

STUDENT HANDBOOK
2026-2027
Approved July 2026

Messenger College | Student Handbook

A message from the President

Welcome to Messenger College!

It is my joy to welcome you to Messenger College. Whether you are beginning your first semester or continuing your educational journey, we are honored that you have entrusted us with this season of preparation as you pursue God's calling.

Messenger College exists to equip Spirit-filled leaders who are grounded in God's Word, empowered by the Holy Spirit, and prepared to serve with excellence wherever God calls them. Our desire is to train and equip students to know Christ deeply, live transformed lives, and reflect Him in every area of their world.

As an institution of the Pentecostal Church of God, our biblical convictions shape everything we do. We believe education is not merely about gaining knowledge: it is about becoming the person God has called you to be. Throughout your time at Messenger College, you will be challenged to pursue academic excellence, cultivate Christlike character, and embrace a life of servant leadership.

This Student Handbook outlines the policies, expectations, and resources that help foster a healthy, respectful, and Christ-centered learning community. I encourage you to read it carefully and become familiar with the standards that guide our college community.

My prayer is that your time at Messenger College will strengthen your faith, deepen your calling, and prepare you to make an eternal impact through your ministry and vocation.

We are excited to walk alongside you as God continues His work in your life.

Blessings,

Jennifer Hargestam
President, Messenger College
Email: jhargestam@messengercollege.edu

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2705 Brown Trail, Suite 408
Bedford, TX 76021
817-554-5950

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Messenger College | Administration & Accreditation

President's Cabinet	Position
Jennifer Hargestam	President
Dr. Candace Scalf	VP of Academic Affairs
Alan Greagrey	Chief Financial Officer

Staff	Position
Dr. Steven Bontrager	Chair of Christian Ministry
Dr. James E. Rayburn	Chair of Counseling
Office of Student Development	General and Online Education, Student Development
Carolyn Dowd	Director of Financial Aid, Director of Records/Registrar
Beverly Kirkendall	Director of Library Services

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: "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], having been awarded Reaffirmation Ill 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	Director of Student Development
Admissions Requirements	Admissions Office
Campus Safety and Security	Director of Student Development
Career Opportunities	Director of Student Development
Change of Class Schedule/Courses	Registrar's Office
Counseling	Chair of Counseling Program
Degree Requirements	Academic Advisor
Dropped from Class	Professor, Registrar's Office
Emergencies	Director of Student Development
Employment	Director of Student Development
Examinations	Professors
Facilities Use	Business Office
Fees	Business Office
Financial Aid	Financial Aid Office
Fundraising Permit Application	Director of Student Development
Grades	Registrar's Office
Graduation	Registrar's Office
Loans	Financial Aid Office
Publications	Director of Student Development
Reporting Crimes	Director of Student Development
Recruitment	Admissions Office
Scholarships	Financial Aid Office
Student Services	Director of Student Development
Transcripts	Registrar's Office
Withdrawal from Class	Professor, Registrar's Office
Withdrawal from Messenger College	Registrar's Office

Messenger College | Legacy & Statement of Faith

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.

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 includes 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 rose 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 Corinthians1:1, 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.

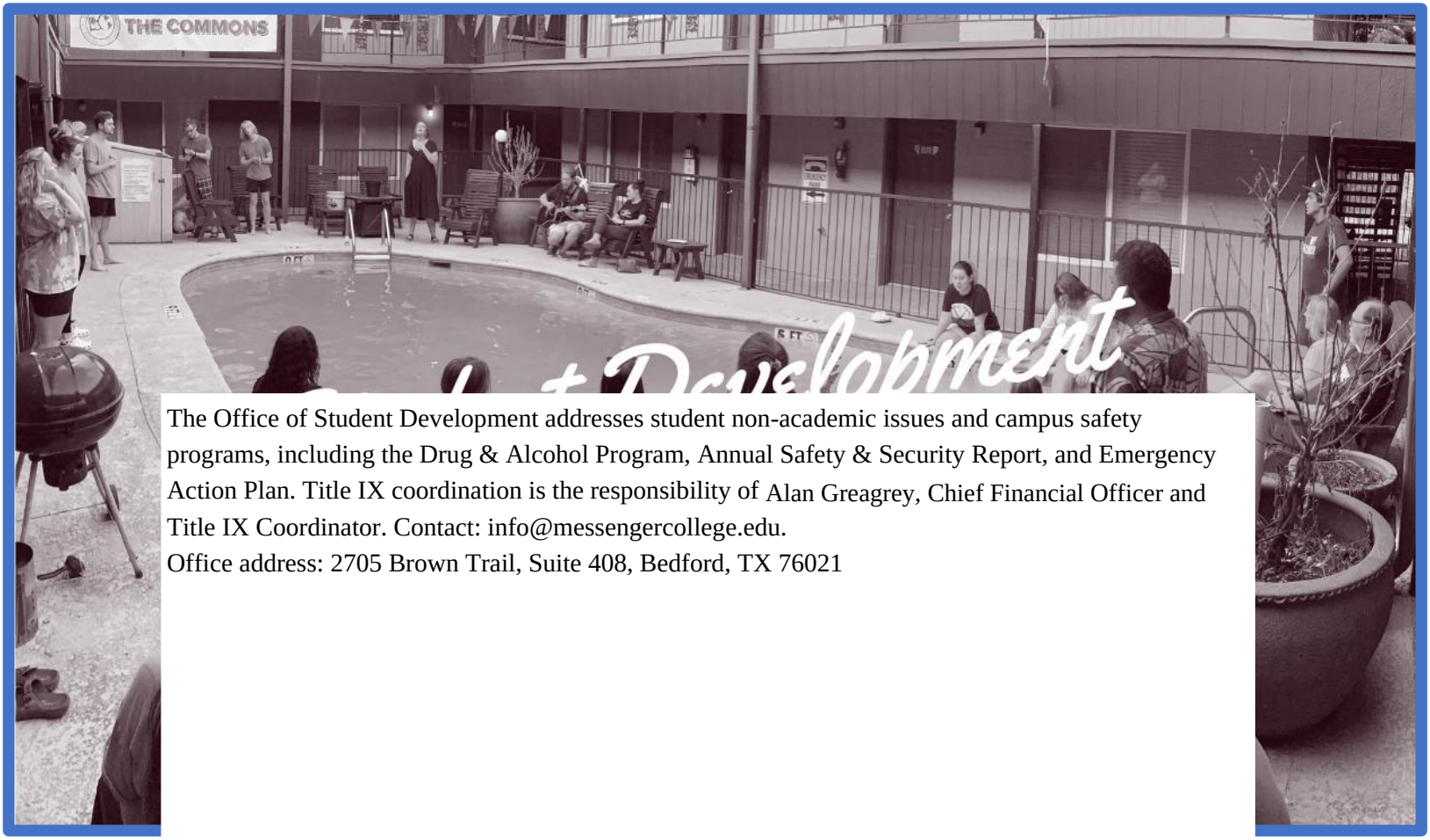
13. **Resurrection of the Just:** The Bible promises, "This same Jesus…shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the 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

The Office of Student Development addresses student non-academic issues and campus safety programs, including the Drug & Alcohol Program, Annual Safety & Security Report, and Emergency Action Plan. Title IX coordination is the responsibility of Alan Greagrey, Chief Financial Officer and Title IX Coordinator. Contact: info@messengercollege.edu.
Office address: 2705 Brown Trail, Suite 408, Bedford, TX 76021

5 Pillars of Student Development

Spiritual Formation

Our staff connects with students one-on-one to provide mentorship and spiritual support.

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 institution focuses on developing a sense of balance in a student's life.



Student Development | Campus Service

Academic Catalog: Students are provided with an updated Academic Catalog each year to inform them of their academic responsibilities, student rights, and the 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. Students can reach out to the Academic Affairs department for further assistance.

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 (VPAA). The student may be asked to meet with the VPAA for clarification of issues. Upon review of the grievance, the VPAA will then determine if it is necessary to bring the grievance to the Academic Affairs Committee (AAC). If a resolution is not determined, or if the student chooses to appeal the decision of the AAC, the grievance will be submitted to the President's Cabinet for a final decision. The student will receive a response in writing from the

VPAA, with a copy going to the President. Any individual must exhaust all institutional remedies and grievance policies and procedures.

Accommodations for Disabilities: Messenger College has an obligation to make reasonable accommodations in policies, practices, or procedures when necessary to prevent discrimination based on 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 based on 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 (Office of Student Development 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 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 Christan 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.

Campus Facilities [Access and Safety]: Messenger College strives to maintain a safe and secure environment for its students, faculty, and staff, as well as the general public who use its facilities. Members of faculty, staff, and the student body should report all crimes, hazards, emergencies, or dangerous situations to the Director of Student Development. 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 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-hour per day surveillance.

Campus Safety & Crisis Management Team: The Director of Student Development is responsible for evaluating and providing a safe campus environment by developing, revising, and maintaining 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 from time to time to students and employees through articles on the news feed of campus management software, Populi.

Class Cancellation Notification: When class may be cancelled due to severe weather, students will be notified via email and emergency text message through Populi. All students are required to update contact information each semester to ensure proper communication is established by administration.

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

Crime Prevention Programs: Messenger College (MC) provides this Annual Security & Fire Safety Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is our commitment to assist 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 which can be retrieved at: http://www.messengercollege.edu/drug-and-alcohol-abuse-prevention

In addition, the Director of Student Development provides related information throughout the year.

- **Possession, Use or Sales of Alcoholic Beverages:** All students, faculty, and staff, while on or off College property, are expected to refrain from the possession, sale or use of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Texas law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.
    - It is unlawful to sell, furnish, or provide alcohol to anyone under 21 years of age. The possession of alcohol, including possession by consumption, by anyone under 21 years of age is illegal. Individuals violating these policies may be subject to sanctions by Messenger College, criminal prosecution, fines and imprisonment.
- **Illegal Drug Possession:** The Messenger College community including employees, students, and faculty, 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. If an illegal substance is suspected, the College policy is to call law enforcement and secure the area until their arrival. Individuals violating these policies may be subject to sanctions by Messenger College, criminal prosecution, fines and imprisonment.
- **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 Director of Student Development for students and employees who voluntarily seek such assistance.
    - Faithful Counseling (Online**):** faithfulcounseling.com
    - Compassion Counseling (Arlington, TX): (817) 723-1210
    - Mission Arlington Counseling Services (Arlington, TX): 817-704-6144
    - Psychology Today (Find a Therapist Tool): 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 Director of Student Development provides the MC Community with safeguards and instructions on 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 Director of Student Development. Members of the faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Director of Student Development.

Enrollment Services: If you need to add or drop a course, submit graduation requirement materials, request transcripts or have questions about registration, please contact the Registrar at info@messengercollege.edu.

Federal Work Study: The Federal Work Study (FWS) program provides an opportunity to earn money for educational expenses. The FWS awards are based on the student's need, the availability of resources, and the amount of aid the student receives from other programs. FWS applications are available in the Financial Aid Office.

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 or loans or has questions regarding their financial aid 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 at finaid@messengercollege.edu.

Graduation: Candidates for graduation are required to file a petition for graduation with the Registrar's office two semesters prior to their anticipated graduation date. Students enrolled in a program of one year or less must submit the Graduation Petition before their last semester begins. A minimum cumulative GPA of 2.0 is required to be awarded any degree at Messenger College. Students are required to obtain a minimum GPA of 2.0 in all major courses within their degree program. These courses are not a part of the General Education core or Messenger College core but those required specifically for the student's declared degree.

Students may graduate under the degree program requirements of the catalog in force during the session in which they first enrolled, or the student may choose to follow the requirements of the current catalog by submitting a new Degree Declaration for to the Registrar. The student is responsible for satisfying all degree requirements according to the catalog chosen. In the event a degree requirement is no longer offered, a substitute course can be chosen with permission of the Vice President of Academic Affairs. The last 30 hours of a bachelor's degree and the last 15 hours of an Associates degree must be completed at Messenger College. At least 25% of any degree program must be completed at MC. Certificate programs must be completed entirely at Messenger College.

Students must have a $0 balance or approval from the Office of Business Affairs to participate in commencement ceremonies.

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. 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 resources through **TexShare** and the **Harrington Library Consortium**. The Library resources also include the **Digital Theological Library (DTL)** which includes databases, journals, and e-books vital to class research. All these resources are available to any MC student. The link to DTL may be found under Populi Links on the student's home page. After clicking the link and finding the desired resource, access is granted by single sign-on through Populi. Additional information about Library resources is given to students during each semester's orientation.

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 email 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.

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.

Overdue Fines: Fines are assessed for materials returned late. A book can be renewed once per week 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.

Missing Person Policy: Every Messenger College employee and student has a duty to report a person believed to be missing to the Messenger College Director of Student Development at 817-554-5950. The Director of Student Development immediately investigates any report of an individual missing from campus.

Monitoring Criminal Activity Off-Campus: When a Messenger College student is charged with any criminal activity, the student must notify Messenger College immediately. The Director of Student Development and staff members may assist with the investigation in cooperation with local, state, or federal law enforcement.

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 people being counseled of the procedures and requirements 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: The full amount of tuition and fees is due at the beginning of each semester. In case a student is unable to pay in full, credit arrangements may be made subject to the terms outlined below. Payments should be made in the student's financial profile in Populi. Payments can also be made to the Business Office by personal checks, money orders in US funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment.

> 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 must be mailed at least one week prior to the first day of the semester.

Payment in full or definite financial arrangements must be made before enrollment. A financial lock will be applied to a student's account until it is cleared with the Business Office. **Federal Financial Aid is not available for certificate programs.**

> Degree Programs (AA, BA):
> - At least 50% of all charges must be paid by the first day of the semester. The remaining amount should be paid in equal payments by the end of the semester per the stipulations of your Payment Plan Agreement with MC's Business Office.
> - Financial Aid awards will be considered in fulfilling payment requirements.

> TEFL Certificate:
> - Payment for the TEFL Certificate may be made over the course of the program completion, provided it is completed within one semester. The total cost for the TEFL Certificate is $3,000.

- A Payment Plan Agreement is required.
- Equal payments of $600 are due on the 10th of the month August through December.
- A down payment may be made and there is no penalty for paying more than the monthly installment.

Certificate in Pastoral Ministry/Certificate in Intercultural Ministry:

- Payment for these certificates may be made over the course of the program completion, provided they are completed within two semesters. Total tuition and fees for the Certificate in Pastoral Ministry is $3,000. Total tuition and fees for the Certificate in Intercultural Ministry is $3,000. Additional travel costs for the Certificate in Intercultural Ministry are $6,000.
- A Payment Plan Agreement is required.
- For a fall semester start, equal payments of $300 are due for tuition and fees on the 10th of the month August – December then the subsequent January– May.
- For a spring semester start, equal payments of $300 are due for tuition and fees on the 10th of the month January – May, then the subsequent August – December.
- Travel costs for the Certificate in Intercultural Ministry require a payment of $1,300 at the beginning of each semester (August and January), with the remaining balance paid in equal payments of $800 due on the 10th of the month September – December, then the subsequent February – May.
- A down payment may be made and there is no penalty for paying more than the monthly installment.

Students expecting their fees to be paid through financial aid sources must have all necessary documentation filed with the Financial Aid Office by June 30th for the fall term, and by October 30th for the Spring term in order to receive consideration for payment deferment.

Accounts 120 days or more outstanding from the beginning of the semester shall be sent to collections unless a payment plan is in place. If a payment plan is in place, an account will be considered in default and sent to collections if more than 2 payments are missed or 120 days from the beginning of the semester, whichever occurs later. The 30% collection fee shall be charged to student accounts before being submitted to the collection agency.

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 students check this daily.

Safety, Security, and Fire Report: Messenger College (MC) provides the Annual Security & Fire Safety Report (ASR) 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.
- 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 Messenger College Director of Student Development 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 ASR.

The ASR and Fire Safety Report is updated and made available by October 1 each year at www.messengercollege.edu/consumerinformation, and a hard copy is available upon request by calling 817.554.5950 or submitting an e-mail request to 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 list serves.

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 Bedford Police Department.

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.

For questions regarding SARA policies and procedures, please contact Cathie Maeyaert at cathie.maeyaert@highered.texas.gov. For more information, visit: https://nc-sara.org/sara-student-complaints-0

Scholarships: Students must complete an application to be eligible for a Messenger College scholarship. The Scholarship Committee will review applications, and students will be notified of any awards. All Messenger College scholarships are subject to availability of funds. Scholarships can be withdrawn if a student does not maintain eligibility requirements. More information and an application can be found by contacting the Office of the Registrar. If a scholarship creates a credit balance after all Title IV funds have been received, the scholarship will be reduced by the amount of the credit unless the student chooses to reduce their student loans by the same amount. Applications are due October 1st for Spring semesters and March 1st for fall semesters.

Security Access Cards: Students taking residential classes are given a proxy card at the beginning of each semester to provide access to the MC Learning Center of the 4th floor and Library, 1st floor, Monday–Friday from 8:00am 5:00pm. Students are required to treat this card as valuable as a debit or credit card. Students must report a card lost or stolen within 24 hours to the VP of Business Affairs or the Director of Student Development. Failure to do so will result in a $25.00 fine per day the card is lost,

up to a maximum of $250, plus a $25.00 additional fee for a replacement card. Students must return the Security Access Card at the end of the semester. Failure to return the card will result in a $250.00 fine.

Security Cameras: Messenger College wants to ensure the safety of staff and students. The MC Learning center has security cameras on the 4th, 5th, and Library floors. Cameras are located at the entrances of the 4th and 5th floor and inside both the Library and student study areas. Students and visitors are given proper visual acknowledgement of cameras upon entering the MC Learning Center.

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 Director 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

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: https://www.highered.texas.gov/student-complaints/.

The rules governing student complaints are located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120. 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, 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.

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 the Student 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 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.

To file a complaint or to ask questions about Title IX please contact:
Alan Greagrey, Chief Financial Officer and Title IX Coordinator at
info@messengercollege.edu, 817-554-5950

Office address: 2705 Brown Trail, Suite 408, Bedford, TX 76021



Student Development | Spiritual Life

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. We believe that self-discipline and learning should go together to build character. A student can best

develop in the dimension of the whole person when both sound scholarly habits and a commitment to 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, both on and off campus, while attending Messenger College.

II. LOCAL CHURCH ATTENDANCE

During their time at MC, 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.



Community Living | Overview

It is expected that students who enroll at 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 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. 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 to 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 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 conviction 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 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 based on 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 the Pentecostal Church of God, 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 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 Director of Student Development. 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 Director of Student Development regardless if leadership has been informed of the situation or not. 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 termination from enrollment/ employment with referral given to the appropriate authorities for thorough prosecution.*

Alcoholic Beverages: Messenger College 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 an 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 the Director of Student Development must be completed within the specified time. [*Probation 1* or an escalation of status, plus additional sanctions]

Gambling: Students are strongly discouraged from participating 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), 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), counseling, plus possible additional sanctions]
- **Physical Aggression/Assault:** Pushing, striking, or physically assaulting another person is prohibited. [*Probation 2* (minimum), 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)]

Illegal Substance (Possession or Use) or Abuse of Legal Drugs: The Messenger College community including employees and 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: Students are encouraged to communicate any concerns regarding fines to the Director of Student Development. Students must communicate to staff within 24 hours of receiving notification of fine(s) to issue any complaints or concerns. The Director of Student Development will review all complaints regarding the fine. The Director of Student Development reserves the right to enforce all fines issued.

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 a faculty member 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 College 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 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 are any behavior or language that is profane, defamatory, inflammatory, pornographic or otherwise contrary to Messenger College's 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 a student'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 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, threatening to themselves or others, or if the student 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 with resources and other support.

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

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

All students are expected to commit to the Character and Lifestyle Covenant and maintain a high degree of personal ethics while attending the College. When community standards violations are brought to MC staff and faculty attention, Messenger College will use the following process to address such violations.

Mission of Community Accountability

Community Accountability at Messenger College exists to provide a Christian response to student violations of the College's behavioral guidelines. The goal of accountability and discipline at Messenger College is to provide individuals opportunities to change and grow while living and learning within a Christian community.

Philosophy of Community Accountability

All students at Messenger College are members of a Christian community. All members of this community are expected to uphold specific behavioral standards, which have been deemed by the College to be biblical and in the best interests of all members of the community. Consequently, the Student Conduct Committee exists to provide constructive accountability and discipline for students who have violated College community standards.

This approach is consistent with the model found in Matthew 18:15-17. Consequently, the Conduct Committee uses a redemptive and developmental framework aimed at accountability and restoration of the individual. A practical expression of this philosophy can be found in the principles that follow.

Values of Community Accountability

- **Christian:** Community Accountability is Christian and biblical. The College is concerned with spiritual development 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 developmental. The student should learn and mature during the accountability process. The members of the Conduct Committee strive to keep this value in mind when developing accountability parameters or applying accountability consequences.
- **Redemptive:** The Community Accountability process seeks the student's full restoration to the MC community (Galatians 6:1). Consequently, the disciplinary process may initially involve confrontation and formal consequences with the goal of providing the offender with restoration to full participation in the community. Biblical restoration is possible for the student who demonstrates repentance and changed attitude and behavior over time. Accordingly, the Conduct Committee will evaluate each situation and assign appropriate consequences for violations, and those consequences may include, but are not limited to various disciplinary sanctions as outlined below, suspension, and permanent separation from the community.
- **Confidential:** The Student Conduct Committee will generally maintain the confidentiality of Committee investigations and hearings. All members of the Committee and participants in the Student Conduct Committee process are expected to keep those matters confidential. However, should an accused student or the accuser release information to non-parties or uninvolved other entities, the confidentiality rule will be deemed to be waived. All parties will be free to discuss those matters. Should such a release occur, the Chair of the Student Conduct Committee will only publicly discuss Student Conduct Committee investigations and hearings to the extent that such discussions or release of information is sufficient to clarify the record or to correct the record concerning the actions of the Conduct Committee.

However, the Student Conduct Committee is not a court of law and cannot guarantee complete confidentiality. The normal rules of privilege do not apply in Student Conduct Committee investigations or hearings. Any Title IX issues that are uncovered in a student conduct or investigation or hearing must be immediately reported to the Title IX Coordinator. Furthermore, any violations of state or federal law must also be reported to the Director of Student Development for investigation, evaluation, and possible referral to law enforcement and handling under Messenger College's formal grievance policies. Furthermore, the Student Conduct Committee will comply with all lawful court orders, subpoenas, and all other appropriate legal processes such as law enforcement search warrants and inquiries.

Cases involving abuse or where a person is a threat to himself/herself or others will not be kept confidential and must be reported to the Director of Student Development for investigation and proper handling including complying with any mandatory reporting rules or statutes.

- **Due Process:** The Community Accountability process endeavors to provide due process to all involved parties. "Due Process" requires the institution to follow its established student accountability and discipline procedures. Exceptions to these procedures should be rare and may be made in cases where the parties knowingly and freely waive, in writing, their rights to them. Minor deviations are permitted provided they do not prejudice or disadvantage any party. Generally, the following elements should be included in the accountability process to ensure the rights of all parties:
    - A written statement of the misconduct with which the party or parties is/are charged and must include the rule or policy which governs such misconduct.
    - A minimum of a 2-day written notice to all parties and witnesses to appear before the Conduct Committee.
    - Upon request, all parties will have the opportunity to review all evidence and reports prior to the Conduct Committee meeting.
    - A hearing before the Conduct Committee.
    - All parties will have the opportunity to hear all relevant evidence, speak in their defense, and offer a defense.
    - An impartial decision based solely upon the evidence presented at the Conduct Committee hearing.
    - A written decision outlining the findings and any disciplinary actions that will be taken as a result of the hearing.
    - The right to appeal the decision of the Conduct Committee.

      Note: The Student Conduct Committee is designed to assist in the enforcement of College community discipline and standards including Scripture. Student conduct hearings are not formal court hearings and are not subject to state or federal rules of procedure or evidence. Students may have an adviser with them during the hearing. Students may choose anyone they wish, including an attorney, to accompany them to the hearing but advisors, including attorneys, are NOT active participants in the hearing. Advisors may not interrupt the hearing, make objections during the hearing, or speak on behalf of the parties during the hearing. Their role is strictly limited to a support role. Advisors, including attorneys, who violate this rule during the hearing will be asked to leave and will not be permitted to be present during the remainder of the hearing. The removal of an advisor is NOT grounds for delay of the hearing, grounds for a lack of due process claim, or grounds for appeal.

Procedures for the Conduct Committee Hearings

- **Goals of Conduct Committee Hearings:** The main objectives of the Conduct Committee meetings are, by clear and convincing evidence and ensuring due process, to determine the facts surrounding the alleged disciplinary incident (s) and, if necessary, to decide the appropriate

disciplinary action(s). Due to the circumstances of each case and the redemptive purposes of Conduct Committee meetings, disciplinary decisions may not always appear "fair" or "uniform" to uninvolved parties not participating in the Conduct Committee hearing. Nevertheless, the goals of Student Conduct Committee decisions are the Scriptural correction and the overall development of the parties involved as well as restoration.

- **Initiation of Conduct Committee Hearings:** The Chair of the Conduct Committee or the Director of Student Development will initiate the conduct committee process. All parties involved will receive a written notice to appear before the conduct committee for a hearing. The notice will include the date, time, and place of the meeting and nature of charges along with the rule or policy that governs the alleged misconduct. The notice to appear must include at least two days' notice before the hearing can be convened.
- **Agenda for Conduct Committee Hearing:** The Chair of the Conduct Committee should make certain that all Student Conduct Committee policies and procedures are followed and that the hearing is conducted in an orderly manner to ensure due process.
- **Anonymity of Witnesses:** Generally, all witnesses must be disclosed to all parties and be subject to questioning by the parties in Conduct Committee hearings. Anonymous witnesses may be permitted when the Director of Student Development determines that there is reasonable cause to believe that witness safety is at risk or that there is a reasonable belief that attempts may be made to threaten or intimidate witnesses.
- **Consideration of Past Violations of Community Standards:** Past offenses or violations of Messenger College's code of conduct are part of one's educational history and may be considered by the Conduct Committee in reference to disciplinary sanctions.
- **Recording of Accountability Meetings:** Conduct Committee hearings will be recorded for the purpose of review by the Committee and the Director of Student Development. These tapes or digital recordings are the private property of Messenger College, are considered confidential, and under FERPA cannot be accessed by the public or other parties without the consent of the parties. Student parties have the right under FERPA to review those recordings subject to appropriate redaction.

Documentation of the Community Accountability Program

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

- **Incident Report:** All disciplinary situations begin with this report. The reporting party should provide as much specific information as possible to provide a thorough, accurate snapshot of what occurred. The Incident Report form may be obtained via Populi or from the Director of Student Development. All applicable sections should be completed providing answers to who, what, where, when, why and how? The Incident Report should be signed by the reporting party. All people, including witnesses, who have relevant and material information about an incident should complete an Incident Report. An Incident Report can be completed by students, staff, faculty, or any third party and submitted to the Director of Student Development.
- **Appointment to Appear:** If the infraction noted on the Incident Report requires a Conduct Committee hearing, the Director of Student Development will issue a Request to Appear Notice to all parties and witnesses at least 48 hours before the scheduled meeting. The notice to the parties will include a written statement of the charges, the rule or policy that governs such misconduct, and the time and place of the hearing. If additional code of conduct violations are uncovered during the Conduct Committee hearing, the Committee may also investigate, inquire, and handle such violations during the hearing.

- **Final Decision Letter:** This letter will be issued by the Director of Student Development to all parties and will include the final decision of the Conduct Committee and any disciplinary actions that will be taken against the parties.

Appeal of a Conduct Committee Decision

- **Basis for Appeals**: A party may appeal the final decision of the Conduct Committee on the following grounds: (1) the principle of due process, including bias, was violated during the accountability procedures or (2) new and relevant information that was not available to the Conduct Committee when it heard the case and could have affected the outcome of that committee's decision is now available.
    - The appeal should be in writing and made to the Director of Student Development within 15 days of the Student Conduct Committee issuing its final decision. The appeal should state the grounds for appeal and provide all evidence supporting those grounds. The Director of Student Development will review the appeal and the supporting evidence. The Director of Student Development will issue a written decision concerning the appeal within 15 days of its receipt. If there are not sufficient grounds to support the appeal, the Director of Student Development shall dismiss the appeal, and the case will be closed. Such a dismissal is final and cannot be appealed.
    - If the Director of Student Development finds sufficient grounds for appeal, the case will be sent to the President's Cabinet for a new conduct hearing. The decision of the President's Cabinet is final and cannot be appealed.

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: https://www.highered.texas.gov/student-complaints/.

The rules governing student complaints are located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120. 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, 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's 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 Conduct Committee hearings. In most circumstances, students who have violated MC's standards will be assigned both a status and one or more sanctions. The various options regarding assignment of status and sanctions are available to the Conduct Committee.

Conduct Status:

- ***Official Warning*** is usually given for a first offense violation of community standards where personal judgment is involved. An Official Warning is used to remind students of standards and/or as a teaching tool. These warnings are written and placed in the student's file.
- ***Probation 1*** is a written warning stating that further violations of campus policy will result in a minimum of Probation 2 status. Probation 1 is assigned for the duration of four weeks, followed by eight 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 stating that further violation of campus policies and/or community standards may result in suspension or dismissal from the College. In addition, sanctions may be applied. Probation 2 is assigned for the duration of eight weeks, followed by eight weeks of a lower status, at the discretion of the Conduct Committee. Students on Probation 2 status:
    - Will receive a $250 fine that will be added to his/her student account (campus/ community restitution will not be an option).
    - Dependent students' parents will be notified by the Director of Student Development.
- ***Probation 3*** is a written warning stating 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. Probation 3 is for the duration of sixteen weeks, followed by sixteen weeks on a lesser status. Students on Probation 3 status:
    - Will receive a $500 fine that will be added to his/her student account (campus/community restitution will not be an option).
    - Dependent students' parents will be notified by the Director of Student Development.
- **Withdrawal:** A student may be permitted to withdraw from the College in lieu of discipline. Should a student choose this option, they may not return without the express permission of the President's Cabinet, and the Cabinet can insist that they return under the same status and with the same sanctions they would have received had they not withdrawn. The Director of Student Development will notify parents of dependent students if a dependent student withdraws in this manner. If withdrawal occurs before the end of the term, academic work is forfeited. The standard institutional policies, published in the Academic Catalog, will be applied for any applicable refund of tuition and fees.
    - In a conduct situation in which a student chooses to withdraw from the College prior to his/her student conduct hearing, that student must immediately submit to a Conduct Committee hearing upon being readmitted. Failure to do so will result in a Conduct Committee hold being placed upon the student's readmission file.

    - When a student displays signs of mental disorder indicating the student may be a threat to harm himself/herself or others, the student's withdrawal from the College may be initiated by College administration.
- **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 of Probation 2 status upon approved re-admission. Parents of dependent students will be notified by the Director of Student Development when they are suspended. If Suspension occurs before the end of the term, academic work is forfeited. The student will receive a "W" in their enrolled but not completed courses. The standard institutional policies will be applied for the refund of tuition and fees. Suspended students are not allowed to be on College property or in attendance at College-sponsored events until they are either officially readmitted as students or have received 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 with an appropriate notation of the reasons for such termination being placed in the student's file. If dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, fees and room and board. Parents of dependent students will be notified by the Director of Student Development. Students on Dismissal status are not allowed to be on college property or in attendance at College-sponsored events. Those violating this provision may be charged with trespassing.

Conduct Sanctions:

- **Alcohol/Drug Assessment and Treatment Programs:** Consequences for the use of illegal drugs and/or alcohol may include mandatory participation (at the student's own expense) in programs for assessment, treatment and rehabilitation. Parents or legal guardians of underage students will be notified by Director of Student Development of any alcohol and/or illegal substances conduct violations.
- **Community Service/Campus Restitution:** This sanction can be a stand-alone sanction or applied in combination with other consequences. The hours of service must be carried out as approved by the Conduct Committee.
- **Counseling:** The Conduct Committee may require a Christian counseling assessment and regular counseling sessions at the student's expense as part of disciplinary sanctions. The selected counselor must be approved by the Director of Student Development, and all sessions must be documented in writing to comply with the required sanction.
- **Drug Screen:** Students who violate the College's illegal substance policy may be subject to repeated, supervised, random drug tests at a medical facility. The student will be solely responsible for the costs of the drug screenings. A failed drug screening may subject the student to additional disciplinary actions
- **Fines:** Appropriate fines may be determined by the Conduct Committee. Fines must be paid by the appointed due date. If payment is not paid in full by the appointed time, then an additional violation— "Failure to Comply with Sanctions"—will be added.
- **Research and Writing Assignments:** To assist in the student's rehabilitation and restoration, the student may be required to read relevant books and/or conduct research into the literature related to the student's violation and/or the potential legal, spiritual and ethical consequences of the violation. These assignments may require written and/or oral reports.
- **Substance Abuse Assessment:** This is a professional assessment of the extent of, and underlying issues related to, the student's use of alcohol, tobacco or illegal substances. The assessment must be conducted by a Christian licensed professional counselor, and the results

must be reported to the Director of Student Development. The cost of the assessment is the responsibility of the student. The student must agree to comply with the recommended treatment plan, which could include additional counseling, treatment, or other consequences. All costs associated with that treatment will be paid by the student.

- **Mentoring:** A student may be required to participate in mentoring with a faculty or staff member. Typically, there is an expectation of a weekly one-hour meeting. The student's progress will be documented in a Mentoring Report completed by the faculty or staff mentor and will be submitted to the Director of Student Development.

All reports and records generated as a result of the above-mentioned consequences will be placed and maintained in the student's final records. Medical and counseling reports will be maintained with the students' medical records. Failure to complete conduct sanctions could result in additional sanctions including suspension and permanent dismissal from the College.