VIRGINIA CHRISTIAN UNIVERSITY

STUDENT HANDBOOK

2023-2024

Update July 18, 2023

"Continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them"

(II Tim.3:14).

Virginia Christian University is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.

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Dear VACU Student:

Welcome to the beginning of the new academic year at Virginia Christian University. We hope that this year will include a multitude of experiences that will help you develop academically, and prepare you to be an active and engaged citizen of the world in Jesus Christ.

As a student, your main objective is to broaden your intellectual horizons and to build a strong foundation of knowledge and skills with Scripture as Word of God. At VACU, you have virtually unlimited educational opportunities to achieve this goal. You must, of course, meet established degree requirements, which are designed to give you a broad base of knowledge and help you develop critical thinking, reasoning, and communication skills. As you plan your course of study, I encourage you to take advantage of the wide range of learning experiences that are available, so that you can make the most of your academic experience in blessing of Triune God.

VACU collegiate years are also a time for personal growth and enrichment, for making life-forming decisions and creating life-long friendships. I challenge you to make the most of your undergraduate experience by being an active member of our campus community. Take advantage of the abundant extracurricular offerings that exist on the VACU campus and in the surrounding communities. Make an effort to meet new people, join a student organization, participate in a sport, attend a play or lecture, or volunteer your time to a service organization. Being involved will enrich VACU experience and help you learn more about yourself.

Remember that along student academic journey, there are countless resources available to you, which are intended to help student have a fulfilling undergraduate experience. All of us at VACU are delighted that you are here, and we wish you all the best for a successful and fulfilling year.

Sincerely,
President

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President

Chapter 1. INSTITUTIONAL INFORMATION

1. Founding Philosophy

Virginia Christian University is an independent, or denominational, private institution of higher learning, organized as a non-profit educational institution under the Corporation Laws of the State of Virginia. The founding philosophy of the Virginia Christian University is to provide Christ-centered education in which the Holy Scripture is central and its professional graduate degrees are to equip graduates to enter into ministry. Its educational programs have integrated a biblical world-view so that graduates will adhere to the moral and spiritual values based on the Christian faith.

The motive of establishing Virginia Christian University is to fill the growing demand for higher education and prosperity of the Nation by the immigrated segment of U.S. population that find barriers in pursuing their linguistic limitation. Therefore, the Virginia Christian University also provides bilingual instruction as warranted.

Virginia Christian University exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay workers and professionals by power of the Holy Spirit.

Virginia Christian University exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. Our Lord God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ for glory of the Truine God. The goal is more than imparting academic knowledge; rather, it is leading each student to spiritual maturity and Christ-likeness. The VACU curriculum is organized to pursue this objective in a threefold manner.

2. History And Information

VIRGINIA CHRISTIAN UNIVERSITY FOUNDED, MAR. 2005

In March 2005, Virginia Christian University was founded by Dr. Thomas Rhee and Dr. Woong Joe Kang, co-founder of the University, to train qualified ministers wholly committed to the Word of God. The hope of the University was to launch a truly ethnic Christian theological training, with the aim of reforming Lord Jesus' churches in the U.S. The uniqueness of such an institution is its vision to serve as a bridge between the East and the West, academically and missiologically, and ministerially by the power of God the Holy Spirit for the expansion of the Kingdom of God and the glory of the Triune God.

VACU EXEMPT FROM STATE REGULATION AND OVERSIGHT IN THE COMMONWEALTH OF VIRGINIA.

Since 2006, Virginia Christian University is exempt from the Federal income tax under section 501(c) (3) of the Internal Revenue Code. Also, Virginia Christian University is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.

VACU CERTIFIED FOR SEVIS BY USCIS

In August 2008, VACU is certified by the U.S. Citizenship and Immigration Services (USCIS) for the Student and Exchange Visitor Information System (SEVIS) to issue Forms I-20 and accept F-1 nonimmigrant foreign students for its degree programs.

MOU ESTABLISHED WITH DAEJEON THEOLOGICAL UNIVERSITY

On August 14, 2012, Virginia Christian University and Daejeon Theological University in Daejeon, South Korea, established the Memorandum of Understanding (MOU) to promote the academic cooperation between the two institutions, expand the scholarly associations, and promote mutual understanding within the overarching Kingdom works. Furthermore, both institutions agreed to explore the potential future establishment of a framework for educational and scientific cooperation.

MOU ESTABLISHED WITH KOSIN UNIVERSITY

On October 26, 2012, Virginia Christian University established the MOU with Kosin University to promote mutual cooperation in the area of education, practice, research and cooperative educational exchange.

VACU RECOGNIZED BY THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH IN KOREA.

On September 23, 2014, Virginia Christian University is acknowledged as a recognized college by the General Assembly of the Presbyterian Church in Korea in South Korea.

VACU GRANTED A RENEWAL OF RELIGIOUS EXEMPTION

Pursuant to 8 VAC 40-31-50 of the Virginia Administrative Code, Virginia Christian University has been granted a renewal of its religious exemption from the regulations of State Council of Higher Education for Virginia (SCHEV) for a period of five years, beginning November 8, 2016 and ending November 8, 2021, as long as the institution's primary purpose remains to provide religious training or theological education.

VACU RECEIVED FULL ACCREDITATION FROM ABHE

Virginia Christian University received Candidacy status for Accreditation from the Association for Biblical Higher Education (ABHE) at its 70th Annual Meeting held in Orlando, Fl. from Feb. 8-10. VACU hosted ABHE visitation for initial accreditation in November 2016. With the Candidate status, Virginia Christian University is now recognized as ABHE's Commission on Accreditation (COA) Member and is required for review in five years for Full Accreditation.

Virginia Christian University is related to the Presbyterian Churches in America through its church courts. Presently, VACU is sponsored by and responsible to several Korean Presbyteries of the Presbyterian Churches in America. VACU works very closely with the Theological Seminary Program of the Presbyterian Churches in U.S., and its curriculum has been designed

to fulfill the requirements of the uniform curriculum of the Presbyterian Churches in the states.

The VA Campus is located in Chantilly, VA. School offices are open from 9:00 A.M. to 5 P.M, from Monday through Friday, except on holidays noted on the Academic Calendar. The school telephone number is (703)629-1281, and the Fax number is (703)657-0690.

3. Doctrinal Statement of VACU

The doctrinal position of VACU is historically that of conservative reformed theology, evangelical Christianity, and The Westminster Confession. Virginia Christian University rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great Doctrines of the historic Protestant Christian faith.

Traditionally, VACU rests firmly on the standing for these great truths, and it is desire of VACU to continue to provide personnel for service in these ranks. VACU will maintain its theological position. To guarantee that VACU will maintain its theological position, each member of the Board of Trustees, Faculty, and Staff is required initially and annually to engage in and subscribe to the following Statement of Faith. The Board, Administration, and Faculty, Student of VACU believe:

Section 1: The Holy Scriptures:

(1) We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17). Scripture inerrancy means that the original documents were without error. To describe inspiration as verbal and plenary is to explain not how Scripture was inspired by God the Holy Spirit.

(2) We believe in all the words of Scripture and all portions of it, as originally written, were God-breathed. It came from God the Holy Spirit, to be sure, but He employed finite humans to write down His message and to recognize it as God's Word. The human writers God selected to pen his Word were not sinless humans, either (2 Peter 1:21).

Section 2: The Triune God:

(1) We believe in one Triune God, eternally existing in three persons God the Father, God the Son, and God the Holy Spirit co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections.

(2) We believe in the Triune God revealed as eternally existing in three equal persons, God the Father, God the Son and God the Holy Spirit. There are three persons in the Godhead, the Father, the Son, and the Holy Spirit: and these three are one God, the same in substance, equal in power and glory (Deuteronomy 6:4, 2 Corinthians 13:13). "In the unity of the Godhead there are three persons, of one substance, power and eternity; God the Father, God the Son, and God the Holy Spirit. The Father is of none, neither begotten nor proceeding; the Son is eternally

begotten of the Father, the Holy Spirit eternally proceeding from the Father and Son"(Westminster Confession II-3).

(3) The Bible presents a consistent picture of three distinct persons, God the Father, God the Son, and God the Holy Spirit, all of whom are assigned status as deity, who relate to each other as a coordinate level, who share in works of creation, redemption, and sanctification, and who in every way are related to New Testament believers, each in turn and all in unison, as God, yet they are consistently presented not as three Gods but as united.

Section 3: The Person and Work of God the Father

(1) We believe that God the Father is the first person of the Triune God, a self-existent spirit, unseen by men, who shares one essence with Jesus Christ and the Holy Spirit, and possesses the same attributes of omniscience, omnipotence, love, truth, holiness, righteousness, and goodness (1 Corinthians 8:6. John. 5:46, 6:26, 7:28, 14:9-10, 15:9, 17:11, 17:25, Matthew 6:8, 6:32, Ephesians 3:20, James.1:17). He receives worship and is the One to whom human beings relate through Christ sent Jesus Christ and the Holy Spirit to the earth (John 4:23, 8:42, 14:6, 14:26).

(2) We believe God the Father resurrects the dead, and that heaven belongs to Him (John 5:21, 14:2, Romans 6:4). He controls the timeline for eschatological events (Acts 1:6, 7). He draws them to Christ, choses them before the creation of the world (John 6:44, Ephesians 1:3). He predestines believers to adopt as sons and preserves them in their relationship to God (John 17:11, Ephesians 1:4).

(3) We believe God the Father is to be the focal point for believers in their Christian lives and in their fellowship (Romans 6:11. 1 John 1:3). He cares for them, comforts them, hears and answers their prayers, honors believers that serve Jesus Christ, leads them, and gives them gifts (John 12:26, 15:1, 16:23, Romans 6:11, 2 Corinthians 1:34, 1 Thessalonians 3:11, James 1:17, 1 John 1:3).

Section 4: The Person and Work of Christ as God the Son

(1) We believe that the Lord Jesus Christ, eternally God, self-existent God the Son, became man (incarnation), without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Luke 1:35, John 1:1-2, 1:14).

(2) We believe in the full deity of the Lord Jesus Christ. We believe in the Lord Jesus Christ's Preexistence and Eternity: God the Son is eternally begotten of God the Father. He existed as Only Son of God the Father before he was born of Mary. God the Son always existed(omnipresence), being as eternal as God himself. The truth is, God the Son is both. He is the God-man. Both Christ's perfect humanity and his undiminished (full) deity are absolutely essential to the Scriptural portrait of him.

(3) We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25, Ephesians 1:7, 1 Peter 1:35, 2:24).

(4) We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-11, Romans 8:34, Hebrews 7:25, 9:24, 1John 2:12).

Section 5: The Person and Work of God the Holy Spirit

(1) We believe that God the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11, Romans 8:9, 1 Corinthians 12:12-14, 2 Corinthians 3:6, Ephesians 1:13-14).

(2) We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with God the Holy Spirit (John 16:13, Ephesians 5:18, 1 John 2:20, 2:27).

(3) We believe in God the Holy Spirit as a divine person, a personality distinct from God the Father and God the Son. By the deity of God the Holy Spirit is meant that He is One with God, and One in the God-head, co-equal, co-eternal, and con-substantial with God the Father and God the Son. His works are assigned to the Spirit which only God can perform, thus arguing for his full deity. God the Holy Spirit was involved in the work of creation (Genesis1:2). Both the revelation and inspiration of Scripture were the result of the work of the Holy Spirit (2 Samuel 23:2).

Section 6: The Creation and Man

(1) We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literals, twenty-four hour days, as detailed in Genesis chapter one.

(2) We believe that God created an innumerable host of angels, some of whom followed the lead of Lucifer, now called Satan, in rebelling against God, thereby bringing sin into the universe. We believe in Satan's complete defeat by the Lord Jesus Christ.

(3) We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition (Genesis 1:26-27, 5:2, Psalm 51:1-8, Romans 3:22-23, 5:12, Ephesians 2:13, 2:12). We believe in man's need of repentance, redemption, and justification through faith alone in Christ crucified and risen from the dead.

Section 7: Salvation of Men

(1) We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:15, Ephesians 1:7, 2:8-10, 1 Peter 1:18-19).

(2) We believe that men are justified by grace through faith, on the ground of the shed blood of Christ, and that all who receive the Lord Jesus Christ as Savior are born again(regeneration) of the Holy Spirit and thereby become children of God the Father (John 1:12-13).

(3) We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:34, 1 Corinthians 12:13, Ephesians 1:34, 2:8-9, Philippians 2:13, Titus 3:5, 1 John 2:2).

Section 8: The Eternal Security and Assurance of Believers

(1) We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40, 10:27-30, Romans 8:1,38, 1 Corinthians 1:48, 1 Peter 1:5).

(2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14, Galatians 5:13, Titus 2:11-15, 1 John 5:10-13).

(3) We believe in **the perseverance of the saints.** Saints who have accepted in his Beloved, effectually called, and sanctified by his Holy Spirit, can neither totally nor finally fall away from the state of grace; but shall certainly persevere therein to the end, and be eternally saved (Phil.1:6, John 10:28-29).

Section 9: The Two Natures of the Believer

We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13, 8:12-13, Galatians 5:16-25, Ephesians 4:22-24, Colossians 3:9-10, 1 Peter 1:14-16, 1 John 3:59).

Section 10: Separation, Holy Life of the Believer

(1) We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12:12, 14:13, 2 Timothy 3:15, 1 John 2:15-17, 2 John 9:11).

(2) We believe that it is the duty of each believer to live a holy life unto God, keeping himself unspotted from the world, and that it is God's intention that this shall be accomplished in the believer's life by his constant dependence on the divine ennoblement of the indwelling Holy Spirit. We believe in the illuminating, indwelling and sanctifying work of the Holy Spirit enabling the Christian to witness effectively to the gospel and to serve responsibly in the world (I Cor.11:1, Eph. 4:1-3, 5:1-3, John 14:16-17, 14:26).

Section 11: Missions and the Believer

(1) We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Matthew 28:1920, Mark 16:15, Acts 1:8, 2 Corinthians 5:19-20).

(2) We believe in the responsibility of the church in transforming people and culture in the contemporary context, in obedience to God according to the Scriptures all, to the realization of the kingdom of God (Rom 12:1-2).

Section 12: The Church of the Lord

(1) We believe that the church of The Lord Jesus Christ is composed solely of believers: it is the Body and Bride of our Lord and is the one body into which all believers are baptized by the Holy Spirit. Christ is head of the church (Acts 2:1-47, Ephesians 1:22).

(2) We believe in the autonomy of the local church (Acts 13:14, 20:28, Romans 16:1, 1 Corinthians 3:9-16, 1 Peter 5:14).

(3) We recognize water baptism and the Lord's Supper as scriptural ordinances. They are a means of Christian testimony for the church today (Matthew 28:19-20, Acts 2:41-42, 18:8, 1 Corinthians 11:23-26).

Section 13: Ministry and Spiritual Gifts

(1) We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helping, leadership, administration, exhortation, giving, mercy, and teaching, prophecy, speaking in tongues, and the working of miracles ***are given by*** the Holy Spirit for expansion of the Kingdom of God and evangelism(Romans 12:68. 1 Corinthians 12: 4-11, 2 Corinthians 12:12, Ephesians 4:7-12, 1 Peter 4:10).

(2) We believe that the gifts of prophecy, speaking in tongues, and the working of miracles have ***ceased as special revelation*** since the record of Scripture, found in Old and New Testaments were completed and their authority became established (II Tim.3:15-17).

(3) We believe that God hears and answers the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7, James 5:14-15, 1 John 5:14-15).

Section 14: The Personality of Angel and Satan

(1) We believe that angels are created beings, not the Creator(Ps.148:5) Angels are personal beings; that is, they possess intelligence (1 Pet 1:12), feelings (Lk 2:13) and will (Jude 6). They are spirit beings (Heb.1:14), though unlike God. They are limited in power, knowledge, and activity (1 Pet.1:11-12).

(2) We believe that the fall of the angels was done from a privileged position. He was not a deprived creature who had not drunk deeply of the blessings of God before he sinned (Ezekiel 28:11–15). Evil angels as Satan delight in opposing God and antagonizing His work (Mat.4:1-4. Luk. 4:2).

(3) We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1:67, Isaiah 14:12-17, Matthew 4:2-11, Revelation 20:11).

Section 15: The Second Coming of Jesus Christ

(1) We believe in the personal, bodily and victorious second coming of our Lord Jesus Christ. God the Son will then set up His kingdom upon the earth, after which He will deliver the Kingdom to God the Father that the Godhead may be all in all. The certainty of Christ's return, of the future resurrection and judgment, ought to have its effect upon our lives. Believers do have hope that is based on divine certainty. Death does not end it all. A day of reckoning and accounting will come. There is no second chance after death (Matthew 24:29-37, Act. 1:11, Revelation 22:20).

(2) We believe in the second coming of our Lord Jesus Christ as a single event; not two comings, but one stage in the one coming (Matt. 24:22, Luke.21:36, John.5:29, II Thess.2:3). The exact time of the second coming of the Lord is unknown (Matt. 24:36).

(3) We believe in the second coming of our Lord Jesus Christ will be a personal coming (Acts.1:11), a physical coming (Heb. 9:28. Rev.1:7), a visible coming (Matt. 24:30, 26:64, Luke.21:27), a sudden coming (Matt 24:37, Mark 13:33-37), a glorious and triumphant coming. God the Son will not return in the body of His humiliation, but in a glorified body and royal apparel ((Heb. 9:28. Matt. 24:30).

(4) We believe in our Lord Jesus Christ will return at the end of the world for the purpose of introducing the future age, the eternal state of things, and He will do this by inaugurating and

completing two mighty events, namely, the resurrection of the dead and final judgment (Matt. 13:49-50, 25:14-46, Luke 9:26, John 5:25-29, Rom 2:3-16, Rev.20:11-15).

Section 16: The Resurrection of the Dead, the Eternal State

(1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46, John 5:28-29, 11:25-26, Revelation 20:56, 22:12).

(2) We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the resurrection, when soul and body are reunited to be glorified forever with the Lord (Luke 23:43. 2 Corinthians 5:8, Philippians 1:23, 3:32, 1 Thessalonians 4:16-17, Revelation 20:46). "At the last day, such as are found alive shall not die, but be changed; and all the dead shall be raised up with the selfsame bodies, and none other, although with different qualities, which shall be united again to their souls forever" (the Westminster Confession. Ch. 32-2).

(3) We believe that the souls of unbelievers remain, after death, in conscious misery until their resurrection, when with soul and body reunited they shall appear at the Judgment of Jesus Christ, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46, Mark 9:43-48, Luke 16:19-26, 2 Thessalonians 1:79, Jude 6-7, Revelation 20:11-15).

(4) We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost (John 5:24-29). "The bodies of the unjust shall, by the power of Christ, be raised to dishonor; the bodies of just, by his Spirit (God the Holy Spirit), unto honor, and be made conformable to his own glorious body" (the Westminster Confession. Ch. 32-3).

How should we then live in view of the biblical message about the future?

We should live according to Scripture, live as though we would appear before the Our Lord God in a matter of minutes or hours. As we live in such way, we should view every opportunity as though it might be the last one we will ever have. The Bible does not teach God's people to fold their hands and wait idly for Christ return. Rather, it emphasizes the need to be actively serving while we wait for God's Son from heaven.

4. Mission Statement of VACU

1) MISSION STATEMENT: The Mission of VACU is to glorify the Triune God by providing biblical higher education of biblical knowledge and spirituality for students who desire to serve the Church of God and fulfill the Great commission of the Lord through the power of the Holy Spirit.

2) VISION STATEMENT: The Vision of VACU is to provide the best training possible for students who are preparing for the gospel ministry in the church of our Lord Jesus Christ and world mission through power of God the Holy spirit.

5. Institutional Core Values & Goal

Believing that the Church is constantly in need of a sound ministry, committed to the Bible and the Confessional Standards of the church (the Westminster Confession), VACU is dedicated to the following distinctive principles:

(1) Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as God originally gave it, and, therefore, the only infallible rule of faith and practice.

(2) Belief in the Reformed Faith as set forth in the Westminster Confession of Faith, and the Larger and Shorter Catechisms. VACU stands firmly on these historic confessional standards as they set forth the biblical faith. Full subscription to the whole of these Standards is the position of VACU.

(3) Belief in the Great Commission as the one and only mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

(4) Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God the Holy Spirit so that he or she can be taught. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God through the power of the Holy Spirit.

(5) Belief in Strong Commitment to Missions; VACU is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.

(6) Emphasis on the practical as well as the theological aspects of ministry. VACU believes that learning "how" to minister is as important as learning "what" to minister, and therefore trains as well as instructs (Mat.28:19-20).

(7) Commitment in developing students for a ministry and service attitude as evidenced by preparing them both academically and experientially to serve Jesus Christ in the Church and society.

6. Philosophy of Education

(1) VACU is a biblical university: the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

(2) The doctrinal distinctive of VACU (see Doctrinal Position), rooted in a proper exegesis of the Scripture, are regarded as “absolutes", and they are to be upheld as such by the faculty and communicated clearly to each student.

(3) We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples.

Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. We also believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their university studies.

(4) The primacy mission of VACU is to provide quality collegiate education. VACU is a Christian academic community in the tradition of evangelical institutions of higher education. As such, VACU continues the philosophy of education which first gave rise to the university, summarized in the following proposition;

God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

7. Statement Core Student Learning Outcome

Each graduate of Virginia Christian University will be able to:

(1) Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.

(2) Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.

(3) Present a reasoned defense of one's beliefs that is intellectually and rationally sound.

(4) Apply biblical principles in his lifestyle and ministry internship so that he might exhibit godly character, as assessed by the college faculty.

(5) Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to produce a disciplined system of lifelong learning skills.

(6) Communicate effectively the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling, whether at home or on the mission field. The code of conduct states the kind of lifestyle expected of trustees, administrators, faculty, and students.

(7) Stimulate a spirit of inquiry, investigation and critical thinking so that they can able to defend their faith and biblical truth for the expansion of the Kingdom of God.

8. Spiritual Maturity Statement **(with Growing and Learning Together Lifestyle)**

As a community of believers, our first desire at VACU is to worship and engage with God, both corporately and individually for glory of the Triune God. We believe that academic learning divorced from a life of biblical spirituality and holiness neither honors God nor serves His people. Working with the local church, our goal is to grow our faculties and students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships, and involvement in society.

With chapel, daily prayer times, spiritual retreats, on-campus community groups, overseas mission trips and ministry experiences in and around Virginia, the opportunities for spiritual growth abound. Consider how VACU can help faculties and students grow in their relationship with God as you seek to worship Him with your whole heart, soul and mind through of God the Holy Spirit.

VACU is a community in which individuals join together to further their academic achievement, personal development, and spiritual growth. Together we seek to honor Christ by integrating faith and learning while our hearts and lives reflect mature Christian practice in our Lord Jesus Christ.

This statement explains the principles and the expectations that help us live together and meet institutional objectives. We acknowledge that it is impossible to create expectations that fully satisfy every member. Nevertheless, certain expectations bring order to community life. When individuals join VACU, they freely and willingly choose to take upon themselves the responsibilities outlined in this statement.

1) Assumptions

Loving the Triune God and being accountable to Him are the primary motivations for Christian relationships and behavior. The Scripture as word of God is our authority; it provides the essential teachings and principles for personal and community conduct. God, through the Holy Spirit, places the inner resources and attributes to minister to others through supportive relationships.

Members of this community are either committed to Christ or are at least sympathetic with a Christian perspective. They also desire to achieve a liberal arts education in an evangelical

Christian context. A well-trained faculty, a competent staff, equipped with facilities and materials necessary for effective work, stand ready to help you become a whole person.

2) Responsibilities for Relationships.

Living in daily fellowship with others is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community. We acknowledge that we live in a fellowship where we depend on and are accountable to one another.

The New Testament word for fellowship is KOINONIA. It is translated as PARTAKER, COMMUNION, COMMUNICATION, CONTRIBUTION, DISTRIBUTION. Members, therefore, are encouraged to seek as many opportunities as possible to demonstrate KOINONIA. Within our community the greatest expression of fellowship and the highest principle for relationships is love. As Scripture states:

"We should love one another. This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for our brothers…let us not love with words or tongue, but with actions as in truth. Since God so loved us, we ought to love one another. Whoever loves God must also love his brothers." (1John 3:11-16, 18; 4:11, 21)

For spiritual growth to take place, we have identified the following specific expressions of love among the most desirable in our relationships.

3) Serving One Another

Each member of the community is expected to strive consciously to maintain relationships that support, encourage, and help others.

"We who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Let each of us please his neighbor for his good, to build him up." (Romans 15:1-2)

4) Supporting One Another

We are responsible to support those experiencing grief, discouragement, illness, tragedy, and other personal trials. Expressions of bearing one another's burdens include comfort, consolation, encouragement, and intercession. Difficulties in relationships can occur because of our humanness. In such cases we are to respond as the Scripture states:

"…clothe yourself with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another." (Colossians 3:12)

5) Resolving Problems

Speaking the truth to each other in love can strengthen our community. We can often resolve problems of relationships and behavior by constructively confronting one another in an appropriate spirit. If the welfare of the one confronted is paramount and if the confronter acts in love, growth can result.

6) Healing of Relationships

Healing broken relationships is necessary for healthy community. When persons or groups have been hurt, regardless of the reason, we are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution.

"…and He (Christ) has given us the ministry of reconciliation…and He has committed to us the message of reconciliation." (II Corinthians 5:18-19 NIV). Implementing the above

expressions of love in relationships requires sensitivity to others and continual effort. It also requires that we love others as we love ourselves. Relationships of this quality enrich our lives and community, honor God, and assist in meeting the goals of VACU.

7) Responsibility for Behavior in Jesus Christ

(1) Biblical Expectations

Scripture teaches that certain attributes are available to all individuals through the Holy Spirit. These attributes include "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law." (Galatians 5:22-24). This "fruit of the Spirit" is to be sought, nurtured, and demonstrated in our relationships.

In contrast to encouraging these positive attributes, Scripture condemns such things as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice based on race, sex, or socioeconomic status.

Scripture, as word of God, also prohibits certain behaviors and community members should avoid them. They include backbiting, cheating, dishonesty, drunkenness, gossip, immodesty of dress, lying, occult practices, profanity, sexual promiscuity (including adultery, homosexual behavior, pre-marital sex), theft, and vulgarity (including crude language).

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of VACU community are expected to uphold the laws of the local community, the state of Virginia, and the nation, with an exception of rare occasions in which obedience to the civil authority would require behavior that conflicts with the teaching of Scripture. On such occasions, individuals would submit voluntarily to the civil penalty for his/her behavior. Behavior resulting in civil arrest on or off campus is subject to review within VACU's disciplinary procedures.

(2) College Expectations

In addition to Biblical expectations, members of VACU community voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the total community. These standards are not presented as absolutes or as an index of Christian spirituality, but rather as expectations of the VACU community. Because of the importance of trust in and responsibility to one another, violations of these standards are a serious breach of integrity within the community.

The following standards apply to students, faculty, and administrators at VACU and all agree to uphold them:

Corporate worship, community building, and learning are essential for our VACU community. Therefore, students, faculty, and administrators are expected to attend chapel. Regular attendance signals a mature response to VACU goals.

Because of our concern for the worth and dignity of persons, each member of the VACU community is expected to respond to special needs existing in our society and on our campus. Therefore, discrimination against others based on race, national origin, sex, disability, or socio-economic status is not acceptable.

Members of the VACU community consider the Lord's Day (Sunday) as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" that relates to VACU programs and services will not be sanctioned or encouraged except where absolutely necessary.

Consideration of others and standards of respect and good taste are important to VACU; therefore, this principle should guide all activities. Hence, any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. Vandalism of property is also not acceptable.

The pornography industry exploits people. Furthermore, the use of the industry's products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.

The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

Members are also expected not to abuse the use of legal substances. Gambling (exchange of money or goods by wagering or betting) is an unwise use of God-given resources, and therefore, is not acceptable in any form.

There are aspects of our culture over which devout and sincere Christians disagree, for example, forms of entertainment such as television and movie viewing, dancing, listening to popular music, reading books, and playing video games. Rather than provide a list of proscriptions, VACU expects its members to apply Scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. As individuals and as a VACU community, we must uphold the ideal of purity when choosing whether to participate in an activity. VACU avoids the environments and activities which diminish one's moral sensitivity.

Members of VACU observe the demands of academic integrity such as honesty and giving credit to sources. Plagiarism will not be tolerated. Compliance with day-to-day policies and procedures of the community is expected from all members. These routine items are listed in the Student Handbook and Catalog of VACU.

SUMMARY

The intent of this statement is to identify expectations and responsibilities that assist VACU to function as a Christian community and to achieve goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our lives together. The behavior part of the statement includes standards specific to VACU. These standards are important and must be consistently maintained to assure a proper climate for growing and learning. These standards need to be kept in perspective with the Biblical responsibilities for relationships and behaviors.

The book of Colossians provides an appropriate summary of the goals for our community:

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom…with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father…" (Colossians 3:12-17)

As long as you are a member of VACU, you are responsible for implementing these stated expectations. Your signature on the application attests that you understand and are willing to comply with the expectations and responsibilities.

9. Community Lifestyle Statement

Members of VACU are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord Jesus Christ. To this end, we agree to uphold the standards of the community as cited in this statement.

Since members of VACU community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, loyalty to each other, and pursuit of the fruit of the spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are not acceptable for members of VACU community. Examples include pride, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior and prejudice (1 Cor 6:9-11). Members of VACU community work hard to eliminate inappropriate attitudes and actions in their personal lives and in the life of the community to see them replaced by Christ-like attitudes and actions appropriate for mature Christians.

VACU values the worth and dignity of human life as expressed through the fruit of God the Holy Spirit. Having been made in the image of God, those who live and work at the institution express like faith and are expected to respect and uphold life-affirming practices that distinguish VACU community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with the views of the Fellowship of VACU Brethren Churches, VACU believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with its objectives to develop moral

and spiritual leadership, VACU expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23). Without question, the Christian must abstain from all that is morally degrading. While VACU does not normally assume the role of a censoring agent, it does expect tangible evidence of a life committed to growth in Christ and sound judgment based on biblical principles.

Some substances may harm one's physiological and psychological well-being. In some cases, they dishonor the body, which is the temple of God the Holy Spirit (Romans 12:1). Therefore, members of the community are to refrain from the use of tobacco in any form, hallucinogenic drugs, illegal substances (including marijuana), and/or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

VACU is committed to maintaining an alcohol-free campus. This means that the consumption of alcohol will be prohibited on campus properties and at VACUs-affiliated events. Adult employees of VACU will use careful discretion in any use of alcohol, avoiding the serving or consumption of alcohol in any situation in which traditional undergraduate or underage members of VACUs family are or are likely to be present. Underage drinking is not only contrary to school policy, but also against the law.

10. Code of Conduct of VACU

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of VACU in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and must state the agreement in writing. Virginia Christian University affirms that**:**

(1) Each Christian is to be Christ-like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christlikeness does not come by observing certain outward expectations, but it matures and develops from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be increasingly like Him (2 Corinthians 3:18; Philippians 2:12-13, 1 John 1:47).

(2) Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:19-20; 1 Peter 1:13-16). Love towards God is evidenced by love for those without Christ (note Paul's example in 2 Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:78).

(3) Living by God's grace, believers are to avoid even the appearance of wrongdoing in any form (1Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13**).**

(4) Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from VACU (1 Thessalonians 5:14).

11. Dress Code of Student

1) Philosophy and Purpose

It is management's intent campus environment should reflect an efficient, orderly, and professionally operated organization for the glory of God as Christians on Campus. VACU recognizes the positive effects of the student dress code to boost students' morality, improve quality of study environment; therefore, our dress code is established to create more comfortable study environment. VACU reserves the right to continue, extend, revise or revoke this policy as its discretion.

2) General Guidelines for Student Dress Code on Campus

Appropriate student dress and grooming are important factors in the safe and orderly operation of VACU. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

VACU needs the support of students in upholding the VACU campus dress and grooming guidelines. The student may determine the student's personal dress and grooming standards according to the guidelines:

•shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and

•shall not create a health problem or safety hazard for the student or others.

Using these general guidelines and the specific guidelines listed below, VACU administrators, with the input and support of faculty members, have the final decision in determining and enforcing student dress and grooming standards at VACU and at all school-related activities.

All students are required to adhere to the VACU dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons.

3) Specific Guidelines/Restrictions on Campus

Students are not to wear clothing that is tight, loose, sagging, baggy, revealing, spaghetti-strapped, backless, low cut or short.

Pants – must be worn at the waist or upper hip and must not reveal underclothing

Shorts and Skirts - must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer

Tops, Shirts, and Blouses – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage

Dresses – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer

Shoes – must not detract from or interfere with the learning environment or present a safety or health hazard Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed

Head Coverings – no type of head covering is to be worn with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes.

Underclothing – must wear appropriate underclothing.

Pajamas/loungewear – any and all pajamas/loungewear are prohibited.

Jewelry/Piercings – Noisy, distracting, and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/Piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

Tattoos - permanent or temporary, must be covered at all times.

Hair/Make-up – Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not detract from or interfere with the learning and school environment.

Backpacks – must not detract from or interfere with the learning environment or present a safety or health hazard.

"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation where with ye are called, with all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavoring to keep the unity of the Spirit in the bond of peace." (Eph.4:1-3)

Chapter 2. ATTENDANCE POLICY

It is the privilege of VACU to provide quality instruction in an environment where learning can flourish. In order to receive maximum benefit from the instructional program, students are expected to attend school regularly and be punctual each day for the lecture. It is understood that good attendance positively impacts the learning process.

Class Attendance Regulation: All classwork is directed to the glory of God, and designed for the best preparation of students for their services to God. Students are expected to attend all class sessions on time. No student should absent himself/herself from one class in order to fulfill requirements of another class. The handling of unexcused absences is left to the discretion of the professor.

A student with three (3) unexcused absences for three credits hours will be dismissed from the course with a failing grade F. Excessive absences may be appealed to the Academic Committee Additional attendance requirements may be stipulated by the professor.

VACU faculties value class attendance as an integral and meaningful element in academics. Since the importance of the common gathering of participants may vary from course to course, instructors are given the responsibility of regulation attendance in their classes, subject to the following limitations:

(1) Attendance regulations are to be clearly announced in writing by the instructor at the beginning of each term.
(2) Attendance regulations for multi-section courses are to be set by agreement at the department level.
(3) Excessive absences may result in suspension from the course with grade of F. When an F is given for excessive absences, the instructor must notify the Registrar in writing.
(4) Attendance at quizzes announced at least a week in advance and at special sessions is mandatory. Excuses for absence in such instances are to be obtained by the student from the Academic Dean.
(5) Student appeals concerning attendance regulations are to be made to the School Academic Regulations Committee.

1. Class Attendance

Regular and punctual attendance in classes is expected of all students at VACU. Each faculty member is to state the attendance policy in writing to all students in class. The faculty member s judge of whether the student has met the stated attendance requirements of the course.

Class attendance is considered essential to the educational process. VACU subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets until the day of the final exam:

(1) The professor must receive the name of students from the office.
(2) Every class, the professor must check attendance of those who have registered.
(3) The professor must announce the class policy regarding attendance to their students.
(4) The professor will report the students who have missed two or more classes to the school office.

Regular attendance and participation in schooling is an important factor in educational and life success. Students who are not regular-attenders are at risk of alienation from education that can lead to decreased options for future pathways.

2. Seminar Attendance

The success of a seminar depends upon the regular attendance and participation of each member. For this reason, an unusual number of absences from the regular meetings of a seminar will result in a grade of F for the course, despite completion of other requirements.

3. Special Absence

All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips. A student shall not be absent from school or from any other required school hours except for illness or other providential cause, unless with written permission of the professor, or other duly authorized school official.

4. Illegal Excuse .

A student, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Students will be notified of their responsibility for their unexcused absences by the proper school authority;

(1) The office of VACU will also send a notice by mail to the students who have accumulated three absences from the class of school, informing them of the attendance policy and inviting them to contact the VACU Office to discuss the matter.

(2) An unexcused absence occurs when the student does not provide, within two (2) days after an absence, an explanatory note signed by the student or visitation by a physician, which satisfies the criteria for excused absence. After three (3) days of unexcused absences from school or the class, an official notice of unexcused absence will be sent to the student. The notice will list the dates of unexcused absences and notify students that any further illegal absence constitutes a summary offense under the School Code.

5. Excused Absence

Excused absences may be granted for the following occurrences: illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, family trips, and exceptionally urgent reasons which affect the student. Absences for other reasons will be considered unexcused. For an absence to be excused, the student must send a note to the office of VACU within two (2) days after each absence or the day of absence.

Instructors (Professors) may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructors' syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an F based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

6. Early Excuse

Students are not permitted to leave the school campus at any time during the school day without permission from the instructor. If students wish to be excused early during the school day, students must present a note to Instructor. The note should indicate (1) the date and time of dismissal; (2) appropriate reason of early dismissal; (3) signature of the student.

7. Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

8. Assignments

Students are expected to spend two-three hours outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class.

The student alone assumes responsibility for all absences. A student who presents the instructor with an adequate and documented reason for an absence normally will be given an

opportunity to make up the work missed. The responsibility for initiating the request to make up class work missed is vested in the student.

Chapter 3. POLICIES OF STUDENT CONDUCT

All degree candidates of VACU are expected to conduct themselves always as mature Christians. VACU stands committed to the position of the Westminster Standards as a sound exposition of the biblical principles of conduct as well as of faith and doctrine.

VACU reserves the right to dismiss students or refuse to admit applicants whose conduct fails to meet the ethical principles set forth in the Bible and the Westminster Standards.

The procedures for dealing with infractions of the standards of conduct are explained in the Student Handbook, which is distributed to all students.

"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the with all lowliness and meekness, with longsuffering, forbearing one another vocation wherewith ye are called, in love; Endeavoring to keep the unity of the Spirit in the bond of peace. ...."(Ephe.4:1-3).

In keeping with the goal of a drug-free campus, possession or consumption of alcohol anywhere on VACU campus, including classroom, is not permitted. VACU prohibits the possession or use of alcoholic beverages on campus or at functions elsewhere held by VACU or its organization. Pubic display, drunkenness, and misconduct are violations of VACU conduct rules and those violating these rules will be disciplined in accordance with the seriousness of the violation.

VACU prohibits the possession, use or distribution of illegal drugs. Anyone apprehended using or selling on campus will be subject to immediate dismissal.

VACU also must reserve the right to request at any time the withdrawal of a student who cannot make the required progress toward graduation or whose conduct is detrimental to his or her health or whose conduct is not satisfactory to its officials. A student may ask to withdraw of unsatisfactory conduct in the absence of any specific charge.

1. Life Style Expectations

Members of VACU are expected to demonstrate a positive and growing commitment to Jesus Christ as Lord by continued study and obedience to the Scripture in all areas of life. A regular experience of forgiveness and renewal, surrender to God the Holy Spirit, demonstration of Christian love and service to others, concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice, response to the needs of the poor and oppressed, and emphasis upon glorifying God, in all thought and action, are examples of behaviors which are endorsed and encouraged.

Certain practices are forbidden in Scripture and are not condoned in the lives of members of VACU community. Sexual relationships outside of marriage, homosexuality, drunkenness, theft, dishonesty, and disobedience to the state (except in those rare instances that violate a biblically informed conscience) are example of practices which are unacceptable.

Other aspects of community life include a commitment to the pursuit of excellence, forbearance for one another, recognition of the Lord's Day as a day of worship and rest, a growing

awareness and reflection of Christ in daily life, and a dedication to the concerns that motivated His life on earth.

We believe that a decision to become a part of VACU implies a willing commitment to live in accordance with the teaching of the Bible, as well as a willing acceptance of the responsibilities and conditions of membership. It is our hope that those led by the Lords to become a part of the distinctive VACU community and have already adopted a Christ-lifestyle.

2. Drug Free Workplace Policy

VACU has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institutions workplace. VACU requires that its campus, faculty, staff, and student be drugfree.

VACU also considers tobacco to be habit-forming and addictive and strictly prohibits smoking or the usage of other tobacco substances while on any of the campuses or while attending other institution related activities.

The workplace is defined as any classrooms, hallways, restrooms, parking, or storage areas that are connected to the main campus at 14012-F Sully field Cir, Chantilly, VA 20151, or any location outside of the main campus where VACU programs or courses are discussed or promoted.

3. Policy for Protection of Privacy, Transparency, and No-Harassment

VACU has been doing every effort to keep relevant policies up to date for promoting of protection of student privacy, transparency in safety and on-campus crime, and provision for redress of harassment (including sexual harassment) that might be experienced by students, staff, faculty, administration, and board.

It is encouraged to further refer to the relevant sections of this catalog or the student handbook, such as “equal opportunity: Non-Discrimination Policy”, “Sexual Harassment Policy”, and “Racial Harassment Policy”.

The United States Congress passed the Jeanne Clery Act in 1990, requiring universities to disclose statistics about crime on and around campus so students could properly evaluate their school’s safety. The intent of the law is that colleges ought to make information about crime on and around campus publicly available. Safety requires transparency.

Since the operation of the school, VACU has not had any harassment or crimes on the campus. The school is located in Fairfax County, Virginia, a very secure area in the United States. See the data below:

Crime is ranked on a scale of 1 (low crime) to 100 (high crime)

Fairfax County violent crime is 10.2. (The US average is 22.7)
Fairfax County property crime is 23.1. (The US average is 35.4)
(Data from https://www.bestplaces.net/crime/county/virginia/fairfax)

To prove further transparency in safety and crime on and around the campus, links are provided here for quick reference.

- https://www.bestplaces.net/crime/county/virginia/fairfax
- https://spotcrime.com/map?lat=38.8933505&lon=-77.4335258&address=14012%20Sullyfield%20Cir,%20Chantilly,%20VA%2020151,%20USA

4. Equal Opportunity; Non-Discrimination Policy

All aspects of VACU's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denial benefits, subjected to discrimination under or denied employment in the administration of or in connection with VACU programs because of race, color, age, disability, citizenship, handicap or political affiliation.

Participation in any VACU program shall be open to citizens and non-national of the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

VACU's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of VACU's programs.

5. Sexual Harassment Policy

Sexual harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is VACU policy that all its employees and students have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including lay-off or termination.

These procedures clarify definitions of acquaintance rape and sexual assault, outlines the steps the institution is taking toward education, prevention and treatment, sets forth disciplinary procedures that may occur when acquaintance rape/sexual assault has taken place on the campus and explains resources available to VACU students who are victims/survivors of acquaintance rape/sexual assault.

No staff or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee that refusal to submit to sexual advances will adversely affect employee's employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

1) Sexual Harassment is defined as:

(1) Unwelcome physical or verbal contact

(2) Sexually explicit language or gestures

(3**)** Uninvited or unwanted sexual advances

(4**)** An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes. No employee shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

Acquaintance rape is defined as forced, manipulated or coerced sexual contact by someone the victim knows. Under Virginia Law, acquaintance rape is a crime. The law makes no distinction between sexual assault by strangers and acquaintances. Any forced sexual conduct including forced touching and fondling is also a crime under Virginia law. Under this law, consent cannot be given by someone under the age of 18, someone under the influence of alcohol or someone who is diagnosed with a mental disability and therefore unable to make a reasonable judgment about the harmfulness of an activity.

2) Reporting Procedures

If any person believes that he or she has been a victim of a sexual offense, such person should report the alleged sexual offense immediately to the Student Dean of VACU or the Vice President International Student, a faculty member, administrator, or campus public safety. If an employee other than Student Dean of VACU receives a report of a sexual offense, the employee shall report the alleged sexual offense to the President.

A person who believes he or she is a victim of sexual offense has the option of also notifying any other law enforcement authorities, including on-campus public safety and local police. The Advisor of International Student shall offer to assist such person in notifying law enforcement authorities, and will assist such person if he or she so requests. There are no express time limits for initiating reports under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

3) Notification to Victims of Sexual Offense

Upon receipt of a report of an alleged sexual offense, the President, or Student Dean shall notify the victim of his or her right:

(1) To report the sexual offense to other law enforcement authorities including on-campus public safety and local police.

(2) To be assisted in reporting the sexual offense to such law enforcement authorities.

(3) To seek the services of existing counseling, mental health, medical or student services for victims of sexual offense, both on-campus and in the community.

(4) To receive assistance in changing academic situations if the victim is a student, and if such changes are reasonably available.

4) Investigation

Student Dean shall undertake an investigation of all reports of sexual offense or appoint a qualified person (including the campus police) to conduct the investigation. The accused shall be notified in a timely manner that an investigation is being conducted.

The investigator shall file a written report of his/her findings with the Dean of Student and the President within twenty-eight (28) days after the report of a sexual offense has been made. In the event the investigative report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. Both the accuser and accused shall be notified of the finding of the investigation.

5) Disciplinary Procedures

The person accused and found guilty of a sexual offense through the VACU investigation shall be subject to disciplinary action in accordance with established procedures, which procedures shall provide at a minimum that (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought to alleging a sexual offense.

6) Sanctions

An employee found to have committed a sexual offense against another individual will be subject to discipline, up to and including termination. A student found to have committed a sexual offense against another individual will be subject to discipline, up to and including expulsion and/or barring the student for re-enrollment in the VACU. Any other person found to have committed a sexual offense against another individual may be barred from the VACU Campus.

7) Prevention and Education

Dean of Students (or Sexual Assault Task Force) dedicates to the prevention of sexual offenses. The Task Force's goal is to educate and promote awareness of rape, acquaintance rape, and other sexual offenses. In furtherance of this goal, modules have been developed by counselors to address this issue and facilitate discussion in the classroom.

The prevalence of the connection between the use of alcohol and other drugs and the occurrence of acquaintance rape is an important part of this discussion. Counselors are available to faculty campus-wide to present these modules which can be modified depending on the classroom subject area.

VACU prohibits other sexually harassing conduct in the workplace/University, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person body; gestures; or the display in the workplace/University of sexually suggestive objects or pictures.

Any employee who believes that (s)he has been a victim of sexual harassment in the workplace/University should notify the Dean of Students and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

6. Racial Harassment

VACU is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. VACU seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world.

The present and future courses of the VACU are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and in-directly feed the destructive forces of racism.

VACU is therefore committed to consistent efforts toward maintaining a Christ-centered community free of all forms of racial harassment, and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution.

1) Racist and discriminatory conduct:

verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: (1) has the purpose or effect of interfering with the education, the University related work, or other institutionally authorized activity of a student, employee, official, or guest; or (2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by this University.

2) Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include:

(1) Physical contact or attacks for racist and discriminatory reasons.

(2) Intimidation through the threat of force or violence.

(3) Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes toward minority group. Such behaviors may include name calling, racial slurs, slang references, and jokes.

(4) Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority group. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion.

In any case of racist behavior, the offended person must report the incident immediately to the President or the Dean of Students.

7. Harassment Guidelines

Questions, assistance or violations related to this policy should be directed to Office of the VACU, 14012-F Sully field Cir Chantilly VA 20151. (703) 250-8711.

(1) If you believe that you have been harassed by a staff member or faculty member, you take one or more of the following actions:

(a) Discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive.

(b) Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

(2) If you believe that you have been harassed by a student, you take one or more of the following actions:

(a) Discuss the matter with the accused, explaining why a particular comment or action was offensive.

(b) Bring a charge of harassment to the Office of VACU.

(3) If a student employee believes that he or she has been a victim of harassment, he or she should take one or more of the following actions:

(a) Discuss the matter with the accused, explaining why a particular comment or action was offensive.

(b) Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.

(c) Contact the office of VACU for students.

(d) Regardless of who the alleged harasser is, you may discuss the matter with (the Counselor) the Dean of Students. You will be advised of proper university procedures that can be pursued.

(4) All complaints will be held in strict confidence and counseling will be provided if requested. However, although you may wish not to be identified, the university has an obligation to intervene in the matter if sexual harassment has occurred. Remember, you may not be the only victim.

(5) A student also has the option of filing a formal charge of harassment with the U.S. Department of Education. Its address and telephone number are available from the Office of VACU, 14012-F Sully field Cir, Chantilly, VA 20151. (703) 250-8711.

8. Academic Freedom

In institution of higher education, like VACU, the principle of Academic Freedom is essential(distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching

aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Virginia Christian University and they are elaborated as follows:

The faculty, staff, and the students of VACU are entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the VACU's officer or President of VACU, provided it does not interfere with his/her duties at VACU. The faculty and students of VACU are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.

The faculty, staff, and the students of VACU may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member, staff, and students should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that (s)he is not speaking for the VACU. Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of VACU and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of VACU.

9. Nondiscrimination on the Basis of Disability

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on a disability and provide for equal access to employment opportunities, admissions, educational programs and all other University sponsored programs and services. VACU is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the VACU's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits , or be subjected to discrimination with regard to the programs, activities, or services provided by VACU.

(1) Student requests for accommodations are handled by the Office of Disability Services. A student is responsible for informing the Dean of Students of the need for accommodation. The student is also responsible for documenting the disability and for cooperating with the university in attempting to identify effective and reasonable accommodations.

(2) Nondiscrimination on the Basis of Sex. VACU does not discriminate on the basis of sex in educational programs or activities. VACU is required by Title IX of the Education Amendments (PL92-318) of 1972 and U.S. Department of Education regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving

Federal Financial Assistance not to discriminate. This requirement extends to employment by VACU and to admission thereto. There is a broader federal statute with which VACU complies: Title VII, which includes race, sex, national origin, age, etc.

(3) Sexual harassment is a form of sex discrimination and is covered under both statutes. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the Title IX coordinator, Office of Equal Opportunity, 14012-F Sully field Chantilly, VA 20151, 703-250-8711; or to the U.S. Department of Education. Questions concerning Title VII also may be referred to the Office of Equal Opportunity or to the Equal Employment Opportunity Commission. Addresses and telephone numbers are available from the Office of Equal Opportunity.

(4) A student who wants to initiate a grievance involving sex discrimination should confer first with the faculty member, administrative person or student directly involved.

(5) If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, the individual may go to the department head or division director, then to the Student Dean of the school, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of discrimination to the Office of VACU for students.

(6) After exhausting the informal remedies, the student may institute a formal written complaint. The procedure for handling such complaints for either statute may be obtained from the Office of Equal Opportunity.

10. Controlled Substances and Illicit Drugs

The unlawful possession, distribution and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the act into schedules ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drugfree Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

(1) Possession of a controlled substance classified in schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in jail for up to 12 months, a fine up to $2,500 or both.

(2) Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to $2,500 or both.

(3) Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to six months, a fine up to $1,000 or both.

(4) Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $500.

(5) Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

(6) Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to 40 years and a fine up to $100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment and be fined up to $100,000.

(7) Possession of a controlled substance classified in Schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to one year, a fine up to $2,500 or both.

(8) Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days, a fine up to $500 or both. Upon a second conviction, punishment is either confinement in jail for up to one year, a fine up to $2,500 or both.

(9) Possession of less than the one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year, a fine up to $2,500 or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in jail for up to one year, a fine up to $2,500 or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to 30 years.

11. Criminal Sanctions – Alcohol

VACU is a Christian school of diverse individuals who have come together for the purpose of education and glory of Triune God. As with any community, the university must establish guidelines for behavior which will produce the type of environment necessary to best achieve its mission.

VACU reserves the right to develop and implement new rules, guidelines and student standards of conduct not presently included in this document. It is the responsibility of the university to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations. Students are also expected to comply with university policies as these policies pertain to student conduct. Students who violate state laws, county laws, or city ordinances are subject to prosecution and also university disciplinary action.

(1) VACU Regulation of Alcohol.

"And do not drink with wine, in which is dissipation; but be filled with the Spirit"(Ephe. 5:18). In keeping with the goal of a drug-free campus, possession or consumption of alcohol anywhere on the VACU campus is not permitted. The VACU prohibits the possession or use of alcoholic beverages on campus or at functions elsewhere held by the VACU or its organizations.

Public display, drunkenness, and misconduct are violations of the VACU conduct rules and those violating these rules will be disciplined in accordance with the seriousness of the violation. The VACU prohibits the possession, use or distribution of illegal drugs. Anyone apprehended using or selling on campus will be subject to immediate dismissal.

VACU reserves the right to conduct an inspection of any automobile when it has good reason to believe that VACU regulations are being violated. The VACU also must reserve the right to request at any time the withdrawal of a student who cannot make the required progress toward graduation or whose conduct is detrimental his or her health or whose conduct is not satisfactory to its officials. A student may be asked to withdraw because of unsatisfactory conduct in the absence of any specific charge.

(2) Virginia's Alcohol Beverage Control Act.

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The act applies to the students and employees of this institution. As required by the Federal Drugfree Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to $2,500 or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to $2,500 or both.

It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is being purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as item 2 above.

It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violation of the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

(3) Health Risks

The illegal use of controlled substances has substantial and detrimental effect on the health and general welfare of American People. More than 25,000 people die each year from drug related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The health risks associated with the unlawful use of controlled substances depend on the combination used and the individual using them. The following is general categories of drugs and their effects:

(A) Alcohol: Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium, tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

(B) Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.): Amphetamines speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, and death due to a stroke or heart failure.

(C) Anabolic Steroids: Steroids affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

(D) Barbiturates/Depressants (downers, Quaaludes, valium, etc.): Depressants slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

(E) Cocaine/Crack: Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

(F) Hallucinogens (PCP, angel dust, LSD, etc.): Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instincts. Hallucinogens may result in the self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

(G) Cannabis (marijuana, hashish, hash, etc.): Cannabis impairs short-term memory, comprehension, concentration, coordination, motivation and may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke.

(H) Narcotics (smack, horse, Demerol, Percodan, etc.): Narcotics initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Using contaminated syringes while injecting such drugs may result in a higher risk of exposure to AIDS.

(I) Tobacco/Nicotine: Nearly one in every five deaths in the United Sates is a result of smoking, making tobacco use the leading preventable cause of death. More than 440,000 deaths in the United States each year are attributed to tobacco use, resulting in more than 6 million of potential life lost each year. Smoking during pregnancy causes more than 1,000 infant deaths per year.

12. Dangerous Practices in Campus

No student shall engage in any activity which shall endanger the lives or safety of that student or of others. This includes, but is not limited to, the following activities;

(1) The use, possession or false reporting of fireworks, firecrackers, gunpowder or any dangerous chemicals or explosive materials.

(2) Inappropriate or dangerous use of fires, open flames, candles, matches or other flammable materials.

(3) Blocking or in any way preventing use of fire exit doors, handicapped ramps, residence hall room doors and building hallways.

(4) Improper use of electrical appliances or wiring which creates a fire hazard. Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.

(5) No student shall intentionally or negligently damage/vandalize, attempt to damage/ vandalize or participate in the damage of property belonging to another.

(6) Damage, which is caused accidentally, should be promptly reported to a staff member or an appropriate official. Failure to report accidental damage will be considered a violation of this policy.

(7) No student shall cause or incite any disturbance including excessive noise in or near any building or any other property owned or operated by the university that interrupts the orderly operation of the university.

13. Computer Misuse in Campus

Any misuse of university network or computing resources or services is expressly prohibited. Examples of misuse include, but are not limited to, the following activities:

(1) Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.

(2) Tampering with files or information that belongs to someone else.

(3) Using the computer to examine, modify or copy programs or data other than one's own without proper authorization. This includes plagiarism and/or violations of copyright.

(4) Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures.

(5) Depriving or attempting to deprive other users of access to computing/network resources or services.

(6**)** Under no circumstances does the university condone or permit: the unauthorized copying of computer software or other copyrighted material; the use of another person's computer I.D., telecommunications account or access privileges; the unauthorized access or use of another person's files (whether inside or outside the computer system); the intentional abuse or interference with the operation of any university computer, network or telecommunications system; the intentional interference with the work of other users or wasting of computer resources. Using computing resources in other forms of misconduct such as harassment, invasion of privacy, libel, falsifying identity, etc. are violations of university standards of conduct and/or law.

14. Sexual Assault

Sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent.

To constitute lack of consent, acts must be committed by force, intimidation or through use of the victim's mental incapacity or physical helplessness. Intoxication may indicate an inability to give consent. Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute harassment, which is also prohibited under university regulations and is specifically addressed elsewhere in this handbook.

15. Hazing or Personal Abuse in Campus

In keeping with VACU's expectations for a positive academic environment, the university prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing, is defined as activities for the initiation or induction into an organization which includes, but not limited to, calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

Section 18.2-56 of the Code of Virginia, as amended, which declares illegal hazing, establishes conditions for civil and criminal liability and outlines the duties of the university when a student has been found guilty of hazing.

No student shall engage in any activity which disrupts, unfairly influences or obstructs Honor Council process of VACU. This includes, but is not limited to, the following activities:

(1) Attempting to influence, intimidate or threaten any witness, council member or other participant involved in the preparation of a case or the procedures constituting the judicial or Honor Council proceeding.

(2) Distributing, announcing, or publishing judicial information, letters or decisions.

(3) Giving false information to the Honor Council or to honor council coordinator.

About Personal Abuse: (1) No student shall threaten anyone with physical harm. (2) No student shall direct expressions at anyone that can be reasonably anticipated to provoke a violent reaction from that person.

16. Pets in Campus

Students shall not bring any pet belonging to them or under their control into any university-owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Owners must keep dogs on a leash at all times. All actions of any dog will be the responsibility of the owner. In or near classrooms, academic buildings, administrative buildings or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses or the owner cannot be found, university police will be called and appropriate action taken.

(1) Students bringing pets into Campus of VACU will be assessed a fee for each occurrence.
(2) A service animal (guide dog, or other animal individually trained to provide assistance to an individual with a disability) is permitted in any place that any student/customer is generally allowed.

17. Soliciting, Petitioning, Selling, Surveying and Publicizing

No student organization shall engage in advertising or selling any goods, services or tickets; nor shall they solicit for any purpose whatsoever on university property or in university buildings without first obtaining the written approval of the coordinator of clubs and organizations. Sales and solicitation may only take place in the areas designated by the University.

(1) Students or student association must obtain written approval from the coordinator of clubs and organizations, before petitioning or surveying students. Surveys that are a part of an academic requirement must be approved by the instructor, department head and Academic Dean before approval will be given by the coordinator of student government association development.

(2) No student, non-VACU-related organizations or individuals may sell or solicit on the campus for any purpose whatsoever without first obtaining the sponsorship of a recognized student government association. The sponsoring organization must then obtain the written approval of the coordinator of student organization development, make all arrangements for space, acknowledge sponsorship in writing and delineate the financial arrangements between the sponsor and the non-university organization or individual.

(3) All students or organizations that solicit off campus on behalf of a group or organization associated with VACU must have the written approval of the Student Dean for VACU advancement.

(4) All students or organizations planning to conduct programs on or off campus requiring a contractual agreement with non-university agencies must obtain the written approval of the Student Dean and other pertinent university officials.

(5) Posters, notices, announcements or other materials may only be displayed on general-purpose bulletin boards inside authorized VACU-operated buildings or on authorized VACU property. Materials with dimensions exceeding 11 inches by 17 inches will not be approved for posting. The Dean of Students will define the authorized areas of display for such material. The exterior of academic and administrative buildings as well as all windows, doors and trash

receptacles are specifically unauthorized display areas. ` Items posted in the residence hall must be submitted to the associate director of residence life in the area office for a second review. Approval for posting and posting guidelines will be determined and outlined by the associate director.

(6) No student shall distribute or sell any drug apparatus in any building or on any property owned or operated by VACU.

(7) Using chalk to display messages or advertise events on campus sidewalks is prohibited without appropriate authorization.

18. Theft in Campus

"You shall not steal... You shall not covet your neighbor's house..."(Exo.20:15.17)

(1) No student shall steal, attempt to steal or assist in the theft of any money, property or item of value not belonging to him or her.

(2) No student shall illegally use or appropriate any property not belonging to him or her.

(3) No student shall fail to report suspected theft of university monies.

19. Probity (Ethics) of Student

Upon enrollment to VACU, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education while holding respect for the ethical standards of VACU. A student in violation of any of the following shall be subject to redress.

(1) Presentation of the ideas, representations, or words of others as one's own.

(2) Permitting another to present one's work without the customary and proper acknowledgement of the sources.

(3) Referral to or use, during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to**:** a) Books, manuals, written materials, Internet materials, etc**.** b) Falsification of academic and clinical records, educational degrees, titles, job positions, etc. c) Inappropriate comments to patients, faculty, staff, other students, etc.

(4) Providing or accepting unauthorized assistance during an examination. Examples include but are not limited to**:** a) Looking or viewing at other student's exam answers. b) Talking to another student or assisting another student with exam answers**.** c) Making or receiving gestures from another student to benefit on an exam.

(5) Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or exam), in advance of its administration by the faculty.

(6) Practice of any form of deceit on any academic exam setting which includes acting as, or enlisting, a substitute.

(7) Dependence on the aid of others, or providing such aid in a manner prohibited by the faculty, in the research, preparation, creation, written performance, and/or publication of work submitted for academic credit/evaluation.

(8) Attempts to change one's academic record by accessing the VACU computers or breaking into offices for reasons not in keeping with academic probity.

(9) Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations.

(10) Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff of the VACU. A violation of this requirement will result in immediate suspension while review of the incident is in progress.

(11) Willful violation or abuse of the cannons of ethics for the VACU or the Profession.

Chapter 4. EMERGENCY AND CRISIS PROCEDURES

1. Trespass

(1) Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible for trespass.

(2) Any unauthorized individual entering or attempting to enter university property which has been closed, locked and/or posted shall be responsible for trespass.

2. Unauthorized Use of University Property or Documents

No student shall use, possess, or sell any parking decal, VACU Access Key, keys or official university documents issued by the university to another individual. Specifically, this prohibits the following infractions:

(1) Use, possess, lend, or sell a parking decal which was not specifically issued to and paid for by the student holding the decal.

(2) Use, possess, lend, or sell a VACU Access Key to obtain entry or services to which the individual is not entitled.

(3) Use, possess, lend, or sell any university keys not specifically issued to the student.

(4) Use of official documents or identifying information by a student not authorized to do so.

3. Violence to Persons and Weapons

"Be ye therefore followers of God, as dear children; And walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savior" (Ephe. 5:1-2).

(1) No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.

(2) No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus.

(3) Realistic facsimiles of weapons are also specifically not allowed.

(4) Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the university police station.

(5) Weapons used for hunting must be checked and removed from campus at the end of the appropriate hunting season.

4. Workplace Violence Policy

VACU is committed to maintaining an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the VACU, vendors and those having no legitimate purpose to be on the VACU campus.

To ensure a safe environment for employees and students, VACU prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within VACU facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, VACU prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both. All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

Emergency Procedures. Call Public Safety at 911.
Immediate Physical Danger

(1) Get out of the area and away from the immediate threat.

(2) Call Public Safety immediately after you are in a safe place.

(3) Violence Committed... Call Public Safety immediately if a person commits an act of violence against you or another person.

Intimidating Situation: Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts, and remain on the line until the officers arrive.

Non-Emergency Procedures: If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

(1) Report instances of intimidation or concerns about workplace violence to your direct supervisor. * Determine with your supervisor if the issue can be resolved at this level. *If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the President of VACU.

(2) If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the Investigation Officer of VACU (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought.

(3) Upon receipt of the written complaint, the Investigation Officer of VACU will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the Investigation Officer of VACU will determine what further investigative action is required.

(4) After the initial discussion(s) with the complainant the Investigation Officer of VACU, will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

a. Interviewing the party(ies) alleged to have committed the act;
b. Interviewing witnesses identified by the complaining or accused party; and
c. Reviewing documents relevant to the complaint.

(5) As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the Investigation Officer of VACU will determine the appropriate actions to be taken.

(6) The Investigation Officer of VACU shall prepare a confidential report with regard to the investigation. The report shall state whether or not the Investigation Officer(IO) of VACU believes a violation of the VACU Workplace Violence policy has occurred and whether or not resolution has been achieved. The IO's report shall be completed within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

(7) If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment.

(8) Either party may appeal, in writing, the decision of the Investigation Officer of VACU by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

(9) All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the Investigation Officer of VACU Supervisors, the IO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the Investigation Officer of VACU and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the Investigation Officer of VACU and/or other necessary persons.

5. Unauthorized Entry

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member or university official except by permission or invitation of the student or the appropriate university official or faculty member.

Chapter 5. UNIVERSITY AND STUDENT RIGHTS

As students transition into the world of higher education, you are presented with many challenges. Issues of freedom, choice, rights, and responsibilities are paramount during this stage. Because of this and current national events, increasing attention has been devoted to clarifying the role and duties of an institution of higher education regarding its students.

While VACU strives to offer an excellent educational experience to our students, everyone needs to be very aware of the limitations the law and reality impose on the manner in which we operate as an institution of higher education. We have become even more mindful of the need to clearly define our obligations regarding the scope of care we are able to deliver within this environment while respecting and protecting your rights and responsibilities to manage your own affairs.

Because VACU is an institution of higher education, you should know that it is not subject to all of the laws and regulations that apply to students in elementary, middle and high schools. For example, those schools are generally responsible for the welfare of the students entrusted to their care, and are typically obligated to provide services and plans that address their students' medical needs.

That matrix of rights and responsibilities does not exist in a university, where the students are considered adults with their own rights of privacy and autonomy, are legally responsible for their own actions, and where individuality and differences are respected and encouraged. The principles of 'in loco parentis' (in the place of the parents) do not apply in the VACU environment and VACU does not assume parental responsibilities, rights or control over its students. Instead, the obligations VACU honors are those that apply to adults in general and those that are otherwise required by law.

This difference between high school and college is easy to see in many respects. Universities are not generally obligated to provide medical care or medical assistance to students with specific medical conditions, although such services may be offered. Universities are not obligated to create an Individual Education Plan for students with learning disabilities, and there are no statutorily created appellate rights by which to challenge whether an education is 'appropriate.' Parents no longer have the same right to access the educational or medical records of their children.

Students have academic advisors, each degree program has its own requirements, and reasonable accommodations are made as required by law, but it is each student's individual responsibility to exercise his or her own initiative to meet with the advisor, choose the courses, request accommodations, seek needed academic services and satisfy the degree requirements.

The medical information the student shares with his or her health care provider is confidential and protected by federal and state privacy laws. With limited exceptions, such information is not generally known to VACU. Other federal privacy laws, such as the Family Education Rights and Privacy Act, may also restrict the University from sharing information about a student with

parents, spouses or significant others. Students can grant others access to that information by signing the appropriate form.

In higher education, students are treated as adults. At VACU, vast opportunities and great challenges await our students. The life of our students takes place in a fast-paced and rigorous academic environment, and students are expected to balance the many academic, employment, cultural and social opportunities available to them to get the most out of their college experience. We are delighted that you are interested in coming to VACU and want you to succeed in accomplishing your goals as a VACU student. Your success will depend upon how well you assume your responsibility to get the most out of your higher education experience.

1. University Rights and Responsibilities

(1) VACU has the right and an obligation to provide an open forum to present and debate public issues.

(2) VACU has the right to prohibit individuals and groups who are not members of the university community from using its name, finances, and physical operating facilities for commercial or political activities.

(3) VACU has the right to prohibit students from using its name, finances, and physical and operating facilities for commercial activities.

(4) VACU has the right and obligation to provide students with the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, finances, and office equipment and supplies for any political purpose at any time.

(5) VACU has neither the right nor the obligation to take a position in party politics and public issues, except on those issues which directly affect its autonomy, academic functions, financial support and the freedom of its members.

(6) VACU has the right and obligation to protect students and their visitors from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

(7) VACU has the right to require students to identify themselves by name and address. Additionally, visitors to the campus may be required to state what connection, if any, they have with the university.

(8) VACU has the right to set reasonable standards of conduct in order to safeguard the educational process and provide for the safety of students and protection of university property.

2. Student Rights and Responsibilities

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

(1) The students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. VACU considers individuals as students upon receipt of a deposit for admission.

(2) The student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.

(3) The student as a citizen has a right to be considered equally for admission to, employment by and promotion within the campus in accordance with the provisions against discrimination in the general law. Virginia Christian University is no sanctuary from the general law; furthermore, the campus is a community of growth and fulfillment for all rather than a setting described in the concept of in loco parentis.

(4) All students of VACU have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation. These rights and responsibilities include the following:

a) Each student has the freedom, dependent on level of competence to teach, learn and conduct research and publish findings in the spirit of free inquiry.

b) Each student of VACU has the right to pursue normal curricular and co-curricular activities, including freedom of movement.

(5) Students of VACU have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in university records.

(6) Students of VACU have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.

(7) Students of VACU have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his/her responsibilities, or if another member of the campus represents the work of others as his/her own.

(8) Students of VACU who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others. Students of VACU have the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

3. Grievance of Students

VACU is committed to providing an environment in which its faculty, staff, students, administrators, and other constituents are treated fairly with courtesy, respect, and dignity. VACU seeks to exist as a Christian university community. Communication in which there is Christian respect for individuals and groups that comprise this community is the basic ingredient of developing this relationship.

It is the aim of the university to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just to all persons involved. For this end, it has been established the Grievance Committee, composed of representatives from faculty, administration and student association. The Student Dean of VACU serves as the chair of Grievance Committee.

DEFINITION OF GRIEVANCE: A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a student, faculty member, administrator, or staff personnel, which may adversely affect the status, rights or privileges of a member of the student body.

All complaints against a faculty member or staff of the university, grade disputes, or disciplinary action taken against the student must be in writing. When preparing a formal appeal to the Grievance Committee, following information should be documented and submitted to the chair of the committee.

(1) Nature of the Complaint or dispute;
(2) Date the alleged dispute or problem occurred;
(3) Names of the individuals involved; and
(4) Copies of all relevant documents.

Grievance procedure is made up of several stages. At all stages of the process, the complainant and/or respondent have the right to be represented by the third person (such as family member, friend, counselor or other professional support person) if they so desire. At all stages of the process, reasons and a full explanation in writing for decisions and actions taken as part of the procedures must be given if so requested by the complainant and/or respondent.

In accordance with Matthew 18:15, it is the Christian's responsibility in areas of personal grievances, as distinguished from policy or principle, to first discuss his or her grievances with the other party in the dispute in private.

VACU will adhere to this responsibility in resolving grievances, except where the grievance involves allegations of wrongful actions that are sensitive in nature (such as allegations of sexual harassment, sexual discrimination, or physical or emotional abuse) where the student would feel threatened to discussing his or her grievance with the other party in the dispute in private. In such instances, the process should be initiated by the student by taking the grievance to the immediate supervisor of the other party in the dispute, in accordance with the processes enumerated below.

The following procedures enumerate VACU's means of resolving a student's justifiable cause for grievance. Justifiable cause for grievance shall be defined as any act that, in the opinion of the student, adversely affects the student, causing an uncomfortable situation or complaint and calls for action, and is perceived as capricious, prejudicial, or arbitrary action on the part of any university faculty, staff member, administrator or student; or any arbitrary or unfair imposition of sanction or policy that undermines and detracts from the student's educational experience, effectively denying the student equal and fair access to the institution's resources and opportunities. It should be noted that the University requires the grievance process to proceed through the appropriate chain-of-command. In this regard, if a grievance originates at a higher level (i.e., with a chair or other administrator) and the private Matthew 18:15 one-on-one process has not resulted in a satisfactory resolution, the grievance process shall continue at the supervisory level just above the party involved in the grievance, in accordance with the processes enumerated below.

Stage 1. The student with the complaint shall discuss the problem with the faculty member, staff person, administrator, or student who is directly involved. Together, they shall try to solve the problem through prayer, discussion, and negotiation in accordance with Biblical principles and the University's rules, policies, and procedures. All efforts should be made to resolve the problem at this level.

Stage 2. If further resolution is deemed necessary, the student shall state the problem in writing and submit it to the Dean of Students. The chair has 14 days to respond to the student request for resolution. However, if in the opinion of any party involved a satisfactory resolution does not result, such parties in the dispute may request (within 7 days of the Dean of students' response) a meeting with the Dean of students; and, the Dean of students, working with all of the parties involved, shall (within 14 days from the date of request for a meeting) try to solve the problem through prayer, discussion, and negotiation in accordance with Biblical principles and the University's rules, policies, and procedures.

Stage 3. If further resolution is deemed necessary by any party involved, such party in the dispute may (within 7 days of the Dean of the students' determination) request the matter be referred to the Grievance Committee. Within 21 days of this request, the school's Grievance Committee, shall (a) afford the parties a hearing, (b) submit a report of its investigation/ recommendations to the Student Dean who shall work with the committee to issue a final Grievance Committee determination, and (c) furnish a copy of the final determination to all of the parties involved.

Stage 4. The final determination of the Grievance Committee shall become full force and effect unless a party appeals the decision to the academic dean. This appeal must be filed in writing with the President within fourteen (14) days of the submission of the Grievance Committee's final determination.

If, after following the VACU grievance policy, the student finds that the problem has not been resolved, the student may contact the following agencies:

Association for Biblical Higher Education (ABHE)

5850 T.G. Lee Blvd., Suite 130 Orlando, FL 32822
Tel: (407) 207-0808, Fax: (407) 207-0840

The student will not be subjected to adverse actions by any school official as a result of initiating a complaint to ABHE.

4. Rights in Violation Procedures

(1) All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated VACU regulations.

(2) Students have a right to expect that the procedures shall be structured to facilitate a reliable determination of the truth or falseness of the charges, provide a fundamental fairness to the parties and be effective as an instrument for the maintenance of order.

(3) Students have the right to know in advance the range of sanctions for violations of university policies. The definition of adequate cause for separation from the university should be clearly formulated and made public.

(4) Students charged or convicted of violations of a general law may be subject to university sanctions for the same conduct, in accordance with university policies and procedures, when the conduct is in violation of a university rule.

(5) VACU does not represent accusing faculty or staff members or students, but provides a process for fact finding and fair decision making.

(6) VACU reserves the right to hold students accountable for certain types of off-campus behavior.

(7) Disciplinary action will result if a student's behavior compromises the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include, but not be limited to, crimes of violence, sexual assault and/or alcohol or drug violations, as determined by the Office of Student Affairs.

5. Student Right to Know Act

(1) The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable.

(2) Academic Dean has been assigned by the VACU to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students

wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

(3) Records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial hold, exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

(4) Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

(5) Procedures to Amend Records and Request Hearings...Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Academic Dean. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Academic Dean of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Academic Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of the VACU.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and

Welfare, Washington D.C. 20201, concerning alleged failures of the VACU to comply with the Act.

6. Familiy Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students to inspect and review their education record; provide that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provide for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grant the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

Educational records that are not governed by the Act and are not accessible to students include:

(1) Records kept by VACU personnel such as faculty, counselors, and administrators, which are used only by the maker or his or her substitute and are not available to any other person.

(2) Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be disclosed to the personnel of the law enforcement unit.

(3) Employment records for VACU employees, which are kept solely for business reasons.

(4) Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, and which are made, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Directory Information: The following items are hereby designated as Directory Information, and as such may be disclosed or released by the VACU for any purpose, at its discretion:

(1) The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, part-time/full-time enrollment status, degrees and awards received and the most recent previous educational institution attended.

(2) Currently enrolled students have the right to withhold the release and disclosure of any or these items by giving written notice on the appropriate form to that effect to the Director of enrollment services by the first day of each course or program, as the case may be, for which they enroll. Requests for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

7. Crime Awareness and Campus Security Act

Responsibilities of the department include enforcement of college rules and regulations, village and county ordinances, and state and federal laws. In addition, we provide traffic control, grounds and building patrol, emergency first aid and jump starts and vehicle key retrieval. Public Safety, by law, is the central repository for all Lost and Found items recovered and stored at the VACU. If you have found an item, regardless of value, it must be turned over to the school office for safekeeping. If you have lost an item, inquire about it with Public Safety.

Officers for safety of VACU have the same authority as municipal and state officers as well as sheriff's deputies. These duties include the authority to detain people, conduct investigations, gather evidence and make arrests. As such, all crimes and motor vehicle accidents that occur on campus should be immediately reported to the Department of Public Safety.

Crime statistics and information required by the Crime Awareness and Campus Security Act of 1990 are available at the Department of Public Safety which is located in the Public Safety Center. This same information is available at the Information Center, Student and Administration Center.

Emergency call boxes are strategically located throughout campus parking lots. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards. The call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the Public Safety dispatcher.

For emergencies, contact Public Safety and parking permits or non-emergency information call (703) 250-8711. Cellular telephone use (703) 629-1281.

Chapter 6. ACADEMIC POLICIES

1. Academic Dishonesty

(1) Academic Misconduct

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un-administered test. Examples include, but are not limited to:

Stealing, buying, or otherwise obtaining all or part of an administered or un-administered test. Selling or giving away all or part of an administered or un-administered test including questions and/or answers.

Bribing any other person to obtain an administered or un-administered test or any information about the test. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.

Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.

Entering a building or office for the purpose of obtaining an administered or un-administered test.

Any buying or otherwise acquiring any theme report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.

Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

(2) Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

a) Copying from another student's test paper.

b) Allowing another student to copy from a test paper.

c) Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member.

d) Collaborating on a test, quiz, or other project with any other person(s) without authorization

e) Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.

f) Taking a test for someone else or permitting someone else to take a test for you.

(3) Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

d) Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

(4) Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

a) Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.

b) Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.

c) Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.

d) Copying another student's essay test answers.

e) Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.

f) Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

g) Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

(5) Withdrawal of a Degree

VACU reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

2. Academic Evaluation

Students are evaluated at the end of each term, based on the grades received by the deadline noted on the grade sheets. The rules for determining whether a student is in good academic standing are printed in the VACU catalog.

Listings of Academic Committees of VACU are generated by the Student Administrative Services Office to show which students are to receive warning letters, to be continued on, placed on, or removed from probation according to the rules governing academic evaluation.

VACU has a committee that reviews these cases, arranges for interviews with students when appropriate, considers petitions for readmission of students who have been dropped and recommends appropriate action.

3. Academic Freedom

An institution of higher education like VACU, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge, the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at VACU, and they are elaborated as follows: The faculty, staff and students of VACU is entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of VACU's officer or the President of VACU, provided it does not interfere with his/her duties at VCU. The faculty and students of VACU are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.

The faculty, staff, and the students of VACU may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution, by his/her utterances.

Hence, the faculty member, staff, and students should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make very effort to indicate that they are not speaking for VACU. Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of VACU and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of VACU.

4. Academic Standing

There are four (4) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended to guide the student in his/her academic planning. In particular, a student placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

(1) Good Standing: Good standing status is assigned to the term record of any undergraduate student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

(2) Academic Probation: An undergraduate student will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled. For example, a student enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that the student achieve both a term and cumulative GPA of 2.00 or higher in a subsequent term.

(3) Make Up Class: F-1 students have to take at least 12 credits for BBS, at least 9 credits for MDiv. If students fail a course or courses, the course(s) is(are) considered as not taking. Students have to make up class(es) immediately right after the semester which they had got the F grade.

(4) Dismissal

A. Semester Grade Point Average: An undergraduate student will be dismissed from the University when his/her term GPA falls below the 2.00 standards for three (3) consecutive terms.

Students who earn a term GPA below 1.00, not including their first term at VCU, may be automatically dismissed from the University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a term GPA below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

B. Cumulative Grade Point Average: An undergraduate student will be dismissed from the University when his/her cumulative GPA remains below the 2.00 standards for the probationary period of three (3) consecutive terms unless Academic Dean approves an extended period.

Students who earn a cumulative GPA below 1.00, not including their first term at VACU, may be automatically dismissed from the University. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 1.00

will be placed on probation and held to the standards established by the conditions of academic probation.

C. Subject to Dismissal: At the end of the probationary period (three consecutive terms), a student is subject to dismissal. The decision to dismiss a student who is subject to dismissal rests with the VACU and entails a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress and plans.

D. Right to Appeal a Dismissal Decision: A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition to the Office of VACU or the Academic Dean. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from the University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Standing Committee of his/her college or school in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Standing Committee before the Wednesday of the second week of the term. After that date, appeals will be considered for the subsequent term.

E. Terms of Reinstatement after Dismissal: Reinstatement to the University through the Academic Standing Committee of the VACU is subject to the following conditions:

a) For full-time students: The student is expected to meet the Academic Standard of the VACU by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student must enroll in and complete no fewer than twelve (12) and no more than fifteen (15) credits unless otherwise approved by the Academic Standing Committee. During the period of reinstatement, a student cannot change his/her program of study or status. Intercollege transfer requires that a student is in good standing that is, above a GPA of 2.00 for such transfer to be considered unless the Academic Dean approves the transfer. A student must obtain a minimum semester GPA of at least a 2.00 during the readmitted semester and may not earn grades of F or I in any given course during this semester. If the student does not meet the GPA standard as established under the conditions of reinstatement (nominally 2.00), he/she will be dismissed from the University.

b) For part-time students: The student is expected to meet the Academic Standard of the University by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student can enroll in and complete no more than eleven (11) credits during the readmitted semester. The student must obtain a minimum semester GPA of at least a 2.00 during the readmitted semester and may not earn grades of F or I in any given course during this semester. If the student does not meet the 2.00 GPA standard as established under the conditions of reinstatement, he/she will be dismissed from the University. Failure to meet the above conditions will result in dismissal from the University. Such dismissal is considered final unless overturned by the Academic Dean/Director of the College/School. A final dismissal decision may not be appealed.

F. Final Dismissal: Students (a) who do not appeal the initial dismissal decision (b) who receive a negative decision from the Academic Committee or (c) who fail to meet the conditions of reinstatement, are severed from the University. Such students may apply to VACU for reinstatement, but must complete twenty-four (24) transferable credits at another institution with a minimum GPA of 2.50 to be considered for reinstatement.

5. Academic Transactions

(1) Add

During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, by using VACU Web for students. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

(2) Drop

Please note that "dropping" a course and "withdrawing" from a course are distinct actions and are governed by different policies. (See "Course Withdrawal Policy" below.). For both graduate and undergraduate students, courses may only be dropped during the "drop period" lasting from the beginning of the enrollment period through the end of the second week of the semester. Dropping a course result in the course being removed from the student's academic record without a "W" appearing on the transcript, specifically, neither the course nor the grade of "W" appears on the student's transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first quarter.

For "accelerated courses," which normally last five weeks, the drop period is limited to the first week of the course. Thus, for accelerated courses given during weeks one through five of the regular term, the drop period is week one; for accelerated courses given during weeks six through ten of the regular term, the drop period is week six (of the regular term).

(3) Withdrawal from Courses

Undergraduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week through the end of the sixth week of the quarter. Specifically, the last day to withdraw from a course is the Friday of the sixth week of the quarter. For undergraduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week.

Graduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week through the end of the sixth week of the quarter. For graduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the fifth week, prior to the final examination.

Withdrawing from a course causes both the name of the course and the grade of "W" to appear on the student's transcript. Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor's written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the "ENROLL/WITHDRAW" form available from the Office of VCU.

Where extenuating circumstances obtain, students may petition the Academic Dean of VACU to withdraw from classes from the sixth week through the tenth week of the term. If the petition is persuasive, the Academic Dean sends a recommendation to the Vice President, with an

explanation of the circumstances. The Vice President will review the recommendation and make the final decision supporting or not supporting the recommendation. Course withdrawals relating to previous terms require that the same procedure be followed.

Students are strongly encouraged to consult with their academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

(4) Withdrawal from VACU

A student wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain an approval from the Academic Dean. The following procedures must be observed by the student.

a) Notify the Academic Dean or the Registrar he intent to withdraw by completing and submitting the Withdrawal Notice Form.

b) Clear all outstanding debts with VACU.

c) Students who submitted their Withdrawal Notice Form and have a refundable amount of their payment such as paid tuition shall receive their refunds within thirty (30) days according to the refund policy from receipt of the Withdrawal Notice Form.

(5) Maximum Course Load

General allowance of course load during a regular semester is 18 credits for students in undergraduate program. If approved by the Academic Dean of VACU, a student may exceed 18 credits. The maximum course load for students in undergraduate program during a regular semester is 21 credits. The minimum course load for students in undergraduate program during a regular semester to be considered as full-time is 12 credits per semester. For students in master program, general allowance of course load during regular semester is 15 credits and may exceed with an approval of the Academic Dean of VACU. The maximum course load for students in master program is during a regular semester is 18 credits, and the minimum course load is 9 credits to be considered as full-time.

There are billing implications for those students who register for more than 18 credits in semester for undergraduate program and 15 credits in semester for master program.

The maximum length of study to complete undergraduate program is six (6) years from the date of matriculation and the maximum time to complete master program is five (5) years from the date of matriculation in VACU.

6. VACU Honor System

In a VACU community, there can be no doubt that honor and the pursuit of knowledge are intertwined. An honor system must be believed in, supported by and administered by the entire VACU community. Upon enrollment at VACU, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing. The Honor System at VACU does not

discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age or disability.

All academic work such as, but not limited to, examinations, papers and other written or electronically submitted assignments is submitted pursuant to the Honor Code and shall contain the following pledge (or a similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work. The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

What is the Honor Code: Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

(1) Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.

(2) Giving false or misleading information regarding an academic matter.

(3) Copying information from another student during an examination.

(4) Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.

(5) Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.

(6) Selling or giving ~~to another student~~ unauthorized copies of any portion of an examination. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

(7) Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.

(8) Falsifying material relating to course registration or grades, either for oneself or for someone else.

(9) Falsifying reasons why a student did not attend a required class or take a scheduled examination.

(10) Taking an examination in the place of another student.

(11) Making unauthorized changes in any reported grade or on an official academic report form.

(12) Falsifying scientific or other data submitted for academic credit.

(13) Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.

(14) Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.

(15) Using computing facilities or library resources in an academically dishonest manner.

Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

7. Academic Advising Process

The advisor assists students in shaping their educational experience to meet specific intellectual, personal and career goals. Advisors do not decide the student's goals or program, but help students learn how to develop appropriate goals, make good choices that enhance learning and personal growth, and succeed in and out of the classroom.

During summer orientation, all new students are assigned to a faculty or professional advisor who discusses with them the university's various programs of study, academic policies and procedures, advanced placement/exemption testing, and registration procedures. At that time, students plan their course of study and register for fall semester classes.

Advisors continue to work with first-year students until midway through the spring semester.

8. Academic Year

The academic year at VACU is based on two semesters, which run approximately as follows: **Fall Semester** runs from early August (third week) to end-November (last week). **Winter term(module)** runs from early January (second week) to mid of February (first week). **Spring Semester** runs from early February (Monday, second week) to end-May (last week). **Summer term (module)** runs from July (second week) to mid-August (first week). The regular weekly schedule of classes includes Saturday sessions.

9. Financial Aid and Scholarships

Assists students with financing their higher education through scholarships, grants. Students must be degree seeking and making satisfactory academic progress to be considered for financial assistance. A detailed description of financial aid programs and general related requirements are on VACU Website.

1) SCHOLARSHIPS

The Virginia Christian University offers two types of scholarship opportunities: Semester Tuition Scholarship Awards and Other Scholarship Awards.

The Semester Tuition Scholarship Award is limited to up to three (3) students per semester. Each award is no more than one half of the semester tuition. A student cannot receive the award for more than two (2) consecutive semesters. The President's Scholarship Award on the other

hand is not limited by the number of recipients. However, the amount of the award cannot exceed the semester tuition.

2) TUITION SCHOLARSHIP AWARD

A. Qualification: In order to receive the Semester Tuition Scholarship, the student must meet the following qualifications:

(1) A student must be currently enrolled.

(2) A student must have completed three or more courses per semester at VACU for at least three semesters.

(3) A student must have no outstanding balance in the tuition.

(4) A student must have at least an overall GPA of 3.0 for the Bachelor program or a 3.5 for the Master program.

(5) A student must be active in the VACU Student Government Association.

B. Selection Procedures

(1) Student must apply for this award at least four (4) weeks prior to the beginning of the semester. Applications are available at the Registrar's office.

(2) The Registrar checks the GPA of those who apply for this award and submits the list of applicants, with their GPAs, to the Academic Dean.

(3) Nominees will be presented to the Scholarship Committee.

(4) The Scholarship Committee makes the final decision.

(5) The Registrar informs the applicants of the Scholarship Committee's decision

(6) Awards will be made at the end of the second week of the semester with adjustments made to the student's account.

C. Criteria for scholarship Awards: The decision will be made based on the student's a) GPA, b) Contributions to VACU, c) Participation in student activities, d) Faculty recommendations. Economic need is considered when all other criteria are equal.

D. Restrictions: A student cannot receive the award for more than two (2) consecutive semesters.

3) PRESIDENT SCHOLARSHIP AWARD

The decision is made solely by the President. He determines the amount of the award. Once the decision is made, he informs the person who is recommended for the award as to the conditions of receiving the award and amount of the award. The maximum award cannot exceed the student's semester tuition.

4) OUTSIDE AID

Outside aid can be scholarships (VACU or private), tuition waivers, veteran benefits, etc. A recipient of financial aid at VACU should notify the Office of VACU for Financial Aid and Scholarships in writing of any other form of outside financial assistance received during the period for which aid is granted.

All outside scholarship checks forwarded to VACU should contain instructions on which semester(s) they should be applied. Scholarships received with no instructions will all be applied to the semester in which they were received.

5) MISSION SCHOLARSHIP

(1) VACU gives the mission scholarship to all students every semester.

(2) VACU gives other grant scholarship such as ministry grant, ministry family grant, family student registration grant, and student service grant.

(3) VACU gives the leadership scholarship to the president of the student government association.

Satisfactory Academic Progress: Minimum standards have been established governing satisfactory academic progress that a student must meet to be considered for financial aid. If aid is denied and the student has extraordinary circumstances, a letter of appeal may be submitted. Appeal forms and a copy of the satisfactory academic progress policy can be found in the office of VACU.

10. Award of Student

1) AWARDS TO GRADUATING CLASSES: Outstanding graduating seniors can he recognized at commencement exercises through the presentation of appropriate awards. The VACU administration has procedures to identify the types of awards given, the criteria to be utilized for selection of award recipients, and the procedure to be followed for such selections.

2) TYPES OF AWARDS TO GRADUATING SENIORS: Recognition of outstanding graduating seniors may be made at the commencement exercises through the award of appropriately designed wall-plaques. The following categories of awards arc authorized for presentation at commencement exercises.

(1) President's Award: Selection of one by the Executive Council and considered by the President to have made the most significant all-round contribution to the welfare of the VACU.

(2) Vice President's Award: Selection of two seniors from each degree program, through the majority vote of the Academic Council, to be the two most outstanding students in academic achievement and scholarly activity.

(3) Academic Excellence Award: Selection of two from each degree program, through the majority vote of the Academic Council, to be the four most outstanding students in academic achievement and scholarly activity.

(4) Alumni Association Award: Selection of two or more seniors from each degree program considered by Alumni members to be the most outstanding students within the program who are in service to the profession and carry the ability to represent the profession at various community or social events.

To be considered for any Award noted above, a potential recipient must have a Cumulative Grade Point Average (GPA) of 3.50 or better.

The Registrar shall create an Award Form and shall coordinate the process for identification of potential candidates for the Awards. Each candidate shall submit, to the Registrar's Office, a

copy of his/her professional resume (curriculum vitae) along with a typed letter of self-evaluation to support his/her choice of Award(s) sought.

Criteria for the selection of Award recipients shall be developed and reviewed annually by the individual group responsible for the selection.

11. Work Student on Campus

1) STUDENT EMPLOYMENT OPPORTUNITIES ON CAMPUS

Whenever possible, the VACU shall provide employment opportunities for the VACU students on campus who are at least in their first semester. The maximum number of hours that a full-time student is allowed to work on the campus is 20 hours per week for any given week. The hours worked beyond 20 hours per any given week will not be compensated. However, during semester breaks, students without academic assignments may work up to 30 hours per week. This includes aggregate work in all VACU departments. Likewise, students may not be scheduled for work on campus during the same time they are scheduled for academic assignments. It is the responsibility of the student to observe these rules.

Student work on campus is considered an educational experience and will be provided only in the form of a VACU Work Study and/or Student Assistantship. The payment will follow VACU Policies and Procedures. The payment for student assistantship will be in the form of tuition credit only. Excess credit balances on the tuition account may be credited toward future charges, or refunded to students at the end of each Semester. No part-time or full-time student is eligible for hire by the VACU as an "employee" in any of its employment classifications. Regular employees of the VACU, who formally obtain the permission of the President for limited enrollment and program study on campus, are not subject to these Procedures.

2) WORK-STUDY

Whenever possible, VACU shall establish work-study programs which will help to defray educational expenses while providing work experience. To be eligible for this program, a student must be enrolled at least one-half time according to VACU Policy and Procedures.

3) WORK-STUDY APPROVAL

Students on Work-Study programs are allowed, to work up to 20 hours per week during the semester. It may exceed up to 30 hours per week during the vacation. The student must request, in writing, for an increase in the working hours by submitting a request to the Dean of Students for approval. If the request for increased hours is approved such approval shall be filed accordingly.

4) APPROVAL/TERMINATION OF STUDENT ON WORK STUDY PROGRAM

The approval of Work-Study Program shall be determined by both the Dean of Students and the Financial Aid Officer. There must be a job description for the open position on file before a student can be approved for the Work-Study Program. The notification for work shall be

provided by the Personnel Manager student's supervisor who is responsible for the area of the student's work hours. The students are responsible for reporting their time card to the Director of Finance. The evaluation of the work performed by the student shall be done by the supervisor who has assigned tasks for the student.

Chapter 7. STUDENT LIFE

1. Chapel and Prayer

Acts and thoughts that ascribe "worship" or worthiness to divine. " The chief end of man is to glorify God and to enjoy Him forever"*(Westminster Shorter Catechism).* The roots of worship are knowledge, emotions and will. Worship is not a mystical experience; it is at best a spiritual experience. Christianity is concerned not only with the end, but also with the means to an end. In the worship service, we first serve Triune God and offer praise to Him. Worship not only serves God, but it also meets the needs of those who worship.

The desire of VACU is to give its students, not only a thorough and comprehensive education, but also a depth of personal devotion to the Lord. For this purpose, VACU fosters a program of spiritual emphasis throughout all of its activities. Classes begin with prayer, and extended prayer times are held at the university regularly.

Spring from 2011, The Prayer Meeting has been open daily to give students a place to pray individually or collectively. Students are encouraged to have personal devotions and meditation on a daily basis, and special programs are held to encourage the students in their devotional lives and service throughout the academic year. Chapel services are also held throughout the week to provide the students with opportunities to grow in grace, as many faculty and guest speakers share the Word of God.

Virginia Christian University holds Revival Meeting at the beginning of each semester. Chapel services for students are held three times a week during the fall and spring semesters. Chapel services feature worship, as well as messages by members of the VACU's faculty and other Christian leaders. All students are expected to attend chapel services. In addition, to assist the spiritual nurturing of the student body, the Student Association arranges the Mountain Prayer Meeting during the semester. The worship services and other opportunities that of spiritual nurture are intended to complement the instruction and spiritual growth receive in the classroom.

Students of VACU are required to be involved in student ministries as part of the regular curriculum. Ministries are coordinated through the Student Dean Office. All students are also required to participate in periodic spiritual self-assessment and discuss their spiritual development with their faculty advisers.

2. Evangelism Day

Periodically evangelism day is planned during which students gather in small groups to share the gospel in surrounding communities. In the Scripture, it is an act of worship which covers all soul in its approach to God. Supplication is at the heart of it, for prayer always springs out of a

sense of need and a belief that God is a rewarder of them that diligently seek Him (Hebrews 11:6).

It will be seen that as an order in the ministry, the evangelist precedes that of the pastor and teacher, a fact which harmonizes with the character of the work each is still recognized as doing. The evangelist has no fixed place of residence, but moves about in different localities, preaching the gospel to those ignorant of it before. As these are converted and united to Jesus Christ by faith, the work of the pastor and teacher begins, to instruct them further in the things of Christ and build them up in the faith. At a later time, the name of "the evangelist" was given the writers of the four Gospels because they tell the story of the gospel and because the effect of their promulgation at the beginning was very much like the work of the preaching evangelist.

Students Missions Fellowship: discussion groups led by mission leaders, and chapels to keep the Student Government Association aware of spiritual needs around the world and to urge students to consider missionary service. The fellowship particularly encourages students to participate in a Missionary Summer and Winter Internship.

3. Spiritual Formation

Each first and second year all student is assigned to a support group of 8 to 12 students who meet weekly for prayer, Bible study, fellowship, character assessment, career planning, and spiritual development. Students receive academic credit for participation in these Spiritual Formation groups.

Also available for interested students are ISI (Iron Sharpening Iron) groups. These student-led groups meet weekly for encouragement, fellowship, and prayer. Academic departments also hold meetings periodically with departmental majors for advice and fellowship.

4. Student Counseling and Development

(1) Counseling is available to students through several methods: A well-organized student counseling program shall be established to assist the students. A faculty counselor shall be assigned to each class to help the students with their educational problems. A professional counselor shall be available through the Counseling Center for the purpose of assisting the students in solving their social, personal, and academic problems.

(2) Services of Counseling: Services are free to all full-time students currently enrolled at VACU. Appointments can be made in person or over the phone. A limited number of clinical services are also provided by trainees.

(3) Personal Counseling: Individual counseling provides students with the opportunity to freely explore any personal problems or concerns which have a negative impact on the quality of their lives. Due to the high demand for services, students are limited to seven sessions per year and to a total of forty-sessions during their enrollment at VACU. Students who request or require longer-term treatment are referred to community resources.

(4) Group Counseling: Each semester, students may participate in small group (6- 8 students) experiences on issues related to their needs (e.g., depression, eating disorders, anxiety, grief, etc.).

(5) Substance Abuse Counseling: Screening, assessment, referral, education, individual counseling, and group counseling are available to students struggling with alcohol or other drug issues.

(6) Consultation: In person or over the phone, the faculty counselor provides consultation to students, faculty, staff, and others who are concerned about the unusual, problematic, or potentially harmful behavior of others. The faculty counselor attempts to protect the anonymity of individuals who request consultation. However, if there are significant concerns about the well-being of either the student or others, the faculty counselor may have a professional obligation to act on the information.

(7) Peer Mentor Program: Designed to help the first year and transfer multicultural and international students make a successful and rewarding transition from high school to the University. Students are provided with the opportunity to meet other multicultural and international students who have similar experiences and interests. The peer protege connection provides an academic, cultural, and social support network for students seeking academic excellence and satisfaction.

(8) Policies: Counseling is confidential, and the VACU's records of counseling are kept separate from academic records. Except as required by law, the Counseling Center of VACU does not disclose information to anyone without written consent of the client. Even the fact that a student is being seen at the counselling Center of VACU is considered confidential.

5. Christian Ministry Opportunities

Many churches welcome students to teach Sunday school, lead youth groups, and minister in other ways. Missions, jails, Christian youth organizations, and hospitals in the city provide choice fields for service. Advanced students may find openings in Christian education, church music, and sometimes a pastorate.

6. Student Association

The student body of VACU shall be given the privilege of having two (2) student associations, one each for the undergraduate and graduate program. Each Association shall develop, with the help of the administration, association by-laws that govern each respective association. The approved by-laws shall be identical and shall be approved by the VACU Administration. Each student has freedom to join the student association, but can only vote for the election of their association's president. VACU's Student Association (SA) is considered to be the voice of the students and students' group. SA meeting is held at each semester in the meeting room in the library.

(1) Services: Offer social, cultural, educational, recreational, developmental, and experiential activities for the VACU community. Facilitate the exchange of ideas, the pursuit of leadership

roles and responsibilities, and the enjoyment of varied program offerings as well as to support the needs of the university community. Coordinates event planning and facilities management, entertainment promotion, organizational support and information services.

(2) Policies: VACU seeks to preserve students' privileges to take active roles in exercising their rights of expression, conscience, affiliation and peaceful assembly. At the same time, the university also recognizes its responsibility to ensure the rights and freedom of those who want to pursue their educational interest without interference.

The following procedures have therefore been established to guarantee the orderly functioning of all rights while also providing for the safety and protection of members of the university community:

(A) All demonstrations or peaceful assemblies must be registered with the President of the Student Association at least 48 hours in advance. Standard space reservation procedures must be followed for the use of any university space. Demonstrations or peaceful assemblies are generally defined as any public manifestation of welcome, approval, disapproval, protest or conscience by a student or group of students.

(B) At the time of the registration, the student or groups of students will be advised by the President of the Student Association of any guidelines that will be required for the demonstration or peaceful assembly. Guidelines may include the time, place and duration of the demonstration or assembly and the maximum number of people who may participate. The decisions of the president of the Student Government regarding any demonstration or assembly guidelines may be appealed within 24 hours to the vice president for student affairs.

(C) Blocking or impeding vehicularly or pedestrian traffic is prohibited.

(D) Blocking access to or from campus buildings or offices is prohibited.

(E) Observers may not interfere with participants of the demonstration or assembly in any way.

(F) Activities of participants or observers that disrupt or disturb classes, meetings or any other normal functions of the university are prohibited.

(G) All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of the University Unions director, designee or campus police.

(H) Bannering or picketing that interferes with the normal operations of the buildings will not be permitted.

(I) Any student who violates any part(s) of this policy will be referred by the University Unions director or campus police for university judicial action. A recognized organization that violates any part(s) of the policy may have penalties imposed upon it by the University Unions director.

7. Health Services

Virginia Christian University recognizes the need and obligation to provide first-aid treatment to students and staff who become ill or are injured while attending class or performing their job functions. However, referral of individuals for first-aid treatment should be limited to those circumstances that actually require first aid. Health related circumstances not requiring first aid should be handled through other procedures.

Injuries should be referred to the VACU Office. For all other non-emergency type health situations, the main office should be contacted for referral to the parent or guardian. If a student is under doctor's care and must take prescription drugs or treatments, this must be identified at the office of VACU, where confirmation and a plan for administration can be developed with the individual student. There may be times when a student needs emergency medical treatment while at school or away from school while on a school trip.

The parent or custodian of a minor must authorize in writing the person having the care of a minor and authority to consent to emergency medical treatment and hospital care for the minor. Such written authorization must be dated and signed. In the event that there is no written authorization and parents cannot be located, a school official may consent to emergency medical treatment for a minor needing treatment because of an accident and/or illness. Student medical information will be kept in the office of VACU.

8. Telecommunication Network Services

(1) Purpose: The purpose of this policy is to set forth guidelines for implementing a plan for acceptable use of District-provided computers, equipment, software, computer networks, telecommunications resources, related services, and the Internet, hereinafter called "District computing resources."

(2) Definitions: Computers, computer networks, cabling, hubs, file servers, telecommunications services, and equipment owned or leased by VACU Technology Center.

(3) Policy of General Computer Use

It is the policy of the Technology Center of VACU that VACU computer usage complies with: Federal and State laws and regulations, Internet policies and procedures, and Other Related Board of Education policies.

VACU computing resources are intended for administration, education, training, academic research and planning purposes only. No student, client or guest may use computers in a classroom, lab, workshop, or office unless supervised by an instructor or other appropriate VACU employee present.

VACU computing resources shall not be used for unauthorized purposes such as, but not limited to: transmission, creation, uploading, downloading or viewing of materials that are considered offensive, solicitation, or creation of commercial or personal activities, promotion, or distribution of political and lobbying materials.

A diskette or CD-ROM from an outside source may not be used in VACU office, classroom, labor workshop without first being checked by an instructor or appropriate staff member for computer viruses and copyright compliance.

No operating system or application software that interferes with network operations or the Internet may be installed on any VACU computer, workstation or file server. Specific training is required before users will be allowed access to the Net Work System, or the Internet. A basic computer training will be made available to all users. More advanced training will be made available as needed.

Use of electronic communications (such as e-mail, voice mail or systems with similar functions) to send fraudulent, harassing, obscene, indecent, sexually explicit, intimidating, ethnically inflammatory, biased, or other unlawful information or material is prohibited.

It is the policy of the VACU that any User who willfully or through gross negligence destroys or damages any VACU computing resources may be financially responsible for the repair or replacement of those resources.

Illegal installation of copyrighted material is prohibited. Illegal copying of software from any VACU computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or software programs that are not owned by VACU or downloaded software programs and data may not be installed or executed without permission of an instructor or systems administrator.

(4) Internet Use

The VACU will utilize filtering software or other technologies to prevent adults and students from accessing visual depictions that are (1) obscene (2) child pornography, or in the case of minors (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

Use of chat rooms, online gaming (including text-based role playing) and online gambling are prohibited. It is a violation of this policy to use the VACU computing resources or the Internet to gain unauthorized access checking to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

All users who have access to the VACU Wide Area Network or the Internet will be assigned a USER ID and a PASSWORD. A computer logged into the VACU Wide Area Network or the Internet should not be left unattended. Users are responsible for all transactions made under their USER ID and PASSWORD. Safeguarding of the PASSWORD will be the responsibility of the individual user. The individual user will be held 100% responsible for safeguarding his/her USER ID and PASSWORD.

(5) Electronic Mail (E-mail)

The e-mail system is the property of the VACU and is intended solely for carrying out VACU business. It is not intended for use by students. Reasonable effort must be made to protect confidential information transmitted by e-mail. Confidential information as defined by the "Privacy Act" shall not be forwarded to individuals inside or outside the VACU unless the individuals are authorized to receive such information.

E-mail messages should not be left on the computer screen unattended. E-mail or attachments considered offensive shall not be transmitted. Personally, identifiable information concerning

students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or if the student is 18 or over, the permission of the student himself/herself.

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. Use for private commercial activities is prohibited. Use for product advertisement, dissemination of religious material or political lobbying is prohibited.

(6) Security

All reasonably available physical security measures will be taken to safeguard VACU computing resources. VACU computing resources shall be secured by the user when not in use or when unattended. The VACU has the right to restrict user's access to the VACU Wide Area Network by restricting the locations and workstations from which the user may log in, limiting the times at which the user may log in, or by denying or limiting access to programs and files. The administration or faculty of the VACU may request a system administrator to deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

(7) VACU Standards

Computer hardware or software utilized on the VACU Wide Area Network or any local area network must comply with VACU standards.

a) No hardware or software which interferes with the network shall be utilized on the VACU Wide Area Network or any Local Area Network.

b) Netiquette: Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to: Be polite. Your messages should not be abusive to others (courtesy is contagious).

c) Use appropriate language.

d) Do not swear or use vulgarities or any other inappropriate language, symbols or pictures.

e) Do not reveal your personal address or telephone number or those of other persons.

f) No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.

g) Do not disguise the point of origin or transmission of electronic mail.

h) Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.

i) Illegal activities are strictly prohibited.

j) The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.

k) No charges for services, products, or information are to be incurred without appropriate permission.

l) Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated. Delete obsolete mail regularly in order to free disk storage space.

(8) Disciplinary Action

The use of VACU computing resources is a privilege, not a right. Violation of VACU Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action. If Federal or State laws are violated the offender will be reported to the proper authorities. System administrators will deem what is inappropriate use of VACU networks under their jurisdiction. Computer Vandalism will result in cancellation of District computing resource privileges and/or other disciplinary action.

(**9) Acceptable Use Agreement**

Users will sign an acknowledgment that they received a copy of the policy and procedures and agree to comply with the policy and procedures. Use Agreements shall be maintained in the appropriate administrative office.

(10) Cell Phone

Cell Phones are to be used legally and responsibly. Cell phones shall be turned off or silent during class hours to minimize disruption. Misuse of cell phones is a disciplinary matter and may result in loss of cell phone privilege and/or confiscation of cell phone.

Chapter 8. LIBRARY POLICIES

1. VACU Library

The library shall be considered a major educational department of Virginia Christian University. The role of the library shall be to enhance the VACU's objectives and to promote learning as well as to promote the discovery of new knowledge. The library organization and administration must permit and encourage the fullest and the most effective use of available resources, including the Internet.

2. Physical Facility

The physical facility of the library shall contain adequate space for housing its resources. Administration of those resources by staff must be accompanied by comfortable quarters and furnishings to be used by patrons. Provisions shall be made for two (2) years of anticipated growth. Seating capacity shall be provided for a minimum of twenty (20) percent of the full-time student body and ten (10) percent of the full-time faculty and research staff.

3. Holdings and Collections

The library's holdings and collections shall be owned by the Virginia Christian University and shall be adequate to meet the educational, inspirational and recreational purposes of the institution. This includes audio-visual and print materials in addition to internet access. They shall reflect the objectives of the VACU and the educational programs provided to the students. They shall be frequently tested against recent bibliographies and other standard guidelines.

4. Library Hours

The hours of access to the educational materials on the shelves, to the study facilities of the library, and to the library staff shall be consistent with reasonable demand, both during the normal study week and during vacation periods.

5. Use of Library Resources

The use of VACU Library's resources is a privilege extended only to persons associated with VACU. This includes registered students, faculty and staff of VACU, and Alumni members of VACU

6. Lending Procedures

The library shall publish Lending procedures to allow fair access to the educational materials housed at its facility. The Lending procedures shall include, but are not limited, to the following:

(1) Check-out procedures

a. One (1) week cheek-out time for educational materials during a semester.
b. Two (2) weeks check-out time for educational materials during break periods.
c. Limitation to ten (10) educational items for each check-out request.
d. Items with no check-out privileges: Reference textbooks, Audio-visual materials and any other designated items.

(2) Renewal Time (Periods)

a. One (1) week renewal period per check-out allowed.
b. Maximum three (3) consecutive renewals allowed, unless a recall notice was provided.

(3) Overdue Fine

a. An overdue fine of fifty (50) cents per day, per item checked-out will be charged for all library materials checked-out by students, faculty and staff if not returned by that due date.
b. Unpaid Overdue Fine(s) shall be reported to the Director of Finance for entry in the student's account.
c. Individuals with repeated and unpaid Overdue Fines (more than three) shall be denied further check-out privileges.

(4) Loss and Replacement Fee

a. In case of a loss of an educational item borrowed from VACU Library, the borrower is subject to a Replacement Fee comparable to the costs of replacing the lost item, inclusive of shipping costs and appropriate sales tax.
b. If a borrowed educational item is severely damaged upon its return to the library the Librarian may impose the borrower with a Replacement Fee, as indicated above.

7. Foods and Drinks in the Library

Food and drink (including water) will not be allowed in the Library of VACU. The Librarian or library staff may request a patron to leave the library if he/she notices any foods or drinks used by the involved patron.

8. Donations to the Library

The library of VACU may accept donations from alumni members and friends of the VACU using the following criteria:

(1) The donated item cannot be older than 15 years, unless the item is considered a collective or archive item.

(2) The VACU has the right to discard the item after the donation has been made.

(3) The VACU will acknowledge the donation by placing a label on the donation and will provide the donor with a written acknowledgment sent by the Librarian.

(4) All appropriate donations shall be recorded in the Librarian's monthly report, which will be catalogued, shelved, or stored.