



**ONLINE STUDENT HANDBOOK**  
**2025-2026**  
**Approved May 2025**

*Updated December 2025*

# **Messenger College | Online Student Handbook**

## **A message from the Chair of Online Education**

### **Welcome to Messenger College!**

We are so excited that you have decided to join the Messenger College family as an online student. I am excited to get to know each of you and to help you as you begin your journey and training to fulfill your call to Christian Ministry or counseling.

Messenger College exists to serve as an institution dedicated to developing world-changing, Pentecostal leaders for the 21st century. This mission permeates our institution and the lives of our students, faculty, and staff. The mission is not just an empty statement. It is put into practice each day in our institution, classrooms, and in the lives of our students, faculty, and staff.

At Messenger College, we are dedicated to helping our students learn how to diligently study and prepare to fulfill the Lord's calling while being an example for the rest of the world and culture (2 Timothy 2:15). When the world and others look at a member of the Messenger College family, we want them to see Christ living in you. Consequently, Messenger College maintains certain standards, policies, and procedures, which are provided in this student handbook. Our standards reflect our affiliation and alignment with the doctrine and perspectives of the Pentecostal Church of God.

Please read this handbook. As a Messenger College student, you are responsible for following the policies contained in this handbook. These policies have been developed to ensure that our distance education students uphold biblical principles and community standards and to assist these students in the development of Christian Discipleship.

I look forward to a great year! Please let me know if I can help you with anything

Dr. Mike West, Chair of General and Online Education  
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**Messenger College**  
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## Messenger College | Administration & Accreditation

### **President's Cabinet**

Dr. James Rayburn  
Dr. Candace Scalf  
Angela Heppner  
Virgil Kincaid

### **Position**

President  
VP for Academic Affairs  
VP for Business Affairs  
Director of Global Missions

### **Staff**

Dr. Steven Bontrager  
Meredith Ivey  
Dr. Michael West

Carolyn Dowd

Wade Kinnin  
(open)  
Lynnea Martinez

### **Position**

Chair of Christian Ministry  
Chair of Counseling  
Chair of General and Online Education  
Director of Student Development Compliance  
Director of Financial Aid  
Director of Records/Registrar  
Director of Library Services  
Residence Director  
Director of Student Development/Campus Pastor

## **Accreditation**

Messenger College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), an accrediting agency recognized by the United States Department of Education and approved by the Council for Higher Education Accreditation (CHEA).

From the TRACS website, [www.tracs.org](http://www.tracs.org): "TRACS is recognized by both the United States Department of Education, and the Council for Higher Education Accreditation, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering associate, baccalaureate, and graduate degrees.

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose, as defined in our Foundational Standards. TRACS encourages each affiliated institution to develop its own distinctive, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Messenger College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Reaffirmation III of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 25, 2022. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## Messenger College | Who to See

Absences, Classes	Professor
Academic Mentoring	Academic Advisor
Academic Reports	Registrar's Office
Accidents	Student Development Office
Admissions Requirements	Admissions Office
Auto Registration	Student Development Office
Campus Ministries Requirements	Campus Pastor
Campus Safety and Security	Director of Student Development Compliance
Career Opportunities	Student Development Office
Change of Class Schedule/Courses	Registrar's Office
Chapel Attendance	Campus Pastor
Counseling	Chair of Counseling Program
Degree Requirements	Academic Advisor
Dropped from Class	Professor, Registrar's Office
Emergencies	Student Development Office
Employment	Student Development Office
Examinations	Professors
Facilities Use	Business & Student Development Office
Fees	Business Office
Financial Aid	Financial Aid Office
Fundraising Permit Application	Student Development Department
Grades	Registrar's Office
Graduation	Registrar's Office
Housing Concerns	Residence Life
Loans	Financial Aid Office
Maintenance Concerns	Maintenance Director
Practicums	Campus Pastor
Publications	Student Development Office
Reporting Crimes	Director of Student Development Compliance
Recruitment	Student Development Department
Residence Life	Residence Director
Scholarships	Financial Aid Office
Student Congress	Vice President of Academic Affairs
Student Services	Student Development Department
Transcripts	Registrar's Office
Withdrawal from Class	Professor, Registrar's Office
Withdrawal from Messenger College	Registrar's Office

## **Messenger College | Legacy & Statement of Faith**

### **“Legacy”**

Messenger College was founded in 1987. In November of 1983, the Pentecostal Church of God elected to merge two collegiate institutions into one college in Joplin, Missouri, the host city of its international headquarters. Southern Bible College (Houston, Texas) and Evangelical Christian College (Fresno, California) were consequently closed. The resources of both institutions were relocated to Joplin, Missouri. Subsequently, Messenger College was able to open in newly constructed facilities on wooded acres across from the international offices of the church denomination. The College officially opened its doors in September 1987.

In May of 2011, a terrible EF-5 tornado devastated the city of Joplin. Messenger College opened its campus as a distribution and volunteer housing center during that summer. In the aftermath of this event, Mercy Health Systems approached Messenger College with an offer to purchase its campus as the new site for their hospital, which was destroyed in the tornado. This offer made possible the relocation of the college to Euless, Texas, in the heart of the Dallas/Fort Worth metro area.

In August of 2018, Messenger College moved to the Pentecostal Church of God International Missions Center. This location at 2705 Brown Trail, Suite 401, Bedford, Texas, includes classrooms, library, and administrative offices. The student residence apartments are located in Euless, Texas.

Messenger College is a private institution and legal entity operating under the statutes of the State of Texas.

Messenger College is the national collegiate institution of the Pentecostal Church of God in the United States for the education of its ministers, missionaries, teachers and other professionals to serve its constituency and others in the United States and abroad. In addition, the denomination's outreach to developing countries include over 5,000 churches and outstations, over 100 Bible Institutions and training centers, and numerous assistance programs providing food, clothing and related human care outreaches.

**School Colors:** Blue and Red

### **Messenger College Alma Mater by Mark Rector**

*Hail to Messenger College and the red and blue. Holding forth the Word of Life in all we say and do.*

*Proclaiming Bible Truth in the Pentecostal Power. Hail our Alma Mater in its Finest Hour.*

*Hail to Messenger College and the red and blue. Faithfully we serve the Lord, Loyal and True.*

*Our memories will go with us, and loyal we'll remain.*

*Hail our Alma Mater, we proudly proclaim. Hail our Alma Mater in Jesus name!*

## STATEMENT OF FAITH

As a Christian College operating under the auspices of the Pentecostal Church of God, Messenger College is firmly committed to the evangelical, Pentecostal position of its sponsoring denomination. Messenger College holds to the following truths:

We believe that it is the express purpose of God, our Heavenly Father, to call out of the world a people who shall constitute the Body, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone.

We further believe that members of the Body, the Church, are enjoined to assemble themselves together for worship, fellowship and instruction in the Word of God, the work of its ministry, and for the exercise of those spiritual gifts and offices provided for in the New Testament; and according to God's Word, the early Christians came together in such fellowship as a representative Body of blood-washed and Spirit-filled believers, who cooperated with, and sent out, evangelists and missionaries and, under the leadership of the Holy Spirit, set over the churches, apostles, prophets, evangelists, pastors, teachers, deacons and helpers.

Therefore, we recognize ourselves as a cooperative Fellowship of Christians, endeavoring to keep the unity of the Spirit in the bond of peace, till we all come in the unity of the faith and the knowledge of the Son of God, unto a perfect man unto the measure of the stature of the fullness of Christ (Ephesians 4:3-13).

As a covenant community comprised of followers of Jesus Christ devoted to the Word of God, the Pentecostal Church of God adheres to the following essential values as foundational doctrines and those things which we hold as absolute beliefs (Luke 1:1); seeking always the global advancement of the Kingdom of God (Acts 1:8); endeavoring to be connected and serve with a Christ-honoring approach that there be no divisive disturbance of the peace and harmony within the Body of Christ (Mark 10:45, 1 Corinthians 1:10) in order that we will be a relevant voice to reach the unreached peoples of our generation and send the reached into the harvest (Acts 13:36).

1. **The Scriptures:** The Scriptures of the Old and New Testaments are the inspired Word of God (2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

2. **The Godhead:** We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and invisible, and Preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three persons of one individual essence, who are co-equal, coexistent and co-eternal; namely, the Father, the Son and the Holy Ghost (Matthew 3:16, 17; 28:18, 19; 2 Corinthians 13:14; John 1:1, 2, 18; 10:33; 14:26; 15:26; Philippians 2:6; Hebrews 9:14).

The Son is the eternally begotten of the Father and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return again to establish His Kingdom of righteousness and justice. The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment (John 16:8).

3. **Man, His Fall and Redemption:** Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God." (Romans 3:23). "As it is written, there is none righteous, no, not one." (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, and gave His life and shed His blood to redeem and restore man to God (1 John 3:8).

4. **Salvation:** Salvation is made possible through the meritorious work of Jesus Christ on the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7). Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8). Man is a free moral agent and can at any time after the new birth experience turn away from God and die in a state of sin, with the consequences of hell to look forward to.

5. **The Church:** The true Church, built upon the Foundation of Jesus Christ (1 Corinthians 3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians 12:27); Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians 5:27; Revelation 21:27). To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27, 28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12). This universal, invisible, sanctified Church is the chaste virgin Bride of Christ (2 Corinthians 1:1, 2; Ephesians 5:26, 27; Revelation 21:9, 27). It is this Bride for whom Jesus Christ will return, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

6. **The Ministry:** God, through the Holy Spirit, definitely calls such as He desires to serve as apostles, prophets, evangelists, pastors and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians 4:11, 12). Under no circumstances should anyone be ordained or set apart to any such office unless the calling is distinct and evident.

7. **Water Baptism:** Baptism in water is by immersion, a direct commandment of our Lord (Matthew 28:19) and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39). The following recommendation regarding the water baptism formula is adopted, "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen."

8. **The Baptism of the Holy Ghost:** The Baptism of the Holy Ghost and fire (Matthew 3:11), is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:38, 39; 10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

9. **Sanctification:** The Bible teaches that without holiness no man can see the Lord (Hebrews 12:14). We believe in the doctrine of sanctification as a definite, yet progressive, work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).



10. **The Lord's Supper:** The ordinance of the Lord's Supper is a commandment of our Savior; and being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26). Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

11. **Foot Washing:** Foot washing is recognized among many believers as a Christian practice, and the time, manner and frequency of its observance is left to the discretion of each local congregation (John 13).

12. **Divine Healing:** Healing is for the physical ills of the human body and is wrought by the power of God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15). It is provided for in the atonement of Christ and is available to all who truly believe.

13. **Resurrection of the Just:** The Bible promises, "This same Jesus...shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16, 17). Following the tribulation, He shall return to earth as King of kings and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelation 20:6).

14. **Setting a Time for the Lord's Return:** It is unwise to teach that the Lord will come at some specified time, thereby setting a date for His appearing. It is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

15. **The Coming of the Lord:** We believe the Bible presents the coming of Christ as personal, imminent, pre-tribulational and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension, and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the "blessed hope" of the church. Furthermore, we recommend that should any of our preachers hold to the mid- or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue, their standing in the fellowship will be seriously affected.

16. **Hell and Eternal Retribution:** The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire, and therefore has no further opportunity of hearing the gospel or for repentance (Hebrews 9:27). The Lake of Fire is literal (Revelation 19:20). The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

17. **Tithes:** We recognize the scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11; 16:2).



# Student Development

## [Student Development Department | Overview](#)

### **Our Mission:**

The Student Development Department fosters experiential and person development opportunities that engage and empower students in becoming life-long learners and world-changing leaders for the 21<sup>st</sup> Century.

### **Campus Ministries:**

Your Messenger College experience would not be complete without Campus Ministries. Chapel provides a chance for the MC family to gather and experience Christ and His present work in the lives of all humanity around the globe. Through chapel, students are encouraged to see past themselves to the greater story that God is writing. It's an environment deliberately set aside to complement the classroom and residence hall experiences in awakening, equipping, and connecting learner-leaders, who are seeking to make visible the redeeming work of Christ.

### **Student Congress:**

Student Congress exists to represent each and every student. We accomplish this by working with the administration of Messenger College to bring about positive change on campus. From proposing policies to the school's administration to funding and administrating student activities, SC serves as the bridge between the students and administration.

# 5 Pillars of Student Development

## *Spiritual Formation*

**Students attend chapel services with dynamic speakers. Our staff connects with students one-on-one to provide mentorship and friendship.**

## *Servant Leadership*

**Students learn and apply leadership principles of serving others in their everyday life.**

## *Diversity and Inclusion*

**We promote involvement and empowerment, where the inherent worth and dignity of all people are recognized.**

## *Community*

**We create a place, a group, a comradeship of those who follow learning as their guide and who welcome others in the same pursuit; a feeling of fellowship with others.**

## *Personal Wholeness*

**Our department focuses on developing a sense of balance in a student's life.**

## **Directory of Student Development**

**Lynnea Martinez, Director of Student Development and Campus Pastor**, and is responsible for services, programs, compliance reporting, and translating of Messenger College's overall philosophy and objectives into practical and meaningful programs and vision.

As **Campus Pastor**, she also assists and plans the chapel and spiritual formation programs for the Campus Ministries program. The Campus Pastor has primary responsibility for the spiritual growth and ministry oversight of Messenger College's Campus Ministries program under the supervision of the Acting Director of Student Development. Contact info: [lmartinez@messengercollege.edu](mailto:lmartinez@messengercollege.edu)

**Dr. Michael West, Director of Student Development Compliance**, is a professional staff member in charge of maintaining compliance with Title IX and the Clery Act by compiling crime statistics to ensure campus safety. He also serves as the ADA Coordinator for the institution and is in charge of MC's Drug & Alcohol Program, Annual Safety & Security Report, and Emergency Action Plan. Contact info: [mwest@messengercollege.edu](mailto:mwest@messengercollege.edu).

**(open) , Director of Residence Life (Residence Director)**. The Residence Director is a key professional staff member and is expected to uphold and communicate Messenger College's overall philosophy and community standards to all students living in the college's housing facilities. The RD facilitates and oversees all residence halls programming for holistic student development and bridges the gap between the classroom and daily living. The RD is responsible for ensuring the safety standards and a quality living experience for all students and staff living at the housing facilities. Contact info: [studentdevelopment@messengercollege.edu](mailto:studentdevelopment@messengercollege.edu)

**MC Residence Assistants (RAs)** are student leaders who assist the RD. The RA serves as a resource person for students; strives to create a positive atmosphere that enhances community building; facilitates peer communication, conflict resolution and accountability; assists in the educational programming and social planning at the residence.

Also serving MC's residential students are the Director of Residence Life (Residence Director).





## Student Development | Campus Service

**Academic Catalog:** Students are provided an updated Academic Catalog each year to inform students of their academic responsibilities, student rights, and policies of Messenger College. Students are encouraged to review this catalog each year and throughout the school year to ensure deadlines are met and academic responsibilities are upheld. Students can find a copy of this catalog on the Messenger College webpage at <https://www.messengercollege.edu/academic-catalog>

**Academic Support:** The Library is available to students who desire academic assistance, on duty staff is there for assistance. Students can reach out to the Academic Affairs department for further assistance. The Academic Affairs department provides study sessions throughout the semester.

**Academic Grievance:** The process for resolution of a student grievance regarding academic personnel and policy matters (non-student life) is for the student to communicate the grievance in writing to the Vice President of Academic Affairs. The student may be asked to meet with the Vice President for clarification of issues. Upon review of the grievance, the Vice President will then determine if it is necessary to bring the grievance to the Academic Affairs Committee. If a resolution is not determined, or if the student chooses to appeal the decision of the Academic Affairs Committee, the grievance will be submitted to the President's Cabinet for a final decision. The student will receive a response in writing from the Vice President, with a copy going to the President.

**Accommodations for Disabilities:** Messenger College has an obligation to make reasonable accommodations in policies, practices, or procedures when necessary to prevent discrimination on the basis of disability unless making the accommodations would fundamentally alter the nature of the

service, program, or activity, or would result in undue financial and administrative burdens. It is the policy of Messenger College not to discriminate on the basis of disability in its academic programs, admissions policies, employment opportunities, financial aid, or other school administered programs, which includes making reasonable accommodations for those with disabilities.

Persons with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In compliance with the Americans with Disabilities Act of 1990, an individual with a disability is defined as a person who “has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment.” Reasonable accommodations are mandated by these laws. Students, faculty, or staff members who may need accommodations or services due to a disability or medical condition should contact the appropriate office (Student Development Office for students or Business Office for faculty/staff). Students with documented disabilities should schedule an appointment with the Director of Student Development to discuss their goals, how their disability affects them in a college setting, the accommodations they have used in the past, and to request accommodations.

The Director of Student Development Compliance shall coordinate with the Academic Office to ensure the student has reasonable accommodations in the classroom. When a request for accommodation has been granted, a letter will be sent from the VPAA, and the accommodations will be in effect until the end of the semester. At the end of that time, the accommodations will be reviewed by the AAC and adjusted if needed. If the student has any concerns about the disability and/or the effectiveness of the accommodations, they may submit a request for a review to the ADA coordinator. Requests for accommodations for persons with disabilities will be handled on an individual basis. Students should complete the Disability Accommodation Request Form and submit it to the appropriate office. For more information please visit: <https://www.messengercollege.edu/consumerinformation>

### **Accreditation Commission Complaint Policy:**

How to File a Complaint against an Institution Accredited by TRACS

1. Individuals making an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints against a member institution will be directed to the appropriate page of the TRACS website (<https://www.tracs.org/complaints>). This webpage will provide a link to this policy (BP104) and access to the TRACS Complaint Processing Form. The Complaint Processing Form may be completed and submitted on-line or may be downloaded, completed, and mailed to the TRACS office. TRACS' response and its obligations to meet the specific timetables outlined in this policy will begin only after the complainant has submitted by either of the methods prescribed in this policy.
2. A formal complaint against a member institution is one that:
  - a. Is submitted by either of the methods prescribed in this policy
  - b. Includes all required supporting documentation.
  - c. If mailed, is addressed to: TRACS President Transnational Association of Christian Colleges and Schools 15935 Forest Road, Forest, VA, 24551
3. Once a complaint has been received, TRACS will acknowledge receipt of the complaint within 15 working days.
4. If the complaint was not submitted according to one of the methods prescribed in this policy, or if any relevant information is missing from the complaint, TRACS will contact the complainant with guidance that will allow the complainant to either refile the complaint or provide the necessary information.

Individuals intending to file an official complaint with TRACS should review and be familiar with the specifics of the TRACS Complaint Policy before proceeding with the submission of a Complaint Processing Form.

Complaints may be submitted in either of the following ways:

1. [Download](#), print, complete, and submit the Complaint Processing Form to the TRACS office by mail.
2. Complete and submit the Complaint Processing Form [online](#).

Once a Complaint Processing Form has been submitted, TRACS will follow the procedures outlined in the TRACS Complaint Policy in processing the complaint.

### **SARA Student Complaint Process:**

Complaints against a SARA participating institution must first go through the institution's own grievance procedures. All complaints regarding student grades or conduct violations are governed by the institution and the laws of the institution's home state.

If a student is not satisfied with the outcome of the institutional grievance process, the student may appeal, within two years of the incident, to the SARA portal agency of the institution's home state.

For all complaints regarding Texas degree-granting postsecondary institutions participating in SARA, complete the Student Complaint and Release [Form](#) and email the form to [StudentComplaints@highered.texas.gov](mailto:StudentComplaints@highered.texas.gov).

For questions regarding SARA policies and procedures, please contact Cathie Maeyaert at [cathie.maeyaert@highered.texas.gov](mailto:cathie.maeyaert@highered.texas.gov)

For more information, visit: <https://nc-sara.org/sara-student-complaints-0>

**Campus Facilities [Access and Safety]:** Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. Members of faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department. Students can obtain information regarding the facilities, safety procedures, and emergency personnel contact information from the Emergency Action Plan on the Consumer Information page, located at <https://www.messengercollege.edu/consumerinformation>. During business hours, the College's academic and administrative building (excluding residential housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours or periods of extended closing, access to all College facilities is restricted to authorized individuals. Security Cameras are located at the entrance of Messenger College with 24 hours per day surveillance.

**Campus Ministries Program:** The Campus Ministries Office is available to assist students with spiritual growth and development and provide spiritual guidance. Our Chapel programs and spiritual activities are coordinated by the Campus Pastor of which seeks to assist students in becoming involved in ministry. The Campus Pastor helps students connect with opportunities to put classroom theories into action through practical training through church and community involvement.

**Campus Safety & Crisis Management Team:** This team is responsible for evaluating and providing a safe campus environment. This team will develop, revise, and maintain a common framework for dealing with emergency and crisis situations while educating the MC Community with crime and safety prevention.

In addition to programs, information is disseminated to students and employees through articles on the news feed of campus management software, Populi.

**Complaint Resolution (Non-Academic):** The process for resolution of an online student complaint regarding student life (non-academic) is for the student to communicate their concerns in writing to the Director of Student Development Compliance. The student may be asked to meet for clarification of issues and will receive a response in writing from the Director of Student Development Compliance with a copy going to the President's Cabinet. Appeals relative to student disciplinary issues are handled in accordance with the Community Accountability Program process detailed in the "Appeal of a Community Accountability Decision" section of the Student Handbook. (See Texas Student Complaint Policy)

**Crime Prevention Programs:** Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

**Drug and Alcohol Abuse Prevention Program:** Messenger College complies with the Drug-Free Schools and Campuses Regulations, by annually distributing to students and employees written documentation regarding the availability of a Drug and Alcohol Awareness Program can be retrieved at: <http://www.messengercollege.edu/drug-and-alcohol-abuse-prevention>

- **Available Help:** Messenger College recognizes the college community is not immune to the societal problem of substance abuse. Confidential referrals for counseling, treatment, or rehabilitation are available from the office of Student Development for students and employees who voluntarily seek such assistance.
  - **Faithful Counseling (Online):** [faithfulcounseling.com](http://faithfulcounseling.com)
  - Psychology Today (Find a Therapist Tool): [psychologytoday.com](http://psychologytoday.com)
  - Suicide & Crisis Lifeline: 988

**Email Communications:** The MC e-mail system is to be the principal means of communication between faculty, staff, administration and students. Types of communication may include assignments, registration materials, announcements, etc. It is the responsibility of the student to check his/her Messenger College e-mail account daily, and students will be held accountable for any and all official communication of administrative policies, faculty instructions and campus information sent via the MC e-mail system. Students are expected to communicate in a professional manner towards their peers, professors, and administration. This includes correct grammar, professional titles and headings with professional verbiage. Mass e-mail distributions should be utilized only for critical information.

**Emergency Action Plan:** Each year the Student Development department provides the MC Community with safeguards and instructions of what to do in an emergency or dangerous situation.



Students and staff are expected to review the Emergency Action Plan for their own safety and protection. It is emailed to the entire MC Community each year. It can be found on the college's webpage.

Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. Any building-specific regulations, established by units responsible for those buildings, must be consistent with the regulations established by the Student Development Department. Members of the faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department.

**Enrollment Services:** If you need to add or drop a course, submit graduation requirement materials, request transcripts or have questions about registration, please contact [cdowd@messengercollege.edu](mailto:cdowd@messengercollege.edu).

**FERPA:** Messenger College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy. For more information please visit:

<http://www.messengercollege.edu/ferpa>

**Financial Aid:** The Financial Aid office should be contacted when a student is interested in applying for grants, loans, or questions regarding their financial status. The purpose of this office is to help students obtain financial assistance from institutional, private, and government sources. For questions, please contact the Director of Financial Aid, Carolyn Dowd, at [cdowd@messengercollege.edu](mailto:cdowd@messengercollege.edu).

**Graduation:** Candidates for graduation are required to file a petition for graduation in the Office of Enrollment Services two semesters prior to their anticipated graduation date. A minimum cumulative GPA of 2.0 is required to be awarded any degree at Messenger College.

Students may graduate under the degree program requirements of the catalog in force during the session in which first enrolled, or the student may choose to follow the requirements of the current catalog. The student is responsible for satisfying all degree requirements according to the catalog chosen.

**Insurance:** Messenger College encourages all students to have proper insurance in case of emergencies. Messenger College does not provide insurance of any kind. Messenger College is not liable for accidents or injuries occurring anywhere on the College campus or off-campus school sponsored event.

- **Personal Property Liability** – Personal property is not covered by Messenger College insurance.
- **Medical/Hospitalization** – All students are strongly encouraged to have medical insurance coverage.

**Job Opportunities:** Job opportunities for students are often posted on the News Feed of Populi and communicated through email by staff members.

**Library:** The Messenger College library is a learning resource center. It contains a computer lab where resources are available such as EBSCO ATLA and Philosophy and Religion databases.

*Book & Resource Checkout:* Library books are checked out for a two-week period. Faculty may place selected materials on reserve to be used as a part of course requirements.

*Online Check Out Process for Physical Books:* Online students desiring to check out books from the Messenger College Library will notify the Director of Library Services via email with the title, author, edition, and ISBN of the book needed. The Director will check out the book and bring it to the Registrar for mailing. If the desired book is not available, the Director will notify the student via an email response that the book is not available. The requested book will be mailed to the student on the same day (if possible) via USPS using Media Rate postage. A postal indicium and mailing label for the return will be included with the book. The circulation period is three weeks. The circulation period will start with the date the book is sent to the student (postmark of the outgoing package). If the student requests expediting shipping, the shipping costs to expedite must be pre-paid by the student via credit card. The student must return the book by the due date. The postmark of the return package must be before or equal to the due date. All other Library policies regarding circulation, overdue books, and fines are the same as for residential students. (See Library Handbook.) Any requests must be submitted to [library@messengercollege.edu](mailto:library@messengercollege.edu).

*Virtual Library Services:* The MC VIRTUAL LIBRARY is located at <https://messenger.harringtonlc.org/> This site is a direct link to the Messenger College Library Catalog, databases and e-books. Messenger College is a member of the Harrington Library Consortium. You may also search the libraries of other HLC members. See below for user tutorials.

*Hours and Operation:* The library hours are Monday – Friday 9:00 am – 5:00 pm. Special hours will be communicated by the Academics department for additional times and services.

*Overdue Fines:* Fines are assessed for materials returned late. A book can be renewed one time for a week in order to prevent late fees. Maximum fines will be assessed for materials that have been lost or unreturned to the library and will be equal to the replacement cost of the material along with a \$5.00 processing fee.

**Monitoring Criminal Activity Off-Campus:** When an online Messenger College student is charged with any criminal activity, the student must notify Messenger College immediately.

**Pastoral and Professional Counselors Reporting Policy:** In accordance with federal law U.S.C. Section 1092 (f), campus “Pastoral Counselors” and campus “Professional Counselors,” who are functioning only within the scope of their responsibilities as counselors (per the definitions below), are not considered to be campus security authorities and, therefore, are not required to report crimes for inclusion in the annual disclosure of campus crime statistics unless required by state law. It should be noted if a Pastoral Counselor or Professional Counselor qualifies as a CSA under some other standard they are not exempt and are required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, they are encouraged, if and when they deem it

appropriate, to inform persons being counseled of the procedures and requirement to report crimes for inclusion in the annual campus crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor:* An employee of an institution, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor:* An employee or contracted counselor of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

**Payment Plan:** Fifty percent of all charges shall be paid by the first day of classes, and no later than Friday of the first week of the semester. The remaining amount shall be paid in equal payments, by the end of the semester. Financial Aid awards shall be considered in fulfilling payment requirements. Payments to the Business Office may be made by personal checks, money orders in U.S. funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment. A \$20 fee will be charged for all returned checks.

Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties. Advance payment should be mailed at least one week prior to the first day of the semester. Until all accounts are cleared with the Business Office, a financial lock will be placed on the student's account.

**Populi:** Populi is Messenger College's learning management system. All information regarding enrollment and student accounts may be accessed through login. It is important that you check this daily.

**Safety, Security, and Fire Report:** Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

The ASR contains information about:

- Campus security and personal safety including topics such as: crime prevention, public safety authority, crime reporting policies, campus facility security and access, law enforcement authority, fire safety, disciplinary procedures, incidence of alcohol and drug use, and the prevention of/response to sexual assault, sexual harassment, domestic or dating violence, and stalking.
- Fire statistics in our residential facilities; and Crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.

The Student Development Department of Messenger College is directly involved in developing and reviewing the Annual Security and Fire Safety Report. It is the policy of Messenger College that the Director of Student Development or designee shall distribute by electronic mail, to all enrolled students, faculty and staff, the appropriate hyperlink to the Annual Security and Fire Safety Report.

The ASR and Fire Safety Report is updated and made available by October 1 each year at [www.messengercollege.edu/consumerinformation](http://www.messengercollege.edu/consumerinformation) and a hard copy is available upon request by calling 817.554.5950, e-mail at [info@messengercollege.edu](mailto:info@messengercollege.edu). Copies are stored in the Student Development office. A notice of availability is distributed to current students and employees via College email listserv.

Preparation of the Annual Disclosure of Campus Crime Statistics: To comply with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, the Director of Student Development, serves as the Campus Security Authority and is responsible for the preparation of the Annual Security Report (consisting of campus security policy disclosures and campus crime statistics for the previous three calendar years) and its submission by October 1 to the U.S. Department of Education.

Messenger College is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. Messenger College works closely with the Euless and Bedford Police Departments.

**TITLE IX:** As a religious institution, Messenger College is exempt from many tenets of Title IX. Consequently, it is the policy of Messenger College to only comply with the provisions of Title IX of the Education Amendments of 1972 that are not covered by the law's religious institution exemption provisions. ***Students are required to read Messenger College's [Title IX policy](#); it is fully integrated into this section of the Handbook, and all students are expected to fully comply with all Title IX policies.***

MC has designated a Title IX Coordinator to coordinate MC's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www.ed.gov](http://www.ed.gov) or calling 1-800-421-3481.

#### **WHAT IS Title IX?**

Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. For more information about Title IX, visit [www.ed.gov](http://www.ed.gov).

#### **To file a complaint or to ask questions about Title IX please contact:**

Dr. Michael West, TITLE IX Coordinator/Director of Student Development Compliance  
[mwest@messengercollege.edu](mailto:mwest@messengercollege.edu), 817-554-5950

**Sex Offender Registry:** In accordance with the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the *Family Educational Rights and Privacy Act of 1974*, the Messenger College Office of Student Development provides a link to publicly accessible Internet web sites containing the Texas Sex Offender Registry and the Tarrant County Sex Offender List. This law also requires sex offenders, who already are required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed or enrolled as a student.

Individuals included on the web sites are included solely by virtue of their conviction record and Texas state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Follow the link below to access the Texas Sex Offender Registry website. The Texas Department of Public Safety is responsible for maintaining this registry:

<https://publicsite.dps.texas.gov/SexOffenderRegistry>

Follow the link below to access the Tarrant County Sex Offender List website. The Tarrant County Sheriff's Department is responsible for maintaining this registry:

<https://www.tarrantcounty.com/en/sheriff/operations-bureau/criminal-investigations/sex-offender-registration.html>





## Student Development | Spiritual Life

### **I. CHAPEL**

Our chapel worship services are an essential part of Messenger College. Online students are encouraged to attend chapel online. Chapel services provide opportunities for our students to focus their attention to God and His Spirit. It is time spend in the presence of God and serves as the classroom of the Holy Spirit. The Holy Spirit moves powerfully through the anointed Word and worship to impact the lives of our world- changing students.

#### **Days of the Week:**

Monday (practicums and student speakers)  
 Wednesday (regular chapel for all students)  
 Friday (practicums and special services)

#### **Chapel Hour:**

11:15am-12:15pm  
 11:15am-12:15pm  
 11:15am-12:15pm

- **Distance Education Students** (online) are provided resources from our Campus Pastor to assist their spiritual life. Any questions or concerns please contact the Student Development office at [studentdevelopment@messengercollege.edu](mailto:studentdevelopment@messengercollege.edu).
- Online students who may attend a MC Chapel in person must arrive on time and follow the Chapel Etiquette policy. A copy may be provided upon request.

## **THE MC WAY: CODE OF EXCELLENCE**

Messenger College is a Christian, evangelical, Pentecostal institution founded to serve the youth and adult learners of the Pentecostal Church of God and the community. The College is not concerned with challenging the church allegiance of its students; rather, it seeks to bring each student into a more personal relationship with Christ and to acquaint the student with the Holy Spirit and the operation of the spiritual gifts for the enrichment of spiritual life and ministry.

Faculty members are dedicated Christian men and women endowed with the power and love of the Holy Spirit. Each is academically competent and is dedicated to the ideal of educating the whole person in the concept that man is a triune being – spirit, mind and body. Further, each member of the faculty has an authentic concern for the welfare and total development of each student.

Messenger College has explicit rules and regulations for the development of self-discipline and character. Messenger College believes that self-discipline and learning should go hand-in-hand to build character. A student can best develop in the dimension of the whole person when both sound scholarly habits and a commitment to a disciplined behavior and sound character are engaged.

Messenger College firmly stands for and works to create a climate in which appreciation and respect is encouraged between the sexes, between members of different ethnic groups, between students and faculty and in all other relationships. In addition, the College encourages spiritual worship and personal witness as well as church and chapel attendance.

Further, the College encourages cultivation of prayer and Bible-study habits, neatness of dress, good manners, personal integrity in speech, business and conduct, and a personal lifestyle that enhances individual integrity and personal development. Unseemly behavior is prohibited at the College. This includes sexual immorality, academic dishonesty, lying, stealing, cheating, gambling, profanity, vandalism, use of tobacco, immodest dress, violation of the rights of others, and other negative behaviors.

Upon enrollment at Messenger College, the student voluntarily accepts a unique way of life that seeks to provide development of spirit and physical fitness on the same high level as that of intellect. The student is expected to maintain the highest standards of behavior and performance while attending Messenger College, both on and off campus.

## **II. LOCAL CHURCH ATTENDANCE**

During their time at MC, online students are strongly encouraged to maintain consistent local church attendance. MC strongly recommends that students attend at least one (1) service per week. Students are encouraged to find a local, Spirit-filled church body in which they can become proactive in building the kingdom. We believe the local church to be the perfect opportunity to foster and develop ministry and regular church attendance to be vital to the life of the believer.

## **III. SPECIAL SPIRITUAL SERVICES**

The Student Development Office provides many special spiritual services each semester, such as Revival, Nights of Worship and Small Groups.

Online students will have the opportunity to attend these virtually.



## Community Living | Overview

It is expected that students who come to Messenger College will desire to live out their Christian faith by applying Christian principles to their everyday living. The reality of college life, both on and off campus, is that each individual is required to make choices in the areas of thought, behavior and lifestyle; to be self-disciplined; and to be held accountable by the college community. Messenger College reserves the right to discipline any student who, in the College's sole judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, programs and expectations of the College.



## Community Living | Biblical Foundation

Although there is much we share in common as a community of believers, there is a need to recognize that we come also as individuals with a variety of cultural backgrounds in the way we think about inward convictions and outward behaviors. It is helpful for students to understand that certain biblical principles are foundational for the behavior and character of a maturing person in Christian community. In order to enhance the effective functioning of this community, MC has established certain behavioral norms based on these biblical principles

- **Glorifying God** . . . As Christians, our lives must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in everything (Romans 8:29; 1 Corinthians 10:31; Colossians 3:9, 10, 17).
- **Love for God** . . . Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5; Matthew 22:36-38; Mark 12:28-30; 2 Corinthians 5:10).
- **Love for Others** . . . Consistent with the example and command of Jesus Christ, love must guide and determine our relationships with others (Leviticus 19:18; Matthew 22:39-40; John 15:12-17; Ephesians 4:32-5:2; Philippians 2:1-11).
- **Responsible Service** . . . Christians bear responsibility for service to others. They are responsible to serve their neighbors and be pressing worldwide problems such as poverty, hunger, human trafficking, disease, illiteracy and racism (Matthew 7:12, 25:31-46, Galatians 5:14, 6:10; James 1:27, 2:14-17).
- **Community Accountability** . . . As members of a Christian community, our actions are not solely a private matter. Accordingly, members of the MC community must hold their neighbors accountable for their conduct when it directly affects the welfare of community living (Matthew 18:15-17).
- **Stewardship** . . . The community as a whole and members individually are responsible for the effective stewardship of abilities and opportunities, using both personal and institutional resources (Luke 19:11-27; Romans 12:3-8; 1 Corinthians 4:2; Ephesians 5:15-16; 2 Timothy 1:6-7).
- **Consideration of Others before Self** . . . In the desire to attain common goals and to ensure orderly community life, the subordination of some individual prerogatives may be necessary. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community and to not cause others to stumble in their walk with the Lord (Romans 14:19-15:2; 1 Corinthians 8:9-13, 9:19-23, 10:23-11:1).
  - a. **Choices of Conscience** . . . Certain actions are expressly prohibited in the Scriptures and are, therefore, wrong. Christians are responsible to avoid practices that are called sinful in Scripture. Similarly, Scripture comments on some actions that are matters of individual convictions based on a given situation. In this latter area, care must be exercised so as not to condemn one another or to cause another to stumble or us to fall (Matthew 7:1, Romans 14:1-23).
  - b. **Avoiding Worldliness** . . . Important to an understanding of all behavioral standards is the Christian's obligation to separate from worldliness (Romans 12:1-2; Titus 2:11-14; James 4:4; 1 John 2:15-17). "Worldliness" is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters

as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

- c. **Living** . . . Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of God, the guiding power of the indwelling Holy Spirit and the counsel of the Church. Christians are expected to study and obey the Scriptures; to cultivate a heart attitude that allows for the guidance of the indwelling Holy Spirit; and to give serious consideration to the counsel of the people of God (Proverbs 15:22; John 16:13:15; Acts 1:8, 2:42; 2 Timothy 3:16-17; 1 Peter 2:2; 2 Peter 1:19-21; 1 John 2:27, 5:1-6).
- d. **Culture of Honor**.... All members of the MC Community are expected to display a culture of honor towards leadership of MC and PCG, professors, peers, and self. As followers of Christ, honor may not always be deserved but we strive to give honor because it is decided and we are a community that honors God and the people in our lives. (Romans 12:9-10)

## **Community Living | MC Covenant**

Responsibility, accountability, and discipline all serve an important purpose in both individual and community growth. Each member of the MC community has committed himself/herself to the responsibility of living within the expectations and guidelines stated in the Student Handbook and summarized in the Character and Lifestyle Covenant. The Covenant is in force for the duration of the student's enrollment at MC.

### **Character and Lifestyle Covenant**

Messenger College is a distinctively Christian institution that is rooted in Evangelical, Holiness and Pentecostal traditions. Because of that heritage, we attempt to develop and interpret all we do from a conservative Christian perspective. We believe that MC's standards are consistent with biblical principles and are designed to promote the welfare of the entire community. Although students' personal convictions may differ, all students are required each semester to adhere to the following covenant in order to foster fellowship and harmony within MC's community and to witness to our surrounding community.

#### **Statement of Commitment**

- I will endeavor in all areas of my life to develop the character traits modeled by Jesus Christ. Among these are personal integrity, humility, gentleness, patience, love and compassion for others.
- I will endeavor to respect the rights of others in fulfillment of the biblical command to love my neighbor as myself.
- I will apply the biblical standards of truthfulness and honesty (Exodus 20:15-16) to all my conduct and communication.
- Because of my identity as a follower of Christ, I pledge to abide by the "Standards Based on Scripture" described in the Student Handbook as long as I am a continuing student at Messenger College, including all breaks during and between semesters, including summers.
- Because of my identity with the College community, during each semester I am enrolled including all breaks during the semester, I pledge to adhere to the Character and Lifestyle Covenant as described in the Student Handbook.
- I will refrain from sexual immorality; pornography and illegal drugs; the abuse of prescription or nonprescription drugs; I commit to refraining, to the best of my ability, from the personal possession or use of alcoholic beverages, tobacco, gambling, and the use of vulgar and profane language.
- I will avoid attendance at all places (including clubs, lounges or bars), or participation in all activities, which are morally degrading or may influence one to violate the College's behavioral standards written in the Student Handbook.

## Community Living | Behavioral Standards

This section outlines in more detail the community covenant and responsibilities of membership in the Messenger College community.

**Abortion:** Messenger College respects the sanctity of human life. Because of this, Students (male and female) participating in securing an abortion are subject to Dismissal.

**Academic Dishonesty:** Incidents of academic dishonesty (plagiarism, self-plagiarism, or cheating) are handled by the Academic Affairs Office and reported to the Student Life Office. Repetitive offenses may be addressed in both the academic and student life arenas. The College's policy on Academic Dishonesty appears in the Academic Catalog. [Probation 1 (minimum), plus possible sanctions]

**Accountability Reporting:** All students are required to report any student who violates the MC Student Handbook, Covenant, and Academic Catalog. Students who obtain any information of a violation must report it to the Student Development Department regardless if leadership has been informed or not of the situation. Students who report violations will remain confidential. *Students who withhold information of another student violating MC policy or standard will result in Probation 1 Status.* Students/employees are required to notify the Director of Student Development of any known criminal drug or alcohol statute conviction or violation upon knowledge of such conviction or violation. *The penalty for violation of any of the above statements may be terminated from enrollment/ employment with referral given to the appropriate authorities for thorough prosecution.*

**Alcoholic Beverages:** Messenger College online students will refrain from the possession or use of alcoholic beverages while attending MC.

**Computer Network Use Policy:** With the freedom of access provided by the Messenger College computing network comes the responsibility of good citizenship and good stewardship. [Probation 1 (minimum), plus sanctions]

**Conduct Unbecoming of a Messenger College Student:** Students engaged in any behavior that causes reproach to MC are subject to discipline. These behaviors include but are not limited to: a violation of local, state or federal law; any activity that puts another's safety at risk; any violation of MC's biblical foundation standards; and/or employment opportunities accepted by MC students that are not consistent with Messenger College standards. [Probation 1 (minimum), plus sanctions]

**Copyright Laws:** Copyright must not be infringed, whether the materials are in print or electronic format. In keeping with federal copyright laws, movies may be viewed in common areas only when proper licensing for public viewing has been secured.

Furthermore, Messenger College asserts its copyright for the Messenger College logo which cannot be shared or used in any manner without approval from the President or Vice President of Academic Affairs.

**Employee – Student Relationships:** Faculty and/or staff members may date students only after consultation with their area administrator and the President of the College.

**Failure to Comply with a Directive from a MC Official:** Students must immediately and fully comply with a legitimate directive from an MC official. [*Probation 1* (minimum), \$25 fine plus sanctions]

**Failure to Comply with Sanctions:** All sanctions given to students by Student Life staff must be completed within the specified time. [*Probation 1* or an escalation of status, plus additional sanctions]

**Gambling:** Online students are strongly encouraged to not participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler. This includes Internet gambling. [*Probation 1* (minimum), plus possible sanctions]

**Harassment:** Messenger College is committed to the respect of human dignity of every employee, student and guest on the campus. Harassment in any form is incompatible with biblical standards of Christian conduct and academic integrity and is therefore prohibited. Employees, students or guests who feel they have a basis for complaint should report such incidents without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

- **Harassment, Intimidation or Bullying:** The College prohibits any gesture, image, or written, verbal or physical act (including electronic communications) that (a) is motivated by any actual or perceived characteristic such as race, color, ethnicity, religion, gender, or mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student or damaging the student's property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students. [*Probation 2* (minimum), an immediate housing review, and other possible sanctions]
- **Sexual Harassment:** Harassment of a sexual nature intentionally directed toward a person because of his or her sex or gender is not tolerated. Prohibited conduct consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when: (a) submission to or rejection of such conduct or communication is made explicitly or implicitly a basis for employment, academic decisions, academic achievement or (b) such behavior unreasonably interferes with an individual's work, academic performance, residential environment or creates an intimidating, hostile, humiliating, or offensive work, educational, or residential environment. [*Probation 2* (minimum), an immediate housing review, counseling, plus possible additional sanctions]
- **Physical Aggression/Assault:** Pushing, striking, or physically assaulting another person is prohibited. [*Probation 2* (minimum), an immediate housing review, counseling, plus possible additional sanctions.]
- **Domestic Violence/Abuse:** The College has zero tolerance for students perpetrating domestic violence, defined as the physical beating of a wife, husband, girlfriend, boyfriend or children. [*Suspension* (minimum)]
- **Hazing/Initiations:** *Students are required to read Messenger College's [Hazing policy](#); it is fully integrated into this section of the Handbook, and all students are expected to fully comply with all hazing policy requirements.*

**Illegal Substance (Possession or Use) or Abuse of Legal Drugs:** The Messenger College community including employees, online and resident students and commuter students, while on or off College property, is expected to refrain from the manufacture, possession, use or distribution of illegal drugs. Purchasing, attempting to purchase, or facilitating the purchase of illegal substances is likewise prohibited. Students are considered “in possession” and responsible for illegal substances found on their person or in their residence or vehicle. Possession of drug paraphernalia is prohibited. [*Probation 2* (minimum), with random drug tests (paid by the student) and other possible sanctions, as well as a substance abuse evaluation prior to readmission. Parents or legal guardians will be notified.]

**Issue of Fines:** Fines for online students are extremely rare but can happen. Students are encouraged to communicate any concerns regarding fines to the Director of Student Development Compliance. Students must communicate to staff within 24 hours of receiving notification of fine(s) to issue any complaints or concerns. The Student Development team will review all complaints regarding the fine. The Student Development department reserves the right to enforce all issued fines.

**Lying/Withholding Information/Fraud:** Purposefully misrepresenting information, withholding requested information and/or filing false information is prohibited. [*Probation 1* (minimum), plus sanctions]

**Perjury:** Lying in an accountability board or panel setting is prohibited. [*Immediate Suspension* for the remainder of the current semester (minimum)]

**Pornography (possession, distribution, or use):** Students are to avoid material which, when viewed or listened to, encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. [*Probation 1* (minimum), plus possible sanctions]

*Students struggling with pornography are encouraged to access confidential College resources including the campus pastor, a faculty or a staff mentor. Such students may also contact Information Technologies and request restrictions on their Internet access. No discipline is associated with such voluntarily requested assistance as long as the violation is not repeated.*

**Sexual Immorality Issues:** As defined by Scripture, sexual immorality is prohibited. This involves sexual activities, whether heterosexual or homosexual, outside marriage. It also includes, but is not limited to, nudity (such as sexting, sharing electronic images via cell phones, computers, or webcams), genital contact, oral sex and/or intercourse. [*Probation 2* (minimum), plus sanctions]

**Sexual Offense:** Defined as “any sexual act without the consent of the other person,” sexual offense is a violation of both civil law and Messenger standards and is therefore prohibited. [*Immediate Suspension* for one year (minimum), plus counseling prior to readmission]

*A victim of a sexual offense should obtain emergency medical attention immediately, report the assault to local law enforcement officials as soon as possible and contact someone (e.g., Student residence staff, for emotional support and assistance.)*

**Social Media:** We understand the value of social media, and its use as a powerful tool. However, we also encourage wisdom in its usage. Evidence of any illegal or inappropriate behavior posted on social media may constitute grounds for disciplinary action by the College. (Inappropriate behavior and inappropriate language is any behavior or language that is profane, defamatory, inflammatory, pornographic or otherwise contrary to Messenger College community standards.) [*Official Warning* (minimum), plus possible sanctions]

### **Suicidal Thoughts/Actions:**

As a Christian institution, we are aware of the societal problem of suicide rising in our nation. Messenger College strives to be a safe and inclusive environment for our members. MC provides many resources and systems of accountability to ensure our member's mental health is cared for during this pivotal time in a young adult's life. Messenger College has laid out the following plan for suicide prevention and mental health awareness.

Common warning signs exist that can indicate a person may be considering harming themselves or others. All members of the college should be aware of suicide warning signs, and be able to report concerns regarding students, faculty, or staff displaying these signs. Some, but not all suicide warning signs are: depression, mood swings, erratic/unusual sleep (sleeping too much or too little), reckless behavior or impulsivity, increased anger or rage, giving away personal possessions, feeling trapped, isolated, withdrawn, helpless, hopeless, or burdensome, previous suicide attempts, searching for ways to die (such as trying to obtain a weapon or researching ways to die on the internet), experiencing significant loss (such as relationship break up, status/prestige or physical impairment, abuse or increased use of alcohol or other drug(s), talking about suicide, wanting to die or kill oneself, making a suicide plan. Concerned individuals should report these concerns to any of the national, local or campus resources indicated in this policy.

Availability of resources: Forums, informational emails, and orientation sessions will cover this topic and resources for members of the MC Community. For any resources and questions pertaining to mental health or suicide prevention, please contact the Director of Student Development Compliance at 817-554-5950

Review more of MC's Suicide Prevention Policy via the Emergency Action Plan under Consumer Information of the MC website.

### **Suicide Hotline:**

Faculty, staff, and students are encouraged to contact 911 or local law enforcement if a student's conduct is clearly and imminently reckless, disorderly, dangerous, or threatening to themselves or others, or is exhibiting suicidal behavior. **The suicide hotline is available by dialing 988.** The Suicide Hotline is a national resource available at any time with trained staff to assist the individual in resources and other support.

### **Tobacco (Use, Possession, Purchase or Attempt to Purchase):**

Online students are strongly encouraged to refrain from the possession or use of tobacco products.

***Repeated or multiple violations of any listed offenses within this handbook will result in an escalation of status and increased sanctions.***

## Community Accountability Policies and Standards

Online students are expected to maintain a high degree of personal ethics and commit to the Character and Lifestyle Covenant while attending the College. However, even though they are not policed by the MC staff and faculty, sometimes violations or concerns are brought to the MC staff and/or faculty's attention. In certain instances, the student may need the assistance of the Department of Student Development to encourage rehabilitation. In that event, the following system may be used. Online students may be assessed the same probation status as residential students. When a student transfers from the residential program to the online program all sanctions and probations also transfer.

### **1. Mission of Community Accountability**

The Community Accountability at Messenger College exists to provide a Christian response to student violations of College behavioral guidelines. The purpose for accountability and discipline at Messenger College is to provide an opportunity for individuals to change and grow through an environment that is conducive to living and learning within a distinctively Christian community. Our goal is to assist in the social, behavioral and spiritual development of students through self-discipline, peer accountability and community accountability in the context of an Evangelical and Pentecostal Christian worldview.

### **2. Philosophy of Community Accountability**

All students at Messenger College are members of a community. This community individually and corporately upholds specific behavioral standards, which are designed to serve the best interests of both the individual and the community. Therefore, each individual is accountable to other community members in highly significant ways. Community Accountability Conferences, Panels and Boards (collectively referred to as the Conduct Committee) exist to provide constructive confrontation with students who have violated College community standards.

This approach is consistent with the model found in Matthew 18:15-17, which states that individuals need to be "shown" their "fault" through a peer group motivated by love and concern in an effort to bring about growth. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." In addition, the Conduct Committee uses a redemptive and developmental framework aimed at restoration of the individual. A practical expression of this philosophy can be found in the principles that follow.

### **3. Values of Community Accountability**

- **Christian:** Community Accountability is Christian in character, redemptive in nature and biblical in approach. The College is concerned with the inner spiritual walk and wise decision-making, which exemplify Christ. Genuine concern and love serve as the motivation for maintaining an accountability process that is redemptive and restorative.
- **Developmental:** Community Accountability is ultimately developmental in purpose. Students, staff, faculty and administrators who serve on conduct committees that use this principle as an over-arching motive. Whether making decisions on appropriate consequences or developing



parameters for consequences, a primary goal is to make the disciplinary process learning and maturing experience.

- **Redemptive:** The Community Accountability process seeks to be redemptive and restorative (Galatians 6:1). The goal is that the student will be fully restored to the MC Community. The disciplinary process focuses on facilitating restoration--a process that initially may require confrontation with consequences, but ultimately graciously offers the offender restoration to full participation in the community. The candidate for biblical restoration is the student who demonstrates repentance through changed attitude and behavior over time. Temporary separation from the community through Suspension may or may not be in the best interests of achieving the goal. Whenever possible, the use of alternative disciplinary sanctions (such as Probation 1, 2 & 3 with mentoring, community service, devotional journaling, counseling, book reports, fines, suspension of social privileges, etc.) will be considered by the conduct committee on a case-by-case basis.
- **Confidential:** Students who come before conduct committees should be convinced that no one would betray their confidence and discuss the proceedings outside the context of the meeting. Confidentiality is part of an ongoing redemptive process and all participants will sign statements of confidentiality. However, if accused students choose to disclose confidential information regarding the Panel or Board, then the right to confidentiality will be deemed waived. Following an investigation into the alleged breach of confidentiality, accurate information may then be released sufficient to vindicate the actions of the conduct committee.
- **Fair in Process:** The Community Accountability process endeavors to be fair to all involved. "Fair Process" refers to the institution's intention to follow its own established procedures applying to the imposition of student accountability and discipline. Exceptions to these procedures may be made in cases where the student knowingly and freely waives his or her right to them, or where minor deviations do not disadvantage the student. In the case of possible Suspension or Dismissal, a fair process provides the following for the student being charged:
  - a written statement of the misconduct with which the student is charged and the rule or policy which forbids the misconduct,
  - a written notice of the accountability meeting, at least two days before the meeting,
  - an opportunity to review the evidence, including Incident Reports, in advance upon request,
  - an accountability meeting before the person(s) having the authority to suspend or dismiss,
  - an opportunity to speak in his or her own defense and hear the evidence against him or her,
  - an impartial determination of the facts of the case solely on the basis of the evidence presented at the accountability meeting, and
  - a written statement of the findings of fact and decision.

**Note:** Community Accountability is designed to assist in the enforcement of college community discipline on the basis of Scripture. Any hearings that may be conducted are not formal court procedures. State and federal legal rules of procedure do not apply. Students may not have legal counsel at any of the proceedings.

#### 4. Levels of Accountability

When a member of the community fails to meet the responsibilities that he/she has agreed upon by enrolling at the College, then there is a need to hold that individual accountable. There are three levels at which accountability should be expected:

- **Self-Discipline:** Self-discipline is the first and most effective level of accountability. Any discussion of growth and development includes the need for students to become less dependent on rules and regulations and more dependent on biblical principles and their own ability to discern--apart from peer pressure or other external pressures--what are the best decisions.

MC desires to encourage students to reach for the highest level of self-discipline, which is reflected as individual students seek to glorify God by conforming daily to the image of Christ and seeking Christ as Lord in every decision that is made.

- **Peer, Faculty, and Staff Accountability:** When self-discipline is not effective, then peer, faculty, and staff accountability becomes necessary. This type of accountability is a biblical responsibility, based on the principle articulated in Matthew 18:15, for individuals to demonstrate concern for others' growth and, when necessary, to confront another lovingly. For the one who observes (or has first-hand knowledge about) another student violating MC's community standards, the application of the principle involves the following steps:
  - Confront privately the student who violated the standards.
  - Communicate the incident to the Residence Director. (Faculty or staff members may communicate to the Residence Life staff that accountability is taking place.)
  - If, any student, faculty or staff member observes a violation that is (a) known to be illegal, (b) harmful to oneself or others, (c) a repeated offense by the offending student who was previously confronted privately on the matter or (d) denied by the offending student upon confrontation; then the observer is obligated to submit an Incident Report, which will be forwarded to the Director of Student Development Compliance for community accountability. (Faculty and staff who are credentialed ministers or who are healthcare professionals are expected to reconcile the need for accountability with their professional and legal obligations to maintain confidentiality.)
- **Community Accountability:** When students are unable or unwilling to change inappropriate behavior by means of self-discipline or faculty/staff/peer accountability, then community accountability will be implemented. The Student Development Committee, chaired by the Director of Student Development, will review the Incident Report(s) and determine a course of action as described below.

## 5. Procedures for the Community Accountability Meeting

- **Goals of Accountability Meetings:** The main objectives of Accountability Meetings are to ascertain truth and thereby achieve a just outcome, one that is in conformity with what is morally upright or good in biblical terms. Due to (1) varieties of circumstances peculiar to each case and (2) redemptive purposes of accountability meetings, disciplinary decisions may not always appear "fair" or "consistent" to those not participating in the confidential accountability meeting. Nevertheless, in all accountability decisions, the development of the student's personal integrity in light of Scripture is the primary goal, and corrective measures are intended to help each student become a responsible and contributing member of the community.
- **Initiation of Accountability Meetings:** The Student Development staff will initiate the process of Accountability Meetings. Each student involved should be advised in writing of the time and place of the meeting, as well as the nature of the charges against him/her.
- **Agenda for Accountability Meetings:** Those who chair the Accountability Panels and Boards should make certain that Community Accountability Program principles are followed and that the meeting is conducted in an orderly manner.

- **Anonymity of Witnesses:** Anonymity of witnesses may be permitted when a determination is made by the Director of Student Development that there is reasonable cause to believe that student safety is at risk or that attempts may be made to threaten or intimidate witnesses.
- **Consideration of Past Violations of Community Standards:** In respect to discipline, a private college, such as MC, does not follow civil rules of evidence. Past offenses are part of one's educational history and, therefore, may be considered by those responsible for the discipline process.
- **Recording of Accountability Meetings:** Accountability meetings will be recorded for the purpose of review exclusively by accountability boards and the Director of Student Development. These tapes or digital recordings are the private property of Messenger College, and are considered confidential.

## 6. Documentation of Community Accountability

Documentation is the tool that brings the entire Community Accountability process together. Furthermore, effective documentation is vital because it enables each committee to make well-informed, timely and consistent decisions. It is important that everyone knows what resources of documentation are used throughout the Community Accountability process. The following paragraphs summarize the purpose for each form and how it relates to the process.

- **Incident/Damage Report:** All disciplinary situations begin with this report, which requires as much specific information as possible in order to provide a thorough, accurate snapshot of what occurred. The Incident Report form may be obtained from any RA or RD. All applicable sections should be completed as objectively as possible (answering the questions who, what, where, when, why and how) and signed by the witness(es). Whenever possible, all persons involved need to fill out an incident report. Anyone — student, staff or faculty — may complete this document and submit it to a residence director or to the Student Development office.
- **Appointment to Appear:** If the infraction noted on the Incident/Damage Report requires a meeting with the conduct committee, Student Development staff will issue an *Appointment to Appear* notice at least 48 hours before the scheduled meeting. The notice will include a written statement of the charges, the community standard(s) violated by the student's alleged misconduct and the time and place of the meeting. If, in the course of a reasonable line of questioning, information pertaining to violations in addition to those listed on the *Appointment to Appear* notice comes to light, such violations may be dealt with at that same meeting.
- **Discipline Letter:** This is an official letter, written by the Residence Director or the Director of Student Development, to the student(s) involved. The letter outlines the decision of the Committee/Board.
- **Community Restitution:** This form provides information necessary and facilitates the completion of community/college restitution. The Residence Director ensures that all signatures are complete and that copies are given to the appropriate individuals.

## 7. Appeal of a Community Accountability Decision

- **Basis for Appeals:** Following the rendering of a decision by a conduct committee, the student has the right of appeal if either of two conditions is met: (1) the principle of fair process was violated during the accountability procedures or (2) there is relevant new information--not available to the committee which originally heard the case--that could have affected the outcome of the decision.
- Submission of appeal should be made to the Director of Student Development.

## **8. Texas Student Complaint Policy:**

Students can file a complaint with the Texas Higher Education Coordinating Board by visiting the Board's Student Complaints page for forms and a description of the complaint procedure:

[www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints). The web address for the rules governing student complaints (<https://www.highered.texas.gov/student-complaints/>) is located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120 ([Home - Rules & Meetings](#)).

Complainants shall submit student complaint forms through the online process provided on the agency's website, by electronic mail (email) to [StudentComplaints@highered.texas.gov](mailto:StudentComplaints@highered.texas.gov), or by hard copy sent to the Texas Higher Education Coordinating Board, Student Complaints, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile (FAX) transmissions of the student complaint form are not accepted. All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.

## Community Accountability | Consequences

Consequences for violations of Messenger College Community Standards fall into two categories: status and sanctions. “Status” refers to the disciplinary classification assigned to the student, e.g., Probation or Suspension. (Note: status may be escalated in the case of repeat violations or multiple violations.) “Sanctions” refer to the various corrective and restorative measures that may be required by Student Life staff and/or Accountability Conferences, Panels and Boards. In most circumstances, students who have violated MC standards will be assigned both a status and one or more sanctions. The various options with regard to assignment of status and sanctions are available to Student Life staff and/or conduct committee.

### **Conduct Status:**

- **Official Warning** is usually given for a first offense of a violation of community standards where personal judgment is involved. An Official Warning is usually issued by Resident Assistants and/or Residence Directors as a means to remind students of standards and/or as a teaching tool. These warnings are verbal; however, a record of the warning will be made in the student’s file, located in the student development office.
- **Probation 1** is a written warning noting that further violations of campus policy will result in a minimum of Probation 2 status. The duration of Probation 1 is four (4) weeks, followed by at least eight (8) weeks on a lower status. Students on Probation 1 status:
  - Will receive a \$100 fine that will be added to his/her student account (campus/community restitution will not be an option).
  - Will receive additional sanctions and/or restrictions, which may extend from four to sixteen weeks.
- **Probation 2** is a written warning noting that further violation of campus policies and/or community standards will result in Probation 3 status and may result in Suspension or Dismissal from the college. In addition, sanctions may be applied. The duration of Probation 2 is eight (8) weeks, followed by at least eight (8) weeks of a lower status, at the discretion of the Conduct Committee. Students on Probation 2 status:
  - Are subject to a housing review.
  - May not represent the college in any official capacity, including ministry teams and performance groups, nor may they hold any campus leadership position.
  - Will receive a \$250 fine that will be added to his/her student account (campus / community restitution will not be an option).
  - May be required to notify their parents in the presence of their Residence Director about being placed on Probation 2 status if they are classified as dependent students.
- **Probation 3** is a written warning noting that further violation of any campus policies and/or community standards will result in Suspension or Dismissal from the college. This is usually written in conjunction with more serious disciplinary actions or as a result of a cluster of inappropriate behaviors. The duration of Probation 3 is sixteen (16) weeks, followed by at least sixteen (16) weeks on a lesser status. Students on Probation 3 status:
  - Are subject to a housing review.
  - Are not allowed to represent the College in any official capacity, including ministry teams and performance groups, nor hold any campus leadership position.

- Will receive a \$500 fine that will be added to his/her student account (campus/community restitution will not be an option).
- Will be required to notify their parents in the presence of their Residence Director about being placed on Probation 3 status if they are classified as dependent students.
- **Withdrawal:** A student on disciplinary status may be permitted to withdraw from the college without the privilege of return until a time specified by the President's Cabinet. Parents of dependent students will be notified by the College in the case of such a withdrawal. If withdrawal occurs before the end of the term, all academic work will be forfeited according to the MC withdrawal policy. The standard institutional policies, published in the Messenger College Catalog, will be applied for any applicable refund of tuition, fees and room and board.
  - In a conduct situation in which a student chooses to withdraw from the College prior to the completion of the disciplinary process or in lieu of discipline, upon readmission the student will be accepted on the disciplinary status assigned prior to/after their withdrawal.
  - When a student displays signs of a potential or known mental disorder indicating the student may be a threat to harm himself/herself or others or displays psychological symptoms and/or problems that causes safety concerns, the student's withdrawal from the college may be initiated by the College.
- **Suspension:** Suspension refers to involuntary, complete separation of the student from the College for a specified length of time, which may include the current semester and/or the following semester(s) (Immediate/Delayed). Suspension is typically for the duration of one semester, which is sixteen weeks, followed by one semester of sixteen weeks on Probation 2 status once the student is approved for re-admission. If suspension occurs before the end of the term, all academic work in the term is forfeited according to the MC withdrawal policy. The standard institutional policies will be applied for the refund of tuition, fees, and room and board. Students on suspension status are not allowed to be on College property or to attend College-sponsored events unless they are either officially readmitted as students or have written permission from the President's Cabinet. Those violating this provision may be charged with trespassing.
- **Dismissal:** Dismissal means that the student is permanently separated from the college. Appropriate documentation outlining the dismissal will be placed in the student's file. If dismissal occurs before the end of the term, all academic work is forfeited according to the MC withdrawal policy. The standard institutional policies will be applied for the refund of tuition, fees and room and board. Dismissed students are not allowed to be on College property or to attend College-sponsored events. Those violating this provision may be charged with trespassing.

#### **Conduct Sanctions:**

- **Alcohol/Drug Assessment and Treatment Programs:** At the discretion of the College, consequences for the use of illegal drugs and/or alcohol may include mandatory participation (at the student's own expense) in assessment, treatment, and rehabilitation programs. Parents or legal guardians of underage students will be notified by the College when students are involved in alcohol or drug violations.
- **Community Service/Campus Restitution:** Although this can be the sole consequence for some first offenses, it is generally combined with other consequences. Service and restitution hours can be completed on campus or may be served off-campus if the College approves the off-campus assignment.

- **Counseling:** Students may be required to secure a counseling assessment from a Christian licensed professional counselor as a required part of disciplinary sanctions. Such counseling will be at the student's expense. Students can contact the college for a list of Christian professional counselors if they do not have or cannot find an acceptable counselor.
- **Drug Screen:** Students violating this policy or other College policies related to alcohol, drugs, and tobacco use may be subject to appropriate, supervised, random testing. Such testing will be at the student's expense and must be conducted at a qualified medical/lab facility.
- **Fines:** Appropriate fines will be set by the College for violations of this policy. Fines must be paid by the due date. If the fine amount is not fully paid by the due date, a "Failure to Comply with Sanctions" violation and additional sanctions will be added by the College.
- **Housing Review:** A Housing Review is a formal review of a student's housing status. Students who violate this policy are subject to a housing review by the College. Such a review could include a housing modification, loss of housing privileges, or loss of off campus housing privileges. Revocation of housing privileges can affect a student's overall status with the College.
- **Research and Writing Assignments:** Students who violate any policy may be required to read relevant books and/or conduct relevant research related to the student's violation. Such reading and/or research should cover, but is not limited to, the potential legal, spiritual, and ethical consequences of the violation. Additionally, these assignments may require written and/or oral reports explaining or summarizing the reading and research.
- **Limitation of Privileges:** Students who violate any policy may be subject to curfew and checkout restrictions. Additionally, students may be restricted to campus for a specified period and are subject to visitation restrictions.
- **Substance Abuse Assessment:** Students who violate this policy may be required to secure a professional assessment concerning their use of alcohol, drugs, or tobacco. The assessment should outline the extent of, and the underlying issues related to, the student's use of alcohol, tobacco, or illegal substances. The assessment will be conducted by a Christian licensed professional counselor and the assessment findings must be reported to the College. The student is responsible for the cost of such an assessment, and the student must comply with and complete the counselor's recommended course of treatment.
- **Mentoring:** A student who violates any policy may be subject to required mentoring with an MC faculty or staff member. External mentors must be approved by the President's Cabinet. Generally, students assigned this sanction must meet with their assigned mentor at least once per week for one hour throughout the semester. All mentors will document the student's progress in a Mentoring Report.