



**Summit Christian College, an institution of higher learning,  
educates people for Christian leadership.**

# **Student Handbook**

2011-2012 Edition

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## MESSAGE FROM THE PRESIDENT

Welcome to Summit Christian College.

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

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

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

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

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

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

We look forward to meeting you,

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

## **MISSION**

*“Summit Christian College, an institution of higher learning, educates people for Christian leadership.”*

## **PURPOSE**

Since our students will be serving primarily in a local church setting, our primary task is to educate men and women to be leaders in preaching and other ministry roles. Secondly, the College educates students to be leaders in parachurch organizations, private Christian schools, or institutions in the public sector. In all instances, preparing students to be Christian leaders is central to the College’s founding character, history, curriculum, and campus ethos.

As a Christian academic community, Summit Christian College integrates biblical studies into every aspect of its curriculum and community life. The faculty, staff, and administration of Summit Christian College regard the Scriptures as the revealed, inspired, and infallible Word of God. The Scriptures find their place not only in the classroom, but also throughout the campus community, especially in student life and service.

What does it mean to be a “Christian leader”? Servanthood is at the very heart of Christian leadership. Regardless of one’s career choice, being a servant-leader is the central ideal. Summit Christian College prepares students to be servant-leaders by equipping students with four essential characteristics of a servant-leader.

1. *Maturation of Christian Spirituality*, which requires the formation of Christian character and personal devotion to Christ.
2. *Formation of a Theological Worldview*, which includes intelligence and critical thinking skills, biblical and theological knowledge, and the ability to integrate faith and the academic discipline of one’s profession.
3. *Development of an Awareness of and Respect for Culture*, which requires students to integrate a breadth of knowledge about literature, history, music, science, and human relations, and understand their relevance to one’s faith.
4. *Professional Competency and skills*, which includes the development of interpersonal relationship skills and personal attributes conducive to one’s chosen profession.

While each of these characteristics is addressed differently by each portion of the curriculum (General Education, Bible/Theology, and Professional Studies) or is defined more specifically in relation to each program, these four characteristics help define the very concept of servant leadership.

## **Doctrinal Statement**

Summit Christian College pleads for the unity of all believers on the common ground of commitment and obedience to the lordship of Christ. Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellow-ship, we have no creed except faith in Jesus as the Christ, God's Son and humankind's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in scripture.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe in the existence of a personal, malignant being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.
5. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's Great Commission.
7. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

## **GENERAL POLICIES**

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

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

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

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

Summit Christian College reserves the right to modify or eliminate programs that are described in this publication. In the event such an action is taken, students affected will be advised of the

options available to them to complete their degrees. Every reasonable effort will be made to permit students to complete these programs or similar programs.

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

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

Current students who do not enroll for two consecutive semesters will return under the catalog requirements in force when they are readmitted.

### **Nondiscrimination Policy**

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

### **Admissions Policy**

Information regarding the admission procedure, transfer policy, admission of international students, and degree completion program is available in the 2010-2011 College Catalog.

# ACADEMIC INFORMATION

## Four Year Programs

### Bachelor of Arts Degree

Major in Bible and Ministries

### Bachelor of Science Degree

Major in Bible and Ministries

Major in Leadership and Ministry (ICL)

Major in Management and Ethics (ICL)

## Two Year Program

### Associate of Arts Degree

Major in Bible

## One Year Program

### Certificate in Christian Foundations

## Additional Educational Opportunities

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

See the Vice President of Academic Affairs for more details.

## Grading system and credit points

Unless otherwise stated in a course syllabus, the following system is used for recording and evaluating grades.

Superior	90-100	A	4 credit points per semester hour
High Pass	80-89	B	3 credit points per semester hour
Pass	70-79	C	2 credit points per semester hour
Minimal Pass	60-69	D	1 credit point per semester hour
Failure	Below 60	F	No credit points

## **Student classification**

A REGULAR STUDENT is one who is enrolled in one or more college classes for credit and has been granted a High School diploma (or passes a G.E.D. test). A regular student shall be categorized as a Part Time or Full Time student, and classified as a Freshman, Sophomore, Junior or Senior.

A SPECIAL STUDENT is one who is enrolled in one or more college classes for credit who has not been granted a High School diploma (or passes a G.E.D. test). A special student shall be categorized as a Part Time or Full Time student, and classified as a Freshman or Sophomore. A special student may not continue in his/her education after having received 63 credit hours unless he/she becomes a regular student. A special student must become a regular student prior to receiving any degree.

A PROFESSIONAL / SPIRITUAL DEVELOPMENT STUDENT is a non-degree seeking student who is enrolled in only one class during a semester, and the one class is taken for credit. Professional and spiritual development students enrolled in a course on campus are charged the audit rate for classes.

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

A FULL TIME STUDENT is one who is enrolled in 12 semester hours for credit.

A PART TIME STUDENT is one who is enrolled for fewer than 12 hours of credit work.

A FRESHMAN is a student with 0-31 semester hours.

A SOPHOMORE is a student with 32-63 semester hours.

A JUNIOR is a student with 64-95 semester hours.

A SENIOR is a student with 96-128 hours.

## **Attendance Policy**

While students are expected to be present at all regularly scheduled class sessions, the attendance policy for any given class will be established by the professor of that class and will be clearly stated in the class syllabus. Excused absences allow the student to make up work without penalty. The professor of the class missed will determine excused absences.

The student will be dropped automatically from any class, by the registrar's office, if absences from that class exceed 15% (fifteen percent) of the total class meeting times. A grade of WF (withdrew failing) will be entered on the transcript for that course. Should the excessive absences be due to extenuating circumstances beyond the student's control, he/she may file a written appeal for reinstatement in the class with the registrar. The administration, in consultation with the professor of the class, will then make a decision in the matter.

Policy regarding tardiness shall be determined by the individual professor and set forth in the course syllabus or announced at the beginning of the course. The professor may, at his/her discretion, count a given number of tardies as equal to an absence as a penalty effect on the final grade. If a student is excessively tardy for a given class, the professor may choose to not remove from the class roll the absence marked against him/her.

## **Daily Class Schedule**

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

### Normal Daily Schedule

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

### Short Schedule

1 <sup>st</sup> Hour	7:00—7:45
2 <sup>nd</sup> Hour	7:55—8:35
3 <sup>rd</sup> Hour	8:40—9:25
Special	9:30—10:15
4 <sup>th</sup> Hour	10:20—11:05
5 <sup>th</sup> Hour	11:10—11:55

## **Course Cancellation**

Courses may be cancelled due to insufficient enrollment. Students will be permitted to amend their schedules within two weeks of the cancellation with no fees.

## **Dropping a Course**

Students desiring to discontinue a class in which they have been regularly enrolled may drop the course only by permission of the professor and the Vice President of Academic Affairs. A student may drop a course prior to the end of the first quarter without the grade affecting the GPA. A drop form must be procured in the Registrar's office. The mark received for a properly dropped course will be WP (withdrew passing), and no credit will be given for the course. If a student is failing in the course at the time the drop form is requested, the mark will be WF (withdrew failing), and no credit will be given for the course. The WF will not affect the GPA. However, if a student drops a course after the first quarter, and receives a WF, the WF will affect the GPA. It will be calculated into the GPA as an F.

Students who discontinue attending classes without formally "dropping" the course following the above procedure will receive a failure in that course of study. The F will affect the GPA.

## **Academic Work Load**

A range of 12 to 18 academic hours is considered normal for students. The normal load for a student is 16 semester hours. Students with qualifying GPA may enroll at the following levels:

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

Requests for exception to this policy must include written approval of the Vice President of Academic Affairs and must be submitted to the Registrar for consideration.

## **Course Repeat Policy**

Only the most recent letter grade received in a given course will be used in computing a student's cumulative grade point average if the student has completed the course more than once and previously received a grade or grades below C in that course. The previous grade (or grades) will not be used in computation of the cumulative grade point average, but it will remain a part of the academic record and will appear on any transcript.

A student can remove from his/her cumulative average a course grade of C-, D+, D, D-, or F if the student repeats the course and receives a grade other than P (pass), I (incomplete), or W (withdrew). If a course is no longer being offered, it is not eligible for the removal process.

## **Incomplete Work**

Incompletes are discouraged. However, under certain circumstances, the student may petition the professor for additional time to complete the work for the class. It is the student's responsibility to petition for such before the end of the grading period. All unfinished work must be completed within three weeks of the last day of the semester. Where this is not done, the "I" becomes an "F". In some instances, with approval of the faculty member and the Vice President of Academic Affairs, the student may re-register for the course and complete the requirements to receive credit for the course.

### **Credit by examination**

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

For more information about credit by examination see the Vice President of Academic Affairs.

### **Independent Studies**

Independent studies are designed for Junior or Senior students to provide an opportunity to take required classes that they are unable to take as regularly scheduled because of scheduling conflicts. To take an Independent Study, the student must, at least one week prior to the start of the semester, contact the Vice President of Academic Affairs concerning the course desired to be taken. A student may enroll in only one Independent Study at a time and not enroll for more than two Independent Studies per semester or earn more than sixteen semester hours of Independent Study credit in pursuit of a bachelor's degree or seven semester hours in pursuit of an associate's degree.

### **Correspondence/Distance Learning**

Summit Christian College accepts a maximum of 36 semester hours of distance learning (Independent study would be figured in this limit) toward a B.S.-Major in Bible or B.A.-Major in Bible. A maximum of 18 semester hours of distance learning will be accepted toward an Associate of Arts, and a maximum of 10 semester hours of distance learning will be accepted toward a Certificate in Christian Foundations. Distance learning courses include written correspondence, video correspondence, Internet, and CD ROM courses. All distance learning credit must originate from an accredited college or university.

### **Transfer Credits**

A prospective student or a transfer student who wishes to transfer credits from another institution should submit a transcript of credits from the institution(s) previously attended. An applicant for admission who enters with an A.A. degree will be granted Junior standing. Upon evaluation of the transferred transcript by the Vice President of Academic Affairs, the student will be informed of the number of credit hours and required classes needed to obtain the B.A. or B.S. degree in his/her chosen major. When the applicant's transcript does not involve an earned degree, credits earned and courses taken will be evaluated for application toward the desired degree program. No credit will be given for transfer of courses with a grade below "C".

For transfer students, a minimum of 32 semester hours of credit for the B.S./B.A. or 16 semester hours of credit for the A.A. must be taken from SCC to graduate.

## **Final Exams**

Final exams are scheduled during the last week of each semester. The students must make arrangements for missing an exam prior to the scheduled exam time. Students may request a change in the exam schedule if three or more exams are scheduled for the same day.

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

## **Academic Integrity**

Summit Christian College places a high priority on honesty, integrity and biblical commitment to truth. Cheating, plagiarism, and other forms of academic dishonesty will be treated as a violation of the moral teachings of the New Testament and the ethical standards of Summit Christian College. Penalties for those who participate in such activities may include failing a particular assignment and/or dismissal from the course.

Specific policy regarding academic integrity shall be determined by the individual professor and set forth in the course syllabus or announced at the beginning of the course.

## **Academic Discipline**

### **Academic Warning**

Students whose GPA falls below 2.00 (1.75 for freshman) at mid-term will receive an Academic Warning. A letter warning the student that he/she is in danger of Academic Probation will be placed in their file. If at the end of the semester the GPA is equal to or exceeds 2.00 (1.75 for freshman), the letter of warning will be removed from the file.

### **Academic Probation**

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

**Academic Suspension**

If a student fails to raise his/her grade to 2.00 (1.75 for freshman) during a full semester of probation, he/she will not be allowed to enroll for further studies until another semester has elapsed and there is documented evidence of improvement in interest and determination. If the student re-enrolls after the period of suspension, they will be on Academic Probation for the next semester. Failure to maintain a 2.00 after this second probationary period, or any subsequent probation, will be dismissed from Summit Christian College. A student who is dismissed must sit out an entire academic year, and then must reapply for admission to SCC. Any credits received previously will be treated as transfer credits. A student who is receiving a scholarship from Summit Christian College must maintain at least a 2.00 (1.75 for freshman) grade point average (figured at the end of each semester) to retain his/her scholarship. Academic suspension applies to both part time and full time students. Students receiving academic suspension may appeal the decision to the full faculty and Vice President of Academic Affairs for readmission.

**Readmission Policy**

Any student who has been dismissed due to academic or disciplinary reasons has the right to petition the faculty for readmission.

## **Graduation**

Students intending to graduate from Summit Christian College with either an associate's or bachelor's degree must meet the following requirements:

1. Attain a minimum of 2.0 cumulative GPA upon graduation.
2. Successfully complete a minimum of 64 semester hours for an A.A. or 128 semester hours for a B.A. or B.S.
3. Successfully complete the courses required in the General Education, Bible/Theology and Professional studies.
4. Satisfactorily fulfill the requirements for the Mentored Ministry program, Chapel attendance, and an internship (B.A., B.S. only).

Traditionally, Summit Christian College holds its commencement services on the Friday prior to spring semester final exams. As a result, students receiving Associates of Arts degrees and Certificates in Christian Foundations (and on rare occasions a Bachelors degree) participate in the ceremonies on good faith that they will satisfactorily complete all outstanding assignments and examinations. By the Monday prior to graduation services, faculty members will assess the progress of all students participating in commencement services on good faith to ensure the probability of satisfactory completion. If it is improbable that a student will satisfactorily complete all requirements, he/she will not be permitted to participate in the commencement services.

All students participating in the commencement services on good faith will receive an unsigned diploma or certificate at the commencement services. After students successfully complete all requirements, the diploma will be signed and sent to the student.

The following policies apply to any student who fails to satisfactorily complete the requirements:

1. The unsigned diploma or certificate will be destroyed.
2. The student has one year to complete all requirements.
3. If the student satisfactorily completes all requirements in the year, he/she must repay all graduation fees and will be considered a graduate of the current year.
  - a. He/she may, but is not required, to participate in the current commencement services.
4. If the student does not make arrangements to finish the degree within the allotted time, and is not registered at SCC for two consecutive semesters, the student must re-apply under the current catalog if he/she later desires to finish his/her degree.

## **Exit examinations**

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

## **Honors**

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

### **Dean's List**

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

### **Honor Roll**

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

### **Graduation Honors**

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

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

## **Awards**

Summit Christian College recognizes outstanding achievement during the Awards Banquet held during Commencement week. Awards are given to those students who excel in athletics, music and other talents.

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

## **Protection of Student's and Parent's Rights and Privacy**

According to the provisions of Sections 438-440 of the General Education Provision Act and Sections 513-514 of P.L. 93-380, enacted August 21, 1974; 1) a student has the right of access to his official college records; 2) he has the right to a hearing to challenge their contents; 3) he has the right to restrict the release of personally identifiable data.

Administrative and academic records are held and maintained in the Registrar's Office. Financial records are held in the Business Office.

## **Financial Information**

### **Tuition and Fees**

#### **Traditional Program Tuition and Fees\***

Tuition Costs Per Hour	
Credit	\$140
Audit	\$70
Personal and Professional Development	\$70
Dorm Rent Per Semester	
Double Occupancy	\$825
Single Occupancy	\$1100
Super Single	\$1375
Additional Per Semester Fee	
Single YMCA (New Member)	\$120
Single YMCA (Returning Student)	\$80
Single YMCA (Summer Only)	\$40
Family YMCA (New Member)	\$180
Family YMCA (Returning Student)	\$110
Family YMCA (Summer Only)	\$55
One Time Fees	
Application Fee	\$35
Freshmen Orientation Fee	\$50
Graduation Fee	\$100
Access Card	\$10
Deposits	
Dorm Reservation / Damage	\$150
Dorm Key Deposit	\$5
Mailbox Key Deposit	\$5

#### **Continuing Education Programs Tuition and Fees**

Tuition Cost Per Hour	
On Campus--ICL	\$140
On Line—Knowledge Elements	\$150
On Line—Consortium of Chr. Colleges	\$140
One Time Fees	
Application Fee	\$35
Graduation Fee	\$100
Access Cards	\$10
Deposits	
Mailbox Key	\$5
CDC Cost Per Hour	
Per Applied Credit Hour	\$35
Per Transcribed Credit Hour	\$35

\*All prices subject to change

## **CAMPUS SERVICES**

### **Administrative Office**

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

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

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

### **Mail Service**

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

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

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

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

Campus Announcements will be posted on digital signs and/or bulletin boards in common areas. Be sure to check frequently for updated announcements.

### **Faculty Advisement**

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

### **Academic Mentoring**

Volunteers will be available to assist students. Arrangements can be made through Vice President of Academic Affairs.

## **Health Services**

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

## **Library Resources Center**

The Summit Christian College Library exists to support the curricular needs of students and faculty. Holdings include over 20,000 volumes, current subscriptions to journals and periodicals. As a specialized collection, the library is tailored to support a Bible, Theology, and Christian Ministries oriented curriculum. The Library is a member of the Panhandle Library System, which provides free access to hundreds of public and academic libraries statewide, including Western Nebraska Community College and Chadron State College in Chadron, Nebraska.

Audiovisual equipment includes audiotapes, VHS educational productions and CDs, which provide both research and instruction.

Computers with internet access are located in the circulation area of the Library for general student use.

## **Library hours**

Library hours will be posted and announced at the beginning of the semester.

The Library is for study and research where a quiet attitude should be demonstrated at all times. Reference books are not to be removed from the Library by a student. There are "reserved" books for specific classes at the individual professor's request to give more students access to the material - they must be used in the library.

Books taken from the shelves for study in the library should be left on a study table; the Librarian will return the books to the proper shelves.

## **Check-Out Policy**

- ✓ Checking out any library material constitutes responsibility for the return or replacement of the material.
- ✓ The normal checkout period is two weeks with two possible renewals permitted if there is no other student on the waiting list for that particular book.
- ✓ No student may have more than six (6) books checked out of the library at any one time. Fines are twenty-five (25) cents per day for books kept after the due date.
- ✓ Returned library books are to be placed in the designated area.
- ✓ Unreturned or lost books will incur a replacement fee.
- ✓ Grades will be withheld until all library fines are paid.

### **Special Library Collections**

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

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

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

### **Commons**

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

### **Maintenance Shop**

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

***Fire Alarm Procedures:*** As posted.

***Tornado Alarm Procedures:*** As posted.

## **STUDENT LIFE**

### **Spiritual Life**

#### **Chapel**

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

#### *Chapel Attendance Policy*

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

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

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

## **Devotions**

### *Personal Meditation*

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

### *Group Devotions*

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

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

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

## **Church fellowship**

As a natural consequence of the philosophy of education of the college, it is the earnest wish of the faculty and administration that students find a regular place of fellowship and service in a church in the immediate area. The purposes of such involvement are to generate:

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

## **Mentored Ministry**

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

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

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

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

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

## **Organizations/Activities**

### **Athletics**

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

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

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

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

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

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

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

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

### **Student Government**

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

Each year each class will plan and host a social event for the College family. The Senior Class accepts responsibility for the Annual Valentine Banquet, the Junior Class the Awards Banquet, and the Sophomore Class the Senior Breakfast. Classes are encouraged to plan and sponsor other events as well.

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

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

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

## **Special Events**

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

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

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

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

Senior Saints Day: Senior adults from area congregations gather on a day in October for a special speaker, workshops, meal and worship.

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

Fishermen's Crew Rally: High School students participating in the Fishermen's Crew gather at the College prior to departure for a time of orientation.

Summit to Summit: A community walk/run, health fair, and alumni gathering sponsored by SCC held on the Saturday after graduation.

## **Student Employment**

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

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

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

## **Student Housing**

1. Students who are taking four (4) or more hours at SCC are eligible to live in the dormitory.
2. Students who are taking 8 hours or more between SCC and another school of higher learning in the Gering/Scottsbluff area are eligible to live in the dormitory, if at least 2 of those hours are at SCC.
3. Single students who are taking more than 8 hours at SCC must live in the dormitory. The exceptions are as follows:
  - a. Single students who have completed 64 - 96 hours of study, and are at least 21 years of age may move out of the dorm, *provided they are not on academic or character probation.*
  - b. Single students who have completed 96 hours of study, who are at least 21 years of age may move out of the dorm.
  - c. Single students who are at least 23 years of age are not required to live in the dorm.
  - d. Single students who are living with immediate family with a previously established guardian relationship within a 30-mile radius of SCC may request to live at home.
    - i. SCC reserves the right to deny the request.
  - e. If a single student with less than 96 hours who is less than 23 years of age goes on academic or character probation, the student may be required to move back into the dorm.

Married students and authorized single students living off campus can secure housing near the campus. Furnished or unfurnished apartments begin at about \$350 and higher per month.

## **Personal Vehicles and Parking**

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

### **Prohibited Parking Areas**

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

### **Parking Areas**

Student parking is available on the north side of the building. All students, whether they live in the dorm or off campus, should park in this parking lot.

## **Student Conduct**

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

## **Maintaining a Positive Christian Environment**

The New Testament calls all believers to respect one another as brothers and sisters in Christ, as well as to respect those who are in authority over us. As we strive to become Christ-like and maintain a positive Christian environment, Summit Christian College fully expects all students to show proper respect for one another and show proper respect toward the faculty, staff, and administration of the College. SCC has the right to take disciplinary action against any student who acts in the following manner.

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

## **Dress Policy**

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

## **Chapel Services**

Presider: Students who preside during chapel services are to dress at a professional level. Male students are to wear dress slacks, a dress shirt and tie or sweater, and appropriate footwear (Dress coats are not required). Female students are to wear dress slacks or skirt with a dress blouse or a dress and appropriate footwear.

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

The following directives apply to all other students

Recreational apparel other than footwear may not be worn in chapel

Shorts may not be worn in chapel

T-shirts and non-collared shirts that are not dress shirts may not be worn to chapel

Footwear is required.

## **Class Room**

Students are to dress in a non-distractive manner. Clothes are to be clean, modest in style and in repair.

The following limitations apply to student dress in the classroom

- Sweat pants may not be worn to class.
- Athletic style shorts may not be worn to class.
- Shoes or acceptable footwear must be worn to class.
- Clothing with offensive or off-color words may not be worn to class.
- Hairstyles are not to be a distraction in color or form.
- Tattoos with offensive images or wording need to be covered whenever possible.
  - *Summit Christian College highly discourages students getting tattoos. They may not only lead to future conflicts in ministry, but possible exclusion from ministry opportunities.*
- Earrings should not be excessive in number or size.
  - *Professors have the right to define “excessive” in their syllabus. Summit Christian College strongly encourages men to not pierce their ears or wear earrings, for they may limit your ability to witness and minister.*
- Body Piercing is discouraged and jewelry associated with body piercing other than a small nose stud must be covered up or removed while in class.
  - *Summit Christian College highly discourages its students from wearing jewelry that disfigures, deforms, distorts, or mutilates the body.*

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

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

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

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

## **Special Events**

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

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

### **Mentored Ministry**

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

### **Common Areas**

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

### **Co-ed Interaction**

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

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

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

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

### **Internet Policy**

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

### **Alcohol**

1. Any student may be dismissed from the College for the consumption of alcohol.
2. Any Summit Christian College student needing help overcoming an alcohol issue is encouraged to speak with a faculty or staff member for counseling.

## **Drugs**

1. The misuse of any drug is strictly forbidden.
2. The use of any prescription drug that has not been prescribed by a doctor is strictly forbidden.
3. The use or possession of any illegal drug is strictly forbidden.

## **Tobacco**

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

## **Pornography**

Reading, viewing, or possessing obscene or pornographic literature is strictly forbidden.

## **Destructive Behavior**

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

## **Profanity**

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

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

Firearms (all guns including air-soft and paintball guns), or weapons of any sort, and fireworks are prohibited on the Summit Christian College campus and activities. Small pocketknives are allowed but must not be longer than 4" long when opened (blade and handle combined).

## **Student Discipline**

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

### **Counseling**

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

### **Character Probation**

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

### **Process for Dismissal**

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

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

### **Appeal of a letter of dismissal**

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

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

## **Dismissal Policy**

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

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

## **Grievances by Students**

### **Informal Grievance Process**

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

### **Formal Grievance Process**

- a. The grievant will submit a typewritten document to the President's Cabinet through the Administrative Assistant to the President, stating the nature of the complaint, the evidence on which it is based, the action that has already been taken to resolve the matter, and the action desired. The Administrative Assistant must turn the typewritten document over to the President's Cabinet within seventy-two (72) hours of receiving the document.
- b. The President's Cabinet (President, Vice President of Academic Affairs, Vice President of Operations, Dean of Students Committee, Administrative Assistant, and others when called upon (Coordinator of Continuing Education with non-traditional students) will appoint a Grievance Committee of no less than three uninvolved people, including a President's Cabinet member and a Trustee, to investigate and consider the grievance. If a member of the President's Cabinet is an involved party, this member will dismiss himself/herself from the discussion of the grievance. The President's Cabinet must appoint this committee within one week after receiving the written complaint.
- c. The work of the Grievance Committee will take no longer than one month.
- d. After prayerfully investigating all pertinent information, the Grievance Committee will then consider options and recommend action to the President's Cabinet.
- e. After receiving the recommendations from the Grievance Committee, the President's Cabinet must notify the grievant within one week of its decisions. The President's Cabinet will notify the grievant in writing regarding its decision and/or action required of the grievant and other parties involved.
- f. Should the President's Cabinet's conclusion and/or required action not be acceptable to the grievant or parties involved, he/she, or they, may appeal to the President whose decision will be final. The grievant must make the appeal within one week to the President in writing. If the President is involved in the grievance, then the grievant may appeal to the Executive Committee of the Board of Trustees. The grievant has one week to appeal the decision to the Executive Committee of the Board of Trustees.

### **Dormitory Life**

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

### **Dormitory Reservation Fees**

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

### **Dormitory Damage Deposit**

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

### **Dormitory Rent**

Dorm Rent (per semester)

Double Room	\$825.00
Single Room	\$1100.00
Super Single Room	\$1375.00

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

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

To move from one dormitory room to another requires prior approval from the Dean of Students.

Dorm rent is not refunded when a student moves out of the dorm, is dismissed from Summit Christian College, or withdraws from classes at Summit Christian College.

### **Dormitory Inspections**

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

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

## **Curfew**

1. There is a curfew for dormitory residents beginning at mid-night on Monday through Thursday evenings and at 1:00 AM on Friday through Sunday evenings. The curfew will remain in place until 5:00 AM daily.
2. Dormitory residents without academic or administrative restrictions may request a pass granting a curfew variance.
  - a. Passes must be secured from the duty R.A. prior to 10:00 pm on the day of the pass.
  - b. Students will be restricted academically if they are receiving a grade of a D or lower in any class, or have excessive absences, as reported by the professor.
  - c. The administration may place restrictions on students who have violated SCC's rules presented in the 2010-2011 Student Handbook.
3. During scheduled class breaks (fall, spring), the weekend dorm hours will be observed.
4. Dormitory residents are to schedule normal employment so that it does not conflict with curfew.
  - a. If a dormitory resident without restrictions works past curfew, he/she must follow the procedure for a curfew variance outlined in 2.a.
  - b. If a dormitory resident on restrictions must work past curfew, he/she must receive special permission from the Dean of Students prior to violating curfew. If he/she does not received prior permission, the resident shall be in violation of the curfew and is subject to disciplinary action.
5. Disciplinary action will be taken against students who violate the dorm curfew by leaving the dormitory after curfew, not returning by curfew, or not complying with the terms of the curfew variance.
6. No male student may be in the women's dormitory and no female student may be in the men's dormitory at any time unless authorized by the Dean of Students.

## **Study and Sleep Hours**

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

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

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

### **Laundry Facilities**

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

### **Keys**

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

### **Cooking**

1. Cooking or the storage of perishable foods not under refrigeration is not allowed in the dormitory rooms.
2. No electrical or gas cooking appliances may be used in the dormitory rooms. These appliances may only be used in the designated place. (Fire Code prohibits cooking in the dorm rooms.)
3. Electric coffee pots and teakettles may be used in dormitory rooms if they have a functioning automatic shut-off switch.
4. Students may place small refrigerators (max. of 5 cubic feet) in dormitory rooms.
5. Students will supply their own cooking utensils and table service. When room is available, it may be stored in the kitchen area.
6. Each student is responsible for cleaning up his/her own dishes and cooking utensils after each use.

### **Summer Residents**

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

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

### **Resident Assistants**

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

## **Sign-out System**

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

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

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

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

## **Visitors**

Visitors are allowed in the dormitories. All non-residents (except overnight guests) are requested to leave the dormitory at curfew.

Visitors to the College may stay in the dorm with the permission of the Dean of Students one night without charge. Each additional night thereafter may be \$5.00 per night.

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

## **Additional Policies**

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

**Summit Christian College, an institution of higher learning,  
educates people for Christian leadership.**



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