



# Student Handbook

2011 - 2012

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## **DAVIS COLLEGE MISSION**

Davis College is a Bible-centered higher education institution committed to making an impact upon the world for Jesus Christ by the fostering of Christian character and the equipping of students with the knowledge, competencies, and skills needed in an ever-changing world for service and leadership within the church, Christian organizations and society.

## **CORE INSTITUTIONAL VALUES**

The following values are held and shared by the Davis College community as we strive for excellence in achieving our goals and objectives:

A commitment to...

- the inerrancy, authority, and sufficiency of the Scriptures.
- worship God and to pursue Christ-likeness in actions and attitudes.
- the practice of personal holiness, professional integrity and adherence to the highest spiritual and ethical standards.
- respect the worth and dignity of all of human-kind and to create a college representative of our society's cultural, ethnic, and racial diversity.
- foster a cooperative and caring community that encompasses staff, faculty, and students and develops the potential of each.
- offer a relevant curriculum, quality instruction, serviceable facilities, and character-building activities for the personal and professional development of men and women called to serve in church and church-related ministries.
- an on-going assessment and planning process that will address current and future needs and developments that the programs of study offered will be practical and advance the kingdom of God worldwide.
- compassionately minister to the church, society, and the world in general.

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## **STUDENT DEVELOPMENT MISSION AND GOALS**

Our mission is to serve God by coming alongside students to help impact and transform the whole being of each student physically, emotionally, intellectually, socially and spiritually.

### **Physical Goals**

1. To provide intercollegiate and intramural sports that challenge and unite students through physical effort and teamwork.
2. To provide health information and services to aid in awareness, healing, comforting and referring students to receive healthcare that will help them be healthy and successful.
3. To provide equipment and facilities that enable students to exercise and develop physically through a staffed and maintained fitness center and gymnasium.

### **Emotional Goals**

1. To encourage students through relationships to be open and share their opinions and feelings on issues and experiences in their lives.
2. To provide counseling services that give the comfort, encouragement and challenge which students need.
3. To engage students through chapel and other events to be moved concerning issues, spirituality, obedience to the Lord and reaching the lost for Christ.

### **Intellectual Goals**

1. To inform and engage students in critical thinking about personal, relational, church and social issues through chapels, conferences, guest speakers and other awareness resources.
2. To challenge students to be leaders spiritually and socially in whatever field they serve.
3. To challenge and expose students to a diversity of perspectives, ministries and topics, and equip them with the tools to effectively discern, evaluate, reject and/or apply them to their lives.

### **Social Goals**

1. To provide facilities that promote social and athletic activities that unite students through fun and fellowship.
2. To provide activities that appeal to a variety of students that are fun, engaging and creative.
3. To provide spiritually challenging and bonding events that encourage and meet the needs of students as well as reach out to the surrounding community of Davis College.

### **SPIRITUAL GOALS**

1. To foster an environment of spiritual growth and accountability through such things as residence hall devotionals, life group chapel, counseling and a variety of other small group events.
2. To provide chapels that compel students to worship God in a variety of ways and to be challenged to grow by preaching, teaching, testimonies, music and a variety of other creative methods.
3. To develop relationships in which faculty, staff and older students have opportunities to mentor younger students through means such as network chapel, student government, resident leadership and internships.

## **DISCIPLINE AND GUIDELINES**

### **PHILOSOPHY OF GUIDELINES AND DISCIPLINE**

The faculty and staff of Davis College realize that students come from a variety of homes, churches and cultures. Many students have a variety of situations, trials and sins that have affected their lives. We have a deep love for our students. We strive to have a balance between firm, corrective discipline and grace, mercy and understanding. The philosophy of discipline at Davis College is founded upon four basic principles.

#### **1. Believers have freedom in Christ, so they must make wise choices.**

Davis College believes that every Christian has the freedom to make wise choices before the Lord. We do not believe that rules determine spirituality; however, they do cultivate a campus environment in which moral and spiritual growth is

facilitated. God does not want us to use our liberty as license, but rather as an opportunity to shine for Him by choosing right over wrong. Students should still be bound in their freedoms to glorify God in all they do (1 Cor. 10.31).

## **2. Guidelines help students accomplish academic, social and spiritual goals.**

Davis College strives to be a Christian community that honors and glorifies God through the highest standards of Christian conduct. The rules that we have are guidelines to help students succeed in college. When students follow the guidelines they will be better able to fulfill academic goals, enjoy the college community and avoid spiritual hindrances to their Christian life. It is important that all members of the college community realize that the Word of God establishes the principles that guide and govern our behavior. For example, modesty is a biblical principle and serves as the basis for our dress guidelines. However, many of our guidelines are institutional preferences rather than biblical mandates. For example, curfew is an institutional preference because it is not based on a specific Bible verse. Following the rules does not make someone spiritual, yet choosing not to follow the rules can become a spiritual issue.

## **3. Accountability and confession before being caught is essential to receiving help with spiritual issues.**

Believers must have true humility and brokenness to really experience transformation in the Christian life. Many Christians believe they can hide and handle their temptations. We believe that students preparing for ministry must prepare their heart as well as their mind. We would be irresponsible if we did not encourage students to overcome addictions, heal from emotional scars, and experience significant internal changes. The purpose for accountability and discipline is to provide opportunity for change and growth. In the event that students seriously violate Davis College guidelines, they are encouraged to confess to an administrator who can help them. They should willingly receive discipline knowing that they are loved, and that God can use discipline to mold a student's life. Discipline for students who confess will be significantly different than for those who are caught violating Davis College guidelines.

## **4. Change and conforming to the image of Christ is the key to responding to confrontations.**

Some students will violate the guidelines of Davis College. We have developed a Bible-based system to help confront students when they need to change a behavior. When students are not acting responsibly, other individuals should show concern and lovingly confront them. Students should not feel judged due to the confrontation but rather humbly realize that they may have a behavior that overlooks their personal growth or the welfare of their community. Having the attitude of Christ (Phil. 2) will help all students to better care for and sometimes put up with one another. The humility and submission of Christ is key to becoming like Him. We feel there are few better places to conform in this way than in the Davis College community.

## **GUIDELINES BUILT ON BIBLICAL PRINCIPLES**

Davis College condemns the attitudes that the Bible condemns as morally wrong such as greed, jealousy, pride, lust, bitterness, uncontrolled anger, prejudice based on race, sex, or socio-economic status, sexual harassment, discrimination, slander and impatience. Also, those acts forbidden in Scripture including: premarital / extramarital sex, homosexuality, drunkenness, stealing, profanity, dishonesty and gossip are not to be practiced.

Drawn from the inferences in Scripture and in order to maintain a blameless testimony before all men and women, members of the Davis College community will also *abstain* from the possession or use of alcoholic beverages, tobacco in any form, narcotics and hallucinogenic drugs (including marijuana). Students should not attend or be employed by establishments whose primary purpose is to promote drinking, dancing, gambling, sexuality or drug use such as bars, nightclubs, casinos and raves. Members must also refrain from any form of gambling, dancing, viewing movies, videos, electronic media, Internet usage and print materials which are not in accord with biblical principles of purity and holiness.

The Office of Student Development (OSD) reserves the right to determine what is and is not in accord with biblical principles.

### **Disciplinary Procedures**

1. All regulations and discipline are intended to promote the spiritual development of the student and to enable the Davis College community to live and work in harmony.
2. It is accepted by administration, staff, faculty and student body that rules of conduct will be obeyed.
3. Students should accept all disciplinary action as from the Lord (Hebrews 12.5-15; 13.7).
4. Students are to be treated objectively, fairly and consistently.
5. It is the philosophy of Davis College to treat each student on an individual basis.

6. Students are encouraged to voluntarily confess and seek counsel when struggling with sin and/or if they have violated the standards of the Davis College community.
7. The college reserves the right to change its rules or regulations.

### **CHANGE NOTICE**

When a rule is violated, a college leadership member will point out the violation of the rules and remind the student of the discipline procedure. The student will be issued a change notice. The student will be notified of the change notice by email, and may be asked to meet with the Resident Director. Any further violation of the same rule will result in another change notice for each offense. Student Development reserves the right to address severe situations differently.

### **CHANGE NOTICE PENALTIES**

Change notices will accumulate over the duration of the semester. The accumulation of excessive notices will result in the following penalties:

3 Notices: The student will be required to do 2 hours of Campus Community Service.

4 Notices: The student will be required to do 3 hours of Campus Community Service and will be required to meet with the Chief Officer of Student Development and to sign a discipline contract.

5 Notices: The student will be campused and required to do 4 hours of Campus Community Service.

Further violations will result in suspension or dismissal.

Additional penalties, such as campusing, floor restriction, or loss of privileges may be assigned by the Chief Officer of Student Development at any time in the case of serious rule violations. Immoral behavior or substance use is very serious issues and disciplinary action for these violations will reflect that fact.

### **CHANGE NOTICE ACCUMULATION**

Notices given within the last two weeks of the Fall semester will remain on a student's record through the Spring semester. Notices are doubled during the last two weeks of the Spring semester.

### **CAMPUSING**

A campused student may not leave the campus for any reason for the duration of the campusing. Exceptions may be made for church attendance or regularly scheduled employment at the discretion of the RDs or Chief Officer of Student Development.

### **SUSPENSION**

1. The student must go home on the day the suspension is imposed. In special cases, a suspended student may be confined to the residence hall floor if going home is not possible. Security will help enforce this rule.
2. The student must receive counseling by a Student Development approved counselor or pastor.
3. Notification will be made to parents or guardian by letter or phone call unless the student is age 22 or older.
4. The student will not be allowed to make up academic work during suspension. The student will receive a zero in all tests, quizzes, and assignments for that week. Term papers or projects due that week must be handed in prior to the student leaving campus.
5. Although there are disciplinary steps of prevention and intercession, serious offenses to Davis College community standards and rules can result in immediate suspension.
6. Violence and/or threats will result in immediate suspension.

### **DISMISSAL**

1. Notification will be made to the student's parents or guardian by letter or phone call unless the student is age 22 or older.
2. The student must be counseled by an approved counselor and a recommendation must be submitted for the student to be considered for re-admittance. The student's re-admittance will be subject to administrative review.

3. The student will lose all academic credit for the semester.
4. The student will not be admitted in any residence hall and will not be allowed to loiter on campus during dismissal period. Security will help enforce this rule.
5. Although there are disciplinary steps of prevention and intercession, serious offenses to Davis College community standards and rules can result in immediate dismissal.

### **REMOVAL FROM CAMPUS**

In certain circumstances, when a student's presence on campus may cause a disruption or be considered a threat to individuals or to Davis College, Davis College reserves the right to remove a student's access to campus. Security will help enforce this rule.

### **CHAIN OF COMMAND**

The Residential Life staff is in place to serve, edify, and to correct the student for their own safety, discipline and growth in Christ. Disagreement with a change notice issued should first be addressed to the Resident Assistant whom issued the notice. If the disagreement persists a student can speak with the Resident Director. Only after agreement has been sought with the RA and RD and no reconciliation is reached should a student seek the intervention of the Chief Officer of Student Development.

### **DRUG ABUSE POLICY**

When there is reasonable cause to suspect the use of illegal drugs, the College may require a student to undergo drug testing at his/her own expense. Refusal to cooperate will be regarded as an admission of guilt and will result in suspension or dismissal at the discretion of the Chief of Student Development.

#### **First Offense**

- The student will be required to meet with the Chief Officer of Student Development. The student will be required to contact his/her parents or guardians and inform them of the situation. The student will be asked to sign a release allowing the Chief Officer to speak directly with his/her parents or guardians.
- The student will immediately be suspended for a minimum of three (3) academic days. This suspension is to be served under the supervision of the student's parents or guardians. Upon returning to campus, the student will be required to again meet with the Chief Officer of Student Development. The Chief will talk with the student and then determine if the student should be re-admitted to classes.

#### **Second Offense**

- If a student re-admitted to classes incurs a second violation during the discipline contract period, the student will meet with the Chief and will be notified of his/her dismissal from the College.
- Drug related offenses will remain on a student's record for the duration of his/her enrollment at the College. A second offense at any time during the student's enrollment may result in dismissal. This decision is subject to the discretion of the Chief Officer.

### **APPEAL PROCESS**

Appeals of suspension or dismissal decisions may be presented to a Discipline Panel appointed by the President. The decision of this appeal panel will be final.

### **APPEARANCE GUIDELINES**

Any choice of clothing within any Christian community should be one that does not tempt or defraud another person. (Romans 14.1-15.3, 1 Corinthians 3.16-17, 6.19-20, 10.31, 1 Timothy 2.8-10, 1 Peter 3.1-7). This means that dress avoids drawing attention to one's self by what it reveals of the body or by what it shows in extreme fashion.

Enrolling in a college means joining the college community. Setting aside some personal preferences for the sake of the community is necessary and important for effective ministry. A dress guideline is helpful in establishing standards not only for biblical modesty but also for campus atmosphere. The college fully acknowledges that an appearance guideline is not

equivalent to spirituality. We require, however, that students respect and adhere to the rules of the community while enrolled in the college.

### **NEATNESS & RESPECT**

- Clothing worn for class dress is not to have holes, patches, stains or tears.
- Hats or hoods are not to be worn in Chapel. Hats may be worn in classrooms with the permission of the professor.
- No clothing should carry a message contrary to Scripture.

### **MODESTY**

- Jeans, pants and shorts should fit properly and not be tight, revealing or expose the waist, back or underwear in any position. Short shorts are not acceptable.
- Women's shirts are not to be sheer, tight or low-cut. They should not expose her stomach or back in any position.
- Hemlines or open slits are not to be higher than the kneecap when standing or sitting
- Women should wear a camisole, undershirt or slip when necessary to ensure modesty.

### **WHEN DO DRESS CODES APPLY?**

#### **Class Dress**

- Monday, Thursday and Friday
- Morning and afternoon classes, chapel, morning and noon meals
- In all academic and administrative buildings of the campus before 4:30pm

#### **Tuesday Dress**

- Every Tuesday to morning and afternoon classes, chapel, morning and noon meals
- On Tuesday, in all academic and administrative buildings before 4:30pm
- In an effort to train & prepare students for ministry, Davis College encourages students to understand proper attire within a business situation; therefore this day, once each week, is reserved for such a purpose.

#### **Casual Dress**

- Wednesday, Saturday and Sunday
- Everyday after 4:30pm
- Registration, evening classes, and summer school

In keeping with the purpose of the college to provide a Christian influence in the community, modest attire is expected when entering and leaving campus.

## WHAT TO WEAR

	Class Dress	Tuesday Dress	Casual Dress
Dress slacks/khakis	Yes	Required	Yes
Collared shirts (men)	Yes	Yes	Yes
Dresses/skirts	Allowed for women		
Sweaters	Yes	Yes	Yes
Jeans	Yes	No	Yes
Bermuda Shorts	Yes	No	Yes
T-shirts	Yes	No	Yes
Sweatshirts	Yes	No	Yes
Cargo pants	Yes	No	Yes
Flip flops/athletic sandals	Yes	No	Yes
Leggings/tights (women)	Allowed with a knee-length top		
Capris	Allowed for women		
Fatigues, sweat pants, shorts, stretch pants, athletic wear, warm-up suits, camo	No	No	Yes
Pajama pants	No	No	in dorms only
Tank tops/muscle shirts (men)	No	No	for sports
Spandex/biker shorts	No	No	Allowed with other shorts over them
Spaghetti strap or halter tops	No	No	No
Piercings (women)	Earrings only		
Piercings (men)	None allowed on campus at anytime		

## SEMI-FORMAL

Periodically, the administration requests students and staff to “dress up” for special events such as conferences, banquets, travel, etc. The OSD will notify students when it may be otherwise necessary to use semi-formal or Tuesday dress. For semi-formal dress, men must wear a dress shirt, tie, and suit coat. Dress slacks, socks and dress shoes are a part of semi-formal dress. Women must wear a dress or business suit with skirt or pants. Clothing and accessories should fit well, match in color and be worn properly.

## GROOMING

Women and men should avoid extremes in hairstyles or colors so as not to draw attention to one self. Men should keep their hair clean and styled while maintaining a length that is above the shoulders and not shaggy. Mustaches, beards and sideburns must be neat and trimmed.

## **ATHLETICS AND FITNESS**

Athletics are a very essential aspect of Davis College. Our overall goal for athletics is to glorify Jesus Christ in every aspect of the student athlete's life. It is an excellent way to learn about competition, testimony, sportsmanship, winning, as well as losing. We believe that through athletics, the student athlete can learn many of the important and valuable lessons of life. We see athletics as an excellent "classroom" to teach those things that might not be learned anywhere else. It also provides an opportunity to apply and practice that which is being taught through Christian education. We desire that involvement in our athletic program will produce a better Christian, person and citizen in our world today. As Matthew 5.16 reminds us, we should "Let your light so shine before men that they may see your good works and glorify your Father in Heaven."

Intercollegiate Athletics – Davis College offers an intercollegiate athletics program for both men and women. Sports include soccer for men and basketball for men and women. The Falcons and Lady Falcons compete in the Shenandoah Chesapeake Conference.

Intramural Athletics – The athletic department provides an intramural athletic program, which includes volleyball and indoor soccer for men and women. OSD reserves the right to restrict students with discipline issues or under academic probation from participating in Intramurals or Intercollegiate athletics.

### **HEALTH CLUB INFORMATION**

One significant benefit provided to full-time students by Davis College is a health club membership to River Walk Athletic Club located about 3 miles east of the campus. This membership is a privilege and students must respect the property and staff of this facility in order to maintain a proper Christian testimony.

Current Hours:

Mon-Thurs: 6am-9pm

Fri: 6am-8pm

Sat-Sun: 9am-2pm

Additional services:

Pool is open from Mon. - Fri. 2-4p.m.

Part-time students: \$25 per person for academic year

Other additional charges apply to special classes and services.

### **ACADEMIC POLICIES FOR ATHLETIC PARTICIPATION**

Academics and Athletics work together to further the development of students. The following guidelines will help insure a student's athletic and academic success.

1. All incoming freshman athletes must participate in 1 1/2 hour study periods twice a week. If playing a Fall sport, then Fall semester; if a Spring sport, likewise. Team captains as well as a team coach or coaches will monitor these sessions. If, after the first semester the student athlete has obtained at least a 2.5 grade average, he or she will then be allowed to attend one 1 1/2 hour study period once a week.
2. Sophomore, Junior or Senior status student athletes will be required to attend one 1 1/2 hour study period per week if GPA is 2.5 or above. If GPA is under 2.5 they must attend two 1 1/2 hour study periods per week.
3. NCCAA regulation requires student athletes to pass 12 credit hours per semester and/or 24 credit hours per academic year to be eligible. In addition any student athlete who has achieved Junior status and their GPA is under 2.0 will be ineligible to participate in intercollegiate athletics.
4. When low-grade reports are issued, if the student athlete has one or more low grades, the student athlete will seek tutoring in that subject. This may or may not be done during a set student period time and will be monitored by a coach or coaches.

5. All student athletes must adhere to all rules and regulations mandated by the NCCAA, administered by the Athletic Director's office.
6. Missed classes: The student athlete will be responsible to obtain homework or any missed class notes when absent from class due to game travel. No athlete is excused or permitted special favors because of their participation in athletics. Student class skips are the same whether playing a sport or not.

## **CHAPEL**

### **CHAPEL ATTENDANCE**

Chapel is important to the development of a student's spiritual life. An individual's presence in chapel is also a source of encouragement to the college community of faith. Therefore, daily chapel attendance is required. Under special circumstances, a chapel waiver may be granted (see *Chapel Waivers* section). It is each student's responsibility to confirm that their chapel checker has marked them present.

### **CHAPEL ABSENCE**

There are NO unexcused absence for Monday, Tuesday, Thursday, and Friday Chapels. Only in cases of serious illness or serious family emergencies are students allowed to request an excused absence.

### **CONDUCT**

Students are expected to be attentive and respectful to chapel speakers. The recreational use of electronic devices (i.e. – cell phone, pda, laptop, etc) during chapel is prohibited. Students are expected to arrive in a timely fashion. Missing more than 15 minutes of Chapel will count as an absence. To avoid distractions, Chatlos classrooms and lounges are closed during Chapel.

### **CHAPEL WAIVERS**

Any commuter student whose class schedule is not conducive to chapel attendance may request a chapel waiver. To be considered for a chapel waiver, a commuter student must not have any classes scheduled that day. Chapel waivers for on-campus students will not be granted regardless of class schedule.

Completion of the waiver request is not a guarantee that the waiver will be granted. The Student Development Team will carefully review the request. Those granted waivers are still encouraged to attend chapel when possible. ***Waivers do not go into effect until the second week of classes.***

Students enrolled for six credit hours or less will be granted a waiver for all non-required chapels.

### **CONSEQUENCES OF CHAPEL ABSENCES**

All Chapels are required. Any unexcused Chapel will result in a \$25 fine.

### **SPECIAL EVENTS**

Attendance is mandatory for certain special events throughout the semester. All students are required to attend regardless of their chapel waiver, unless special permission has been granted by the Chief of Student Development prior to the event. These event dates will be announced during Orientation Chapel. Reminders will be posted in the *Davis Happenings* bulletin board or sent to the student's e-mail.

### **Chapel Fines**

A \$25 fine will be issued for any mandatory chapel missed, unless otherwise excused (see *Fine Appeal* section). All Chapel fines should be paid to the OSD within two weeks. Fines not paid within two weeks will be doubled and added to the student's bill. Unpaid fines on a student's bill will block the release of grades and may hinder the student's ability to register for the next semester.

### **MANDATORY CHAPEL ABSENCE**

A student may request in writing to be excused from a mandatory chapel in advance. A written request to be absent does not guarantee approval. The Student Development Team will carefully review the request.

#### **CHAPEL FINE APPEAL**

A student may appeal a fine issued for chapel absences in writing. Applying for an appeal does not guarantee removal of the fine. The Student Development Team will carefully review the request.

#### **CHURCH ATTENDANCE**

In view of the fact that the Word of God places great emphasis upon the local church and the “assembling of ourselves together,” students are required to regularly attend a local, Bible-believing, evangelical church of their choice. They are to be faithful to the services of their local church.

Students are expected to unite with a local church that is in harmony with the doctrinal position of Davis College.

For many new students, this is the first time looking for a church. Students are encouraged to initially choose a church wisely and make a commitment to that part of the body of Christ. Moving from church to church does not allow for deep relationships. Therefore, once a decision has been made to join or attend a local church, the student is encouraged to remain at that church throughout the school year.

Students will record church attendance by e-mailing the office of Student Development. All students are to attend Church. Church attendance records will be reviewed by the OSD and any irregularities will be addressed with the student by the Chief of Student Development.

## **COMMUNITY STANDARDS**

#### **FACILITY USE**

Permission must be granted for use of Davis College facilities, including Lowe Hall. Facility Use forms are available from the Administrative Assistant in Student Development, and must go through an approval process.

#### **ADVERTISEMENTS**

Permission must be granted to post flyers or posters on Davis College bulletin boards. Permission may be obtained from the OSD.

#### **GOSSIP**

Gossip is any conversation about a situation or person, which either does not help the situation or person and/or harms the situation or person. Gossip divides community and tarnishes integrity. Therefore, any student engaging in gossip will be confronted and disciplined.

#### **GUESTS**

Students are welcome to have guests visit on campus. Students must contact their Resident Director in advance to make arrangements for guests, and guests should request permission from the professor before visiting a class. Guests will need to pay for all meals in the cafeteria. Guests who wish to preview the college may meet with an Admissions representative, and may request a free meal pass.

Host students are responsible for the behavior of their guests and any damages caused by their guests. Guests are expected to abide by Davis College guidelines. Guests who are unwilling to abide by College guidelines will be asked to leave.

Off-campus students under age 25 may be permitted to stay overnight on campus up to one night a week, at the discretion of the Resident Director, for reasons such as weather or campus life activities. If an off-campus student stays overnight more than once a week (only with the RD's permission), he or she will be charged \$10.00 per night. Off-campus students must pay for any cafeteria meals during their stay. This policy applies to both residence halls and upperclassmen suites.

#### **MEDIA & MUSIC**

Davis College endeavors to maintain a standard conducive to a healthy, Christian atmosphere on campus. The mature Christian should refrain from using all music that is not compatible with biblical principles and standards. Individuals should be willing to alter their musical listening or performing habits so as not to be offensive to other Christians. Viewing and listening habits should be in accordance with biblical principles and standards. The student, in private listening as well as public performance, should be guided by the following:

1. The volume, regardless of style or content, must be kept low enough to avoid disturbing others.
2. The lyrics must not violate biblical standards or imply concepts which are inappropriate for Christians to reflect upon.
3. Music that encourages immorality, violent behavior, or contains questionable lyrics is not to be played on campus. This guideline applies to commuters as well as resident students. This policy applies to all College-sponsored activities on and off campus including travel to or from an event.
4. Radios or stereos in residence hall rooms should not be heard in the hallway, adjacent rooms or outside the window. Students not in single rooms must use headphones for listening, unless the roommate agrees that the music will not disturb him or her in other activities planned for that time. This principle also applies to any broadcasts or recordings of lectures or sermons.
5. Students should not attend concerts or movies that are in conflict with Davis community standards.
6. No R-rated movies are allowed on campus, including upperclassmen suites. Media with inappropriate language, nudity, and gratuitous violence are also prohibited.
7. Videogames rated —M for mature that contain Satanic or sexual content are strictly prohibited.
8. Musical instruments are not to be used in residence hall rooms (unless specific permission is given) but may be used in the lounge.
9. Headphones must be used at all times when listening to music outside of the residence hall.
10. Illegal downloading of any media is strictly prohibited. Discipline for such activities will be severe, up to and including suspension.

#### **PETITIONS**

Participation in unauthorized petition or demonstration is prohibited. No petitions are to be circulated without permission from the OSD.

#### **PRANKS**

Any student participating in either a “just for fun” prank or in a deliberate hazing activity will be held responsible for this behavior. Students will not interfere with or alter in any way another student’s room or its contents. Tampering with another’s personal possessions, including their automobile is also inappropriate.

Regardless of motive or intent, any student participating in a prank-type activity that potentially endangers or adversely affects the physical and emotional well being of another student can expect immediate and serious disciplinary action. This includes the possibility of suspension or dismissal from the college.

#### **RESPECT**

1. Students are to show proper respect to all faculty and staff members at all times.
2. Students are to answer any inquiry by a faculty or staff member courteously, fully, and promptly.
3. Students are to observe academic courtesy with regard to all titles (President, Dr., Mr., Mrs., or Miss). Students are not to use first name address when speaking to or about faculty or staff members.
4. Students are to show proper respect to one another at all times. Hazing is not permitted at Davis College.

#### **MISSIONS TRIPS & LONG DISTANCE TRAVEL**

The OSD should be informed of any long distance travel or missions trips that occur during the semester and does not correspond to scheduled breaks.

#### **WEAPONS**

Weapons of any kind are not permitted in residence halls, academic buildings or in vehicles. Fireworks are prohibited in the State of New York.

#### **THEFT**

Davis College cannot assume responsibility for loss due to theft of personal property left in residence hall rooms or public areas. Students are strongly encouraged to keep residence hall rooms or apartments locked when they are not present. Students should not leave valuable personal belongings unattended in lounges, classrooms or other public areas.

## COMMUTER STUDENTS

Commuter students are subject to Davis College community standards. Commuter students are encouraged to keep these standards as a testimony to the larger community in which they reside in and in response to the Davis College mission.

### Commuter Accommodations

The commuter lounge is located across from the Office of Student Development. Commuters are allowed to eat their own lunch in the dining hall.

### Commuter Chapel

Commuter students may be eligible for a chapel waiver (See *Chapel Waivers* section).

### Commuter Communication

All commuter students have a campus mailbox located on the main level of the Chatlos-Davis building.

The Davis College website and Student Development bulletin board post important up-to-date information. Please consult the website or call 607.729.1581 for class cancellations or delays.

### Commuter Mandatory Events

Commuter students are expected to attend mandatory events for the semester. Unless you are auditing, less than part-time or a high school student, your attendance is required at the mandatory events *even* if you have a chapel waiver. In extenuating circumstances special permission for an absence may be granted. A request must be presented in writing to the OSD.

## OFF CAMPUS REQUIREMENTS

Any student under the age of 22 and not living with local family must live on campus. Students must be in good academic standing with no behavioral or discipline problems, or registered only part-time with six (6) semester hours or less to move off campus. Part-time, off campus students are not permitted to add additional hours at any time during the academic year. Exceptions to the minimum age requirement may be made for junior or senior students in good standing at the discretion of the OSD. Students must request permission to move off campus from the Chief Officer of Student Development. Requests will not be approved for mid-semester moves. If a student develops disciplinary or academic problems after being allowed to move off campus, they may be required to move back onto campus.

## DATING & RELATIONSHIPS

God has used Davis College as a great place for students to meet and develop relationships that may lead to marriage. Davis College does not promote starting a relationship while at college; however, we do feel an obligation to help guide men and women to form healthy and God-honoring relationships that will lead them into faithful and fruitful lives for Christ. There are three foundational principles that help form the relationship guidelines of Davis College.

**1. Christian men and women are sons and daughters of God so they must treat each other as brothers and sisters. (1 Tim. 5.1-2).**

Every man and lady should respect one another with agape love, purity and honor. Physical contact should be very minimal until marriage. Students should strive to honor and glorify God in their relationships through displaying exemplary conduct that will not offend other believers and exhibit a positive testimony to the unsaved. Couples should prayerfully strive for the great standard of 1 Cor. 7.1.

**2. Men and women must protect their bodies with self-control because they are the temple of the Holy Spirit (1 Thess. 4.1-12; 1 Cor. 3.16).**

Self-discipline is a fruit of the Spirit. Any man or lady should question the spiritual maturity of anyone that desires to be physically impure. We must be obsessed with honoring God with our bodies rather than just honoring our bodies. Students who have struggled in this area should seek help and accountability so as to not hurt others in the Davis College community.

**3. Students should carefully consider all aspects of life that a relationship affects.**

Students are led to Davis College to engage in an education. Students should guard against defeating the purpose for which they came. Relationships should never hinder a student's studies, personal growth or ministry involvement. Students must

consider the physical, emotional, social and spiritual effects of every relationship. Dating may lead to emotional hurts and even to the student leaving college. Again, we must treat one another as brothers and sisters in order to avoid emotional attachments or callousness that can hurt one another.

Davis College has developed the following guidelines based upon the above principles.

1. Couples are not permitted to meet alone in Davis College facilities. Couples are encouraged to meet in groups on and off campus.
2. Students are not permitted to enter the residence halls or upperclassmen suites of members of the opposite sex. Students are not allowed to visit the apartments of married students unless one of the married students is present.
3. Student couples are permitted to hold hands on campus. Students are not permitted to hold hands in classrooms or office buildings. Students are to avoid holding, cuddling, or any other display of affection while on campus.

### **ENGAGEMENT & MARRIAGE**

Occasionally students in today's society marry during their undergraduate days. Davis College encourages students to carefully consider the academic, financial, psychological and emotional difficulties that become reality in a student marriage. Davis College strongly discourages undergraduates from marrying due to the following factors:

1. In Christian work both the husband and the wife often needs adequate training. Marriages that result in discontinuing their education may be premature.
2. Marriage involves financial obligation and the home responsibilities can hinder a student's study habits.
3. Because marriage, in itself, involves adjustments, students should recognize that the addition of academic responsibilities places considerable demands on the marriage relationship; therefore, students are not allowed to marry during the semester.
4. As a student, marriage may also create psychological and emotional stress, especially if the pressures are experienced for a number of years. Students should consider the remaining number of years of education in relation to their marriage plans. Many students who enter into an early marriage are forced to interrupt or relinquish their education and therefore their plans for vocational ministry. Davis College recommends that students normally defer marriage until their education has been completed.

### **GUIDELINE FOR ENGAGEMENT**

Engaged couples are strongly encouraged to seek godly counsel, to talk with their parents, and to attend a seminar or class on marriage counseling.

#### **Married Couples**

1. Campus Housing - Married Couples can apply for housing on campus. Applications are available in the OSD.
2. Personal and Marital counseling - Counseling is available through the OSD.
3. Social Life - married couples can attend any of the student-led or Student Development activities.

## **RESIDENCE LIFE**

### **ROOM DEPOSITS**

Students will supply a damage deposit of \$150.00 to be held by Davis College for the cost of repair or damage to Davis College property that is caused by the student.

### **ROOM DAMAGE**

The condition of the student's room will be determined by an entrance and exit inspection. A representative of the OSD and the student will conduct this inspection at the time of check-in and at check-out. Any room damages incurred over the course of the school year will be deducted from the student's room deposit. Damages exceeding the room deposit fee will be billed directly to the student's account. In cases where responsibility cannot be specifically assigned for damage or loss, all residence hall students will share the divided expenses. Any refund will be credited to the student's account at the end of the school year.

*Failure to complete an exit inspection will result in the automatic forfeiture of the student's damage deposit. Any assessed damage for which the student is liable will be billed directly to the student's account.*

## **DEVOTIONS**

Resident hall students are challenged to grow in the Lord through regularly scheduled, mandatory residence hall devotionals. Resident Directors and Resident Assistants help plan events to promote the spiritual growth and accountability of students in the resident halls.

## **SEMESTER BREAKS & VACATIONS**

It is requested that students depart promptly from school at semester breaks and vacation periods. Departure is expected within 24 hours of student's last final exam at the end of each semester or Commencement. Students are allowed to stay after finals to attend Commencement in the Spring semester. Destination, address, and telephone numbers should be included on sign-out passes.

## **ROOM ASSIGNMENTS**

Students will have their room assignment given in the month of August for the Fall and Spring Semesters. While Davis College will take reasonable measures to comply with the student's preferences with regard to room assignments, Davis College specifically reserves the exclusive right to make assignments and reassignments at any time within the complete discretion of Davis College and will do so without regard to race, color, national origin, and physical handicap. The student may make changes in room and/or roommate assignment only after receiving written approval from the OSD. Room changes are allowed only within the first three weeks of classes and between semesters. In the event any person assigned to the student's room ceases to reside in that room, the student will not receive the roommate discount during the next semester.

## **ROOM KEYS**

Keys/fobs to the particular room of the student will be issued at the beginning of the occupancy period. Keys/fobs may not be transferred or given to other people. Lost keys/fobs must be reported immediately. Any student losing a room key/fob will be charged \$10.00 for the cost of cutting/replacing new keys/fobs. Stolen keys/fobs will be considered lost. Keys/fobs not returned by the student at the end of occupancy will also be considered lost. A fob is a security device, which allows access to the Women's Residence Hall. In the event a door knob and new key has to be made it will be \$70 for the cost of the door knob and the making of a new key.

A student will be charged \$25.00 for a lost Student ID.

## **CURFEW & CAMPUS PRESENCE**

1. Curfew is 11:30 p.m. Sunday - Thursday and 1 a.m. Friday and Saturday for resident hall students. Commuter students and visitors are not permitted on campus after curfew hours.
2. Students are not to leave the residence halls before 6am, except with special permission from the Resident Director.
3. Curfew is enforced for students staying in residence halls during breaks and between semesters.
4. Late passes may be obtained from the Resident Director for rare or necessary situations such as emergencies, long-distance travel, college related events, or work. Working after curfew is discouraged.
5. Weekend and overnight passes can also be obtained from the Resident Director. Experience has proven that frequent weekend visits have detrimental effects on academics. Therefore, first semester students will not be granted weekend passes until Fall Break. On occasion, an exception may be made by the Resident Director for family events, emergencies or other special circumstances.
6. Students on academic probation will only be granted weekend passes in emergency situations or for work. Sophomores, Juniors, and Seniors not on academic probation are not restricted in weekend leaves.
7. A change notice will be automatically issued when a student arrives 15 minutes after curfew. Being late after curfew for an extended time or frequently violating curfew may result in other discipline.
8. If a student is unexpectedly delayed he or she must call and inform his or her Resident Assistant on duty. Calling the RA does not mean that the student is exempted from disciplinary action.
9. All students returning to the residence halls after curfew are to sign in with security personnel and must notify the RA on duty. Students with fobs are to individually fob into the residence hall.
10. Students must respect the needs of others in the residence hall at all times. Activity that distracts from studying, sleeping, or worshipping and annoys other residents must be avoided. Students are specifically asked to observe quiet

time in the residence halls from 10:30 p.m. to 8:00 a.m. Activity during this time should be confined to individual rooms or designated areas of recreation.

11. **Prior to overnight visitation to friends of the opposite sex, an invitation from the host parent must be sent through the Chief of Student Development. A parent or guardian must be present during off campus visitation to a friend of the opposite sex.**

#### **GENERAL REGULATIONS**

1. Students who are outside after dark are restricted to the lit main road areas or sidewalk areas around the campus.
2. Students should not walk alone off campus after dark.
3. Students are not to have pets in their rooms. Fish are allowed with special permission.
4. No student should sell anything routinely without permission from the OSD.
5. No sports equipment is to be used in the residence hall rooms. Please use the Robb Gymnasium for such activities.
6. Students are not to have cooking appliances, grills, extension cords, microwaves, and electrical heating appliances in the residence hall. Pressing irons are not to be used in the residence hall rooms. They may be used in designated areas with compliance to posted regulations. Power strips with a surge protector may be used for multiple plugs. Curtains need to be fire rated.
7. Students are not allowed to take dishes, silverware or food from the Dining Hall or Kitchen to the residence hall. Personal food is to be kept in a protective container in residence hall rooms. According to fire code students may NOT have the following in their dorm rooms: Coffee Maker, Toaster, Toaster Ovens, or Microwave.
8. Students are not to leave personal items or dishes in the restrooms, kitchenette or lounges. Personal items left in these public areas will be discarded or placed in the swap area.
9. Everything gets recycled: cardboard (pizza boxes are garbage), brown paper bags, newspaper, magazines, copy paper, cans, bottles, glass, etc. Anything that has oil(s) or was used for storing food is garbage.
10. The fire law prohibits suitcases, trunks and furniture to be left in the hallways.
11. Respect other dorm residents by maintaining modesty at all times.
12. Indoor storage for bicycles is not provided.
13. The OSD should be consulted before bringing large items, such as drum sets or furniture.

#### **ROOM PRIVACY**

Davis College administration and staff reserve the right to search a room when there is reason to believe that the standards of the college have been violated or to search for contraband. It may also be necessary for maintenance staff to enter a room to make repairs.

#### **PREVIEW DAYS**

Periodically prospective students will visit Davis College to explore it as a college option. Davis College resident students are an important part in hosting prospective students.

#### **TELEPHONES**

All rooms are equipped with a line for telephone service. Students will be given an extension upon their arrival to campus. Students are responsible to provide their own telephone and answering machine. Long distance calls cannot be made from the phone without the use of a calling card. Local and toll-free calls may be made without any charge. **Davis College will not be responsible for any phone related charges and/or bills incurred by students.** The OSD provides instructions for placing calls within and between residence halls and college offices.

#### **ROOM INSPECTION**

Student rooms are informally inspected on a routine basis. Change notices will be issued to individuals leaving their rooms unsatisfactory during breaks. **Davis College is not responsible for the loss of personal property.**

- Beds are to be made properly. (No books or clothes on them)

- Wastebaskets are to be emptied and clean.
- Each student is responsible for disposal of their own trash into the dumpster.
- Clothes are to be picked up and in the closet.
- Soiled clothing is to be kept in a hamper or laundry bag in the closet.
- Rugs are to be kept clean.
- Desks and furniture are to be straightened and clean.
- Beds are to have sheets and pillows are to have covers.
- Curling irons are to be unplugged.
- The door to the room is to be locked.

### **RESIDENCE HALL ROOMS**

All room decorations, including wall hangings, posters, and screen savers, should be in harmony with biblical standards and Davis College community standards. Do not use any adhesive-backed stickers on the walls, furniture or doors. Removable adhesive is to be used to hang posters or pictures. Students are not to remove any furniture, including beds, from any room without permission. Students are not permitted to build lofts or platforms. Students are to bring their own twin-size linens, blankets, bedspread and pillows, as the school does not supply these.

### **VISITATION GUIDELINES**

Parents are not permitted to stay overnight in the residence halls. In the event that a student becomes ill and requires more care than the College can provide, parents may make arrangements with the Resident Director and Student Health Office to take the student home or to a hotel to care for them while they recover.

Students and visitors are not to enter the residence hall or upperclassmen suite of members of the opposite sex except for special functions (Open Dorm) or with special permission from the Resident Director. Open Dorms will be scheduled at the discretion of the Resident Directors. During open dorms, all room doors must be kept open, and no physical contact is allowed between the genders. Any student entering the residence hall or upperclassmen suite of the opposite sex without permission will be subject to immediate suspension or dismissal.

### **SUMMER SCHOOL GUIDELINES**

Davis College welcomes students to take classes during our summer sessions. All Davis College guidelines still apply during summer session, including curfew times. Students may dress in Casual attire. All guidelines regarding modesty apply.

Each residence hall has a Summer Resident Assistant available to promote spiritual and social life and to provide assistance to summer school residents.

## **UPPERCLASSMEN SUITE GUIDELINES**

### **PURPOSE**

The purpose of the Upperclassmen Suites is to provide convenient and affordable on-campus housing for students who have demonstrated maturity and responsibility. Upperclassmen Suites are ideal for older students, Junior and Senior students, students who have lived on their own for a few years and for students that have work schedules that make it difficult to live in a traditional dorm setting. The Upperclassmen Suite provides a community experience of fellowship, accountability, and freedom.

### **STATUS**

Upperclassmen Suites are considered on-campus housing; however, institutional scholarship award amounts will be reduced.

### **QUALIFICATIONS**

A student may enjoy the privileges of the Upperclassmen Suites if he or she is at least a junior or is 20 by the beginning of the semester and GPA must be 2.0 or higher. The Office of Student Development must grant final approval. Students with significant discipline issues will not be considered.

## **CONTRACT & RENT**

Upperclassmen Suites rent may be applied to a student's school bill so that they qualify for federal and state funding. Each student must provide a \$150 security deposit prior to occupying the apartment.

Students who choose to live in the Upperclassmen Suites will be entering into a six-month contract. Dates of occupancy will be July 1 to December 31 and Jan 1 to June 30. If a student leaves after one semester, he or she is responsible for a full six months of rent, unless other arrangements are made with the Business Office. Students do not have to live in their apartment during the summer but will still be charged for a six-month contract. Students are not to switch apartments without written permission from the Office of Student Development.

Students are not allowed to sublease the apartment and should return the apartment key at the end of the contract year. All personal possessions must be removed at the end of the contract year. Any personal possessions left on premises at the end of the contract year will become Davis College property to be disposed of as the college sees fit.

## **RESIDENT ASSISTANT**

Upperclassmen Suites will have a minimum of one Resident Assistant/Suite Leader for every two apartments. Resident Assistants/Suite Leaders have the primary responsibility of being a liaison to communicate student needs between students and the Office of Student Development. They also are there for encouragement, accountability and to enforce the guidelines that apply to the Upperclassmen Suites. Students who desire to be Resident Assistants can obtain an application and job description from the Office of Student Development.

## **MAINTENANCE REQUESTS**

Maintenance requests should be made through the Resident Assistants/Suite Leaders. The Resident Assistant/Suite Leader then communicates those needs to Shelly Wilcox in the Business Office.

## **VISITING HOURS**

Students and visitors are not to enter the Upperclassmen Suites of members of the opposite gender, except for visiting hours and special permission from the Resident Director. During visiting hours, members of the opposite gender must stay in common areas, and there is to be no physical contact. Any student entering or inviting guests of the opposite sex to the Upperclassmen Suite, without permission, will be subject to immediate suspension or dismissal.

Residents may have visitors on Saturdays from 5 p.m. to Curfew. Members of the same gender are allowed to stay overnight as a guest no more than (1) night per week, but the Resident Assistant/Suite Leader must be notified.

## **MISCELLANEOUS**

Pets of any kind are not allowed in the Upperclassmen Suites. If you decide to get a pet without authorization, you will forfeit your deposit and be required to remove the pet from the premises immediately.

Curfew for suite residents is 1 a.m. **every night**. Students should communicate with their Resident Assistant/Suite Leader regarding work or overnight travel. Such communication prevents unnecessary worry and helps maintain a safe campus.

Absolutely no pranks are to be done. If the police are notified for any reason, all individuals involved will be required to meet with the Director of Student Development immediately.

## **MINISTRY DEVELOPMENT**

While it is the responsibility of each student to locate a student ministry and make contact with those supervising that ministry, the Chief of Student Development is available to provide information and suggestions on certain ministries. Students are also encouraged to discuss potential student ministries with the faculty, staff, academic advisors and upperclassmen. Information on current student ministry opportunities submitted by local churches and organizations is available to students at the OSD. Ministry opportunities are also communicated in chapel by visiting pastors and leaders from organizations. New students freshman or transfer, are given a grace period of one semester to determine which local church they will worship and serve in their student ministry.

## **MINISTRY DEVELOPMENT PURPOSE**

The Ministry Development program is the applied aspect of the student's education. It provides students with opportunities to take the truth they study and integrate that truth into actual life and ministry. As students serve in local churches and Christian organizations, their classroom learning is reinforced through hands on experience. While the students' learning experience is important, the overall goal of the student ministry program is to edify the body of Christ in love.

Objectives:

1. To serve God and other people.
2. To promote the discovery and development of ministry skills and spiritual gifts through service.
3. To provide the student with supervised ministry training, accountability and evaluation.

## **REQUIREMENTS FOR MINISTRY DEVELOPMENT SELECTION**

1. Students should select a ministry that will assist them in their personal and professional development.
2. Students should be challenged by the requirements of their student ministry but not overwhelmed. Therefore, ministry selections should be made with the student's current experience, training, aptitudes, interests and needs in mind.
3. Students should select a ministry that requires at least 2 hours of preparation and participation each week of the semester. Students must locate work with a student ministry supervisor. A supervisor should be someone who directly oversees the ministry in which the student is serving and is willing to provide the student with accountability, counsel and feedback. Students may participate in a ministry that occurs over the summer or in a concentrated portion of the school year, such as camping or missions ministry. Each credit requires a minimum of 30 hours of preparation and participation. All student ministries must be approved by the Chief of Student Development.

## **SELECTION OF A MINISTRY**

Davis College is located in an area where many exciting opportunities exist in local churches and Christian organizations for ministry development. There are also opportunities for students to serve through student organizations and campus ministries at Davis College. The following list suggests some of the many areas in which a student may minister:

Bible Study Leader	Cell Group	Children
Rescue Mission	Discipleship	Evangelism
Music	Worship Leader	Pastor
Assistant Pastor	Youth Pastor	Visitation
Sunday School Teacher	Campus Ministry	Camping
Cross Cultural	Jail & Prison	Missions
Outreach Music	Traveling Teams	Release Time
Street Witnessing	Nursing Home	Youth

## **REQUIREMENTS FOR REGISTERING AND REPORTING A MINISTRY DEVELOPMENT**

Upon locating a ministry and a supervisor, students must complete the appropriate forms and return them to the Chief Officer of Student Development for approval. Students are encouraged to participate in a brief meeting with the Chief Officer of Student Development if they have any concerns or suggestions regarding student ministry

Forms for student ministry are available in Student Development and is to be handed in two weeks before grades are due at the end of each semester to the Office of Student Development.

## **MINISTRY DEVELOPMENT CREDIT REQUIREMENTS**

Ministry Development credit is the recognition given by the Office of Academic Affairs for satisfactory participation in an approved area of Ministry Development. Students will be given either a "CR" or a "NC". "NC" = The student did not fulfill his assigned ministry in an acceptable manner, i.e., less than 10 weeks of ministry or if the student is a continual problem in negligent church attendance. (Students are required to attend all regularly scheduled Sunday morning worship service.)

Students must satisfactorily complete (CR) the designated minimum number of semesters of ministry development required for their program: seven (7) semesters for BRE degree, six (6) semesters for three year diploma, four (4) semesters for AAS degree and two (2) semesters for Bible certificate.

Both full-time and part-time students must satisfy the Ministry Development requirement to graduate from a program. A prorated reduction in the required number of semesters of Ministry Development will be given for transfer students.

All BRE students are required to participate in an approved internship in their area of academic concentration. The internship is either conducted during the summer or spread over both semesters of the senior year. While this internship is taken for academic credit, it also counts for ministry development credit. Students must follow the requirements for registering and reporting a student ministry in order to receive ministry development credit.

A permanent record of a student's credit will be kept in the Office of Academic Affairs. Prior to graduation, the Vice President for Student Development will send to the Registrar's Office a recommendation of those students who qualify for graduation. Should a student fail to meet the minimum requirement for graduation, the Vice President for Student Development will recommend to the Registrar's Office that the diploma be withheld until the student has met the requirements.

## **STUDENT ORGANIZATIONS**

Ideas for new student organizations should be submitted to the office of Student Development for approval.

### **COMMUTER STUDENT FELLOWSHIP**

Many of the students at Davis College are non-resident or commuting students. This committee represents the unique needs and interests of non-resident students and promotes their involvement in campus life.

### **CLASS ORGANIZATIONS**

The Freshmen, Sophomore, Junior and Senior classes elect representatives who lead them in social events, chapels, class business and service activities. Each year, a class advisor will be appointed by OSD to the freshmen class to serve as a guide through the college experience.

### **STUDENT GOVERNMENT**

The Student Government is composed of elected officers from the student body and representatives from many student organizations. It serves as a representative body and liaison between students and the administration and faculty. The SG also provides direction for student organizations coordinates and conducts campus events and ministries and promotes self-government within the student body.

### **STUDENT LIFE TEAM**

Members of this committee consist of two representatives selected from each class and up to four students appointed by the OSD. It serves to enhance campus life by planning, promoting and conducting events and activities each semester.

### **CHAPLAINS**

Each class selects a student chaplain, and up to four chaplains are selected by the OSD. The chaplains plan spiritually encouraging events, are involved in chapel and prayer times, and help meet the spiritual needs of their classmates.

### **OUTREACH TEAMS**

This student organization meets regularly for prayer and outreach. Students distribute tracts and share the gospel during the organized outreaches conducted in downtown Binghamton and other localities.

### **PSYCHOLOGY CLUB**

The Davis College Psychology club was formed to allow all students interested in the field of psychology the opportunity to interact socially and academically. The Psych club's major goal is to expose students to a variety of psychology related topics, fields, speakers and events.

### **LAMBDA PI GAMMA**

Lambda Pi Gamma aims to be a different kind of campus ministry that goes deeper into the individual's life as well as the Word of God. As men of God we aim to be holistic in our growth. This means that we enable, encourage, and ensure that every member is growing in God, physically, mentally, and most importantly spiritually. We work together to provide support and guidance in each of these areas.

### **LAMBDA TAU UPSILON**

Lambda Tau Upsilon mission is to promote love, unity and to spread Gods Truth through fellowship, social awareness, community service and missions. We are uniting Christian women in order to express more fully oneness in Christ, to make more their common witness in Him and to serve His kingdom.

## **STUDENT SERVICES**

### **CAMPUS BOOKSTORE**

Aaron's Rod Bookstore is a ministry of Davis College. It primarily serves to provide textbooks and supplies to students and faculty. It also serves the community providing Bibles and reference books, gifts, music, church supplies, and Davis College clothing.

#### **Bookstore Hours:**

Monday, Wednesday and Friday	9:00 a.m. – 4:00 p.m.
Tuesday	10:00 a.m. – 5:00 p.m.
Thursday	10:00 a.m. – 6:00 p.m.

### **COUNSELING SERVICES**

The OSD offers counseling services to Davis College students.

Students often face many challenges during their college days and sometimes need someone to talk to. Some of the issues students face are: homesickness, loneliness, depression, anxiety, marriage and family, spiritual and interpersonal relationships.

Counseling is based on biblical principles and integrated with sound psychological truth to provide assistance for the student and their families.

Contact the Office of Student Development to make appointments. Services are kept in professional confidence.

### **DINING HALL**

#### **Breakfast**

Mon/Tue/Thu/Fri	7:00 a.m. - 8:30 a.m.
Sunday (continental)	8:00 a.m. - 9:00 a.m.

#### **Lunch / Brunch**

Mon/Tue/Thu/Fri	11:45 a.m. - 1:00 p.m.
Wed/Sat Brunch	10:00 a.m. - 12:00 p.m.
Sunday	12:30 p.m. - 1:30 p.m.

#### **Dinner**

Sun/Wed/Sat	5:00 p.m. – 6:00 p.m.
Mon/Tues/Thur/Fri	5:30 p.m. - 6:30 p.m.

1. Food and drink are not to be taken from the dining hall. Tableware and silverware are not to be taken out of the dining hall.
2. Students are responsible for cleaning up their table after each meal. After meals, food is to be taken to the dish room for proper disposal.
3. Students are to obey the dress code for the dining room. Politeness and good table manners are expected.
4. Guests and students not on a meal plan are welcome to purchase meals in the dining hall.

## LIBRARY

The library exists to serve you and your academic needs. The Alice E. Chatlos Library provides over 70,000 physical volumes, access to premier electronic resources, current and back issues of periodicals as well as DVD's, CD's and VHS.

### LIBRARY HOURS

Monday - Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	1 p.m. – 8 p.m.
Sunday	2 p.m. – 5 p.m.

If hours change due to campus events or emergencies a notice will be posted in advance on the library doors.

### BORROWING INFORMATION

Any student along with their spouse and children are welcome to use and check out library materials.

1. Circulating books and CDs are checked out for a period of four weeks. After four weeks, items can be renewed one time if the book has not been reserved. A total of 17 items may be checked out per account.
2. DVD's can be checked out for a week with a one week additional renewal.
3. Reference books, reserve books, periodicals and bound periodicals do not typically circulate out of the library.
4. Anyone may reserve a book that is checked out by making a request with library personnel or via the library catalog. The patron will be notified when the book is in. Customers may renew books in person, by phone (607.729.1581 ext. 324) or via email ([library@davisny.edu](mailto:library@davisny.edu)).
5. Materials borrowed from the library should be returned to the front library desk. After hours, the book-drop should be used.
6. Please do not re-shelve books while browsing but place books on carts provided on each floor.
7. If a library resource is lost or damaged the student is responsible to pay the cost of replacing the item.

### LIBRARY ORIENTATION

Each student will receive a library orientation during their first semester of school. If for some reason a student misses the orientation, the librarian would be happy to schedule an individual orientation for the student.

### LIBRARY SERVICES TO THE STUDENT

1. The librarian and student workers are happy to assist you in finding whatever resources you need.
2. A copy machine is available for your use on the first floor (15 cents per page)
3. The second floor of the library hosts the Academic Success Center to promote student success and learning.
4. The library has ample space for individual or group study.
5. The library will reserve books for you if they are checked out. You will be notified via email when the book is returned.
6. The library will endeavor to get books for you through inter-library loan should the library not have the desired resource(s). This process may take a week or two, so materials should be requested well in advance of the date of need.
7. The two library computer terminals located on the first floor offer access to the online library catalog and online databases.
8. There are six computers located on the second floor for word processing, printing, email and other basic computer needs.
9. The library catalog and databases are available 24/7 via the library section of the Davis website. (<http://davisny.edu/CurrentStudents/ChatlosLibrary/ChatlosLibraryDatabase.aspx>)

### STUDENT REQUESTS FOR MATERIALS

The Library strongly encourages and welcomes suggestions concerning any aspect of the library's resources. The library especially welcomes recommendations of books, periodicals and other research materials. While the library cannot guarantee immediate purchase of recommended items, the suggested items will

## MAIL ROOM

Davis College is one of only a few Colleges to have a United States Post Office on its campus. The Post Office has provided the following regulations:

1. All resident students must rent separate post office boxes upon registration in order to receive mail. Only one family name is permitted per box and students are not allowed to share post office boxes.
2. Box rental information can be obtained through the Post Office. If larger boxes are needed, please inquire of the Postmaster.
3. Married students who rent post office boxes may be issued two post office keys.
4. Students are responsible for the safe keeping of their post office key.
5. If a student loses a key, he/she must present proper ID and pay a fee for an additional key. Please make a careful search before purchasing another key.
6. Students are encouraged to contact the Postmaster concerning any postal matter.
7. The student's correct post office address is:  
Name  
P.O. Box  
Bible School Park, NY 13737
8. Students renting post office boxes must return keys prior to leaving campus and complete a change of address card.
9. Post Office regulations prohibit the Postmaster from giving mail over the counter.

## STUDENT HEALTH SERVICES

Health services are provided through the Department of Student Health Services located on the lower level of Chatlos-Davis Hall. All students are entitled to the services provided. This department is not responsible for the families of married students. Services provided include first-aid, care for general sickness, ordinary over the counter medicines and referral to local physicians & clinics. Davis College students have two excellent hospitals within two miles of the campus and there are many quality walk-in clinics in the community for non-emergency needs.

As part of the Department of Student Development, this nurse directed department is staffed by a Registered Nurse with a Bachelor's degree in Nursing. Students may see the nurse during the office hours posted on the door or by appointment. After these hours, or when the nurse is not available, students are to contact the Resident Staff.

Davis College requires completion of the following health forms for students registered for 6 credits or more. Certain exceptions may apply, contact Student Health.

- Personal Medical Report completed by the student
- Physician's Evaluation (physical) dated within **one year prior** to coming to registration
- Immunization Record signed by the Health Care Provider
- Meningococcal Meningitis Response Form
- Freshmen students residing in the dorm & high school students taking 6 credits or more on campus **MUST** have the vaccine
- Emergency Medical Consent for students under 18 years of age
- Medical Insurance Enrollment/Waiver Form

**ALL HEALTH FORMS ARE DUE IN STUDENT HEALTH FOR REVIEW PRIOR TO REGISTRATION.** Once received, they are kept in professional confidence.

In keeping with New York State Public Health Law Section 2165, **ALL** students born after January 1, 1957 taking 6 credits or more, **MUST** show proof of having 2 doses of **LIVE Measles, Mumps & Rubella** vaccine, the first being given no more than 4 days prior to the child's first birthday and a second dose no less than 28 days after the first. The law does provide for a religious or medical exemption under certain circumstances. Contact Student Health to obtain the religious exemption form. **New York State also requires the Meningococcal Meningitis Response Form to be on file & no student is allowed to attend classes or stay on campus beyond 30 days without these 2 requirements (MMRs & Response Form) on file.**

Students having any **physical or medical problem/disability** must document that on their "Personal Medical Report" and review the situation with the nurse upon arrival on campus. All medications and dosages must be listed on this report and the nurse must be informed of any changes throughout the year. All **learning disabilities** must be reported and documented with the Department of Student Advising.

Students should report all doctor appointments, trips to the emergency room and any hospitalizations to the nurse and Resident Staff upon returning to campus.

- All students carrying 6 credits or more are **required** to carry medical insurance. Adequate health insurance coverage provides our students with a safety net should unexpected health care costs arise. This requirement is designed to ensure that health concerns won't interfere with the student's academic goals.
- **EVERYONE** enrolled for 6 credits or more **will automatically be billed a non-refundable charge** for college health insurance **UNLESS** a copy of a valid insurance card is attached to the Insurance Enrollment/Waiver Form showing proof of current medical insurance coverage. The deadline for this is Registration Day- **NO EXCEPTIONS!** The Davis College insurance plan is described in a fact sheet available from Student Health.
- There are **NO "Excused Absence Slips"** given from this office. Please refer to the Academics section of this handbook for the college policy on class cuts.

Questions pertaining to the above may be referred to the nurse at 607.729.1581 ext. 337, Fax: 607.770.6886 or email to health@davisny.edu.

## TRAFFIC REGULATIONS

The campus of Davis College has a constant flow of traffic. Out of concern for safety and property, please obey the following regulations.

1. Campus speed limit is 5 mph.
2. Uniformed safety officers directing parking during special events must be obeyed.
3. Park in designated areas.
4. No driving or parking on the grass
5. It is unlawful to park in any fire lane or campus roadway.

### FINES

Moving violations (speeding, reckless driving, etc.)	\$10.00
Parking violations	\$10.00
Fire Lane	\$10.00

### PAYMENT

All fines must be paid to the OSD within 7 days of the time issued. Fines not paid within two weeks will be doubled and added to the student's bill.

To appeal traffic or parking citations, you must write your reasons or basis for appeal on the back and return the citation to the OSD. All appeals must be made within 24 hours. If the basis for appeal is considered inadequate an appeal will not be granted.

The enforcement of these rules and regulations is the responsibility of campus safety. The OSD does the judgment of individual cases.

### AUTOMOBILE REGULATIONS

Registration Requirements:

1. All vehicles are to be registered when the student registers for class.
2. All vehicles must have their parking tag affixed in the proper location no later than noon the day classes begin.
3. When a student acquires another vehicle to replace one already registered or a new one, he must notify the OSD immediately (same day). Upon notification a 5-day temporary permit and registration form will be given to the student.
4. All vehicles must be currently insured and registered with the student's home state. License tag(s) must be displayed.
5. Several parking lots are available on campus. In order to insure parking for everyone, we have assigned parking.
  - In front of Library & Chatlos - Davis Hall assigned to visitors and day students.
  - In front and behind of Patterson Hall assigned to Patterson Hall residents.
  - Behind and adjacent to Chatlos – Davis Hall assigned to Chatlos Hall residents, faculty and staff.

During hours when class is in session, all student cars must be in their designated lot. Violations of these parking guidelines during snow removal will result in double fines.

6. Vehicles that cannot be driven, due to breakdown, accident, no license, etc. are classified immobile. Students must report to the Safety Director when a vehicle falls into this classification. The Safety Director will assign an area for parking the vehicle and issue a temporary 7-day permit to allow time for repairs or removal from campus. All vehicles will be removed from campus by tow truck for storage elsewhere. The owner of the towed vehicle will assume responsibility for all towing and storage fees.

## **THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

Davis College complies with the TITLE II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990.

The procedure for students reporting crime on campus is as follows:

1. If a crime or emergency occurs within the confines of the residence hall, the student is to immediately report the incident to their Resident Director, who in turn may handle the problem on their own or in some cases, may involve the Vice President for Student Development.
2. If a crime or emergency occurs outside of the residence hall yet within the boundaries of the campus, the student should immediately involve their Resident Director or Campus Security Officer.
3. Serious emergencies should be handled by calling 911 immediately. Please note, callers to 911 should be prepared to direct the 911 operator to where on campus the emergency is happening.

The complete policy is posted in the Business Office and copies may be obtained in the OSD.

## **BUSINESS OFFICE**

### **OFFICE HOURS**

Monday – Friday 8:00 am – 5:00 pm.

Closed for holidays. Appointments may also be arranged by calling 607-729-1581 ext. 304.

### **EXPLANATION OF FEES AND CHARGES**

Please refer to the Board approved Fee Schedule for tuition charges. These costs are subject to change without notice.

### **DORM ROOM & BOARD**

The fee is based upon single or occupancy and includes meals. The charge is determined by actual occupancy not by what was requested. Room and Board will be refunded on the same refund schedule as tuition (see refund policy).

### **SUITE HOUSING**

This must be approved by student development - reserved for upperclassmen and other qualifications (contact student development). Meals are not included in the fee. Charges are per semester and cover July through December for Fall and January through June for Spring.

### **COMPREHENSIVE FEE**

The comprehensive fee covers the costs of student activities, sporting events, athletic facility use, library use, health office services, internet and printing use.

### **MEDICAL INSURANCE**

All students carrying six credits or more are required to carry medical insurance. Davis College is not an insurer and is therefore, not responsible for the payment of a student's personal medical expenses. Doctor's fees, hospital costs, prescriptions, emergency treatment costs, x-rays, laboratory costs, etc. incurred by a student because of illness or accident while enrolled or participating in college life activities or athletics are the personal responsibility of the parent or student. Davis College does not pay for any remaining cost that insurance does not cover.

For students who are not covered by their own private policy or by public assistance, the school requires a twelve month policy which is billed through the Business Office. This fee is automatically billed to the student's account unless he or she provides proof of insurance coverage by providing a copy of the front and back of the insurance coverage card. Deductibles and non-covered expenses on the school insurance plan are the responsibility of the student or parent. A brochure outlining policy coverage is available from the Student Health Office.

### **LATE REGISTRATION FEES**

This fee (\$300.00) is charged when a student fails to complete registration by the date listed on the fee schedule.

### **FINANCIAL TERMS**

When a student enrolls at Davis, the student should have a clear understanding of their contractual financial obligations.

All past due accounts must be paid in full in order to register for a new semester. Each semester's total tuition, housing, and fees are assessed at registration and are due before the first day class. The following payment plans have been instituted for the student's convenience. A student must select a payment plan as well as complete and sign the Payment Arrangement Form. Payment plans are subject to change.

#### **Plan 1 (Full Payment Plan) (Preferred)**

The preferred plan is that of full semester payment before the first day of class Check with the Business Office for dates to qualify for early payment discounts for paying the account balance in full

#### **Plan 2 (Monthly Payments)**

A student that still has a remaining balance after financial aid and student loans may pay in monthly payments by completing a Payment Arrangement Form with the Business Office. This form must have the Business Office approval to be valid. All payments must be finished in November for the Fall semester and April for the Spring semester. Summer classes must be paid up front before classes start. In the event a student's account becomes delinquent in payments this method may be denied for future

### **FINANCIAL RESPONSIBILITY**

Student Accounts are expected to be paid on time and kept current. A service charge of one and one half percent of the balance due will be assessed at the end of each month.

If students with an account balance are not making satisfactory efforts to pay the account, Davis College reserves the right to turn the account over to a collection agency where the student will be obligated to pay all the collection charges, litigation costs, and any other miscellaneous costs attributable to the collection effort in addition to the account balance due.

### **DISENROLLMENT**

If a student has not made satisfactory payment arrangements or is not current on approved payment arrangements by first day of class, the student is subject to immediate disenrollment. If a student with an approved payment agreement has not met the financial requirements of the first payment by the time the second payment is due, that student is subject to immediate disenrollment. The same applies if the student does not meet the requirements of any subsequent payment.

**EXAM & GRADUATION POLICY**

A student who has a balance remaining on their account at final exam time may not be permitted to take their final exams nor complete the course. Final grades will not be issued to the student nor any other party, and credit for the course will not be posted until the account is settled. A transcript will not be issued to the student nor another institution until the account is paid in full. A student may not participate in graduation exercises until all college financial obligations are met.

**REFUND POLICY**

If a student leaves Davis College, he/she may be eligible to receive refunds based on the table below. An official with drawl form must be obtained from the Registrar’s Office and properly completed in order for a student to receive a refund. All miscellaneous fees are non-refundable. Refunds apply to tuition and room and board only. No refunds will be awarded on Davis College scholarships. The refund policy of Davis College is as follows:

Semester Breakdown	Refunds Amount
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5 or later	0%

2 Week Module	Refund Amount
Day 1 - Before 12p.m.	100%
Day 1 - After 12p.m.	75%
Day 2	50%
Day 3 or later	0%

1 Week Module	Refund Amount
Day 1 - Before 12p.m.	100%
Day 1 - After 12 p.m.	50%
Day 2 or later	0%

Online Term	Refund Amount
Prior to first day	100%
Week 1	75%
Week 2	40%
Week 3 or later	0%

**NOTICE OF LIABILITY**

Davis College is not liable for damage to personal belongings of students under any circumstances including the event of a catastrophe such as, but not limited to, windstorm, hail, riot, attending a strike, civil commotion, explosion, fire, smoke, vehicles, and aircraft.

**STUDENT PAYROLL DEDUCTION POLICY**

This policy is to enable the student to pay off their student account balance prior to the semester ending and finals being taken. If the student is working as a Student Worker for the college and has a balance due the college, he/she may obtain a yellow form called “Student Payroll Deduction” from the Student Accounts Dept. or from Human Resource Dept.

1. Student Worker must meet with Student Accounts person to ensure what the actual balance due is and

to make sure that deductions will cover the balance before they may take their finals for the semester.

2. The student will then sign and date and enter the amount to be deducted from his/her payroll and give to the Human Resource Dept. to be processed.
3. The student may also choose to request to have payroll deductions applied to the next semester.

### **CHECK CASHING**

**Students are allowed to cash personal checks up to \$50.00 per week at the Business Office; however, all students should open a checking and/or savings account at a local bank in order to conduct all other normal banking transactions. No third-party checks may be cashed unless they are from someone on Davis College's campus (i.e. fellow co-worker, other Davis College students, staff, and/or faculty, etc.) or**

## **FINANCIAL AID**

Davis seeks to offer quality education and services at the lowest possible cost to the student. The cost of education the student is required to provide is only a fraction of the total funds needed for each student. Davis depends on the sacrificial gifts of alumni, churches and friends of the college to provide quality education and services at the lowest possible expense to the student. By keeping the cost of education at the minimum Davis provides every student with a tuition subsidy.

The cost of obtaining a college education is of great concern to the college and to the student. The Financial Aid Office is in place to assist the student in the application and planning process.

There are various means whereby a student may finance his or her education. The following are some of the options available to students at Davis. Call the Office of Financial Aid at 1-800-331-4137 for more information or e-mail at [financialaid@davisny.edu](mailto:financialaid@davisny.edu).

### **HOW TO APPLY FOR FINANCIAL AID**

1. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA). Enter Davis's school code (015291). Obtain a FAFSA PIN number to sign your FAFSA electronically (this will speed processing time).
2. The data from your FAFSA will be analyzed and the results will be sent to you in a Student Aid Report (SAR). The Office of Financial Aid will also receive a report of your data. The information will be used to determine your financial aid package.
3. In addition to the FAFSA, if your application has been selected for verification, the Office of Financial Aid requires a signed photocopy of the parents' and applicant's federal income tax return, including all schedules and forms included with the return. An institutional verification form is also required. The Office of Financial Aid will contact you if you have been selected for verification.
4. A student should not wait for acceptance at Davis before applying for financial aid. Contact the Office of Financial Aid for details.
5. For a student interested in taking Direct student loans and doing so for the first time, go to [www.studentloans.gov](http://www.studentloans.gov) and complete Entrance Counseling and a Master Promissory Note.

**NOTE:** A Direct Loan cannot be originated until these steps are complete. Completing Entrance Counseling and a MPN does not obligate you to take a loan.

### **IMPORTANT DEADLINES**

Students should apply for financial aid by July 15 in order to ensure enough time for processing paperwork for grants, loans and scholarships for the Fall semester and by November 15 for the Spring semester. The student is responsible to make all required payments at registration according to the guidelines outlined in the financial information section of this catalog. The student will be refunded by the amount of financial aid that subsequently arrives and constitutes an overpayment.

Due to the college's history of reliability, employment opportunities are communicated to the college. The Office of Student Development and the Office of Financial Aid assist the student whenever possible in securing employment.

## FEDERAL STUDENT AID

**Pell Grants** - The Pell Grant Program is a Title IV federal student aid program. Pell Grants provide money to help students pay for their education after high school. Unlike loans, grants do not have to be paid back. The Pell Grant is available to undergraduate students enrolled in at least three credit hours in a program leading to graduation. To apply for the Pell Grant you must submit the Free Application for Federal Student Aid (FAFSA). For more information concerning Pell Grants contact the Office of Financial Aid.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a grant funded by the federal government. Students must complete the FAFSA and demonstrate financial need. The student must receive a valid SAR and have all necessary materials in the Financial Aid Office before being considered for these funds. Students who qualify for the Federal Pell grant receive first priority in receiving FSEOG funds. However, because FSEOG funding is limited, there is no guarantee that a student will receive this award even if he/she qualifies.

## DIRECT LOANS (DL)

Davis College participates in the Direct Loan program. There are three types of loans available through the DL program. Subsidized loans (interest does not accrue while enrolled in school at least half time) and unsubsidized loans (interest begins to accrue upon disbursement) are available without credit check for qualifying students. These loans are subject to federal annual and aggregate limits. Parent PLUS loans allow parents to borrow on behalf of their dependent student. Parent PLUS loans are subject to a credit check. For complete details and application information regarding each loan program, contact the Office of Financial Aid or a lending institution.

## FEDERAL WORK STUDY (FWS)

A limited number of institutional work assignments are available to needy students through the Federal Work Study program. Contact the Office of Financial Aid for information.

## SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID

The Office of Financial Aid administers the student aid Title IV federal programs under governmental guidelines. Governmental guidelines require a student to make satisfactory academic progress to be eligible for federal student aid funds. The U.S. Department of Education allows each institution to develop its own policy concerning the standard of practice as long as it satisfies governmental guidelines. Davis College's qualitative standard for SAP: a student must achieve a 2.0 GPA in order to graduate. As the student progresses toward graduation, he/she must maintain the following cumulative GPA in the following increments:

<b>Completed Hours</b>	<b>12</b>	<b>24</b>	<b>36</b>	<b>48</b>	<b>60</b>	<b>66+</b>
<b>Min. GPA</b>	<b>1.00</b>	<b>1.20</b>	<b>1.40</b>	<b>1.60</b>	<b>1.80</b>	<b>2.00</b>

Davis College's quantitative standard for SAP: for financial aid purposes only, federal regulations require that the student complete the program in no more than 150% of the normal program requirement. For example, for a BRE program requiring 131 completed credits, no financial aid will be given after 196 attempted hours. Students are considered to be making satisfactory academic progress if he/she has earned credits in the following increments:

**Attempted Hours 24 48 72 96 120 144 168 192 196**

**Completed Hours 12 27 42 57 75 90 108 127 131**

To comply with Federal regulations, students pursuing a certificate or AAS must meet the 150% standard for their program regardless of the chart above. For example, a student in the 66-hour AAS program cannot receive financial aid after 99 attempted hours. Students who change programs will be required to meet the SAP standards for the new program.

## WITHDRAWALS

A grade of "W" (withdrew within 3 weeks of the start of the semester) will not count in SAP calculations. Grades of WP or WF will count as attempted hours but will not factor into GPA.

## **REPEATED COURSES**

All attempts will be counted as attempted hours, but prior attempts will not factor into GPA.

## **INCOMPLETES**

Will count as attempted hours and will factor into GPA once the course is either satisfactorily completed or earns an "F" grade when not completed.

## **TRANSFER CREDITS**

Will count as attempted and completed hours but will not be included in the GPA calculation.

SAP is checked at the conclusion of the fall and spring semesters. For students taking summer classes, SAP will be checked at the conclusion of the summer session instead of the spring. When a student fails to meet either the qualitative or quantitative standard, he/she is placed on financial aid probation for one semester. The student may receive financial aid during the period of probation. If, at the conclusion of the probational semester, the student has not achieved SAP, he/she will be ineligible for financial aid thereafter until achieving SAP.

Exception: if a student achieves a 2.0 semester GPA while taking at least 12 credits during the probational semester, yet still has not regained SAP, he/she will be considered to have made SAP, but will continue on probation during the next semester and be able

to receive financial aid. If, after that semester, he/she has still not regained SAP he/she will be ineligible to financial aid until attaining SAP. NOTE: a student who receives a 0.00 GPA for a semester and falls short of SAP guidelines will not be placed on probation and will be ineligible for financial aid until regaining SAP.

Also note that taking a semester off or any period of absence does not "reset" or re-establish SAP. SAP is regained by meeting the above standards or being granted an appeal (see below).

## **FINANCIAL AID APPEALS**

Any student wishing to appeal the suspension of financial aid must appeal in the form of a letter explaining in detail any mitigating circumstances to the Director of Financial Aid. The letter will be brought before the Financial Aid Appeals Committee for consideration. For academic appeals, see the appellate process under Academics at Davis.

## **STATE STUDENT AID**

### **NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)**

TAP is a New York State student aid program that provides assistance for college students. This assistance program is a grant that does not have to be paid back. TAP is available to qualifying undergraduate students who are residents of New York State.

Program Pursuit Guidelines — The student must receive a final (passing or failing) grade in a certain percentage of a full-time course load. The percentage increases from 50 percent of the minimum full-time load in each term of study in the first year for which a TAP award is made, to 75 percent of the minimum full-time load in each term of study in the second year for which an award is made, to 100 percent of the minimum full-time load in each term of study in the third year an award is made. Attendance in the course for the entire semester and completion of all necessary assignments are mandatory for determining acceptable program pursuit.

### **SATISFACTORY ACADEMIC PROGRESS for STATE STUDENT AID (TAP)**

New York State has recently made a number of changes to their standards of Satisfactory Academic Progress. These changes are reflected in the various charts that can be found at the web page below. For Davis College, use the charts that relate to Associate Programs.

[http://www.hesc.com/content.nsf/CA/TAP\\_Coach\\_Satisfactory\\_Academic\\_Progress](http://www.hesc.com/content.nsf/CA/TAP_Coach_Satisfactory_Academic_Progress)

Waiver of Good Academic Standing Requirements — there is a provision for a one-time waiver of the requirement if a student is determined ineligible to receive a state TAP award. The waiver is to be used only in extreme cases such as serious illness or catastrophic family difficulty in accordance with the “TAP Waiver Policy Guidelines and Procedures” as stated on the waiver application. The student who believes he may be eligible for the one-time waiver must submit his case in writing by applying to the Director of Financial Aid, who will then take necessary steps to determine the student’s eligibility for a waiver.

## **INSTITUTIONAL FINANCIAL AID**

Davis offers a wide range of financial aid to help students pay their educational costs. These financial aid programs are conditional upon the availability of institutional funds and are subject to change. Davis reserves the right to verify information contained in any application for institutional financial aid. The student is responsible to contact the Office of Financial Aid to obtain the necessary application and filing deadline dates. All applications for institutional financial aid are subject to approval. Applications for institutional scholarships are available in the Office of Financial Aid or at [www.davisny.edu](http://www.davisny.edu).

## **ELIGIBILITY**

To be eligible for institutional financial aid a student must fill out the respective application and submit it to the Office of Financial Aid by the scheduled filing deadline. To be eligible for institutional financial aid the student must maintain satisfactory academic progress as he/she would to receive federal financial aid. Some institutional scholarships have specific academic eligibility requirements. See the scholarship application or contact the Office of Financial Aid at Davis.

## **OFF CAMPUS EMPLOYMENT**

Although the student is advised not to engage in outside employment to the detriment of academic work, it is recognized that employment is necessary for most students. There are numerous work opportunities within the Greater Binghamton area.

## **TITLE IV REFUND POLICY**

If a student withdraws from the college before completing 60% of the semester, federal funds may need to be returned to the US Department of Education or to a student loan lender. Federal fund amounts to be returned are based on the percentage of time completed. The Office of Financial Aid uses the formula established by the US Department of Education to determine the amount of funds to be returned.

## **INTERNATIONAL STUDENTS**

In order to receive United States government Title IV financial aid, the applicant must first follow the Foreign Student Admissions Requirements and be a United States citizen or a qualified eligible non-citizen. Acceptable U.S. citizenship documentation for those applicants not born in the United States is a “Certificate of Citizenship,” a Form FS-240 — “Report of Birth Abroad of a Citizen of the United States,” a “Certificate of Naturalization,” a valid U.S. Passport, or a completed Form G-641 — “Application for Verification of Information from Immigration and Naturalization Service Records.”

If an applicant is an eligible non-citizen, he or she must have documentation from the U.S. Immigration and Naturalization Service (INS) that verifies this. The following documents may be used to verify eligible non-citizen status: An alien registration receipt card, (Form I-551 or Form I-151); a passport stamped “Process for I-551; Temporary Evidence of Lawful Admission for Permanent Residence — Employment Authorized”; a departure record (Form I-94) with the stamp described above or the following stamp: “Temporary Form I-551 Admission for Permanent Residence”; a completed “Application for Verification of Information from Immigration and Naturalization Service Records.”

An applicant is considered to be eligible to receive Title IV financial aid if he or she possesses an I-94 stamped “Refugee,” “Person Granted Asylum,” or “Cuban-Haitian Entrant.”

If a student does not possess one of the documents described above, the student is not eligible to receive United States government Title IV financial aid.

## **DAVIS COLLEGE SCHOLARSHIP & FINANCIAL AID POLICY**

Davis College makes every effort to keep the cost of education affordable. We offer institutional scholarships that are designed to help students meet their financial obligations and start out on strong economical footing

for a lifelong journey of ministry. Over ninety percent of Davis College students receive financial aid, and over eighty-five percent of students receive one or more institutional scholarships. Davis College is committed to keeping the cost of education affordable while providing a high quantity of excellent student services. Many Davis students are eligible for several scholarships each semester.

All scholarships administered by the college are subject to review by the Scholarship Committee and are based upon the availability of funds. No institutional scholarships will be awarded until a FAFSA is filed with the Office of Financial Aid. Priority will be given to early applicants.

Scholarships are available to full-time, matriculated students taking classes on the Johnson City campus only, unless otherwise noted. Scholarships are available for the fall and spring semesters. Students must maintain Federal Satisfactory Academic Progress as noted in the Davis College Catalog.

All institutional scholarships are intended to be used as a supplement to state and federal financial aid. A student whose account shows a credit balance as a result of institutional scholarships will not be eligible for a refund from the college and that student's account will reflect a zero balance after all state and federal financial aid as well as institutional scholarships are applied. A student whose account shows a credit balance as a result of Federal Work Study monies, loans, church contribution or parent/student payments have the option of requesting from the Business Office a refund of the credit balance. No student may have more than half of their semester bill covered by institutional scholarships.

## **ACADEMIC AFFAIRS**

### **INTRODUCTION**

Davis College has established certain academic policies as the context through which the academic endeavor will be completed. These policies seek to aid students in their progress toward an academic experience that is both effective and efficient. Students should seek full understanding of, and are responsible for, adherence to the policies outlined in the catalog and the academic handbook. It is the student's responsibility to inform himself/herself of degree requirements.

### **CREDIT HOUR**

The credit hour is the basic unit of measure for college credit. Most courses at Davis are offered for three semester hours of credit. This means that the student invests the equivalent of three hours per week in the formal instruction process for each three-hour course. The student should invest much more actual time than this for each three-hour course in order to complete the necessary library and preparatory work for formal instruction periods. Some classes are exceptions to this example such as music classes or classes that require the development of various skills.

### **COURSE LOAD**

The minimum full-time load at Davis College is 12 credit hours per semester. The normal semester load varies from 15 to 17 credit hours. Students who take a reduced load must anticipate a longer term of study to complete their program. Students may not enroll in more than 20 hours in a semester if their cumulative GPA is below 3.00. Students on academic probation may not enroll for more than 13 credit hours in a semester. A student is not officially enrolled at Davis College until attendance is recorded in a class.

### **ACADEMIC ADVISEMENT**

Upon acceptance to Davis, each student is assigned an advisor who guides in arranging a schedule of classes and in making academic progress until the student has selected a major field of study (concentration). When the concentration is determined the student is assigned an advisor in the chosen field of study. Although academic advisors strive to advise students as accurately as possible, the student bears ultimate responsibility for fulfilling all requirements for graduation.

### **ACADEMIC DISHONESTY AND PLAGIARISM**

All students are responsible to be familiar with this policy.

Consistent with Christian character and the values of Davis College and in order to encourage and preserve the honor and integrity of the academic community, the college expects its students to maintain high Biblical standards of personal and scholarly conduct in the development of research papers and other academic projects.

### **1. Definition of Academic Dishonesty**

Plagiarism is one form of academic dishonesty. Plagiarism shall include the submission of quoted or paraphrased ideas without proper documentation, submission of the work of others as one's own work and reuse of one's own work without instructor authorization. When excerpts, thoughts, writings or the statements of others are used in papers and projects, they must be acknowledged through footnotes, works cited or according to other MLA or APA standards.

Academic dishonesty shall also include the receiving or giving of aid in connection with a quiz or examination. Such dishonesty would include sharing test information while the examination or quiz is in progress, sharing test information between a student who has completed the quiz or examination and one who has not yet taken the test, and providing or receiving questions or answers from tests used in previous years in the course without the instructor's permission.

### **2. Penalties for Academic Dishonesty**

Whenever a student is found guilty of any kind of academic dishonesty, the instructor must report this in writing to the student and the Chief Academic Officer. The report will become part of the student's record.

The penalty for academic dishonesty related to a quiz or examination is at the discretion of the faculty member involved. Generally, a failing grade for the quiz or exam will be given.

It is recognized that there are various levels of plagiarism.

Minimal plagiarism recognizes that the student has been careless or forgetful in acknowledging the sources for various statements. At the discretion of the instructor, the student may be granted an opportunity to rewrite or correct the submitted assignment and will receive a lower grade.

When the plagiarism is substantial (determined by the instructor) the student may, at the instructor's discretion, receive a grade of zero (0) for the paper, or be required to rewrite the paper with at least a letter grade reduction for the assignment. The second offense in any course will result in failure for the course. A third offense of substantial plagiarism in any course will result in disciplinary dismissal or similar action.

In cases of complete or nearly complete (determined by the instructor but understood as flagrant, blatant, glaring) plagiarism the student will receive a failing grade for the course. There is no opportunity to redo the assignment.

A second offense of complete plagiarism in any course will result in disciplinary dismissal or similar action.

### **3. Appeal Process for Academic Dishonesty**

The student may appeal academic dishonesty penalties to a committee of three students and two faculty members appointed and chaired by the Chief Academic Officer. The decision of this committee may be appealed to the Chief Academic Officer and to the President, respectively. The President's decision is final.

### **ACADEMIC FINAL GRADE GRIEVANCE**

Any student disagreeing with the grade received in a course may appeal the grade. The student must follow the formal steps for contesting the grade.

1. The student must meet with the instructor within 30 days of the beginning of the subsequent semester. If the instructor determines that the grade is in error, he or she may submit a Grade Replacement Request to the Registrar's Office.
2. If the instructor disagrees with the request, the student may formally appeal the decision in writing to the Academic Affairs Council within 10 business days of the meeting with the instructor. The Academic Affairs Council will have 30 days from the receipt of the grievance to review the information and make a decision.
3. The Chief Academic Officer has the final decision regarding the grade grievance.

### **ACADEMIC PETITIONS**

Students may petition the Academic Affairs Council regarding academic and curricular decisions and policies that may create an undue hardship for the student. Petitions must be submitted in writing, and should include a clear statement of why the waiver is necessary. Petition forms are available from the Office of Academic Affairs.

### **GUIDELINES FOR INDEPENDENT STUDY**

Independent study will not be granted for student convenience only, but is an option in the following circumstances:

1. When a required course is not available during the year the student will be graduating.
2. When the student needs two courses that meet during the same class hour.
3. When the student lives more than an hour's drive away from Davis College.

To preserve the integrity of our resident program, the following limits will be applied:

1. Instructors who have reservations about conducting a course through independent study are not required to do so.
2. Students are encouraged to take an equivalent online course in lieu of an independent study.
3. Whenever possible, independent study will consist of the student having another member of the class record each class, and the student taking examinations and submitting projects at the same time as required for in-class participants.
4. A learning contract must be written between the student and the professor stipulating requirements and time limits for completion (not more than one semester).
5. The professor will verify that a minimum of 150 hours of work has been built into the independent study design for a three credit hour course.
6. Generally, a non-graduating student who has completed less than 60 credit hours will not be permitted to take a course by independent study.
7. A maximum of 12 credit hours may be completed by independent study, and not more than two independent study courses may be engaged at the same time.

Exceptions to these guidelines must be approved by petition to the Academic Affairs Council. Committee approval must be acquired before the student registers for and begins work on the course.

#### **APPELLATE PROCESS**

Any student desiring to appeal an academic decision may appeal to the Academic Affairs Council and subsequently to the Chief Academic Officer. The decision of the Chief Academic Officer is final in all instances except those involving dismissal. Dismissal may be appealed to the President of the college, whose decision in such cases is final.

#### **ATTENDANCE**

Students are expected to attend all classes regularly. Attendance at all sessions of a course, both credit and audit, is expected and required. There are no excused absences. All absences for any reason (college sponsored activities, illness, family emergencies, cuts) are counted as absences without consideration for the reason. After a student exceeds the permitted absences in a course, points will be deducted from the final grade. The number of points deducted is at the discretion of the instructor. Generally, a failing grade will be given to a student who is absent for more than 20 percent of the course. Deadlines for papers, projects and other class assignments must be complied with even if absent. If, because of an absence, a student misses an exam, quiz, or other graded exercise, it must be made up at the instructor's convenience. An instructor may assign an extra assignment to a student who has missed a class. When the student completes the assignment the absence will be dismissed. The number of permitted absences is summarized as follows:

- 3 credit hrs. meeting 3 times/ week: 6 absences (20% is 9 or more)
- 3 credit hrs. meeting 2 times/ week: 4 absences (20% is 6 or more)
- 3 credit hrs. meeting once a week: 2 absences (20% is 4 or more)
- 3 credit hrs. meeting 5 weekends/semester:  $\frac{3}{4}$  absence (20% is 1 or more)
- 2 credit hrs. meeting 2 times/ week: 4 absences (20% is 7 or more)
- 1 credit hour meeting 1 time/ week: 2 absences (20% is 4 or more)
- 1 week module: 20% is one day or more
- 2 week module: 20% is two days or more

Tardiness, stepping out and leaving early will be noted. Missing 15 minutes of a class counts as an absence. Three (3) tardies will count as one absence.

In cases of extenuating circumstances or excessive absences the student may make a written appeal to the Academic Affairs Council. Some classes may have additional attendance requirements due to the nature of the course. These requirements will be stipulated in the course syllabus and explained by the course instructor.

Specific policy regarding online course attendance will be published in the appropriate online class syllabus.

Audit students must attend no fewer than 80 percent of the classes to obtain audit credit.

### **ATTENDANCE AT CONFERENCES**

Attendance at school-sponsored conferences is required. Attendance is also required for the evening meetings of Homecoming. Exceptions are made if a student is enrolled in evening classes or has evening employments by notifying the OSD in advance.

### **LATE PROJECTS AND ASSIGNMENTS**

Student work is to be submitted by the deadlines issued by the instructor. Students will expect the instructor to penalize for failure to comply with deadlines. Electronic submission of work does not guarantee the instructor received the assignment. Electronic submissions are permitted with the instructor's approval; All submissions must be Microsoft Word compatible (.doc format only) unless otherwise noted by the professor. Please do not use email accounts from yahoo or hotmail due to filtering issues. Student are encouraged to keep electronic copies of their work and transmittal / date stamp information.

### **INCOMPLETE POLICY**

The final Thursday of the semester is officially the last day that work may be turned in for a grade for the semester. A final grade must be submitted for every registered student at the completion of the semester unless the Chief academic Officer has granted permission for an incomplete.

An incomplete ("I") is granted by the Chief Academic Officer only in extreme circumstances, such as a major illness, death in the family or similar emergency. Incompletes granted for any other reason will incur a minimum 10% reduction in the final grade. If an incomplete is granted, the professor will set a due date that will not exceed 30 days of the last day of the semester.

A student may request an incomplete by obtaining the appropriate form (one for each class where an incomplete is needed) in the Academic Affairs Office, completing and signing the student portion, taking the form to his instructor for approval and assigned due date and returning the form to Academic Affairs for the approval of the Chief Academic Officer.

### **FINAL EXAMINATIONS**

Students who do not take their final examination at the regularly scheduled time must pay the Late Examination Fee (\$25.00). This fee will be assessed if the examination is taken either early or late. The fee will be paid in the Office of Academic Affairs, and the make-up examination will be administered in that office. Late fees will not be added to the student's account. Make-up final exams must be taken by the date specified by the professor or the student will receive a zero for the examination, and most likely, an F for the course.

### **CLASSROOM ETIQUETTE**

Students must show the instructor proper respect at all times while in the classroom. Electronic devices (i.e. laptop, PDA, etc.) must be used only for note taking while in the classroom. Recreational use of electronic devices may result in the instructor denying electronic devices in the classroom or dismissal from the classroom. Cell phones are to be turned off during class.

Minor children are not permitted to attend class. Furthermore, minor children may not be unaccompanied at any time while the caretaker is in class. Please find alternate childcare.

### **STUDENT EMAIL ACCOUNTS**

Every student at Davis College is assigned a Davis email address. All official correspondence to the student from any employee of Davis College will be through this email address. The student is responsible to check this email account often or have the email forwarded to his or her personal email account. For information regarding the Davis College email address and account, please contact Computer Services.

### **ONLINE COURSES**

Davis College has partnered with the Knowledge Element Education Network (KEEN) to provide a variety of courses for credit in an online format. The student must register for these courses by the specified registration deadlines. All login and

registration confirmation will be sent through email. The student must contact the Registrar's Office immediately with any questions or concerns regarding the online course(s). All course assignments must be submitted on time with assignment extensions granted only with the Registrar's approval. The student is responsible for communicating with the professor. No course extensions will be valid unless the student has completed the proper paperwork with Academic Affairs. All Davis College academic guidelines apply to online courses.

### REPETITION OF COURSES

A student may repeat a course in which a grade of "D" or "F" was received. The student must complete the proper paperwork with the Registrar's Office to have the passing grade replace the previous grade. Any previous grades will remain on the transcript, but only the last attempt will be counted in the cumulative grade point average. A student may not repeat a course at another institution and transfer in a course in which a grade of "D" or "F" has already been earned at Davis College. Davis College grades always take precedence over courses taken at other institutions.

### ADMINISTRATIVE WITHDRAWAL

At the discretion of the Director of Student Development and/or the Chief Academic Officer, a student may be withdrawn from classes and/or the college for non-disciplinary reasons if such action is deemed in the best interest of the student and/or the college. The student will be notified in writing no more than 10 business days after the administrative decision. The student will receive a grade of "W" on the official transcript.

### ACADEMIC CLASSIFICATION

Freshman	0 – 32 Credit Hours
Sophomore	33 – 64 Credit Hours
Junior	65 – 98 Credit Hours
Senior	99+ Credit Hours

### GRADE POINT AVERAGE

Semester GPA equals the semester quality point divided by the number of credit hours for the semester. The number of quality points is determined by the number of credit hours for the course multiplied by the grade points for each letter grade. The GPA considers both earned hours and attempted hours of thousand - level and above courses.

Cumulative GPA equals the total quality points divided by the total number of quality credit hours taken over all semesters. A cumulative GPA of 2.00 or higher is required for graduation.

### WEATHER AND CLASS SCHEDULES

In the event of inclement weather Davis College may implement a delay schedule. The normal way of notifying students is via radio (WPEL **96.5FM, 1290AM**) and TV (WBNG-Channel 12; WBGH-Channel 34) or posting at [www.davisny.edu](http://www.davisny.edu), email or Davis Facebook (Academics Davis-College). In cases of extreme emergency driving conditions classes will be cancelled. The student is responsible for checking these methods of notification for class delays/cancellations due to inclement weather.

#### M/T/TH/F Regular Schedule (75 min.)

8:00	–	9:15 a.m.
9:30	–	10:20 a.m. Chapel
10:30	–	11:45 a.m.
11:55 a.m	–	12:45 p.m
12:30	–	1:45 p.m.
1:55	–	3:10 p.m.
3:20	–	4:35 p.m.

#### Delayed Schedule

10:00	–	11:00 a.m.
		No Chapel
11:10 a.m.	–	12:10 p.m.
12:20	–	1:00 p.m.
1:10	–	2:10 p.m.
2:20	–	3:20 p.m.
3:30	–	4:30 p.m.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### WHAT IS IT?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law designed to protect the privacy of a student's education records. This federal law, known as the Buckley Amendment, was enacted to establish procedures for disclosing information contained in student records, to insure the privacy of these records for the student, to establish the rights of students to inspect their educational records, and to provide guidelines for the correction of inaccurate data through informal and formal hearings. Davis College is in compliance with the FERPA guidelines.

The Act applies to students enrolled in higher education institutions as well as K–12 students. If a student is a minor (e.g., under the age of eighteen), the parents or legal guardians are afforded the rights. Only when the student has signed a written release giving their parent(s) or legal guardian access to their record is an institution allowed to release information from the student's education record to parents. The Act also applies to former students but does not apply to applicants for admissions.

According to the American Association of Collegiate Registrars and Admissions Officers the essence of the Act as it affects higher education students and institutions is:

- College students must be permitted to inspect their own education records.
- Institutions may not disclose information about students nor permit inspection of their records without written permission, unless such action is covered by certain exceptions permitted in the Act.

### WHAT IS DAVIS COLLEGE'S POLICY ON FERPA?

An education record is defined as a record maintained by an educational institution and includes information that makes a student personally identifiable. Davis College will permit students to inspect and review their education records. It will not disclose education records about students nor allow inspection of student records without a written request. Davis College will also release educational records to parents of students only upon receipt of a written request from both the student and parent. Davis College will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The college at its discretion may disclose directory information, but students may protect all or part of this data from disclosure. When an individual requests student information from Davis College, the college will respond in accordance with FERPA guidelines.

### WHAT INFORMATION MAY AN INSTITUTION DISCLOSE?

There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regards to disclosure of each kind of information.

### PERSONALLY IDENTIFIABLE INFORMATION

Davis College will not disclose personally identifiable information from the student's education records except with the written consent of the student. Examples of personally identifiable information are:

- The name of the student's parent or other family member
- The address of the student or student's family
- A personal identifier such as the student's Social Security Number or another student identifier
- Other information that would make the student's identity easily traceable

Prior consent, in the form of a signed and dated document, must be provided by the student to the Registrar's Office authorize Davis College to disclose personally identifiable information. The consent:

- Must specify records that may be disclosed.
- Should state purpose of disclosure.

- Must identify party or class of parties to whom disclosure may be made.

### **PRIMARY EXCEPTIONS**

In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

- To a school official who has a legitimate educational interest.

A school official is defined as administrative and clerical personnel, faculty, Board of Trustees, persons employed by or under contract to Davis to perform a special task, such as an attorney or auditor, and student workers performing assigned tasks.

The school official has a “legitimate educational interest” if the official is acting in the student’s educational interest and needs the student record information for the effective functioning of his or her office position.

- To Federal, State and local authorities involving an audit or evaluation of compliance with education programs.
- In connection with financial aid (such as the administration or continuation of aid).
- To the student.
- To individuals or organizations conducting studies for or on behalf of an educational institution.
- To regional or professional accreditation organizations.
- To parents of a dependent student (see “What Is It?” section).
- To comply with a judicial order or subpoena. A reasonable effort must be made to notify the student beforehand—unless ordered by the subpoena not to do so.
- In the event of a health or safety emergency where the information is required to resolve the emergency.
- That is considered directory information, so long as the student has not requested nondisclosure of this information.
- That is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.
- Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

### **DIRECTORY INFORMATION**

Directory information is defined as information that would not generally be considered harmful to the student or an invasion of privacy if disclosed. Directory information may be released at the discretion of college officials without written permission of the student. Consistent with federal law, Davis College has defined directory information as including, but not limited to:

- Student’s name
- Local address
- Local telephone listing
- Photograph
- Date and place of birth,
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate, full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees, awards and honors (includes Dean’s list) received and pertinent dates

- The most recent educational institution or educational agencies attended and dates of attendance

According to the American Association of Collegiate Registrars and Admissions Officers, the following is not considered directory information and may not be disclosed to a third party except with the written consent of the student or to a school official with a legitimate educational interest:

- Student identification numbers
- Social Security numbers
- Ethnicity/race/nationality
- Gender

Students may withhold directory information by notifying the Registrar's Office and filing a request for non-release within one week after the first day of class for the term. They may also protect a subset of this information, referred to as locator information, which includes: name, local address, local telephone listing. As a result of placing a privacy restriction on directory and/or locator information, a student will not be included in the Davis College Student Directory and will not receive mailings from the Alumni Association. Only materials related to your educational program will be mailed to you.

### **ACCESS TO YOUR ACADEMIC RECORDS**

Students who wish to view their records should notify the Registrar's Office by submitting a signed written request. An appointment will be made for the student to view the file within a reasonable amount of time (limited by law to 45 days). Students may receive copies of their records by submitting a signed written request. The fee for copies of educational records other than transcripts is \$1.00 per page. No transcripts or copies of any other educational records will be issued unless the student's or former student's financial account is current.

Parents desiring to inspect and review the education records of the student should address a written request accompanied by a signed letter of permission from the student whose record is requested or a court order directing the release of the information to the parent to the Registrar's Office.

If records are found to be inaccurate, the student or parent shall have the opportunity to a hearing to challenge the contents of any institution record. If a student or parent desires to challenge such a record and a solution is not reached informally, he or she must do so by filing a written request with the Registrar's Office. A committee appointed by the President of Davis College will conduct the hearing within 30 days of the written request. The student will have a full and fair opportunity to present evidence relevant to the issues raised. A decision shall be rendered in writing within two weeks of the conclusion of the hearing. If the decision of the review committee is unsatisfactory to the student or parent, they may place with the education record statements commenting on the information in the records stating the reasons for disagreeing with the decision.

### **FINAL THOUGHTS**

Every attempt has been made to present information in this section that is consistent with the current edition of the college catalog; however, in instances where there might be discrepancies, the catalog is to take precedence. Every person enrolling as a student at Davis College must obtain a copy of the college catalog from the Davis College website and keep this in their possession during their time as a student at the college.

*The provisions stated in the catalog "are to be considered directive in character, and not as an irrevocable contract between the student and Davis College. The college reserves the right to make changes it deems advisable in the offerings, regulation and fees stated in the catalog."*

Although the college makes every effort to keep changes to a minimum during the life of a catalog, students must realize that education is never static; therefore, changes are inevitable in order to meet changing needs and the expectations of accrediting agencies. Students should take note of catalog changes and make revisions in their own personal copy of the college catalog.

## **DRUG FREE CAMPUS STATEMENT**

Davis College is required by law to provide the following information to faculty, employees and students.

Davis College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty, employees and students on its property or as part of its activities. Faculty, employees and students found in unlawful possession, use or distribution of illicit drugs and alcohol will face legal sanctions under local, state, or federal law. Davis College will assist

local, state and federal law enforcement agencies by providing information on the unlawful possession, use or distribution of illicit drugs or alcohol by its faculty, employees or students. As a condition of their employment, faculty and employees of Davis College must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The general rule is, because faculty and employees sign an agreement not to participate in the unlawful use or abuse of illicit drugs or alcohol, any employee who participates in the unlawful use or abuse of illicit drugs or alcohol will be dismissed from Davis College. However, the institution may review each offense on an individual basis providing counseling and the opportunity for rehabilitation programs.

Any student who participates in the unlawful use or abuse of illicit drugs or alcohol may be dismissed from Davis College for a period of one year. The student would then have the option of petitioning the college for re-admittance after having participated in counseling or a substance abuse rehabilitation program.

The following information is provided to aid the faculty, employee or student to recognize and understand the health risks associated with substance abuse. Any faculty, employee or student involved with substance abuse has the option of contacting the OSD for assistance or approaching one of the referral agencies directly.

### **SOCIAL DRINKING VERSUS ALCOHOLISM**

#### Social Drinkers

- ♦ Usually drink in moderation and can control the amount they consume.
- ♦ Usually drink to enhance the pleasure of social situations.
- ♦ Do not usually think about or talk about drinking in non-drinking situations.
- ♦ Do not experience physical, social or occupational problems caused by their drinking.

#### Alcoholics

- ♦ Drink increasing quantities, often reaching an amazing capacity to drink more than other people. Sometimes drink until blacking out. May not remember events that occur while drinking.
- ♦ Drink for the chemical effect, often to relieve tension or face problems; often drink alone, including in the morning to reduce hangover or to face the day.
- ♦ Become preoccupied with getting their next drink, often sneaking drinks during working hours or at home.
- ♦ Suffer physical disorders, damaged social relationships and impaired capacity to work because of drinking.
- ♦ Social drinking patterns differ markedly from those of alcoholics, yet social drinking can easily evolve into drinking.

### **DEPRESSANTS**

#### Alcohol:

Typical Effects: Biphasic; tension reduction “high,” followed by depressed physical and psychological functioning.

Effects of Overdose: Disorientation, loss of consciousness, death at extremely high blood-alcohol levels.

Tolerance/Dependence: Tolerance; physical and psychological dependence; withdrawal symptoms.

#### Barbiturates/Tranquilizers:

Typical Effects: Depresses reflexes and impaired motor functioning, tension reduction.

Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possibly death.

Tolerance/Dependence: Tolerance; high psychological and physical dependence on barbiturates, low to moderate physical dependence on such tranquilizers as Valium, although high psychological dependence; withdrawal symptoms.

### **STIMULANTS**

#### Amphetamines, Cocaine, Caffeine, Nicotine:

Typical Effect: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, sleeplessness.

Effects of Overdose: For amphetamine and cocaine: agitation, and with chronic high doses, hallucinations (i.e. “cocaine bugs”), paranoid delusions, convulsions, death; for caffeine and nicotine: restlessness, insomnia, rambling thoughts, heart arrhythmia, possibly circulatory failure; for nicotine: increased blood pressure.

Tolerance/Dependence: For amphetamine and cocaine: tolerance; psychological but probably not physical dependence; withdrawal symptoms.

## **NARCOTICS**

Opium, Morphine, Heroin:

Typical Effects: Euphoria, drowsiness, “rush” of pleasure, little impairment or psychological functions.

Effects of Overdose: Slow shallow breathing, clammy skin, nausea, vomiting, pinpoint pupils, convulsions, coma, possibly death.

Tolerance/Dependence: High tolerance; physical and psychological dependence; severe withdrawal symptoms.

## **HALLUCINOGENS**

LSD, PCP (dissociative anesthetic):

Typical Effects: Illusions, hallucinations, distortions in time perception, loss of reality contact.

Effects of Overdose: Psychotic reactions, particularly with PCP; possibly death with PCP.

Tolerance/Dependence: No physical dependence for LSD, degree unknown for PCP; psychological dependence for PCP, degree unknown for LSD.

## **CANNABIS**

Hash, Pot, Reefer, THC:

Typical Effects: Euphoria, relaxed inhibitions, increased appetite, possible disorientation.

Effects of Overdose: Fatigue, disoriented behavior, possibly psychosis.

Tolerance/Dependence: Psychological dependence.

Davis College will assist all faculty, employees and students suffering from a form of substance abuse to find proper drug and alcohol counseling and treatment or the college will refer them to rehabilitation or re-entry programs.

- ♦ Addiction Center of Broome County 607.723.7308
- ♦ Alcohol Abuse Hotline 800.252.2557
- ♦ Alcoholics Anonymous 607.722.5983
- ♦ Alcoholic Information and Referral Center 607.722.4080
- ♦ Broome County Drug Awareness Center 607.778.1251
- ♦ Cocaine Hotline 800.662.4357
- ♦ Counsel on Alcoholism 607.723.7529
- ♦ Crack Hotline 800.822.7225
- ♦ Drug Abuse Information Line 800.522.5353
- ♦ Fairview Halfway House 607.722.8987
- ♦ First Call for Help 607.729.9100
- ♦ New Horizons Addiction Treatment Program 607.762.2171
- ♦ New Horizons Chemical Dependency 607.762.3232
- ♦ Southern Tier Drug Abuse Treatment Center 607.729.4983

The OSD provides information concerning the affects, both social and physical, of the abuse and use of alcohol and drugs through pamphlets, lectures and counseling.

## **SEXUAL HARASSMENT POLICY**

Davis College affirms its commitment to appropriate sexual behavior between all men and women who are members of its faculty, staff, and student body. Amorous behavior, even though consensual, which is inconsistent with the Word of God and Davis College's standards, will not be tolerated.

### **DEFINITION**

Sexual harassment, which is incompatible with biblical standards and violates federal law, is prohibited. Sexual harassment is any deliberate or repeated unsolicited verbal comment, gesture or physical contact of a sexual nature that is unwelcome. It includes, but is not limited to the following: unwelcome sexual advances, request for sexual favors, other verbal or physical contact of a sexual nature if (a) it is an attempt to coerce a person into a sexual relationship, (b) acceptance or rejection of the conduct affects the person's academic or work evaluation, (c) the conduct interferes with the person's academic or work performance or creates an intimidating, hostile or offensive academic or work environment. Sexual harassment constitutes a gross violation of the college's spiritual, educational and professional standards as well as its objectives and goals; such misconduct will not be tolerated.

### **REPORTING PROCEDURE**

An individual who wishes to report an incident of sexual harassment may do so by contacting the Vice President for Student Development (for students) or the respective vice president under whom the sexually harassed person works. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected insofar as possible.

The Vice Presidents are to be available and are encouraged to assist in informal mediation and resolution of incidents of harassment. It is the responsibility of each Vice President to use the mediation process in a way that minimizes the burden imposed on the person who has complained and that resolves matters in such a way that inappropriate behavior is discouraged.

In any part of the process, both the accused and accuser is entitled to have a third party present for any discussions. If the accuser is an on-campus student, they may request changes in their academic and living situation. The OSD will provide accommodations that are reasonably available.

The Vice Presidents may employ warnings, sanctions or other appropriate disciplinary actions in achieving mediated resolutions of disputes. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.

When informal resolution is impractical or unsuccessful, individuals are urged to employ the formal procedure available concerning allegations of harassment. To institute the formal procedure, the person must submit a signed, written complaint regarding the misconduct to the respective Vice President. A description of all actions which have occurred, with specific details as to time and place, should be included in the complaint. The Vice President involved and the President will investigate all complaints and determine the appropriate action.

An individual who is found guilty of a charge of sexual harassment will be subject to action ranging from counseling to dismissal or non-issuance of a contract. Civil action for any offense which violates the law will be taken.

The college is genuinely concerned about allegations of sexual harassment and strongly encourages students to report any such misconduct.

## **EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY**

Davis College admits students of any race, color or national and ethnic origin to all the rights, privileges and programs of the institution. It does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, gender or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-sponsored programs.

Davis College reserves the right to operate as a church-related institution and develop policies consistent with biblical principles and the religious tenets of its constituency churches. In keeping with biblical directives regarding gender in pastoral authority, only men will be admitted to the Pastoral concentration. Only women may enroll in Women's Ministries courses. Only men may take Homiletics and Homiletics Lab, and only women may take Ministry Communication for Women, since the presentation of student messages in these courses involves the exercise of spiritual authority.

Believing that all human beings are of equal value in the eyes of God, Davis College deprecates discrimination and insensitivity based on differences in race, gender, age, socioeconomic status, physical or mental disability, or cultural differences. Attempts at humor which aim to elicit laughter at the expense of individuals based on these differences is considered to be a form of discrimination that is not acceptable in the Christian community.

The college is seriously concerned about allegations of discrimination and therefore encourages the reporting of such misconduct.

Copies of Davis College's complete policy regarding Equal Opportunity and Non-Discrimination are available in the OSD.

**Davis College and the OSD reserve the right to make any changes or additions to the Student Handbook at any time during the calendar year.**

### **THE DAVIS COLLEGE COVENANT**

- I will commit myself to grow in my knowledge and obedience to Christ and His Word.
- I will embrace the core values of Davis College and strive to carry out these values in my service to God and humankind.
- I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers (Hebrews 10:25).
- I will follow the policies of Davis College and will treat the people and property of this community with respect and courtesy.
- I will tell the truth and my academic work will be my own.
- I will abstain from the possession and use of alcoholic beverages, illegal drugs, and tobacco products and I will not misuse prescription drugs, both on and off campus.
- I will be financially responsible to the college, paying my bills and working to support myself as necessary.
- I will keep my mind and body pure and free from any form of sexual sin, including pornography (Colossians 3:5).
- I will do my best in my academic work to please the Lord, so that I may be "a workman who does not need to be ashamed" (2 Timothy 2:15).
- I will conduct myself as a witness of Jesus, treating people with grace and kindness.
- I will appreciate the diversity of people at Davis College and will strive to model the love of Christ across lines of gender, race, culture and socio-economic status.
- I will respect the doctrinal beliefs of my peers and Davis College, and where I disagree I will not "sow discord among the brethren" (Proverbs 6:19). *In essentials unity; in nonessentials liberty; and in all things charity.*

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