelines.

IV. Based upon the nature of the harassing behavior(s), the Dean of Students or the Chief Operating Officer may refer the offender (if a student) or the complaining student to the Disciplinary Committee for formal disciplinary action.

Note:

If a complaint is against an RA/RD, the complaint should be taken directly to the Dean of Students.

If a complaint is against the Dean of Students, the complaint should be taken directly to the Chief Operating Officer.

### **General Information for Students:**

If you feel you are being harassed, remember the following:

1. Tell the party to stop. Tell them you do not like what s/he is doing or saying to you. This can also be done in writing.
2. If the unwelcome or intimidating behavior continues, tell your Resident Assistant (RA), Residence Director (RD) or the Dean of Students.
3. SLCC is obligated to listen to your complaint. The Dean of Students will determine the appropriate type of action to take based on the behavior(s) involved.
4. Keep a journal to help you remember the date, event and persons involved in the harassing behavior. Keep any notes, e-mails, or pictures you may receive that are of a threatening, harassing or intimidating nature.
5. Flirting is not generally considered sexual harassment. But if someone you date, someone you used to date, or someone who wants to date you behaves in a way that makes you feel scared,, uncomfortable, or threatened, tell your RA, RD or the Dean of Students.

6. Confidentiality is very important. Because of the sensitive nature of harassment complaints, especially those involving sexual harassment, only persons who have a 'need to know' (meaning they are involved in the complaint resolution process) should be made aware of harassment complaints. Inappropriate discussion of complaints and/or incidents with other parties could jeopardize the effectiveness of an investigation or unfairly damage the reputation of innocent parties.
7. Retaliation against parties who report sexual harassment will not be tolerated.
8. If you witness harassing, threatening or intimidating behavior, report it.

## ***ACADEMIC APPEAL***

If you are convinced you have been treated unfairly in course grading or the general academic policies of the College, you may make use of the College's appeal process. The course of appeal is as follows:

- (1) Consultation with the party involved in the dispute.
- (2) Conference with the Academic Dean, who confers with the division chair.
- (3) Appeal to the Appeals Committee of the faculty and student government – a written request made to the committee through the Academic Dean.
- (4) Final appeal to the President of the College.

See the College Catalog for further information on the Academic Appeal Process.

## ***ANTI-DISCRIMINATION POLICY***

SLCC does not tolerate discrimination—based on race, national origin, sex, age, disability, or citizenship—against any employee or student. In addition, we are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

All employment or admissions decisions at the College will be made without regard to race, national origin, sex, age, disability, or citizenship status.

Supervisors are required to report any discriminatory conduct or incidents. We will take immediate and appropriate disciplinary action against any employee who violates this policy. Although some students may not share our Stone-Campbell heritage or view of scripture as described in our Statement of Faith, we still desire to promote the respect of all persons regardless of denominational heritage or scriptural interpretation. Any remarks or actions made by members of the College which intentionally demean others because of their denominational heritage are considered inappropriate and may evoke appropriate disciplinary action.

If you believe you are a victim of any type of discrimination, refer to the "Harassment Policy" for further information on how to file a complaint.