



# PROVIDENCE CHRISTIAN COLLEGE Student Handbook

2024 – 2025

*The Student handbook is a work in progress. The college and the Office of Student Life have the right to change and update this document as they see fit. For further clarification on particular policies, contact the Dean of Students.*

*In Christo Omnia Nova*



PROVIDENCE CHRISTIAN COLLEGE

---

[About the Student Handbook](#)  
[Student Life Contact Information](#)  
[Providence Staff](#)  
[Student Life](#)

[The Mission of Providence Christian College](#)

[Student Life Mission Statement](#)

[Goals of Student Life](#)

[Christ](#)

[Community](#)

[Culture](#)

[Biblical Principles Governing Student Life Policies](#)

[Biblical Principles](#)

[Community Responsibilities](#)

[Civil Laws](#)

[General Policies and Procedures](#)

[Foundational Statement](#)

[Identification Cards](#)

[Immunizations](#)

[Language Usage](#)

[Parking](#)

[Prohibited Areas](#)

[Public Displays of Affection](#)

[Sexuality and Gender Conduct](#)

[Tobacco](#)

[Soliciting](#)

[Student Employment](#)

[Student Senate](#)

[Theft](#)

[Vandalism](#)

[Weapons, Firearms, & Fireworks](#)

[Resident Life](#)

[Resident Life Information](#)

---

STUDENT HANDBOOK

1



PROVIDENCE CHRISTIAN COLLEGE

---

[Postal Mail Address](#)

[Apartments](#)

[Appliances](#)

[Campus Safety and Security](#)

[Check-in and Check-out](#)

[Cleaning](#)  
[Conflicts](#)  
[Entertainment& Movies](#)  
[Extended Stay](#)  
[Fire Alarms and Equipment](#)  
[Fire Emergency Procedures](#)  
[Smoke Alarms](#)  
[Flammable Items](#)  
[Guests](#)  
[Health Issues](#)  
[HousingPolicies](#)  
[Building/Room Access](#)  
[Interior Decorating](#)  
[Maintenance](#)  
[Meal Service](#)  
[Meal Plans Accommodations](#)  
[Food Theft](#)  
[Missing Students](#)  
[Overnight Off-Campus](#)  
[Pets](#)  
[Quiet Hours \(Campus\)](#)  
[Rollerblades and Skateboards](#)  
[Right of Entry](#)  
[Room Care/Damage](#)  
[Room Changes](#)  
[Room Inspections](#)



[Telephones](#)  
[Trash Disposal](#)  
[Unauthorized Entry](#)  
[Use of Public Spaces](#)  
[Visitation \(Open\) Hours](#)  
[Weight Training Room](#)  
[Appendix A: Pertinent Federal and State Laws](#)

[Americans with Disabilities Act](#)

[DFSCA](#)

[FERPA](#)

[Hazing](#)

[Compliance with Non-Discrimination Laws and Regulations](#)

[Harassment and Assault Policy](#)

[Procedure for Processing Complaints of Unlawful Discrimination, Including Sexual Harassment and Assault](#)

[I. Intent of the Procedure](#)

[II. General Provisions](#)

[III. Processing of a Complaint](#)

[IV. Formal Procedures](#)

[V. Appeal Rights](#)

[College and Community Resources](#)

[Confidentiality/Legal Reporting Requirements](#)

[Security and Fire Safety Reporting](#)

[Violence](#)

[Appendix B: Acceptable Use of Technology Policy](#)

[Accountability and Discipline](#)

[Appendix C: Emergency Crisis Management\\*](#)

[Appendix D: Student Fees and Fines](#)

[Items that are NOT allowed:](#)



## About the Student Handbook

This handbook supersedes and replaces all previously published and/or online versions of the Providence Christian College Student Handbook.

Students enrolled at Providence are responsible for reviewing and following all student life policies and Providence Christian College standards. As representatives of Providence Christian College, students are expected to abide by the guidelines pertaining to legal and moral issues for the entirety of their enrollment, including all college breaks.

While not exhaustive, this handbook provides students with guidelines for personal conduct and living. The Office of Student Life at Providence Christian College may implement additional policies at any time, or seek to correct

errors or modify/clarify policies. New or modified policies are effective immediately upon publication (including online publication) unless otherwise noted. The online version of the Student Handbook should be viewed as the most up-to-date and authoritative version of this document and the policies therein.

Questions or concerns about the Student Handbook may be directed to the Office of Student Life at [studentlife@providenceccc.edu](mailto:studentlife@providenceccc.edu).

## Student Life Contact Information

Providence staff members are available during regular business hours (9am – 5pm) Monday-Friday. Resident Life staff is also available for any questions or concerns after hours, but RAs are the first point of contact for students. Resident Directors should only be contacted after hours for urgent matters or emergencies.

Maintenance requests (non-emergency) should be submitted via email to [maintenance@providenceccc.edu](mailto:maintenance@providenceccc.edu). Students should receive a response within 24 hours. If you find that the response is delayed or that the request is not completed in a timely and satisfactory manner, please send another email to the maintenance email account. If the issue is still not resolved, please speak with your Resident Director.

## Providence Staff

Gen Alexander, Resident Director - [gen.alexander@providenceccc.edu](mailto:gen.alexander@providenceccc.edu)  
Kyle Kortenhoeven, Resident Director/Chapel Coordinator - [kylek@providenceccc.edu](mailto:kylek@providenceccc.edu)  
Post Alarm Security Patrol - 626-446-9874



## Student Life

### The Mission of Providence Christian College

The mission of Providence Christian College is to equip students to be firmly grounded in biblical truth, thoroughly educated in the liberal arts, and fully engaged in their church, their community, and the world for the glory of God and for service to humanity.

### Student Life Mission Statement

The Student Life department exists to participate in the education of the whole student, i.e. to facilitate student learning; to encourage social, emotional, and spiritual growth; and to equip students to live the Christian life.

### Goals of Student Life

Because we believe that God reigns in all areas of life, and because Christ has called us to love the Lord with all our heart, soul, mind, and strength, learning at Providence Christian College is not limited to the classroom. Student life is a vital part of the Providence learning experience, and has been conscientiously shaped by biblical standards. The Student Life staff strives to model lives that follow Christ, help build a community of believers, and engage culture as Christians. While these three overarching goals are integrated and interrelated, they present the foundation for all that we do at Providence.

## Christ

We affirm that in all areas of life we are to be imitators of Christ. Christ himself called a group of “students” and disciplesd them. This example of spiritual training and discipleship is our model of student life. Christ taught his students formally (through parables and sermons) and informally (by modeling love, dealing with conflicts, and confronting sin), to be faithful and obedient to the Word, be spiritually mature, and love God and fellow man.

## Community

We strive to develop a strong community of believers. We intentionally strengthen our community by spending time together: worshiping, eating, socializing, and building relationships. This community is vital for facilitating spiritual and personal growth, training in leadership, and experiencing the unity of the body of Christ. Our community will also be developed through campus-wide activities, chapels, clubs, and common learning experiences. While our student life programs are designed to foster community, there will be times when sinful behaviors will hurt our community. When these conflicts occur, we will handle the issue through biblical standards of confrontation, discipline, and reconciliation so that a positive environment can be restored.



## Culture

Student Life at Providence will consciously engage the diverse Southern California culture through service, seminars, Avodah Excursions, academic and recreational trips, and other interactions. By interacting with our culture, we not only grow personally, but work to fulfill Christ’s calling to reflect His light in a dark world.

## Biblical Principles Governing Student Life Policies

Our policies are guided by Biblical principles, Christian community responsibilities, and civil laws.

### Biblical Principles

Members of the Providence community (students, faculty, and staff) are asked to abide by biblical principles. While we all struggle in areas of weakness, it should be our goal to live lives that are pleasing to God. In our thoughts, we should meditate on what is pure (Philippians 4:8-9); in our words, we should speak only what is beneficial (Ephesians 4:29); in our actions, we should flee from sin and cling to that which is good (Romans 12:9).

Providence Christian College gladly confesses that the Bible is the infallible, inerrant Word of God; the only guide for

faith and practice. Therefore, the college community's lifestyle reflects this truth by pursuing and obeying God's Word. Our lives should demonstrate an apprehension of God's redeeming grace, faith and obedience to God's Son, and repentant hearts that turn from sin and pursue holiness.

Providence students are responsible to love, trust and obey God in every sphere of their lives. The following (certainly not exhaustive) list details some greater parameters for these responsibilities:

- Submission to Scripture

First and foremost, obedience and honor to the Lord requires a submission to his divine Word as revealed in the Old and New Testaments (Deuteronomy 6; 2 Timothy 3:16-17).

- Reflecting God as an Image Bearer

All mankind bears the image of God, therefore every person has inherent dignity and deserves respect. While we acknowledge varying cultural norms for masculinity and femininity, we nevertheless acknowledge that God also created us male and female. For this reason, birth gender should not be rejected but accepted as God's good providence. Marriage, likewise, is a union created and instituted by God, and should be defined as a lifelong union between one man and one woman (Genesis 2).

- Union with Christ and His Church



Through union with Christ (Ephesians 2), we are granted all the blessings of our justification, adoption, sanctification, and glorification (Romans 8). This means that our fundamental identity is in Christ. Any kind of self-harm is a sin against Christ, and any identity, allegiance, or loyalty that is more fundamental to our identity in Christ is idolatry and shifting sand. Our union with Christ is not individual but collective. Together we are members of his body, the Church, a redeemed community of believers. Though our students come from various denominations and churches, we strive for peace in the body, and commit ourselves to weekly worship each Lord's Day, and throughout the week in the context of chapel services.

- Moral Obedience

The Ten Commandments (Exodus 20; Deuteronomy 5) outline moral obedience to the Lord. Our Lord Jesus does not loosen God's law, but rather intensifies it, prohibiting heart attitudes such as greed, jealousy, pride, lust, prejudice, hatred, anger, and envy (Matthew 5-7). The Apostles, likewise warn believers that he who lives by the flesh will die by the flesh, and that without holiness, no one will see the Lord (Hebrews 12:14).

- Walking by the Spirit

We do not walk according to the flesh but according to the Spirit who is given by Christ. A Spirit-empowered life will be marked by practices such as prayer, study of Scripture, charity and Christian fellowship, and will be

characterized by fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Acts 2; Galatians 5).

## Community Responsibilities

Being a part of the community at Providence Christian College means being accountable to the Lord, but also to one another in Christ. Students, along with the rest of the college community, must demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

Christians enjoy liberty in Christ, but must make daily decisions about current issues that are not specifically mentioned in the Bible. In these decisions, Christians should use discernment to know what actions would glorify God. The following principles should be applied to current issues not specifically addressed in Scripture.

In I Corinthians 6:12, Paul says, “‘Everything is permissible for me’ – but I will not be mastered by anything.” Christians must ensure that no activity or area masters them. As Christians, we need to avoid activities that can become addictive or will prevent us from doing the things that we ought to be doing.

In I Corinthians 10:23, Paul continues by stating, “‘Everything is permissible’ – but not everything is beneficial.” Christians must ensure that their actions are beneficial or constructive to their own faith, and the faith of others.

In I Corinthians 10:31-32, Paul says, “Do not cause anyone to stumble.” This third principle of Christian liberty commands us to be aware of others and avoid anything that might tempt them or tear down the body of Christ.

## Civil Laws

In obedience to God and in respect for the authorities He has placed over us, it is understood that our college community will abide by city, county, state, and national laws (Romans 13:1-7). (An exception would be occasions in which obedience to civil authorities would require behavior that conflicts with the teachings of Scripture.) Behavior resulting in an arrest (on or off campus) is subject to review within the college’s disciplinary procedures. It is every student’s responsibility to know and understand the civil laws which govern them.

## General Policies and Procedures

### Foundational Statement

At Providence we recognize that students need the freedom to grow and develop as young adults – but all within biblical norms for Christian living. The Christian life is not easy, therefore God has given us a community in the body of Christ to encourage and hold each other accountable. The following specific policies have been defined so that everyone can be aware of the expectations for this college community. While individual members of the Providence community may not agree with every rule that has been established, it is expected that students will respectfully obey these standards that have been developed for the good of the community.

### Academic Etiquette and Integrity

The following specific policies define the expectations for our academic community.



### **The 4-H Rule**

During chapel, class time, and related academic events on the Providence campus, no hats, hoods, unauthorized use of handheld electronics, or headphones are allowed. Students in violation of the 4-H rule will be counted as absent and not receive credit for any of the assignments due the day of the violation. Upon multiple infractions, the professor will report the matter to the Dean of Student Life for further sanctioning.

### **Cheating**

Cheating is the unauthorized use (or attempted use) of another person's work on an exam or assignment, or using (or attempting to use) unauthorized notes during an exam or assignment. This also includes allowing one's work to be used by other students in an unauthorized way.

### **Plagiarism**

Plagiarism involves misrepresenting an intellectual work (written material, ideas, artistic work, line of thought or reasoning) as one's own. This can also include falsifying or incorrectly citing sources.

8

### **Dishonesty**

Dishonesty involves deceiving one's instructor or classmates regarding missed deadlines, absences from class, or forging a signature, such as signing in for another student.

### **Unauthorized Use of Technology**

The unauthorized use of a cell phone, computer or tablet during any type of quiz or examination will automatically be considered cheating, whether the student intended to cheat or not.

### **Additional Violations**

Additional violations include, but are not limited to: submitting assignments that are not one's own, submitting the same paper in more than one course without prior approval from all relevant instructors, appropriating or using test materials without an instructor's knowledge, computer fraud or unauthorized access to a computer or cell phone, engaging in academic fraud individually or with others, downloading or using internet material without proper citation, any illicit attempt to influence a test or grading of a test, and failure to follow assignment guidelines (such as working with another student when an instructor states that students must work individually). If a student copies work from another student, both students will be held responsible for a violation of academic integrity.

### **Discipline for Violations of Academic Integrity**

Cases of cheating or plagiarism will be reported to the office of the Vice President of Academic Affairs and the Dean of Student Life. Disciplinary measures for a first offense range from failure on the assignment to failure in the class, as determined by the instructor and the VPAA. For a second offense, a student may face suspension from the college.

### **Accommodations Based on a Disability**

Providence students seeking accommodations on the basis of a disability must self-identify and request accommodations from the Disabilities Coordinator through the Academic Resource Center. Students who request accommodations from other faculty and staff should be referred to the Disabilities Coordinator.

### **Alcohol Policy**

Providence maintains an alcohol free campus, and all campus related activities must be alcohol free. Alcohol is strictly

forbidden on the campus or in the living quarters of resident students. (Providence parking lots are considered part of the campus.) If a resident student is found to be in possession of alcohol on campus, he/she will be disciplined according to the college's policies, up to, but not limited to, suspension or expulsion.

While Providence doesn't believe that moderate, legal consumption of alcohol is a sin, the Bible is very clear that the excessive use and abuse of alcohol is sinful (Ephesians 5:18, I Corinthians 6:10). Additionally, alcohol and the college community can be a destructive combination; in fact, the majority of crimes on college campuses are alcohol or drug related. Therefore, the Providence campus and all student related events will be alcohol free.

The college takes this stance because many students in the college community are under the legal age to consume alcohol, and legal drinking by some could cause other students to stumble into sin. As an educational institution, the college strives to foster a healthy and responsible view of alcohol. This includes providing student educational sessions

on the use of alcohol, holding formal and informal discussions on the topic, and holding students accountable to alcohol policies.

Essentially alcohol related infractions fall under four different categories:

1. Underage drinking (on or off campus)\*
2. Possession of alcohol on campus or at a college event
3. Irresponsible drinking (on or off campus) as defined below
4. Any combination of the above

\*The legal drinking age of California is 21. In order to acknowledge the responsibility that parents have in this matter, if an underage student is caught drinking, parental notification will most likely be a part of the first disciplinary measure. Additionally, if an underage student is caught drinking, or an of-age student is caught supplying alcohol to a minor, he/she may be referred to local law enforcement for applicable legal sanctions.

If students who are of legal age decide to drink off-campus, they must drink responsibly.

Responsible drinking includes:

- Limiting alcohol consumption to moderate levels and holding each other accountable for responsible drinking.
- Arranging transportation or a designated driver to ensure safety of all involved.
- Being sensitive to those in our community who have convictions about alcohol use (I Corinthians 10:31-32).

Irresponsible drinking includes:

- Drinking to Excess (Drunkenness)
- Providing or offering alcohol to underage individuals
- Creating a tempting environment where underage students or others feel pressured to drink
- Driving after Drinking

\*While drunkenness varies for each person and each situation, a few indicators of intoxication include: dulled senses, spinning vision, impaired coordination, memory lapses, altered perceptions, and a lack of inhibitions. If you are experiencing any of these indicators after drinking alcohol, then you have had too much.

\*\*Students who feel like alcohol is a personal area of weakness should speak with a member of the Student Life staff to establish a plan of accountability and assistance.

\*\*\*While a blood alcohol level exceeding .08% is illegal, driving after having only one drink may be irresponsible.

### **Campus Safety**

Campus safety is of utmost concern to the Office of Student Life. The Providence Village has been equipped with keyless locks, security cameras which record 24/7, no trespassing signage, gated on-site parking, and Post Alarm who patrol the Providence corridor between the hours of 9:00pm and 1:00am each night.

1

0

The services of Post Alarm have also been contracted for overnight patrols around our perimeter and within the parking lots behind the Providence Village. Although no official arrangement is secured with Fuller Safety, Providence students also enjoy the umbrella of their regular patrols as Fuller students live on the same street.

### **Chapel**

Chapel is not the church and should not be seen as a replacement for active participation in a local congregation. However, Providence chapel is an essential time when the community comes together as a body for prayer, praise and reflection on God's Word. Chapel is held every Wednesday and occasionally on Friday in Witherspoon Hall.

All Providence students who have not been granted a special accommodation may not miss more than 3 chapels per semester. (Student athletes traveling for an away game will be granted one additional excused absence from chapel for the semester of their competition. Students pursuing curricular pursuits, such as the occasional conflicting Avodah or the occasional class discussion scheduled on a Friday chapel will similarly be granted an extra allowance as well.) Students may apply for an accommodation to this requirement through the Office of Student Life, however, accommodations are not simply granted for ordinary work schedules, because a student is a commuter, or because a student may participate in a co-curricular activity at Providence.

For their attendance to count, students who attend chapel will be required to sign in on time and remain for the duration of chapel. (Students who sign in but leave early will not receive credit) Students who exceed the 3 missed chapel allowance per semester will be required to listen to chapels they missed, and submit reflection papers to the Office of Student Life. All reflection papers are due 1 week from the missed chapel. Failure to submit the assignment by the deadline may result in a \$50 fine added to the required assignment.

Students who fail to meet the minimum requirement altogether (either through attendance or reflections), will not be allowed to complete their registration for the following semester. Students who do not return to Providence will not have their transcripts released until they have met the requirement. Students who are graduating will not receive their diploma until they have met the requirement.

### **Church**

At Providence, we believe that the local church plays a special role in the spiritual formation of every believer, therefore Providence students are expected to participate in the life of a local church. Students are encouraged to seek out avenues for utilizing their gifts to serve a local church body (e.g. assisting with nursery, music, youth programs); however commitment to a local church also benefits students as they are spiritually nourished, receive spiritual

oversight and counsel, experience hospitality, and enjoy encouragement in the Lord.

Students will be given opportunities to visit various churches and should establish a church “home”. Since church attendance is an expectation at Providence, students may be asked to identify their local church home.

## **Clubs**

Providence students are encouraged to establish and facilitate clubs that provide outlets for their special interests. All clubs must be sanctioned by the Student Life Department to receive funds, conduct fund-raising, or advertise events on campus. To establish a club, students must pick up an application from the Student Life Resident Director. General

1

1

requirements of a student club are that it must have accountability (faculty/staff adviser), it must build unity within the college (membership is open/encouraged to all applicable persons in the college community), and it must serve the greater community (one community event per year). Clubs are responsible for democratically electing their club presidents. Where there is a tie or impasse, the Student Senate will decide the club’s leadership.

## **Communication**

In order for any community to thrive, positive communication needs to be practiced by all members. Additionally, when communicating with staff and faculty, students should show respect for both the individual’s position and time. Staff and faculty should be addressed properly (e.g. Dr., Mr., Ms., or Mrs.), and appointments should be made and kept to respect the person’s time.

Staff and faculty will communicate with students electronically through email (providencecc.edu account) and through announcements posted on Populi. Students are expected to check their providencecc.edu and Populi accounts daily. Additionally, some announcements are made at chapels.

## **Commuter Students**

Providence is primarily a residential campus and, while concerned about all students, Student Life staff members are primarily focused on providing an enhanced experience for students living on campus. Therefore, commuter students must take the initiative to build a relationship with their fellow students, Student Senate representatives, and faculty and staff members to ensure staying connected to the Providence community. Commuters should regularly check their Populi feed for announcements. The college also encourages commuter students to connect with the college community by spending time in Witherspoon Hall or other common spaces; however, commuter students are prohibited from staying overnight in the Providence Village.

## **Counseling**

During college, students often experience social, emotional, mental and/or spiritual difficulties. Providence is committed to helping its students grow in their resiliency and their faith by facing these challenges and stresses. While students are encouraged to seek counsel from Student Life staff, the Office of Student Life is also prepared to refer students to a variety of Christian counselors for a specified period of time at the expense of the college. (Typically, the college will pay for three initial counseling sessions.)

Students who exhibit an unstable mental or emotional state, cause or threaten detrimental harm to themselves or others, may be required to enter into counseling for a specified period of time, at the discretion of the Office of Student Life, in order to maintain their status as an enrolled student. Students who make suicidal attempts or threats

will ordinarily be required to meet with a counselor, and may also be refused the opportunity to live on campus. Parents will ordinarily be contacted if students appear to be a threat to themselves or others.

## Discipline

The following is a list of disciplinary actions that may be imposed on students found violating college policies. After investigating a charge, the Office of Student Life may employ these disciplinary actions at his/her discretion, based on the circumstances and severity of the infraction. The college reserves the right to disqualify, discontinue, exclude, or

1

2

involuntarily withdraw any student at the discretion of the President and/or the administration as deemed necessary for the safety or well-being of the student or campus community.

### Initial Disciplinary Actions

**Warning:** An official verbal or written warning is given to the student rebuking him/her and notifying him/her of desired changes and future consequences. This reprimand will be recorded in the student's file.

**Parental Notification:** The Student Life staff may feel that notifying the parents or legal guardian of a student is in the best interest of the student and the college. This action is performed in accordance with FERPA guidelines.

**Counseling:** Negative behaviors are sometimes manifestations of spiritual, emotional, or psychological issues. The college may require a student to attend counseling sessions with a staff member or a specified outside Christian counselor in order to continue or return as a student at Providence.

**Reflection:** Often recognition of wrong and repentance comes from time spent in reflection on Scripture. If necessary, students may be asked to write reflections on scriptural passages as an initial disciplinary action.

**College Service:** A student may be asked to perform a certain number of unpaid work hours on-campus.

**Restitution/Fines:** The college may determine that a financial penalty best fits the situation, or the student may be asked to pay for expenses that the college incurred as a result of the student's action. Financial restitution or fines must be paid before the student will be allowed to enroll as a regular student the subsequent semester.

### Subsequent Disciplinary Actions

**Restriction:** The college may restrict a student from participating in certain co-curricular activities (e.g. athletics, clubs, leadership) to help the student establish appropriate priorities. This restriction period would be re-evaluated each semester, and would involve regular accountability sessions with a student life staff member. **Probation:** A student placed on probation may be essentially removed from the non-academic life of the college community. This action may put a student's financial aid in jeopardy. Sanctions and requirements will be placed on the student in order to return the following semester at the discretion of the administration.

**Suspension/Eviction:** A student may be removed from the campus community for a period of time. This action may also put in jeopardy the student's financial aid. This action would be in response to a serious offense, repeated disregard for the campus policies, and/or safety of the student or college community.

**Dismissal:** Providence may permanently remove a student from enrollment if a student continues to violate and disregard campus rules and regulations. Immediate dismissal would only occur if the student has committed egregious violations and is viewed as a significant threat to the well-being of the Providence community.

Due to the fact that we all sin against God and each other daily, how we respond to that sin is an important part of spiritual maturation. Repentance is a vital aspect of this process. Recognizing and acknowledging a violation as sin is the first step in the process of reconciliation. If a student shows true repentance, he/she is closer to being fully restored to the college community. Therefore, students are encouraged to confess their violations in true repentance,

and begin working with staff members to overcome the sins associated with their violations. However, if a student is unwilling to own their behavior, the disciplinary process must begin with the assumption that full repentance has not yet been achieved, prolonging the process.

Failure to comply with imposed sanctions for improper behavior, or failure to respond to requests from college officials to meet, are regarded as serious offenses as they are signs of disrespect for authority and an indication that

1

3

the student does not take responsibility for his/her behavior. A student's disciplinary record will play a role in determining future disciplinary actions; therefore, repeat offenses may carry harsher penalties.

### **Discipline Procedure**

While each situation is unique, the biblical model of conflict resolution and restoration (Matthew 18) should be followed in every case. Generally speaking, the following steps can be expected:

**Notification:** A student is notified of an offense that he/she is accused of committing.

**Investigation:** If necessary, an investigation is carried out by Student Life staff members and can involve many formal or informal actions. The investigator should seek truth by listening carefully to all sides.

**Student Life Meeting:** Once a preliminary investigation has taken place, the student will meet with Student Life leadership to discuss the allegation(s), at which point the accused student will have the opportunity to admit or deny the allegation(s). If the student admits to the allegation(s), the Student Life staff will issue disciplinary sanctions. If the accused student denies the allegation(s), it may escalate to a Student Conduct Board.

**Student Conduct Board:** If absolutely necessary, a case may be heard formally by a council of staff, faculty, and student government representatives. If the offense in question is believed to be more true than not, the student will be assigned sanctions by the Student Conduct Board under the advice of Student Life.

**Appeal:** A student has the right to appeal any decision made by the Student Conduct Board to a committee of the Board of Trustees. Any decision by the Board of Trustees is final.

### **Discrimination and Harassment**

As a Christian college, Providence seeks to ensure that the campus is a warm, friendly and inviting place for all students and employees. Any discrimination or behavior that is harmful or hurtful to a member of the college community based on a person's ethnicity, color, gender, or disability is unacceptable.

Gender discrimination can take place through sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Such behavior will not be tolerated at Providence. If a student feels that he or she has been a victim of sexual harassment or any other kind of abuse or discrimination, he or she should report it to the Office of Student Life, or the Title IX Coordinator, or a Title IX Deputy immediately.

Providence also takes seriously the use of social media as a platform for harassment and cyberbullying. If a student believes there is a threat to themselves, another student, or the campus from information posted online, that student should immediately report the threat to the Office of Student Life.

\*See also Providence Civil Rights: Title IX, Title VII, Et Al Handbook (Appendix A) for more information.\*

## Dress Code

Appearance, as with all areas of life, is guided by biblical principles. It is expected that students will make wise decisions regarding their dress and overall appearance. At all times students should be dressed modestly in a way that glorifies God rather than brings attention to self. God has created people in his image; therefore students should glorify God with their whole being, including physically through their dress.

1

4

In keeping with I Corinthians 10:31-32, a student's attire should also be considered in light of fellow brothers and sisters in the community. Essentially, dress should not cause anyone to stumble in sin. In light of this principle, careful consideration should be made in choosing beach/swim and exercise attire.

Finally, classroom attire should reflect the academic nature of the setting. Although casual dress is acceptable, one's outfit and appearance should not distract other students in the classroom. The following specific rules regarding attire are policy at Providence:

- Footwear must be worn in the Providence Village, Witherspoon and the Refectory.
- Undergarments should not be exposed at any time.
- Attire should not display inappropriate images or messages.

## Drug Use

In compliance with federal law and our own institutional behavioral standards, Providence is a drug-free campus, and prohibits the use of drugs at any college related functions. Furthermore, Providence prohibits its students from possessing or using any of the following substances (or associated paraphernalia) during their enrollment at Providence:

Marijuana (including medically dispensed marijuana)  
THC Oil  
K2/Spice  
Cocaine  
Opiates (Heroin)  
Methamphetamines  
Non-prescribed Steroids  
Non-prescribed Opioids (Vicodin, Oxycontin)

Though drugs (especially marijuana) have become more acceptable in our society, and enjoy legal protections, Providence students are held to a higher standard. Christians should demonstrate sober-mindedness rather than sensuality and escapism (1 Peter 4:3-7). Drugs are also ordinarily addictive in nature. Christians should maintain their freedom, and not be dominated by any master other than Christ (1 Corinthians 6:12-13).

If a student is found to be using drugs, or is caught in possession of drugs or drug paraphernalia, he/she will be disciplined according to the college's policies, up to, but not limited to, suspension or expulsion. Additionally, he/she may be referred to local law enforcement for applicable legal sanctions.

## Drug Testing

The Office of Student Life may require a student to undergo a noninvasive drug test if a credible allegation has been made regarding his/her drug possession or use. Drug tests must be completed within the parameters specified by the Office of Student Life. When a drug test is required, the college will cover the cost of a negative result; the student

1

5

will cover the cost of a positive result. However, if a student admits to using prohibited substances, drug testing may be waived. Positive results are considered conclusive, and challenges to drug tests based on second-hand smoke, or similar arguments, will not remove culpability. If a student refuses to comply with an ordered drug test in a timely manner, the student may be considered guilty of the allegation of drug use. Students receiving a positive result on a drug test will be required to continue drug testing for a time, at the discretion of the Office of Student Life, and at the expense of the student.

#### **Email Address**

Each student will be issued an email address [firstname.lastname@providenccecc.edu](mailto:firstname.lastname@providenccecc.edu). Students are encouraged to check their email daily for college communication. Students are responsible for information sent to them via the college email accounts.

#### **Gambling**

All forms of gambling are prohibited on campus or at college related functions. Any exchange of money with the desire to gain more money based on chance is considered gambling. This includes betting on sporting events/tournaments, playing cards for money, or participating in lottery “pools.” Although gambling has become acceptable in our society, biblical principles warn against it. Gambling can become an addictive behavior.

#### **Grievance Procedures**

When living in a community, conflicts are inevitable. Strains in relationships can sometimes occur between student and student, or between a student and a Providence employee. Since we are brothers and sisters in Christ, the Bible’s instruction for dealing with grievances should always be followed.

Matthew 5:23-24 and 18:23-24 offer guidelines. Generally speaking, the person who has a grievance against another person, or perceives that someone has a grievance against them, should take the initiative in resolving the issue. This person should go directly to the other to seek reconciliation. If reconciliation is not achieved, a third person, acceptable to both parties, may be asked to serve as a bridge for understanding and healing.

Since a grievance by a student against a faculty or staff member can be the most sensitive to resolve, the following guidelines should be followed:

1. If a student has a grievance against a faculty or staff member, the student should share the nature of his/her grievance with that individual in private, typically through a pre-arranged appointment. Both the student and the faculty/staff member should listen to each other in order to understand the other’s viewpoint. Ideally, a win-win solution can be found, and both parties can accept the solution as being just, right, and respectful.
2. If options have been explored and no mutually acceptable solution can be found, the appropriate department head should be consulted. He/she will determine whether existing policy provides an answer to the grievance.
3. If no existing policy is determined to answer the grievance, the department head will refer the issue to an ad hoc



committee. The goal of the committee will be to bring both parties together in reconciliation, but if that goal proves

1

6

to be elusive, a judgment or decisive ruling is to be rendered by the committee. Written copies of the committee's determination are to be presented to the student, the faculty/staff member, and the President.

4. Any appeal to a committee decision must be made to the President, and to the Board of Trustees, if desired.

5. If it becomes absolutely necessary, a student may also contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; <http://www.bppe.ca.gov>; telephone (916) 431-6924; fax (916) 263-1897.

Neither party is to skip steps in this grievance procedure process. Intentional breach of procedural protocol may create unnecessary dissonance in the body, and, consequently, may lead to disciplinary action.

### **Health Insurance**

All full-time students are required to carry personal medical insurance coverage during their enrollment at Providence. If students are not covered under a dependent (family) plan, they can look into other affordable coverage options such as Covered California or MediCal, or investigate insurance plans through their home state if they are not from California. Contact the Office of Student Life for any questions regarding health insurance.

### **Identification Cards**

Each student will be issued an photo ID card that will open their room, Witherspoon Hall, the Village gate, and will be used for meals and printing. Students who lose their ID should immediately notify the Office of Student Life. Replacement cards will be issued for a \$25.00 fee.

### **Immunizations**

Providence may require students to be in compliance with the California Department of Health Services' recommendations regarding immunizations. These recommendations are also consistent with the U.S. Public Health Service Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American College Health Association (ACHA). Required immunizations include: Hepatitis B, Measles-Mumps-Rubella, Tetanus-Diphtheria Toxoids, and the Varicella vaccine (Chickenpox). Additional vaccines may be required for students enrolled in May term or as circumstances dictate.

Exemptions to the immunization requirements are allowed for medical reasons or for personal beliefs. In order to gain an exemption from this requirement, a student must sign an immunization waiver form, which may be obtained through the Office of Student Life.

### **Language Usage**

The Bible has much to say about the need to guard our tongues (Prov 21:23) and to use the gift of language to build others up and to glorify God (1 Thes 5:11; Eph 4:29). In fact, two of the Ten Commandments (at least) refer to language usage: taking the Lord's name in vain (3rd commandment) and bearing false witness (9th commandment). In addition, gossip and boasting are listed along with some of the more serious sins in the Bible (Romans 1:29ff) and

complaining and arguing (Phil 2:14) are called out. Additionally, the book of Proverbs is replete with commands about language usage.

- To honor God, students must refrain from using God's name in a casual, joking, or disrespectful manner.
- To love others in our community: students must refrain from using offensive language that is disgusting, crude, profane, or demeaning to different groups of people or specific individuals.
- To care for our community, students must refrain from gossip, complaining, mocking, or tearing others down with their words.

### **Media Use**

Providence expects its students and staff to use discretion and discernment in their decisions pertaining to media interaction and entertainment. Cell phones, computers, televisions, and other forms of technology and media should always be used in appropriate, God-glorifying ways. Activities and entertainment that are of questionable value, or diminish a person's moral sensitivity should be avoided. All use of media should also be guided by a consideration for

1

7

others and prudent judgment. Inappropriate content being viewed or accessed by any member of the Providence community will be taken seriously and is subject to discipline.

\*See also the Technology Purpose Statement and Acceptable Use Policy (Appendix B) for more information.\*

### **Orientation (Embark)**

New student orientation takes place the first week of the fall semester, and will continue through formal and informal means. All new students enrolling in the fall will be required to attend events. Embark affords new students the opportunity to get to know one another as well as the Student Life staff. During this retreat, students will have opportunities to compete as teams, recreate, eat together and worship together.

Sessions geared toward understanding college life, student life expectations, study skills, and tools for academic success will also be offered during and after registration. During orientation, students will also be required to meet with their academic advisers and complete final registration.

New students will also have the opportunity during their first fall semester to spend a portion of their orientation time at various locations in and around the Pasadena/Los Angeles metropolitan area. This will be a time to explore the city, get to know each other, and consider the unique calling of a college student.

### **Parking**

Students wishing to park in spaces secured by Providence are charged a fee for parking. Students who fail to register their vehicle or fail to display a current parking permit may be fined. Students parking in any spot not assigned to them may also be fined. Repeat offenses may result in vehicles being towed, and/or the loss of parking privileges for the semester. Students may park their cars on the street, but should observe city of Pasadena parking regulations. Providence is not responsible for towing from Pasadena streets/garages.

Providence is also not responsible for damage and/or theft of a resident's vehicle while parked anywhere on campus or in lots secured by the college. Be sure to lock your car and remove all valuables from view. Watch for strangers in and around the parking lot and report any suspicious activity to Campus Safety.

### **Prohibited Areas**

The rooftops of all campus buildings, including the Providence Village, are considered prohibited areas. Climbing on the roof is dangerous and may also cause damage to the roof. There are a number of fences located throughout campus. Providence students are strictly prohibited from climbing all fences due to the possibility of bodily harm and the risk of property damage. Any student found accessing prohibited areas will face disciplinary action, which includes, but is not limited to, a \$500 fine per student.

### **Promotional Materials**

Any advertising and/or promotional materials on campus must be approved by the Office of Student Life. This includes flyers or posters promoting fundraising, club announcements, Student Senate election campaigns, and all

1

8

events, whether taking place on or off campus. To promote cleanliness, promotional materials should be removed from campus no more than 48 hours after the completion of the event.

### **Signage**

All outward facing signage is prohibited in the Providence Village unless approved by the Office of Student Life.

### **Public Displays of Affection**

College is a wonderful time to enjoy relationships with persons of the opposite sex; however, these relationships need to be regulated by Scripture, as well as concern for our fellow brothers and sisters in Christ. Couples should respect the overall college community by refraining from public displays of affection. If a student is offended by a couple's display of affection, they have the right to politely confront the couple. If the issue is not resolved, they may bring this to the attention of the Student Life staff to seek help in gaining resolution.

### **Respectful Attitudes**

First and foremost, God calls us to respect Him and His Word. It is expected that God's name, in any form, will not be used in vain. Use of the Lord's name should never be casual, comic, or from a cursing tongue, rather, it should be reserved for prayer, worship, and respectful discussions. Likewise, Providence students should refrain from casually using all corrupting, coarse or filthy language, which is out of place (Ephesians 5:4).

God also calls us to be respectful of those that he has placed in authority over us. This includes Providence faculty and staff (including resident assistants). Students found to be disregarding the authority of Providence staff, faculty or student leaders may be subject to discipline.

God calls us to love and respect our neighbors. This involves respecting the property of others by asking for permission when borrowing other people's clothing, supplies and equipment. Students should likewise refrain from borrowing college property unless they have asked permission from a proper authority; this includes classroom equipment, technological equipment, or lounge furniture. In general, if it isn't yours, ask before using.

## Sexuality and Gender Conduct

Since we are created as male and female, and because human sexuality is a gift from God, all members of the college community should strive to relate to one another in ways that God has prescribed in His Word. For our benefit, God has provided boundaries for the expression of our sexuality.

Providence Christian College has deeply held religious beliefs, based upon Biblical principles, that only marriage between one man and one woman is God's design for the joyful fulfillment of sexual intimacy. According to the Scriptures, followers of Jesus Christ will uphold chastity among the unmarried (1 Corinthians 6:18) and the sanctity of marriage between a man and a woman (Hebrews 13:4).

By contrast, it is our deeply held religious belief that Scripture condemns sexual immorality such as pre-marital sex, adultery, homosexual behavior, pornography, and all other sexual relations outside the bounds of monogamous marriage between a man and a woman (Matthew 5:27-28; Romans 1:21-27; 1 Corinthians 6:9-10; Genesis 2:24;

1

9

Ephesians 5:31). Sexual practices that are divorced from loving, covenantal marriage relationships between men and women distort God's intentions and result in sinful behavior that ruptures relationships between men and women, and erodes the relationship between human beings and their Creator.

We recognize that these principles may conflict with the practice or opinion of some within the larger culture. We are nonetheless convinced that this is God's design for human sexuality, therefore, all members of the college community are expected to live according to these biblical standards. Any individual who does not abide by these standards, whether through conduct or speech, is subject to discipline. Providence Christian College reserves the right to ultimately deny or terminate the enrollment of any student whose behavior and/or speech is out of harmony with this biblical standard. We will deal with such matters within the appropriate pastoral and disciplinary processes of the college.

It is also the college's deeply held religious belief that human gender is assigned by God at birth and that birth gender may not be changed (Genesis 1:27; 5:2; Matthew 19:4). A person's expression of gender should be consistent with his or her birth gender. Providence Christian College reserves the right to terminate or deny enrollment of those whose conduct, speech, and/or influence upon our faith community should prove to be intractably contrary to this standard or contrary to the best interests of our students and their commitments to the college and to our Lord. Providence Christian College will not support persistent or conspicuous displays of cross-dressing or other expressions or actions that are deliberately discordant with birth gender. We will deal with such matters within the appropriate pastoral and disciplinary processes of the college.

## Tobacco

Providence maintains a tobacco and vape free campus, and all college related activities must be smoke and tobacco free. The Providence campus extends to sidewalks along the Providence Village, the Providence Corridor (walkways between classrooms and dining spaces, and all parking lots secured by the college).

Students who wish to smoke off campus should recognize that the legal smoking age in California is 21. This includes all tobacco products, including chewing tobacco and e-cigarettes. If an underage student is caught smoking or using any tobacco products on or off-campus, that student will face disciplinary action. Students that are of the legal age to smoke that are caught providing tobacco products for minors will also face disciplinary action and may be referred to

local law enforcement for applicable legal sanctions.

We are created in the image of God, and our bodies are temples of the Holy Spirit; therefore, we must care for our bodies in responsible ways. There are a number of biblical principles that support a healthy lifestyle; however, the primary reasons for this policy stem from the addictive nature of nicotine (I Corinthians 6:12). Secondary smoke also puts the college community's health at risk, especially for those who suffer from allergies or asthma. Since smoking (and secondary smoke) has been shown to be injurious to the health of the user and others, smoking is not permitted on the campus. Those who choose to smoke and are of the legal age to use tobacco products are expected to do so off-campus.

2

0

### **Soliciting**

The primary purpose of Providence is to serve as an educational institution. No individual or off-campus organization may sell, solicit, or advertise on college grounds. No one may promote any commercial or ministry activity without approval from the Office of Student Life. This includes student-operated business or initiatives.

### **Student Employment**

Providence has on campus job opportunities for a limited number of students. Students are hired as part-time employees of the college after an application and interview process is completed. Under normal circumstances, students will be awarded up to 8 hours/week but, under exceptional circumstances, may be allowed to work up to 15 hours/week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of performance while maintaining a normal academic load.

### **Non-College Employment**

The Academic Support and Career Center maintains a listing of job opportunities in the local community with partner institutions. Announcements will be made periodically regarding current openings. Wages and application information will be determined by the particular employer.

\*See Student Employment Handbook (Appendix C) for more information.\*

### **Student Senate**

The Student Senate consists of student representatives, elected by the student body, who provide Providence students with leadership and a representative voice to the college.

In its leadership role, Student Senate oversees most of the campus student life organizations and activities. These include the Witherspoon Cup and campus-wide social events. The Student Senate also meets regularly to discuss issues of importance to the Providence community.

Communication between the administration and the student body is often channeled through the Student Senate. Students can ask questions or express concerns via their class representatives or the Student Senate email account ([studentsenate@providencecc.edu](mailto:studentsenate@providencecc.edu)). Student senators also have copies of the Student Complaint Form in case a member of the student body would like to file an official complaint.

## Technology Information

Wireless internet can be accessed throughout the campus. Providence students are welcome to connect multiple electronic devices to the wireless network, however, no more than three devices per student user account can be connected simultaneously. Providence is committed to promoting an environment that encourages students to use

2

1

modern technology to enhance learning. In order to facilitate this, students are required to bring a laptop/notebook computer that complies with the following minimum system requirements:

### Laptop/Notebook Minimum Requirements

- 1) Processor: Min 1.40 Ghz (802.11 b/g compatible)
- 2) Operating system: Windows XP or later (Windows 7 is preferred)
- 3) Memory: 2-4 GB RAM
- 4) Hard Drive: 160 GB or larger
- 5) Display: Min resolution 1024x768
- 6) Wireless card: 802.11 b/g (internal is recommended)
- 7) Other devices
  - a) DVD/CD-RW is recommended
  - b) USB 2.0 ports
  - c) RJ-45 10/100 Ethernet Port
- 8) Software:

Please do not install multiple versions of antivirus/antispyware software unless competent to manage them.

  - a) Antivirus software (Required)
  - b) AntiSpyware software (Required)
  - c) Microsoft Office Suite (Required – including MS PowerPoint and Access)

Please note that these are minimum requirements; students are welcome to upgrade as you see fit. Students should bring installation disks/materials with them to assist with tech support needs throughout the year. It is also recommended that students purchase extended warranties and accidental damage coverages not ordinarily covered by standard manufacturer warranties. Laptop repairs are often required and can be expensive. Students will be oriented to college IT use policies during new student orientation.

### Technical Support Requests

All requests for technical support must be submitted to the support email address: [techsupport@providencecc.edu](mailto:techsupport@providencecc.edu), or via the tech support request form on the website:

<http://providencecc.edu/resources/community-resources/tech-support-request/>

Students will be responsible for their own hardware troubleshooting and tech support, which can be obtained from the manufacturer or vendor where the laptop was purchased. Providence does not offer any hardware tech support

for student owned notebooks other than assistance in connecting to the wireless network.

### **Theft**

The college is not responsible for damaged or stolen articles, however, all theft should be reported immediately to the Office of Student Life. All theft will be investigated. If a Providence student is found guilty of theft, he/she may be disciplined according to the college's discipline policies, up to, but not limited to, suspension or dismissal. Providence reserves the right to also contact civil authorities if a crime has been committed.

Providence has enjoyed safety and security, but students are urged to keep their doors and their cars locked.

22

Personal property accountability is the responsibility of every student, faculty member, and staff member, and each individual must take reasonable precautions to protect his or her personal property.

### **Vandalism**

Any intentional acts of defacement or destruction of college property will result in college discipline. Destruction of property may also serve as cause for notifying civil authorities and pressing warranted charges.

### **Weapons, Firearms, & Fireworks**

The possession of weapons on campus and at college events is strictly prohibited; this includes having weapons in a car on campus. Any student in violation of this policy will be referred to the Office of Student Life, and, if warranted, local law enforcement. Providence has a "no tolerance" stance on weapons in order to create a safe environment on campus; therefore, violation of this policy may result in discipline, up to, but not limited to, dismissal. Weapons may include, but are not limited to, firearms, pellet guns, airsoft or BB guns, paintball guns, bows and arrows, sling shots, swords, switchblades, large knives, brass knuckles, tasers, fireworks and other explosives. This is not an exhaustive list; in fact, any object used in a way that threatens, causes fear, or inflicts bodily injury on another person may be considered a weapon.

# Resident Life

## Foundational Statement

One of the distinctives of Providence is the commitment to residential living. The Resident Life team, including, but not limited to Resident Directors and Resident Assistants (RAs), builds and implements the Resident Life program in a way that glorifies God and serves the community. Resident Life staff facilitate holistic education, but also serve as spiritual counselors and community builders.

As educational facilitators, the Resident Life staff fosters a peaceful living environment that encourages exploration, critical thinking and student success. As spiritual counselors, they engage students socially, emotionally and spiritually, encouraging personal and communal growth. As community builders, they plan and promote events that unify residents of the college community, and give the students opportunities to exercise their faith in relation to one another.

## Resident Life Information

Resident Life staff is available for any questions or concerns after hours, but RAs are the first point of contact for students. Resident Directors should only be contacted after hours for urgent matters or emergencies.

### Postal Mail Address

Mail sent to students at Providence should be addressed as follows:

[Student Name]  
Providence Christian College  
464 E. Walnut Street  
Pasadena, CA 91101

Mail can be picked up at the mailroom at the Providence reception desk during normal office hours. Oversized packages will also be held at the Providence reception desk. Students will be notified via email if they have a package. Students will create a personal 4-digit PIN for retrieving packages to ensure proper receipt.

### Apartments

Residential students at Providence reside in one of four apartment buildings along Oakland Street which comprise the Providence Village. Because the apartment units have a variety of floor plans and square footage, students will experience anywhere from one to five roommates.



## Appliances

Each apartment will be equipped with a full size refrigerator, a gas range, a dishwasher and a washer/dryer combo unit. Additionally, students may furnish their apartments with a microwave oven, coffee maker and/or electric teapot, and other ordinary kitchen appliances. Students may also utilize clocks, hair dryers, irons, electric blankets, computers, stereos, TVs, video game consoles, DVD players and other similar electronics.

Portable air conditioners, space heaters and open heating elements are not allowed in the apartments. A heating/cooling unit is built into the wall of each apartment. Students may not keep any refrigerators (including mini-fridges) in their bedrooms.

Maintenance requests should be submitted via email to [maintenance@providencecc.edu](mailto:maintenance@providencecc.edu). Students can expect a response within 24 hours. If you find that a response is delayed, or that the request is not completed in a timely and satisfactory manner, please send another email to this email account. If the issue is still not resolved, please speak with your Resident Director.

## Campus Safety and Security

The Providence Village is equipped with security cameras, gated access, and keyless entry for the apartment units. Resident Directors live on site.

Post Alarm will patrol the exterior of the Providence Village each night and Fuller Safety also provides an umbrella of protection as they have students living throughout our neighborhood.

If students encounter suspicious behavior during, or after business hours, they should inform the Office of Student Life as soon as possible. If students encounter suspicious behavior after business hours, they should call Post Alarm at 626-446-7159. In the event of a life threatening emergency, students should call 911.

Students should be sure that doors close securely behind them. Residence halls should only be accessed through front entrances and parking lots. To maintain security for all residents, entrances should never be propped open.

Students should deny unauthorized persons access to the apartments. Unfamiliar individuals who are seeking access to the apartments, or who loiter at one of the entrances, should be referred to the Office of Student Life.

A vigilant campus community helps maintain a safe campus environment. If a student has been a witness to, or a victim of a crime, he/she should report the incident immediately to the Pasadena Police Department as well as the Office of Student Life. The student reporting the incident or crime will be asked to complete an Incident Report Form. This will begin an investigative and administrative process to achieve resolution.

The college also has a Crisis Management Plan (CMP) which includes policies and procedures to follow during an emergency. The CMP includes important phone numbers and contact information. The CMP is reviewed each year by the administration. Copies of the CMP will be made available to students in Witherspoon Hall and the Providence Village and may be requested from the Office of Student Life. Training in crisis management is conducted each year

with Student Life staff and RAs. A limited amount of emergency supplies are kept in the resident halls, but students are also encouraged to have an emergency supply of food and water in their rooms.

### **Check-in and Check-out**

Residents may not move into the Providence Village before posted move-in dates found on the college calendar. During the week of move in, each apartment will be given an Apartment Condition Report which each student must complete. After making note of damage in the room, all residents must sign and submit the ACR.

At year end, resident students must schedule an appointment with their Resident Assistant to walk through their apartment. All roommates must be present during this walkthrough. The ACR will be updated to note any changes from check-in. Students must move out by set times or they will be charged a late fee. Once all residents have moved out, Student Life staff will do a final inspection of each room for damages and cleanliness. The college reserves the right to assess charges at this time if damages are found or if rooms are not cleaned.

### **Cleaning**

Students residing in the apartments are expected to clean all areas of their apartments, including their own bathrooms. At the beginning of the year, a small cleaning kit will be supplied to each apartment, however, students are responsible to purchase reasonable cleaning supplies throughout the year to maintain the cleanliness of their apartments. Bathrooms should be cleaned with regularity and kitchens should not have exposed food or dirty dishes piled up. Students are expected to keep their apartments in good, well-maintained condition. Providence reserves the right to inspect rooms at any time, and may impose cleaning/sanitation warnings or fines upon students who do not keep their rooms in a reasonably well-maintained condition.

### **Conflicts**

Conflicts with fellow students arise from time to time. While these are inevitable in any college setting, communal living in residential spaces tend to increase the likelihood of conflict. Students should look at conflict resolution from a biblical perspective (Matthew 18) and follow the prescribed steps below.

1. Pray about the conflict. Seek humility, scriptural guidance and godly counsel on how to proceed.
2. Lovingly discuss the conflict with the offender. Listen to the other person's side.
3. Look for a solution or compromise that will resolve the conflict.
4. If you cannot resolve the conflict together, invite another respected person to listen to both sides.
5. If you still cannot resolve the issue, approach the appropriate Resident Assistant with the problem.

## **Entertainment & Movies**

Entertainment should be edifying. Students should strive to meditate on what is excellent and praiseworthy. (Philippians 4:8) Additionally, students living in community should avoid things that may cause others to stumble (I Corinthians 10:31-32). These principles apply to entertainment generally, and TV/movies specifically.

Television or films with pervasive profanity, nudity or excessive violence should be avoided, and entertainment choices should be made with Christian discernment. If a student wishes to show an R rated show or movie in his/her living room, he/she should discuss this with his/her roommates. Deference should be shown to brothers/sisters who express concerns. Ultimately, if a Resident Life staff member determines that such a viewing would be detrimental or inappropriate (regardless of rating), the show/movie may not be shown.

Additionally, students should be aware of federal copyright laws and should stay in compliance with those laws. Most movies are for “home use.” You may watch movies with a few of your friends in your room and still be abiding by “home use” copyright laws. Charging for admission, or opening up the viewing to the greater Providence community would not comply with “home use” and thus violate copyright laws.

## **Extended Stay**

During college breaks (Thanksgiving, Christmas, and Spring Break), residence apartments are ordinarily closed to Providence students as residential students are expected to be off-campus during these times.

Students desiring to stay on campus over Thanksgiving Break or Spring Break must complete a “Request to Stay on Campus over Break” form prior to the deadline set by the Res Life staff. While highly discouraged, students may be allowed to stay on campus over these college breaks for a nightly fee. Ordinarily, students are restricted from remaining on campus over all breaks.

## **Fire Alarms and Equipment**

Tampering with, discharging of, or misusing fire alarms and/or fire safety equipment is strictly prohibited. Students tampering with fire safety equipment may be reported to civil authorities for prosecution. Intentionally setting off a false fire alarm will result in a significant fine which will cover any property damage and the cost of having the fire department respond to a false alarm.

## **Fire Emergency Procedures**

If a fire alarm is set off, students must vacate the apartments immediately using the nearest accessible exit. Resident Life staff will provide further information and assistance.

### **Smoke Alarms**

Smoke alarms are required by law. Students who tamper with or disarm smoke alarms or activate the emergency sprinkler system in any building will be disciplined and held liable for any damages or charges.

### **Flammable Items**

Petroleum based flammable items may never be stored in the apartments. Students may not burn candles, incense, or potpourri pots. Decorative candles must retain white wicks or they will be confiscated. Per aforementioned policy, smoking is strictly prohibited in the apartments.

### **Guests**

In order to maintain a safe and secure campus, all overnight guests to the Providence Village must be approved by either a Resident Director or the Dean of Students prior to their arrival on campus. Guests must leave the Village by the end of open hours or they will be considered overnight guests.

After obtaining approval from roommates, a host should email his/her RA and RD at least 48 hours before the guest arrives to receive approval to stay overnight. Failure to properly register a guest may result in a fine. (Parents are ordinarily prohibited from staying overnight in an apartment occupied by students.) No more than two guests will be allowed per apartment unless a Resident Director has granted an exception. Underage guests must acquire parental permission. Guests may not stay more than seven days total within a semester.

Students who have unregistered guests staying overnight will incur a fine based on the number of nights a guest has stayed. They may also lose visitation privileges. Students are also accountable for the behavior of their guests and are responsible for ensuring that they abide by college policies. All overnight guests must be of the same gender as the hosting student. Students who withdraw from Providence, or are suspended or dismissed from the college, are ordinarily not allowed to visit or stay overnight in the Providence Village as guests.

### **Health Issues**

Living in a close community increases the chances of spreading germs that cause illnesses like the common cold or flu. Unfortunately, college is also a time when students don't get enough sleep, don't always make healthy diet choices, and experience a significant increase in stress. It is imperative that a healthy lifestyle is pursued, e.g., getting a good night's sleep every night, eating healthy, drinking plenty of water, and exercising regularly.

If a student doesn't feel well, he or she should first consider sleep, diet, and exercise; often, unhealthy practices in these areas cause the body to feel mentally and physically run-down. Students needing to see a doctor should take the initiative in making an appointment by contacting their doctor or insurance company for a referral. Additionally, there are a number of urgent care facilities and pharmacies in the area that provide walk-in services. Remember to bring your insurance card and co-pay to the appointment.

Students that need to go to the emergency room should contact their RA or Resident Director immediately. They will transport the student directly, or arrange for their transportation. Student Life staff members are also trained in CPR and first aid. A first aid kit can be found in the Student Life Office.

## Housing Policies

With the goal of creating and nurturing a covenantal, residential learning community, all students are ordinarily required to live on campus if they are unmarried and are not 21 years of age by the first day of the semester. Those students under 21 who desire to live off campus (not with a parent/guardian) must submit a Housing Policy Waiver Application to the Office of Student Life. Students who meet the housing policy requirements to live off campus must submit the Commuter Student Notification form to the Office of Student Life. A student who wishes to live off campus will not be granted permission to do so mid-semester, but must finish out the semester in his/her on campus housing placement.

Housing reservations for new students are secured through an enrollment deposit. Returning students reserve housing through housing requests made in the spring semester. To secure housing, all students must maintain a housing security deposit with the Business Office throughout their time at Providence. (See “Costs and Payment Procedures” for more information.) This deposit is refunded at the conclusion of the student’s time at Providence after all room damages, library fines, and other account balances with the college have been paid.

Residential students may stay on campus from “move-in day” through the end of each semester, however, students will ordinarily be required to vacate the resident halls for Thanksgiving, Christmas, and Spring Breaks. If a student wishes to stay on campus over a break, his/her Community Director should be contacted and the student will be charged a fee of \$50 per day for staying on campus.

### Building/Room Access

All residential students will be issued an ID card time of move-in. These fobs give students access to their apartment building, unit and Witherspoon Hall. Students should never lend their fob to another person.

Lost fobs may be replaced by the Office of Student Life for a \$50 fee.

### Interior Decorating

No structural alteration to the room or painting of the room is allowed. Large holes should not be made to the walls. All decorations need to reflect a Christian attitude. Any item that reflects a predominately anti-Christian lifestyle is prohibited. Periodic room checks, both formal and informal, may be conducted by the Resident Life staff to ensure that the room decor complies with general Christian standards.

## **Maintenance**

Maintenance requests should be reported to [maintenance@providencecc.edu](mailto:maintenance@providencecc.edu). It is a student's responsibility to report maintenance needs in a timely manner. Please do not contact maintenance personnel directly.

Student Life strives to attend to maintenance requests as soon as possible, but there may be times when there is a short delay of a day or two due to priority issues with other requests. If your request has not been addressed within 48 hours of your maintenance email notification, please notify your Resident Director.

## **Meal Service**

All residential students will ordinarily carry a meal plan as part of their room and board. The standard 11 meal plan is \$3500 each year, or \$1750/semester. First year students will be required to carry an 11 meal plan of \$1750/semester. Students who have completed at least 34 credit hours may choose a 5 meal plan of \$875/semester. Students also have the option of selecting a 15 meal plan (\$2400/semester) or a 20 meal plan (\$2875/semester). No residential student will ordinarily be exempted from a meal plan or these guidelines. These policies are subject to change at any time without notice.

### **Dining Hall Service Hours (subject to change)**

#### **Fuller Refectory**

Monday – Sunday

8:00am - 9:00pm

## **Meal Plans Accommodations**

Students with documented medical conditions may apply for a meal plan accommodation by contacting the Disabilities Coordinator (Jan VanSpronsen) at [vanspronsen@providencecc.edu](mailto:vanspronsen@providencecc.edu). Based on their medical application and doctors specifications, students may not purchase restricted food items that qualify them for the reduced meal plan. Violations of these guidelines may be cause for termination of the reduced meal plan and automatic enrollment in a full meal plan.

## **Food Theft**

If anyone is observed taking food or beverages without payment, they will be reported to the Office of Student Life. Upon review, a fine may be assessed/deducted from the student's Meal Plan account. Additional disciplinary action may be taken for grievous or repeat offenses.

## **Missing Students**

Students who notice that a resident student has been missing for 24 hours should immediately contact a member of the Student Life staff. The Office of Student Life will follow these procedures for missing students:

Each resident student will be required to register a contact person to be notified in the case a student is determined missing. This name will only be released to law enforcement officers in furtherance of a missing person investigation.

Once it is established that a student has been missing for 24 hours, the Office of Student Life will first attempt to contact the student via cell phone. If the attempt to contact the student is unsuccessful, all Resident Life staff will be contacted to see if any of them have knowledge regarding the whereabouts of the student.

If the Office of Student Life still cannot locate the student, they will contact parents or legal guardians of the student. (If the missing student is under the age of 18, the college is required by law to notify a parent or legal guardian immediately.) If the student still cannot be located, they will contact local law enforcement.

If a student goes missing for more than 24 hours and cannot be located, local law enforcement and the student's parents will be notified. If Providence staff has warranted concern about a missing student who has been missing less than 24 hours, the procedures listed above will be implemented earlier.

### **Overnight Off-Campus**

Students going off-campus overnight must notify a member of the Resident Life staff. This can be done through any communication means: phone call, text message, email, written memo, or in person. If a resident student fails to make this notification, the college will be obligated to follow the "Missing Students" policy. Students are strictly prohibited from spending the night off-campus with a member of the opposite sex

### **Pets**

No pets of any kind are allowed in the student apartments, either on a temporary or permanent basis.

### **Quiet Hours (Campus)**

In order to preserve community and show respect for others, quiet hours on campus will be observed from 9:00pm – 8:00am daily. During Quiet Hours, the following will not be permitted:

- Loud voices in common areas such as courtyards, hallways, lounges, and parking lots
- Playing of musical instruments in common areas or the residence halls
- Loud volume on stereos/TV's in the apartments or vehicles

### **Rollerblades and Skateboards**

Roller blades, skateboards, and scooters may not be used inside the apartments, courtyards or parking lots of the Providence Village. At all times, students should ride with caution on campus.

## **Right of Entry**

Student Life and Residence Life staff reserve the right to enter a student's room, even if it is locked, if the staff has reason to believe that there is a safety risk or a serious violation occurring behind a closed door. Staff entering a locked room without verbal permission should have another staff member present at the time of unlocking. This policy is to ensure the safety and well-being of all students involved.

## **Room Care/Damage**

All resident students will be required to maintain a security deposit as long as they live on campus. This deposit will be refunded when the student graduates, moves off campus, or terminates enrollment at Providence, as long as no excessive wear has been sustained, and if no outstanding bills are due the college. Students are expected to keep their rooms and common living areas neat and clean. If a resident fails to comply with this request, the unit will be cleaned for them at their expense. Students are responsible for damage caused by them and their guests anywhere on college property and will be billed accordingly.

Any damage caused to an apartment or its furnishings is the responsibility of the residents of the room. Any materials used to hang or display items on walls must be removed without damaging the wall, including paint, or repair costs will be assessed. Damage to common areas and property may be assessed to all residents of the residence hall if the individuals responsible are not identified.

## **Room Changes**

Normally, requests for room changes during the semester are not accommodated. If you are having problems with a roommate, you are encouraged to work out your differences using biblical standards of resolution. If the problem cannot be resolved on your own, Resident Life staff will assist you in coming up with a plan of action. If a student has sought these remedies, but still wishes to change rooms at semester break, he/she must make a written proposal to the Office of Student Life, who will make a decision based on space availability and other factors.

## **Room Inspections**

Students are responsible for keeping their rooms clean and sanitary at all times while residents at Providence. Resident life staff may periodically conduct room inspections to ensure that sanitation requirements and Providence residency policies are being met. Room inspections may be announced or unannounced. Residents do not need to be present in the room during an inspection. Inspections are ordinarily conducted by two staff members. Student permission is not required to enter a room for inspection purposes.

Items that students may be cited for include:

- Improperly stored food items
- Unapproved appliances
- Illegal substances or paraphernalia
- Accumulated or improperly stored trash
- Spills that have been left without being cleaned up



- Dirty clothing strewn about the room
- Bad odors in the room
- Obvious damage to the room
- General uncleanliness

Residents who fail a room inspection will receive a warning and potential fine, along with any appropriate discipline. Residents will have seven days from the date of the inspection to correct the violations. A follow up inspection may be conducted after the seven day period to ensure compliance. Failure of a follow-up inspection may result in additional discipline, including eviction.

### **Telephones**

Resident rooms do not have phone jacks for landlines. It is expected that students will use their cell phones or computers to communicate. On campus numbers can be reached by dialing the area code (626), the prefix (696), and the four-digit extension of the office being contacted.

### **Trash Disposal**

Residents' trash should be securely bagged and may be disposed of in outdoor trash receptacles or dumpsters. Students should break down boxes and not leave trash piling up in courtyards.

Dumpster pick-up is twice a week. On pick-up days, the dumpsters are rolled out of the parking lots. Trash should not be placed on the ground when the dumpsters are out on the street for pick-up.

Students must not dispose of sanitary napkins, wet wipes or food waste in toilets. This may cause undue plumbing problems which in some cases, requires the water to be shut off to the entire building for a period of time while the lines are cleared.

### **Unauthorized Entry**

Students must enter through the designated entry doors. Any unauthorized entry or assistance of such entry into an apartment complex or unit will not be permitted. Students who climb fences or remove screens and enter through windows may be issued a fine.

### **Use of Public Spaces**

Public areas are meant to be used by everyone with care and respect. Disruptive behavior, disrespect for others, as well as any other circumstances deemed a hindrance to others will not be permitted. Students are responsible for picking up after themselves and keeping common areas orderly. Due to the public nature of these areas, appropriate attire/behavior is required at all times. Personal items should never be left unattended in public areas. Students are not permitted to take furnishings from common areas for their personal use.

**Visitation (Open) Hours**

Providence Christian College believes that co-ed visitation can be a healthy component of student development. During open hours, if a student of the opposite sex is visiting, they may not access bedrooms, living rooms must remain lit, and blinds must be pulled up. (In studios, students of the opposite sex are not allowed on beds.) Members of the opposite sex can visit each other's halls during the following hours:

Daily: 12:00pm - 12:00am

The residents of each room may reduce these hours or visitation days, but cannot increase them. Students will be fined for breaking open hours, and if an apartment is found to be repeatedly breaking open hours, open hour privileges will be revoked altogether for that apartment for the semester or year. During non-visitation hours, students are also prohibited from entering the gates/walkways of opposite sex resident halls.

**Weight Training Room**

Weight room hours will be published on Populi. Contact the Director of Athletics, Eddie Arnett for more details - [eddie.arnett@providencecc.edu](mailto:eddie.arnett@providencecc.edu)

## Appendix A: Pertinent Federal and State Laws

### Americans with Disabilities Act

Providence Christian College complies, as much as the college resources allow, with the requirements of the Americans with Disability Act (ADA 1990) specifically in the areas of housing, education, and employment. If specific accommodations are needed, the student needs to speak with the Director of the Academic Resource Center or the Dean of Student Life during first year orientation.

### DFSCA

Providence Christian College, as directed by the Drug-Free Schools and Campuses Act (DFSCA), maintains a drug-free and alcohol-free campus. The drug and alcohol policies are published annually in the student handbook and employee handbook; these handbooks are available to each student and employee via the college's website. In short these policies prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as part of any of its activities.

### FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to transfer parental "rights" to their "adult" children when they enroll in college and, therein, protect the privacy of education records and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions about FERPA should be referred to the Office of the Registrar. The College intends to uphold both the letter and spirit of FERPA, while at the same time upholding Biblical relationships and family responsibilities.

As a general practice, the College does not inform parents and other students of disciplinary action taken toward students. However, the College encourages students to communicate openly and honestly with their parents about disciplinary matters. Even though students are legally and morally responsible for their conduct, the College also recognizes the concern of parents for the welfare of their children. Therefore, the College reserves the right to notify parents under the following conditions:

- Medical treatment or psychiatric examination required to meet emergencies or to maintain status as a student.
- Misconduct that is of such a nature that the student is in danger of suspension or expulsion.
- Extended unexplained absence or withdrawal from the College.

Providence designates the following categories of student information as public or "directory information." The College reserves the right to disclose such information at its discretion, unless directed otherwise in writing by the student. Requests are to be filed with the Registrar's Office prior to September 15 each year, or February 1 for students entering the College in the spring semester.

- Name, address, telephone number, email address, dates of attendance, class, photograph.
- Previous institution(s) attended, major field of study, awards, scholarships, honors, degrees conferred.
- Past and present participation in athletics and activities, physical factors, date and place of birth.

- Home and local/student church membership, including church denomination.

## Hazing

According to the biblical principles of loving our neighbor, and in compliance with the California Education Code, no student “shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.” (CA Ed. Code #32050 – 32051) Hazing or intimidation in any form (even when the student is willing to participate) is not allowed on campus. This includes, but is not limited to initiation or pre-initiation into student organizations, clubs, or athletic teams.

## Compliance with Non-Discrimination Laws and Regulations

At Providence Christian College, the discrimination of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences is strictly prohibited on the grounds that it is antithetical to the gospel of Christ, and is illegal under the laws of the United States and the state of California.

Providence Christian College operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the College. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the College's tax-exempt status.
2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.
4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the College.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the College, except where the College has been granted exemptions based on its religious tenets.

As a religious institution, Providence is exempted from certain provisions of the above laws and regulations relating to discrimination on the basis of religion.

## Harassment and Assault Policy

It is the policy of Providence Christian College to maintain a healthy environment and Christian community which provides a place for spiritual growth, work and study free of all forms of harassment, sexual intimidation, and exploitation. Students should be aware that the College is prepared to take action to prevent such intimidation and exploitation, and that individuals who engage in such behavior are subject to discipline.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Such behavior has no place at Providence and will not be tolerated.

Additionally, the following behaviors are explicitly prohibited at Providence and will be treated with the utmost severity and care: rape, domestic violence, dating violence, sexual assault, and stalking.

- “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Regarding consent for sexual relations, the state of California recognizes a “yes means yes” standard. What this means is that affirmative consent must be given by both parties of the sexual activity. Affirmative consent is marked by a conscious, affirmative, and voluntary agreement to engage in sexual activity. A lack of protest or silence does not qualify as consent. Past sexual activity or a history of a dating relationship also fails to qualify as an indicator of affirmative consent.
- “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- “Dating violence” refers to violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- “Sexual assault” is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Regarding consent for sexual relations, the state of California recognizes a “yes means yes” standard. What this means is that affirmative consent must be given by both parties of the sexual activity. Consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if *one* of the following applies:

- a) The individual is unable to make an informed decision as a result of alcohol, drugs, or other impairing or intoxicating substances including but not limited to predatory drugs or prescribed medications; *or*
- b) The individual is unconscious, asleep, or suffering from shock; *or*
- c) The individual is under the age of eighteen and therefore legally unable to give consent; *or*

d) The individual has a known mental disorder or developmental or physical disability, and therefore legally unable to give consent.

It is important to note that in the College process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.

None of these actions reflect a Christian attitude or commitment and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work environment constitutes a violation of the College's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated. Under the direction of the appropriate administrator, the College will thoroughly investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student or employee will be informed of the action taken. These College officials will also take action to protect the reporting student or employee, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of the College not to tolerate any such harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the College policy may be personally liable in legal action brought against them.

A student or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations.

## **Procedure for Processing Complaints of Unlawful Discrimination, Including Sexual Harassment and Assault**

### **I. Intent of the Procedure**

Providence Christian College is committed to maintaining the College environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of unlawful discrimination and sexual harassment. The intent of this procedure is to implement all applicable civil rights legislation and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of Providence Christian College. Complaints of sexual harassment are included in the complaint procedures described below (for purposes of this procedure, all references to sexual harassment include instances of sexual assault). It is the intent of these procedures to allow for the prompt and equitable resolution of all complaints.

### **II. General Provisions**

#### **A. Coverage:**

These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including sexual harassment. Any student, applicant for admission, employee or applicant for employment (administrative staff or faculty) who believes that he or she is a victim of discriminatory act/grievanceion may file a complaint under these

procedures. Student or employee complaints based on grounds other than discrimination should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, employee handbook, or other applicable mechanism.

**B. Definitions:**

1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.
2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.
3. Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.
4. Preponderance of Evidence: Standard of determining the validity/outcome of a complaint. Preponderance infers it is more likely than not, that the alleged incident did or did not occur.

**C. Title IX Coordinator/s:**

The Title IX Coordinator maintains authority over the compliance and adjudication of all Title IX complaints and all other complaints of unlawful discrimination under this procedure.

If the complainant does not meet requirements of the procedure, the Title IX Coordinator shall immediately notify the complainant of the specific deficiencies of the complaint.

**D. Retaliation Prohibited:**

Any retaliatory action of any kind by an employee or student of the College against any other employee, student, or applicant of the College as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

**E. Privacy:**

The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

College response may be hindered and limited with a complainant desiring anonymity and/or inaction. The College may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the complainant. In such instances, the College will inform the complainant of its obligation to address a community safety issue.

**F. Resolution Options:**

Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they may also file a complaint at the beginning, during or after use of Providence's complaint procedure with:

U.S. Department of Education  
Office of Civil Rights

50 United Nations Plaza  
Room 239  
San Francisco, CA 94102

*or*

U.S. Equal Employment  
Opportunity Commission  
111 N. Market Street  
Suite 810  
San Jose, CA 95113

### **III. Processing of a Complaint**

Any person who believes he/she has been discriminated against, sexually harassed, or sexually assaulted may file a complaint with the Title IX Coordinator. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment unless unusual circumstances exist that would extend the time for the filing of such a complaint as determined by the Title IX Coordinator.

Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of student life and/or other local law enforcement. Student life personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported.

However, it is the individual's decision whether or not to file a police report or to pursue civil action against the alleged perpetrator. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement.

### **IV. Formal Procedures**

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Title IX Coordinator.

A. On the Unlawful Discrimination/Harassment Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.

B. Within five (5) working days after the receipt of the signed complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct.



If the complaint does not describe the kind of prohibited conduct the College investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

C. Within ten (10) working days of receiving the complaint or amended complaint, the Title IX Coordinator shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Title IX Coordinator to investigate the charges, and shall notify the President and the respondent that a written complaint has been received and a formal investigation has begun.

For allegations involving sexual harassment, the Title IX Coordinator will determine whether "interim actions" should be taken. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant. The College will investigate claims of sexual harassment/sexual assault even if the complainant does not wish to pursue disciplinary or legal action. Additionally, if the complainant desires to press legal charges, local law enforcement may also conduct a formal investigation.

D. The investigator(s) shall within ten (10) working days of the complainant's referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's answer to the complaint and to review with the respondent the scope and nature of the investigation. Any written response from the respondent shall be given to the complainant.

E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.

F. After completion of the investigation, the investigator(s) shall meet with the senior staff member designated below. The appropriate Vice-President shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any, in consultation with the Title IX Coordinator.

1. If both parties are undergraduate students: Dean of Student Life.
2. If one or both parties are administrative staff members: Vice-President of Business Services, unless the complainant or respondent is a College Services employee, in which case the Dean of Student Life.
3. Any case not covered above: Dean of Student Life.

G. Within sixty (60) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. A preponderance of evidence standard will be utilized. The Provost or other appropriate Vice-President shall forward to the complainant and respondent all of the following:

1. a summary of the investigative report;
2. a written notice setting forth:
  - a. the findings of the appropriate Vice-President as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;
  - b. a description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;
  - c. the complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

## V. Appeal Rights

- A. If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the Title IX Coordinator within ten (10) calendar days of the receipt of the determination.
- B. The appeal shall be considered by a committee of five (5) persons selected from a standing list of faculty, administrative staff and students available for such purpose (unless the matter involves only employees in which case only faculty and administrative staff may be committee members). The complainant and respondent shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The Title IX Coordinator involved in the matter shall each select one committee member. The committee members chosen shall select one member to be the voting Chairperson for the committee.
- C. Within thirty (30) calendar days of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the appropriate senior staff member and any actions taken, and reach its conclusion (by majority vote) and communicate its conclusion in the form of an advisory recommendation to the President.
- D. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation, which shall be the final decision of the College in the matter.

## College and Community Resources

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The College offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The College urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal College action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Providence is prepared to help her or him. Providence offers educational and counseling resources through the department of student life.

**Other Available Resources:**

National Sexual Assault Hotline: 1-800-656-HOPE

Sexual Assault Crisis Hotline 24 hour: 714-957-2737

Local hospitals that have a SART (Sexual Assault Response Team):

San Gabriel Valley Medical Center

438 W. Las Tunas Drive

San Gabriel, CA 91776

(626) 289-5454

LAC + USC Medical Center

1200 North State Street

Los Angeles, CA 90033

(323) 226-2622

## Confidentiality/Legal Reporting Requirements

Providence will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors at the Fuller Counseling Center, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

## Security and Fire Safety Reporting

The college maintains a page on the college website that annually reports security and fire safety information to the public as required by the Higher Education Opportunity Act (HEOA 2009). By October 1 of each year, a security and fire safety report will be posted to the college website and will include all federal requirements for compliance, including the security and fire statistics for the most recent three calendar years. These reports will be available in printed form upon request. Upon written request by the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceedings conducted by the college against a student who is the alleged perpetrator of such crime or offense will be released to the victim. If the alleged victim is deceased as a result of the crime or offense, the information will be provided, upon written request, to the next of kin of the victim.

**Violence**

Violent acts or threats of violence will not be tolerated. Any comment (verbal or written), or action that intimidates or harms another individual will be addressed by the Dean of Student Life, and may lead to dismissal from the college. Students inflicting harm on others will be referred to proper authorities, and may be subject to arrest and/or prosecution.

## Appendix B: Acceptable Use of Technology Policy

In order to fulfill our college vision to engage God's world in the 21st Century, our students must be firmly grounded in both technological knowledge and a critical, Christian perspective on technology. This flows logically and faithfully from our Reformed perspective on all of life being under the lordship of Christ. While seeking God's will is important in all areas of life, technology's ubiquitous nature demands our faithful work in this area. Also, with regard to technology usage, it seems that "out of the same mouth come[s] praise and cursing" (James 3:10); therefore, we must carefully evaluate our usage of this powerful and confusing tool in our society. Additionally, technology is such a driving force in today's society that if not considered in light of God's word, it will soon "drive the ship" as is apparent in much of the secular world. Further complicating things, there are so many competing philosophies on technology usage, even within the Christian community; therefore, a clear statement of beliefs – a theology on technology – is vital before we proceed. Providence Christian College accepts the following points of philosophy, goals, and acceptable usage practices regarding technology.

### **Technology must be viewed as part of the cultural mandate.**

Technology is definitely a vital part of human cultural activity and, as such, falls under the Cultural Mandate given to us by God in Genesis 1:28. Therefore, we should not give into the temptation to "wash our hands" of technology and withdraw completely from the technological issues of the day. We have a command and responsibility to be actively participating and contributing to this area of life. This includes evaluating all areas of technology with fiscal and ecological stewardship and responsibility and from a Christian perspective.

### **Technology should be viewed as NOT neutral.**

While it seems pragmatically easier to state that technology is neutral and is able to be used for good or evil, this discounts God's normative creation. By beginning with God's normative will for creation, we have a much stronger foundation than a "value-less" human perspective. It is true that technology can be used for good or evil, but by affirming that technology is created by God as good, this fact elevates our responsibility to act out the cultural mandate in this area. We work faithfully to redeem this area of the fallen creation, acknowledging both God's sovereignty over technology and the fallen aspects of technology.

### **Technology must be evaluated from a Christian perspective.**

First, we affirm that God's word establishes normative principles in regards to technology. Because technological issues are not explicitly discussed in scripture, it is our responsibility to consider biblical principles in regards to technology. Through prayer, a careful reflection on God's Word, and godly counsel, we will be able to discern God's will in regards to technology.

### **Technology must fulfill our calling to love God and our neighbors.**

We need to guard against the busyness that much of technology breeds, for this distracts from the listening relationship that we should have with God and His Word. Technology should be used to grow closer to God and our neighbors. It should be used as a tool to strengthen communication among all members of our community.

### **Technology must facilitate the educational mission of the college.**

Providence Christian College is, primarily, an educational institution, and therefore, the technology must be evaluated in light of educational goals and objectives. Technological developments and expenditures need to assist student learning. The implementation and use of technology in the classroom and on campus should be a transparent tool to be utilized by college faculty and staff, but should never be an end in itself.

**All members of our community must be able to evaluate technology from a Christian perspective.**

Faculty, staff, and students need to be trained in using and evaluating technology from a Christian perspective. In order to express effectively our freedom and responsibility in the face of God's normative principles on technology, we all need to spend time in training, reflection, and discussion on these issues. Due to the pervasive nature of technology in today's world, a keen, critical eye on technology is of great importance.

**Technology Goals**

The college's information technology services will strive to ...

- Provide appropriate technology to support student learning through academic development.
- Provide appropriate technology to support communication within the campus community.
- Provide appropriate technology to support engagement with the world.
- Provide appropriate technology to support effective administration of the institution.
- Encourage responsible use through policies, discussion, and accountability.
- Provide reliable service, appropriate tech support, and effective security in support of the institution.

**What the College Provides**

- College email account – providencecc.edu
- Populi accounts
- Network login information when appropriate
- Access to the college wireless network
- Phone/voicemail for full-time employees
- Classrooms equipped with functioning, current technology
- Training for faculty, students, and staff on technology usage

**What the College Expects**

**Laptop Requirements**

It is expected that each student will bring a portable computer, generally a notebook or a laptop. Most devices manufactured within the last 3-5 years should have no problem connecting to the college's wireless network. Devices older than that may not connect successfully and should not be expected to perform at optimal level.

Students are expected to be able to use an internet browser to access Populi, their email, do research and homework in basic Microsoft Office type programs such as Word and Excel. It is the student's responsibility to understand the expectations of each course and be able to perform schoolwork assignments to meet those expectations, including what technology would be required to do so.

## **General Expectations of Responsible Behavior**

All members of the college community are expected to use technology in God-honoring ways. This flows naturally out of our calling to live lives of thankful obedience as Christians. We must all strive to do what God commands and flee from sinful thoughts and behaviors. Additionally, due to the pervasive nature of technology today, all members of the college community must use Christian wisdom and discernment in technology usage. We recognize that the way to do this is to have a strong, consistent Christian walk filled with, among other things, personal devotions, church attendance, and Christian friends willing to hold us accountable.

**Filtering** -- To assist in holding each other accountable, the college has installed a “gateway device” that filters both content and internet usage. Computer usage reports will be reviewed regularly.

**Accessing Blocked Websites** -- If access to a blocked website is needed for legitimate academic or personal purposes, a written proposal needs to be submitted to the director of operations. This proposal needs to include the website address, the reason for accessing the site, and personal contact information. A decision on access will be made within 24 hours of the proposal submission.

### **Back Up of Personal Data -**

Students are responsible for a technology backup plan should circumstances dictate its use. Except in very unusual situations, grade changes, incomplete or late assignments, tuition refund requests, and the like that are based on technology failure or on occurrences resulting in technology failure will not be considered.

- Students should develop in advance and then follow a backup plan for their computer and classroom information or data. Computer and/or hard disk failures do happen, and can result in a failed class, lost tuition, or simply a late assignment. Students are expected to ensure that they can continue to participate in class and also to complete assignments with minimal disruption to themselves or others.
  - Generally back-ups should run at least once per week, however in times of high activity, once per day is best.
  - Every student has access to the Providencecc.edu Google Community which includes the ability to create and store files compatible with Microsoft Office applications. This is an ideal place to archive schoolwork, both in progress and final copies for safe-keeping.
  - External hard drives are very reasonable as are automated cloud-based back-up services like Amazon, Carbonite.
  - Free online storage options (space and file size are limited) are available as well, such as: Box, Symform, MiMedia, IDrive Basic, Jottacloud Free.

## **Specific Expectations of Responsible Behavior**

Because the college is the Internet Service Provider (ISP) for the college community, the college is responsible for requiring legal and appropriate usage of the internet service. While you are responsible for personal usage, the college can be held liable for inappropriate and illegal usage because we are providing the access. Therefore, it is important to remember that internet service is provided primarily for academic reasons and secondarily for personal reasons. While all Christian life standards outlined in the student handbook apply to internet usage, the following statements have been adopted to help guide us in internet usage.

## Internet Usage

- Accessing, downloading, or viewing pornography, sexually-explicit images or messages is forbidden. ● Accessing websites that contain any messages or images that can be construed as disparagement or harassment is not permitted.
- Internet gambling is not permitted.
- Internet gaming should be carefully discerned based on levels of violence, sexuality, and language. ● Usage of personal time and network resources needs to be carefully monitored to maintain appropriate levels of stewardship.
- Discernment is needed when posting information and images on public social networking websites. Inappropriate material or information that is harmful to the college community will be addressed by the proper college administrators.
- Downloading appropriate files, images, music, and presentations is acceptable as long as copyright laws are not violated.
- Use of programs that support Peer-2-Peer sharing are not permitted. The majority of music, video, games, and programs acquired through the use of file sharing programs, networks, and websites are being distributed without permission and are illegal. By default many of these programs, networks, and websites share files automatically, which complicates matters further. Because of the deceptive nature of these sites, you may be violating the law and not even realizing it. Be sure that what you are downloading is legal.

## Email Usage

- The college provides email accounts to promote positive communication among members of the college community.
- Carefully construct email messages and be careful to whom you address, reply, or forward in your emails because you will be held responsible for what is sent through your email account. Emails are easily and often forwarded to unintended recipients, so be professional and caring in what you say about others.
- The transmission of inappropriate messages or images (including, but not limited to, racial/ethnic slurs, pornographic material, disparaging remarks, threats, or offensive humor) is not permitted.
- Be sensitive to email gossip. Do not circulate unverified or inappropriate information that is not beneficial to building community.
- Conflict resolution is best handled face-to-face. Do not vent or send confrontational messages to or about someone. If you have something to discuss with a person, go to that person, respectfully, and attempt to resolve the conflict biblically (Matthew 18:15-17).

### Specific Guidelines (providencecc.edu accounts)

- The college is the email provider, and thus has access to any content sent via the providencecc.edu email accounts. The sender or the receiver should not assume any level of privacy. E-mail correspondence is not a secure form of communication; confidentiality cannot be guaranteed.



- Providence email accounts should not be used for mass advertisement mailings, solicitation for commercial ventures, or promotion of political agendas. An exception will be made for specific college approved organizations and events. To gain permission to send a mass email, contact the director of student life or the director of resident life and student activities (students) or the appropriate department supervisor (employees).
- Use your Providence email account as a tool for communication. Check your email regularly, at least daily, and respond in a timely manner when appropriate. Manage your email account so that it doesn't use excessive college resources, i.e., retaining large, unnecessary files.

### Telecommunication Usage

- The telephone and voice mail system for full time employees is established to facilitate communication and build community. Any use of these systems that does not accomplish this goal is inappropriate.
- VoiceMail Maintenance (full time employees). Set up your voice mail account (with an appropriate message) and check it daily for messages. Make sure that you occasionally delete old voicemail messages so that the system can work most effectively.
- Personal cell phone use should be conducted respectfully. It is not appropriate to use your cell phone when in the classroom, library, chapel, or Café. Use common courtesy when answering or making a call and follow the cell phone etiquette:

### Cell Phone Etiquette

- Don't subject others to your conversation. If you receive a call in a place where others are obliged to listen to your conversation, then you should excuse yourself or allow the call to go to your voicemail.
- Don't disturb others with your cell phone ring (volume and ringtone). Only set your ringer to the loudest volume setting **if absolutely necessary**.
- Turn your cell phone's volume to "silent" or, better yet, turn it completely off or leave it behind during class times, public performances, chapels, church services, meetings, or during your student employment shift.
- Unless in an emergency, finish one conversation before beginning another. By allowing your cell phone to interrupt a face-to-face conversation, you are telling the person standing next to you that the person on the phone is more important than he/she is. Nobody has said that if your cell phone rings, you have to answer it. Utilize your voicemail.

### Respecting other people's property

We must act as stewards of the college's information technologies; therefore the following uses are unacceptable:

- Theft or unauthorized use of tangible property, intellectual property, college data, or college information technology resources (e.g. unauthorized copying of copyrighted software, documents, and intellectual property including movies and music, unauthorized use of college resources for illegal, commercial, profit-making, or any other purposes other than those approved by the college)

- Use of unauthorized software or devices on the college network that bypass the college's network security, interfere with operation of the college network or provide unauthorized services on the network (e.g. switches, hubs, repeaters, wireless access points, modems)
- Using large amounts of file-server space (e.g. storing personal music, digital images, etc. that do not pertain to the educational, research, or service activities of the college or administration thereof)
- Using unnecessarily large amounts of server space (e.g. posting large files unrelated to the educational, research, or service activities of the college or administration thereof)
- Unauthorized access, or attempted access of the college administrative network
- Obtaining, possessing, using, or attempting to use someone else's password, PIN, voicemail ID or any other unauthorized access to someone else's electronic files, mail, voicemail, or granting access to college information technology resources to unsanctioned users (e.g. giving out your password so an unsanctioned user can access the college's information technology resources)
- Misuse of printers and printer supplies (e.g. excessive printing for personal use, or printing extensive source materials such as online books or portions of books)

### **Respecting other's need for access**

No sanctioned user may usurp information technology resources that interfere with the educational, research, or service activities of the college or the administration, therefore the following uses are unacceptable:

- Anything that negatively affects the college's network bandwidth (e.g. running any program that generates a large volume of network traffic, downloading movies or the prolonged use of streaming video/audio)
- Destruction or potential destruction of resources by the use, ownership, or distribution of viruses, worms, Trojan horses, spam, spyware, chain email or other destructive programs

## **Accountability and Discipline**

As a Christian community, we are responsible for holding each other accountable. If you personally witness someone using technology inappropriately, follow biblical standards of confrontation and resolution.

If the violation cannot be resolved personally or if it affects the greater college community, you should report the incident to the director of student life (students) or to your supervisor (employee). This report should be made in writing to the appropriate authority, including any supporting documentation of the incident.

Any violation of college policy regarding technology usage will be handled through the proper disciplinary means. This may include use of all disciplinary tools up to and including dismissal. While each disciplinary situation is unique and may be handled in different ways, most of the violations will be handled in the following way (all of which will be documented in the student's file):

1. Verbal Warning
2. Written Warning
3. Temporary Restriction of Internet Usage
4. Permanent Restriction of Internet Usage

5. Probation
6. Suspension
7. Dismissal

In addition, the disciplinary body may require restitution/fines, counseling, parental and/or church notification, or college service if they feel it best fits the violation. You must comply with requests from proper college administrators to discontinue activities that are in violation of the above policies or threaten the operation or integrity of computers, systems or networks.

# Appendix C: Emergency Crisis Management\*

## Instructions for Earthquakes

### During the shaking:

Keep calm. Do not run or panic.

- If the earthquake strikes while you are indoors, take cover under heavy furniture, such as a desk or table, staying away from large windows, mirrors or other glass.
- If the earthquake occurs while you are outside, move away from buildings and utility wires. Move to an open area and stay there until the shaking stops.
- If the earthquake strikes while you are in a crowded public place, remain calm and seek shelter from falling debris. Do not rush for the exits—other people will have the same idea.
- If the earthquake occurs while you are in a car, pull to the side of the road, away from overhead power lines, remain in the vehicle, and turn on the radio. When leaving the automobile, move to an open area away from other cars.

### After the shaking stops:

Prepare for possible aftershocks. Make sure you have shoes on. Check for injuries. Do not attempt to move persons who may be seriously injured unless they are in danger of further injury. Notify a college staff member immediately of any injuries or damage. Take an inventory of the area you are in and notify the authorities present of any dangers so that an evacuation can be conducted if necessary. Evacuation of buildings is not automatic and depends on surrounding circumstances (i.e., gas leak, fire, or severe structural damage). If buildings are evacuated, stay out of them until directed to re-enter by a college staff member.

## Instructions for Fires

If you discover a fire, remain calm. Pull one of the fire alarms located throughout the building. Exit the building safely but immediately.

### Fire Evacuations

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear an alarm, it is MANDATORY that you exit the building. Evacuate the area, walking as quickly as possible toward the exits. Do not attempt to retrieve belongings. When you hear an alarm, evacuate immediately.

Before opening a door, check it for heat (top and bottom) with the back of your hand. If hot, do not open but exit through the emergency window. The resident life staff will go from room to room to ensure complete evacuation. If you are caught in heavy smoke, drop to your hands and knees and crawl to safety; hold your breath as much as possible; breathe shallowly through your nose and use a shirt or jacket as a filter.

When all people have been evacuated, move to the designated evacuation location and wait for an “All Clear” from the proper authorities before returning to the building. If your clothing catches on fire, DO NOT RUN. STOP, DROP, AND ROLL.

\*See also Campus Security/Emergency Information.

## Appendix D: Student Fees and Fines

**Student Services Service Fee** Replace ID card \$25 Failure to register overnight guest with Resident Life \$100/night Staying on campus over Thanksgiving, Christmas or Spring break (approval required) \$50/night Key or key fob replacement \$50

**Student Life Violations Fine** Accessing or climbing on roofs \$500 Pulling false fire alarm \$500  
Parking violation (first offense) \$50  
Parking violation (second offense) \$75 Parking violation (third offense) \$100 - vehicle towed Jumping balconies/gates \$500  
Skateboarding in Providence Village \$500  
Failure to observe quiet hours (first and second violation) warning  
Failure to observe quiet hours (third or subsequent violation) \$50  
Violation of the alcohol or drug policy \$100 minimum Smoking, vaping or use of tobacco on campus \$100 minimum Possession of weapons on campus \$100 minimum Failure to complete chapel reflection papers \$50/per missed chapel  
Breaking open hours (first and second violation) \$50  
Breaking open hours (third violation) \$50 - suspension of privileges Missed mandatory hall meeting without approved absence \$50  
Personal items left in common areas \$5 minimum and confiscation Restricted appliances/items in room \$50 minimum and confiscation

### Items that are NOT allowed:

- Portable Heaters & Air Conditioners
- Mini-Fridges
- Aquariums
- Candles/Incense (decorative okay)
- Alcohol and Prohibited Drugs

Removal of window screens \$100

Failure to check out with RA at move-out \$100

5

3

Late move out at semester end \$100 first hour \$100/per additional hour

*\*Student Life violations may include other forms of discipline in addition to these fines.\**

## Appendix E: Apartment Damage Fees

Basic Cleaning \$250

Full Cleaning \$350

Wall Patching/Drywall Damage \$100 minimum

Partial Apartment Painting \$200

Full Apartment Painting \$600

Furniture Damage \$25 minimum

Furniture Replacement \$150 - \$2,000 (depending on item)

Furniture Removal \$100 - \$250 (depending on item plus service fee)

Broken Door \$100 minimum

Floor Damage \$100 minimum

Broken Blinds \$100 minimum

Appliance Damage \$100 minimum

Fan Damage \$100 minimum

Cabinet or Closet Damage \$300 minimum

Missing or Damaged Screen \$75 minimum

Broken Mirror \$100 minimum

Broken Hardware \$100 minimum

Card Reader Pad Damage \$500 minimum

## Appendix F: Agreement and Consent

By signing below, I certify that I have read the Student Handbook of Providence Christian College and subscribe wholeheartedly to the vision and purpose of the college. I understand that as long as I am enrolled as a student at Providence, I represent this institution. Therefore, I will abide by the guidelines pertaining to legal and moral issues for the entirety of my enrollment, including all college breaks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

