



# Student Handbook

2019-2020  
Eternity Bible College

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## **Purpose of the Handbook**

The purpose of this handbook is to communicate general and spiritual information regarding student life. It is anticipated that this will encourage order and harmony among students and college personnel. Since Eternity students come from a variety of spiritual and cultural environments, the handbook is intended to inform all the students of the morality, character convictions and expectations of this institution.

## **Philosophy**

Believing God is interested in the whole person, Eternity is committed to sound academics and consistent biblical application in the student's life. Biblical education is more than information; it is life changing. This conviction concurs with our expectation that students will passionately seek to conform to the image of Jesus Christ.

This handbook reflects this philosophy in that there is an expectation of every student to deliberately and actively discipline themselves for godliness (I Timothy 3: 7-8):

“...train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.”

## **Relationships with Leadership**

God providentially places every individual under the authority of individuals, organizations and institutions. Scripture is clear that Christians are to honor, respect, and submit to those in authority. This being the case, it is expected that each student will willfully and cheerfully follow the leadership of Eternity's personnel:

“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men.” Titus 3:1-2

## **Relationships with Students**

Biblical standards shall be employed among students in all relationships:

### **Live in Peace -**

“Live in peace with each other... Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.” I Thess. 5:13-15

### **Serve with Love –**

“But do not use your freedom to indulge the sinful nature; rather, serve one another in love”...“Love your neighbor as yourself.” Gal. 5:13-14

### **Speak with Grace –**

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph. 5:29

### **Pursue Moral Purity –**

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people.” Eph. 5:3

### **Display Humility –**

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.” Phil. 2:2-3

## **Dating**

Students who are involved in or are pursuing a dating relationship are to be guided by biblical principles. Scripture gives us clear statements about how members of the opposite sex should interact with one another. “Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity” (1 Timothy 5:1-2). In marriage, a husband and wife become one flesh (Genesis 2:24). In a dating relationship, however, a man and woman remain brothers and sisters in Christ. Scripture calls us to treat one another as brothers and sisters, “in all purity.”

## **Sexual Conduct**

In 1 Corinthians 6:18-20, we are called to “flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.” The idea here is that our bodies do not belong to us. God purchased us with the blood of Christ—we belong to Him. We are to glorify God in our bodies. As in all of life, the glory of God is to be our greatest concern in dating.

Further information is included under “Code of Student Conduct” section below.

## **Community Relationships**

God has placed every student where they are with the purpose of being His ambassador. The student body, individually and collectively, should secure every opportunity to honor Jesus Christ in the community with our work ethic, integrity, financial dependability, sportsmanship, courtesy and morality. It’s the college’s anticipation that each student’s reputation will be leaving a lasting impact for Christ in their city.

## **Mutual Accountability**

God’s master plan for godliness includes the body of Christ encouraging us to obey God. This encompasses rebuking, correcting, teaching, and challenging. Students are required to fulfill their role in the body of Christ and in the Eternity family. When sin has clearly taken place, the students are expected to follow Matthew 18:15-17.

## **Conflict Resolution**

While conflicts are inevitable, students should strive to live in harmony with one another. The real test of a student’s life and future ministry will rest on one’s ability to apply the Bible to their own life in practical situations. James 1:19-20 says, “My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, for man’s anger does not bring about the righteous life that God desires.”

Students unable to resolve their own problems should seek help from their DLAB Director or the Dean of Students.

## **Harassment Policy**

It is the policy of the College for students to be free of harassment, including all forms of sexual harassment, intimidation and exploitation. All students should be aware that the College does not tolerate any conduct that constitutes harassment. All complaints of harassment will be promptly and thoroughly investigated, which may lead to appropriate corrective action and discipline, up to and including dismissal from the College.

For purposes of this policy, the term “harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a kind or nature that denigrates or shows hostility or aversion toward an individual

because of his/her race, color, national or ethnic origin, gender, disability, or age, made by someone from or in the educational setting.

Further, “sexual harassment” includes an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive educational or working environment. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior, academic freedom, and the mission of the College.

Examples of harassment that are subject to sanctions under this policy include, but are not limited to, the following: Physical or verbal attacks upon a person that prevents the person from conducting customary or usual college-related affairs; conduct or expressive behavior that puts a person in fear of his/her safety and/or causes a person to suffer actual physical or mental injury or harm; intentionally or inadvertently creating an intimidating, hostile or demeaning educational or work environment; physical aggression directed by one individual toward another, related to the individual’s dating relationship or association with a person or persons different from oneself; unwanted sexual advances; demands for sexual favors in exchange for favorable treatment, enrollment, or continued enrollment; threats and demands to submit to sexual requests to obtain or retain any student benefit; verbal conduct such as (a) epithets, derogatory or obscene comments, slurs, or sexual invitations; (b) sexual jokes or propositions, (c) suggestive, insulting, or obscene comments or gestures; or (d) other verbal abuse of a sexual nature (“verbal” conduct includes both oral and written communication); graphic verbal commentary about a person’s body, sexual prowess, or sexual deficiencies; flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or the blocking of normal movements; visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, gestures, or other displays on campus of sexually suggestive objects or pictures; conduct or comments consistently targeted at only one gender, even if the content is not sexual; and retaliation for having reported or threatened to report sexual harassment.

Faculty, staff and students are responsible for maintaining an appropriate environment for education and ministry. This includes taking appropriate corrective action to prevent and eliminate harassment.

Any student has the right at any time to raise the issue of sexual harassment without fear of reprisal or retaliation. To initiate a formal grievance, please follow the Non-Academic Student Grievance Policy stated herein. The College shall follow the policies of Cornerstone Community Church in handling all such cases. Copies may be obtained by contacting the Dean of Students’ Office.

### **Sexual Assault Policy**

Sexual assault, including both stranger and acquaintance rape, is a violation of the College’s standard of conduct for students, as well as a violation of state law.

The College is committed to the safety and well-being of its students and seeks to provide education and information regarding sexual offenses as well as resources for assistance

In the event of a sexual assault, the student or someone offering assistance to the victim of an assault should keep the following in mind:

1. Rape and assault are never the victim’s fault.

2. Victims understandably find rape and sexual assault upsetting and painful to discuss. However, it is important to report the incident as soon as possible. It is appropriate to call the Dean of Students, a pastor, a counselor, or any College official.
3. For help in reporting the offense to local law enforcement, call the Dean of Students or your local city police department. It is important to understand that reporting the incident does not obligate the victim to press charges.
4. Seeking medical help is an important step that should be taken as soon as possible. (In the Los Angeles area, the Santa Monica/UCLA Rape Treatment Center at (310) 319-4000 will arrange a medical examination.) Victims should not shower, douche, bathe, or use mouthwash before receiving a medical examination. Doing so may destroy evidence. If the victim wishes to change clothes, the removed clothing should be saved. All clothing and other affected materials should not be washed. Going to the doctor or the Rape Crisis Center does not mean the victim will have to press charges.

For counseling, contact the Dean of Students, the Director of Student Life or call the Santa Monica/UCLA Rape Treatment Center (310) 319-4000.

If changes are necessary to a student's academic schedule, notify the Academic Dean's Office or Registrar's Office.

To file a formal grievance against the party responsible for the assault, contact the Dean of Students' Office. A formal procedure will not be initiated without a written, signed complaint. An individual found guilty of a sexual offense will be subject to disciplinary actions consistent with existing procedures. College staff members will review any alleged sexual assault and provide a confidential setting in which all parties involved will have an opportunity to be heard. The accuser and the accused perpetrator are entitled to the same opportunities to have others (advisor or advocate) present during a campus disciplinary proceedings.

In the event of a sexual assault, sanctions may include dismissal from the College for the guilty party, and all parties involved will be notified of any decision rendered through a disciplinary process. The innocent party will not be subject to disciplinary sanction. Every effort will be made to keep the identities of all parties involved in the offense confidential, although, if the offense occurred on campus, the College has an obligation to inform the College community that a sexual assault has taken place.

### **Entertainment**

In seeking to honor God, students are expected to follow five guidelines regarding entertainment:

1. Is there any biblical injunction by which I should refrain?
2. Is there any biblical principle that would prevent or limit my involvement?
3. Can I participate with a clear conscience?
4. Will my involvement be an offense or stumbling block to others?
5. If your involvement became public knowledge, would your activity bring reproach to Christ?

Ultimately, we want you to govern your life by biblical principles. Be motivated by love for Christ and others, and demonstrate good judgment.

## **Library and Computer Labs**

The college library was created as a support system for the classes taught at Eternity. While the library contains all the textbooks and research texts required for each class, students are encouraged to purchase personal copies for future use. The study area must be kept quiet at all times.

The computer lab has been created to allow students to do word processing and research on campus. Nothing less than moral excellence will be expected regarding the use of the Internet. This includes private access and student access through college provided computers. Students are required to sign in on the college terminals, and all websites opened may be recorded and reviewed electronically. Pornography in any form, electronic or printed, is not tolerated.

A nominal fee is charged for copying and printer use. Food and drinks are not permitted at computer stations. Operational hours are posted in the Computer Lab.

## **Student Computer and Network Usage Policy**

### **1. Purpose**

This policy allows for the proper use and management of all College computing and network resources. The College grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws. Appropriate use should always be legal, ethical, and consistent with the College's mission.

### **2. Authorized Use**

Authorized use of College-owned or operated computing and network resources is use consistent with this policy. An authorized user is any person who has been granted authority by the College to access its computing and network systems and whose usage complies with this policy. Authority to use a particular College computing or network resource should come from the campus unit responsible for operating the resource. Unauthorized use is strictly prohibited. The terms "authorized user," "user," and "student users" are hereinafter used interchangeably.

### **3. Privacy**

Users must recognize that there is no guarantee of privacy associated with their use of College network and computer systems. The College may find it necessary to view electronic data and it may be required by law to allow third parties to do so (e.g. electronically stored data may become evidence in legal proceedings). It is also possible that messages or data may be inadvertently viewed by others.

### **4. Individual Responsibilities**

#### **4.1. Common Courtesy and Respect for Rights of Others**

All users are responsible for respecting and valuing the privacy of others, behaving ethically, and complying with all legal restrictions regarding the use of electronic data. All users are also responsible for recognizing and honoring the intellectual property rights of others.

Behavior and communications by authorized student users on College computers or networks should be consistent with Biblical principles and the College's Code of Student Conduct. In addition, actions or language that constitute unlawful harassment, threats, intimidation,

defamation, or violence are not permitted. Users who engage in such activity will be subject to disciplinary action.

## 4.2. Responsible Use

All users are responsible for refraining from all acts that waste College computer or network resources or prevent others from using them. Each user is responsible for the security and integrity of information stored on his/her personal desktop system. Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with or used by others. All users must maintain confidentiality of student information.

### 4.2.1. Permitting unauthorized access

All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

### 4.2.2. Use of privileged access

Special access to information or other special computing privileges are to be used as authorized by the College. Information that is obtained through special privilege is to be treated as private.

### 4.2.3. Termination of access

Whenever a user ceases being a student or if such user assumes a new position and/or responsibility within the College community, such user shall not use facilities, accounts, access codes, privileges, or information for which he/she is not authorized in his/her new position or circumstances.

## 4.3. Attempts to circumvent security

Users are prohibited from attempting to circumvent or subvert any security measures implemented for the College computing and network systems. The use of any computer program or device to intercept or decode passwords or similar access control information is prohibited.

### 4.3.1. Denial of service

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized users of access to or use of such resources are prohibited.

### 4.3.2 Harmful activities

The following harmful activities are prohibited: Creating or propagating viruses, disrupting services, damaging files, intentional destruction of or damage to equipment, software, or data belonging to the College, and the like.

### 4.3.3 Unauthorized access

All users are also strictly prohibited from: (1) damaging computer systems; (2) obtaining extra resources without authority; (3) depriving another user of authorized resources; (4) sending frivolous or excessive messages (e.g. chain letters); (5) gaining unauthorized access to College computing and networking systems; (6) using a password without authority; (7) utilizing loopholes in the College computer security systems without authority; and (8) using another user's password.

#### 4.4. Use of licensed software

No software may be installed or copied on College resources. Additionally, no software may be used on College resources except as permitted by the owner of the software and by law.

Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

#### 4.5. Personal business, political campaigning, and commercial advertising

The College's computing and network systems are a College-owned resource and business tool to be used only by authorized persons for College business and academic purposes. Except as may be authorized by the College, users should not use the College's computing facilities, services, and networks for (1) compensated outside work; (2) the benefit of organizations not related to the College, except in connection with scholarly pursuits (such as faculty publishing activities); (3) political campaigning; (4) commercial or personal advertising; or (5) the personal gain or benefit of the user.

### 5. Security

#### 5.1. System administration access

Certain system administrators of the College's systems will be granted authority to access files for the maintenance of the systems, and storage or backup of information.

#### 5.2. College access

The College may access usage data, such as network session connection times and end-points, CPU and disk utilization, security audit trails, network loading, etc. Such activity may be performed within the reasonable discretion of the Information Resources Division management, subject to College approval.

### 6. Procedures and Sanctions

#### 6.1. Responding to security and abuse incidents

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of College computers, networks, or other information processing equipment. If a security or abuse problem with any College computer or network facility is observed by or reported to a user, such user shall immediately report the same to the Academic Dean.

#### 6.2. Range of disciplinary sanctions

Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer or network access privileges, disciplinary action, and dismissal from the College. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the College may prosecute any such violations to the full extent of the law.

## **Classroom Conduct**

Professors have the responsibility for teaching and leading the classes. Students are expected to honor the leadership and authority of the professor. Professors possess the authority to dismiss a student from any class. All such cases shall be reported to the Academic Dean.

Mutual respect among students is expected and will be required in the classroom. Everyone is reminded to walk in humility and grace with one another.

## **Attendance**

Attendance and participation is expected for every class in which a student is enrolled. However, a student is permitted to miss up to two weeks of class during the fifteen week semester without penalty. For instance, for a three-credit class that meets twice a week for ninety minutes each, four classes may be missed; for a three-credit class that meets once a week for three hours, two classes may be missed; for a four-credit class that meets once a week for four hours, two classes may be missed. If a student exceeds this limit, a failing grade will be issued for the class. In certain extreme circumstances and solely at the discretion of the Academic Dean a student may be allowed to exceed this limit without being issued a failing grade. A student must file a written request to exceed the number of missed classes to the Academic Dean explaining the circumstances before the end of the semester. The Academic Dean has sole authority to determine whether to accept or reject the request. There is no appeal.

Unexcused absences always result in loss of credit for any assignments, quizzes or tests for the day missed. Excused absences consist of things such as illness, doctor appointments, or death in the immediate family, unless special exceptions have been arranged with the professor. The college staff, not the student, is responsible for the final determination of legitimacy. All absences, whether excused or unexcused, count toward the total number of absences allowed.

Students are responsible for contacting the Academic Dean for counseling regarding attendance. This includes, but is not limited to, questions about the Eternity attendance policy and excessive absences.

## **Children in the Classroom**

For the benefit of other students and to insure that every student has equal access to educational opportunities at the College, students are not allowed to bring children to class at any time.

## **Homework**

The professor will have the discretion for determining the timing, amount, and grading of all homework. An average student should expect two to three hours of homework for every credit hour per class. A grade will be given for all homework that has been completed and handed in on time.

Late assignments for unexcused absences will not be accepted. However, late assignments for excused absences will be accepted provided they are turned in within seventy-two hours of the original due date.

### **Quizzes and Exams**

Quizzes and exams may be made up for excused absences. The student bears the responsibility for contacting the professor to request to make up the quiz or exam. The professor has the responsibility to determine when and where the test is to be taken.

### **Cheating and Plagiarism**

Cheating is a reproach to the Savior, since it is a form of stealing, and shall include but not be limited to: copying from another person's test paper, using concealed information during examinations, falsifying reports, giving reports to other students, giving information to another person during examinations, obtaining information from a student who has already taken the examination, and submitting the same research paper in more than one course. Plagiarism is another form of cheating. Plagiarism in its most general form is taking ideas from someone else and passing them off as your own. Plagiarism includes but is not be limited to: copying any amount of text, whether directly or paraphrased, from a book, the Internet, or fellow student when the source is not acknowledged. The best rule to follow is when you are in doubt, acknowledge.

In the event of academic dishonesty, the following will be enforced: the first offense in a course will result in a failing grade for the item connected with the dishonesty. Additionally, the course's professor and the Academic Dean reserve the right to fail the student in the course where the offense occurred. Repeated offenses during the student's academic program will result in further disciplinary action.

### **Student Life**

We believe in a holistic model of education. Our desire is to go beyond the simple transmission of facts and train the whole person. Much instruction takes place within the classroom, but each student's training includes his or her involvement in the life and ministry of a local church, relationships with other students, relationships with the Eternity staff and faculty, and interaction with the surrounding culture. What we teach in the classroom is learned in the context of relationships, church life, and engagement with culture.

Students are required to participate in and contribute to the life of a local church. Each student must serve at least four hours per week in some type of church ministry. In addition to this, student life at Eternity is designed to push students deeper into church involvement. Rather than functioning as a substitute for the local church, our desire is to partner with the local church in training and encouraging students to function properly within the body of Christ—not just after college, but as a vital part of their student life while at Eternity.

Student life events are designed to promote the type of relationships that support a holistic learning environment. We place students with faculty in real-life situations so that the same professors who shape their theology can also mold their character. We give students the opportunity to observe and interact with other students and faculty outside of the classroom because learning must happen in the context of community. This incarnational model of education serves as a catalyst for student involvement in their local churches.

While students share in community with their local churches, with their classmates, and with the faculty and staff, students are also placed in environments where they interact with the surrounding culture on a daily basis. All of our students live off campus. This places students in the midst of a neighborhood and culture that they must engage. With the exception of few student workers in the library, there are no on-campus jobs. This also pushes students to

interact with the world around them. This engagement of culture is essential in training students for ministry.

### **Diversity**

We believe that Eternity Bible College has been uniquely situated within a geographic region of great diversity in language, culture, and ethnicity for the purpose of fulfilling its mission of biblically centered education, scholarship, and service.

Within this cultural milieu the College is called not only to respect this diversity, but to reflect it as well, for Christ intends his Church to be a multi-ethnic, multi-cultural, and multi-national body of believers.

We believe it is our purpose, therefore, to create an environment in which all believers, regardless of race, color, national origin, gender, age, economic status or physical ability, can pursue knowledge and personal development as they strive to become all God intends them to be.

In order to maximize the learning of students and expose them to the diversity that exists in the culture at large, we seek to foster an understanding and appreciation of those elements in every culture that enhance human dignity and are consistent with scriptural teaching.

We are dedicated to expanding opportunities for Christians of all cultures, and ethnic backgrounds to attend Eternity Bible College, to be employed here, and to participate in the fellowship and mission to which we are called, always keeping in mind our desire to pursue excellence in all we do.

We are committed to work for the establishment of a community composed of believers from every race, culture, and class who are united in their devotion to Jesus Christ, their obedience to His Word, and in their willingness to serve one another.

Our specific mission as a school causes us to restrict admission to evangelical Christian believers. However, since we believe that God is calling out a people for His name from every tribe, tongue, and nation, Eternity admits students of any race, age, sex, nationality or ethnic origin to all the programs and activities of this institution. Due to biblical convictions, specific classes may have exceptions based on gender as specified for those classes. Eternity does not unlawfully discriminate on the basis of race, age, sex, nationality, ethnic origin, color, handicap, or prior military service in the administration of its programs, policies or activities.

### **Insurance**

Students should maintain their own health insurance and are encouraged, where applicable, to confirm their personal coverage with their parents. Vehicles that are uninsured are not to be driven on college grounds.

### **Discipline**

Students, by virtue of their enrollment, agree to conduct themselves within the bounds and conduct of the college. The Dean of Students will individually address behavior which indicates that a student has disregard for the spirit of Eternity's standards.

## **Code of Student Conduct**

Each student is responsible for knowing and adhering to this Code of Student Conduct. While the policies and code outlined in this handbook provide students an effective set of guidelines for personal conduct, the College reserves the right to instate additional policies and regulations or to modify existing ones as needs may dictate.

## **General Conduct Expectations**

Given the College's foundation of the Christian faith as the basis of its expectations of student conduct, it is expected that all students will adhere to biblical teaching regarding moral and ethical practices. We believe that God's design for the gift of sexual relations is that it be exercised and enjoyed exclusively within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity.

We believe that God has forbidden certain behaviors. This prohibition applies to various forms of sexual gratification including, but not limited to: adultery, fornication, and other acts of sexual intimacy between individuals not married to one another, homosexual practice, child molestation, indecent exposure, and the use of pornography. We believe it is God's plan that unmarried individuals maintain sexual celibacy and that married individuals refrain from any kind of sexual contact with anyone other than their marital partner.

Engaging in or promoting conduct or lifestyles inconsistent with biblical principles is not permitted. It is expected that students will maintain the highest standards of personal honor, morality and integrity. The College reserves the right to refuse admission or dismiss any person who violates these principles.

## **Off-Campus Activities**

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the College, and the community. In general, a student's actions off campus are subject to sanctions of civil or criminal authorities; however, whenever its interests as a College community and/or the pursuit of its objectives are adversely affected, the College may take disciplinary action independently of other authorities.

The College further reserves the right to take disciplinary action against individuals when minors and alcohol are present in off-campus settings, or when activities result in a formal complaint to the Dean of Students' Office.

## **Misconduct Subject to Disciplinary Action**

The following examples of misconduct are not inclusive, but are intended to give a student an idea of the types of behaviors that may result in disciplinary action.

1. Violation of published College policies, rules, or regulations.
2. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.
3. Dishonesty in any form, including but not limited to, plagiarism, cheating on assignments or examinations, knowingly furnishing false information, forgery, alteration, or misuse of documents, records, or identification cards.
4. Failure to comply with written or verbal directives of College officials or law enforcement officers acting in performance of their duties.

5. Disruption or obstruction of teaching, research, administration, or other College activities.
6. Actions or language involving the use or threat of physical violence, intimidation, stalking, or hate violence directed toward a member of the College faculty, staff, student body, or toward a visitor to the campus.
7. Harassment, including sexual harassment and assault. See the policy statements on harassment and assault for more information.
8. Sexual relations inconsistent with College's Code of Conduct, traditional Christian values or sexually compromising acts on campus or at College-sponsored events. The final determination of whether an act violates College policies will be at the discretion of College officials.
9. Exhibition, possession or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the College.
10. Soliciting or advertising without prior approval from the Director of Student Life.
11. Drunkenness, disorderly, lewd, or indecent behavior.
12. Promotion, distribution, sale, possession, or use of alcohol or narcotics or other controlled substances on campus or at College-sponsored events, regardless of the student's age.
13. Smoking is not permitted in any College building.
14. Possession and/or use of all types of weapons, including, but not limited to, firearms, air and spear guns, knives, martial arts weapons, bows and arrows, swords, paint pellet guns, and explosives of any type. All individuals in possession of self-defense items, including pepper spray, must comply with applicable California State law regarding training and permit to use.
15. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry to or use of College premises.
16. Attempted or actual theft of and/or damage to College property or the property of a member of the College community or other personal or public property. This regulation covers the unauthorized appropriation or "borrowing" of common or College property for personal use.
17. Misuse of the disciplinary procedures, including but not limited to:
  - a. Failure to respond to the summons of a judicial officer or body.
  - b. Falsification, distortion, or misrepresentation of information before a judicial officer or body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a judicial officer or member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a judicial officer or member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed by a judicial officer or body.

Just as Eternity Bible College prohibits drunkenness and the use of other narcotics, primarily for the principle stated in Ephesians 5:18 related to being under the control of the Holy Spirit, the College similarly prohibits the use of marijuana. This policy is not based on whether the use of marijuana is permitted according to local law; it is based on the Scriptural foundation of the Spirit Controlled believer (1 Thessalonians 5:6–8; Titus 2:2, 6; 1 Peter 4:7).

The College understands that in some instances the use of marijuana may be prescribed by medical personnel for medicinal use. In such cases, a policy waiver may be considered. College personnel may consult with the assigned student mentor, prescribing physician, pastor or others in a position to help guide this decision regarding oversight of its use.

### **Violation of Law and College Discipline**

College disciplinary proceedings may be instituted against a student charged with violation of a law. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus

### **Reporting Misconduct**

Anyone may report a violation of the Code of Student Conduct by contacting the Dean of Students' Office at (805) 581-1233.

Normally, the person reporting the violation will be asked to complete a written report form. Reports should be submitted as soon as possible after the event occurs.

For any campus emergency, call (805) 581-9532 x911. If it is a medical emergency, fire, or requires police assistance please call 911.

### **Disciplinary Procedures**

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the College community.

The purposes of the judicial process are to provide a fair, educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the College community; and to uphold the student policies and regulations of the College.

Before a sanction is imposed, the student will be given reasonable notice of the specific conduct in which the student is alleged to have engaged and for which the student is subject to discipline. The student will be given an opportunity to respond and will be informed of the basis for any disciplinary action and the procedure for making an appeal. Judicial decisions shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.

The judicial officer or body may request that multiple accused students in a single incident have their hearing conducted as a group hearing. However, each student retains the right to have his or her case heard individually.

### **Right to Counsel or Advisor**

The accused student has the right to be accompanied by an advisor from the College community whose participation shall be limited to advising the student. The student shall not be permitted to have legal counsel present during the judicial proceedings.

### **Judicial Proceedings**

Any student who violates a policy or conduct expectation held by the College is subject to disciplinary action. All reported violations of College policy or conduct expectation are documented in writing and may be a letter outlining a specific violation, a law enforcement report or other writing (“Report”). The Dean of Students’ Office processes all reported violations.

A student will be given a copy of the Report outlining the violation(s) of which he or she is being charged. He or she will be given an opportunity for a hearing at which to respond to the allegation(s), to present relevant information and to call witnesses in his or her behalf. The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. At the hearing, the student will be given an opportunity to respond to the evidence that led to the charges against him or her. A student may offer his or her own evidence. This includes the student’s own appearance at the hearing and may include the testimony of witnesses in his or her behalf or any written submission or relevant documents he or she may wish to submit.

If the student chooses not to attend the hearing or fails to appear, a decision will be determined based on the available evidence. After the judicial officer or committee hears the student and considers the evidence, a determination is made and the student is notified in writing of that decision. If the student is found guilty of misconduct, a sanction will be imposed. The student may appeal the decision by following the guidelines set forth under the “Appeals Process.”

### **Disciplinary Sanctions**

Violation of College policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, College officials may impose a sanction, but suspend or postpone its implementation.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions may take into account the intent of the accused, the effect of the conduct on the victim and/or College community, the student’s discipline history, whether sanctions such as education and community service are likely to change the student’s conduct, and the student’s needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the College also seeks to be fair and sensitive to the facts and circumstances of each individual case.

1. Warning: Oral or written warning for conduct unbecoming a College student.
2. Reprimand: Written warning that continuation or repetition of misconduct may result in a more severe sanction.
3. College Probation: A status which indicates that a student’s relationship with the College is tenuous and that his or her records will be reviewed periodically to determine suitability to remain enrolled.

4. Fines: Payment of charges for violation of regulations. These charges will be added to a student's account.
5. Loss of Privileges: Such loss may include use of specific College facilities, computer systems, equipment, or services, and eligibility to represent the College officially.
6. Restitution: Requirement to pay for the repair and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
7. Educational Sanctions: This may include community service, essay writing, attendance at a seminar, or other discretionary sanction as deemed appropriate by the sanctioning official.
8. Suspension: Temporary separation of the student from the College.
9. Dismissal: Permanent separation of the student from the College. In certain cases, a dismissed student may, after an extended period of time, petition the College for re-admission.

PLEASE NOTE: When students are dismissed or suspended for disciplinary reasons, there will be no refund of tuition for the semester.

### **Interim Suspension**

In certain circumstances, the College may impose a suspension prior to a meeting with a judicial officer or body. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a threat of disruption of, or interference with, the normal operations of the College. During the interim suspension, the student will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or his designee may determine to be appropriate.

### **Appeals Process**

The College has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process or that the sanction imposed was unreasonable can submit a written appeal to the Academic Dean.

The appeal letter must specifically set forth all grounds for appeal (i.e., what actions or failure to act deprived the student of fundamental fairness, or what circumstances make the sanction fundamentally unfair). The appeal letter must be submitted within seven (7) days of the issuance of the sanction. The judicial officer or body originating the decision must be given the opportunity to respond in writing to the appeal letter.

Generally, the appellate process does not require a hearing, nor does it require the Academic Dean to make any personal contact with either the student or the original judicial officer or body. Where personal contact with either party appears necessary, such contacts can occur in the absence of the other party.

Where it appears that the sanction raises an issue of particular importance to the College, an ad hoc appeals committee may be formed to assist in making a recommendation to the Academic Dean regarding the appeal. The Academic Dean will designate the committee members and a committee chairperson. The Academic Dean may participate in all formal

discussions between committee members. In making its recommendation, the committee shall consider and review only the appeal letter and the response, and it shall limit itself to addressing only the following questions:

1. In the investigation of this matter, did the decision-maker consider all the important and appropriate facts?
2. Was it proven by a “preponderance of the evidence” (i.e., more likely than not) that the student, in fact, violated a College policy, rule, guideline, code, or expectation, or otherwise engaged in any unlawful activity?
3. Was the judicial process carried out in a fair manner?
4. Was the sanction appropriate for the violation of the Code of Student Conduct which the student was found to have committed?

The ad hoc appeals committee shall submit its recommendation to the Academic Dean based on its conclusions regarding the above inquiries. The Academic Dean shall not be bound by the committee’s recommendation.

In the event that an ad hoc committee is not convened, the Academic Dean’s decision regarding the appeal will be based on the four questions outlined above. The Academic Dean may affirm, reverse, or modify the sanction. The Academic Dean may also return the case to the initial decision maker for further consideration. The Academic Dean’s decision shall be final and effective immediately. In the event of extenuating circumstances, the Academic Dean may refer the appeal to his or designee.

### **Interpretation and Revision**

Any questions of interpretation of this Code of Student Conduct should be referred to the Dean of Students’ Office. The College gratefully acknowledges the use and adaptation of model codes of student conduct published by the National Association of College and University Attorneys in *Student Disciplinary Issues: A Legal Compendium* and model student handbook policies published by College Legal Information, Inc.

### **Non-Academic Student Grievance Policy**

Eternity Bible College reaffirms the principle that its students, faculty, and staff have a right to be free from discrimination and harassment, including sexual harassment and assault, and discrimination based on race, color, national or ethnic origin, age, gender, disability, or prior military service.

Complaints will be responded to promptly. The right to confidentiality of all members of the College community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing a grievance. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of harassment or discrimination is subject to disciplinary action for violations of this policy, consistent with existing procedures.

To initiate a formal grievance, a student must submit a complaint to the Dean of Students’ office. Initially, the student’s concerns may be communicated orally; however, they must be in writing before any review or action will take place. The complaint must specify the College policy, procedure or norm violated, and specifically set forth all relevant factual details.

**Additions and Clarifications**

The board of Eternity Bible College retains the right to add or clarify any policies contained within this handbook. Students will be notified accordingly.

Scripture quotations are taken from *The Holy Bible: New International Version*. 1996, c1984. Grand Rapids: Zondervan.