

# *Graduate Student*

HANDBOOK

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2018-2019



PENSACOLA  
CHRISTIAN  
COLLEGE.

# *Table of Contents*

<b>Getting Started</b> .....	<b>4</b>
Welcome .....	4
Arrival Times.....	4
Check-In .....	5
Registration.....	5
PCC Card.....	6
Vehicles .....	7
Drop/Add.....	7
Housing .....	8
Helpful Links.....	9
<b>Campus Life</b> .....	<b>10</b>
Worship .....	10
Dining Services.....	11
Recreation.....	12
Convenience Services .....	12
Medical Services.....	14
Support Offices.....	14
Opportunities .....	16
Non-Student Spouses .....	18
<b>Academic Info</b> .....	<b>18</b>
Attendance .....	18
Grading .....	18
Library .....	19
Missed Tests/Exams .....	19
<b>Ethics</b> .....	<b>20</b>
Academic Integrity.....	20
Technology .....	21
Undergraduate Student Relations.....	23
<b>Policies &amp; Procedures</b> .....	<b>23</b>
Attendance Policy .....	23
Classroom Policies .....	26
Campus-Wide Activities .....	26
Collegians .....	26
Collegian Games (Fall/Spring).....	27
Elevators & Stairwells.....	27
Dating.....	27
Dining Facilities .....	28
Housing .....	28

Beach Guidelines . . . . .	32
Off-Campus Medical Appointments . . . . .	32
Solicitation . . . . .	32
Stewardship . . . . .	33

**Student Responsibilities and Rights . . . . . 34**

Biblical Principles . . . . .	34
Code of Conduct . . . . .	35
College Standards . . . . .	38
Testimony/Conduct . . . . .	44
Accountability . . . . .	45
Student Rights . . . . .	46

**Safety & Security . . . . . 51**

Campus Security . . . . .	51
Safety . . . . .	51
Emergencies . . . . .	52
Residence Hall Safety & Security . . . . .	53

**Miscellaneous . . . . . 55**

Intellectual Property . . . . .	55
Accreditation . . . . .	55
Cancellation . . . . .	55
Withdrawal . . . . .	55

# Getting Started

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## Welcome

Thank you for choosing graduate studies at Pensacola Christian College. Whether you're coming to campus for the first time or you know it well, we're committed to your success and look forward to helping you better prepare to serve the Lord in your career or ministry. If you ever have questions, please don't hesitate to speak with faculty or support staff.

## Arrival Times

### Fall 2018/Spring 2019

Arrive by 2 p.m. on Sunday, August 26, for the fall semester and by 2 p.m. on Sunday, January 20, for the spring semester.

#### *Early/Late Arrival*

A \$30-per-day early arrival fee will apply for those who check in before their arrival date. Arriving before Thursday, August 23, or Friday, January 18, requires advance permission from the Admissions Office.

If your arrival is delayed, please contact the Admissions Office with your expected arrival time. The charge for late arrivals is \$50.

### Summer 2019

Residence halls open at 1 p.m. on Saturday, June 15.

Arrive on your registration date (see below). You are welcome to arrive one day before your registration date, but note that early arrivals will be charged an [Early Arrival Fee](#).

#### Session I

##### Sunday, June 16

Registration 7:30–9 p.m.

First meal included in room & board 7:15 p.m.

## Session II

**Thursday, June 27**

Registration 7:30 a.m.–4:15 p.m.

First meal included in room & board 5:15–6 p.m.

## Session III

**Wednesday, July 10**

*(Classes also meet on Saturday, July 13.)*

Registration 7:30 a.m.–4:15 p.m.

First meal included in room & board 5:15–6 p.m.

## Session IV

**Monday, July 22**

Registration 7:30 a.m.–4:15 p.m.

First meal included in room & board 5:15–6 p.m.

## Check-In

When you arrive on campus, come to the Information Desk in the Administration Bldg. to pick up your Welcome Note, PCC (ID) Card, technology user account information, and Registration Booklet. You will also receive instructions on how to register your vehicle.

The Welcome Note includes your room number and mailbox combination. Settle your account in the Business Office (Administration Building 1st floor) or online at [pcci.edu/payments](http://pcci.edu/payments) as soon as possible.

## Registration

### Fall/Spring

Registration will be held on the Academic Center 3rd floor. Fall registration is on Monday, August 27. Spring registration is on Monday, January 21.

During registration, new students create class schedules and meet with Seminary-Graduate Studies Office personnel to ensure selected classes fulfill program requirements.

Pre-registration is offered during the preceding semester for returning students to create schedules. Many pre-registered students do not make any changes at registration, but personnel are available to meet with any student at registration.

### **Registration Process**

Step 1: Follow the instructions on the Welcome Note you receive at check-in.

Step 2: Follow the link to the registration page on [Eagle's Nest](#) to complete your registration forms.

Step 3: Register on [Eagle's Nest](#) (returning students who pre-registered) or with Seminary-Graduate Studies personnel.

Step 4: Purchase your textbooks in the MacKenzie Great Hall.

### **Summer**

The Registration Booklet you receive at check-in will provide registration instructions. To avoid additional fees, register for all your summer courses when you register for your first class.

Late registration is only in case of emergency and requires prior approval of the Registrar. A \$25 Late Registration Fee applies. If needed, late registration will be in the Records Office at 7:30 a.m. on the day classes begin for each session.

### **PCC Card**

Your PCC Card gives you access to facilities and meals, holds funds to be used on campus, and allows you to check out library books. You can [add funds](#) on Eagle's Nest or at Add-Value machines around campus.

PCC Cards may only be used by the person whose name appears on them.

If you lose your card, go to the PCC Card Office (Academic Center 1st floor) during office hours for a replacement. If you need a replacement card on evenings or weekends, go to the Information Desk. Any funds will be transferred to your new card and your old card will be deactivated.

## Vehicles

### Registration

#### *Motor Vehicles*

All motorized vehicles driven by a student must be registered at check-in or with Safety and Security and must display a current student sticker. Trailers and recreational vehicles may also be kept on campus if space is available. State vehicle registration and proof of insurance must be current. Failure to abide by campus vehicle regulations may result in fines and/or a loss of vehicle privileges.

#### *Bicycles*

Bicycles must be registered. Parking on campus should only be in designated bike racks, and bicycles should be secured with a lock.

### Parking

If you live on campus, keep your car parked in its assigned space.

Town students may park at the Administration Building when using the Library after 5 p.m.; however, during the day, town students should park in the MacKenzie West lot or Sports Center lot. Do not park on First Street, in the Administration Building lot, or the lot near the Academic Center and Field House. Do not use the guest parking spaces next to or in front of the Administration Building.

### Drop/Add

During the first few days of each fall/spring semester, graduate students may make adjustments to their schedule at Drop/Add. A Drop/Add/Change of Course Fee will be charged for any change after registration.

To withdraw from a course after Drop/Add, you must get approval from the Registrar. Courses dropped by the end of the first 9 weeks of the semester will show a grade of “W” (Withdrawn). Courses dropped after this time will show a grade of “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) based on the work completed prior to withdrawing from the course. A grade of “WF” counts as an “F” in GPA calculation.

Summer sessions do not have a Drop/Add period after a session has begun. Withdrawing from a summer course after the start date will show a grade of W (Withdrawn) regardless of how much of the course has been completed.

## Housing

### Amenities

Residence hall rooms are single occupancy for the summer but may have multiple occupants during the fall and spring semesters. Your room will have either a private or adjoining bathroom, long twin-size beds, closet and dresser space, a desk, chairs, and shelving.

Each residence hall has a printing kiosk, ground-floor [convenience store](#), vending areas, ice machines, microwaves, vacuums, washers, and dryers. If any of these machines do not operate properly, please report it to the lobby desk worker. If you need a refund, go to AC 113 during office hours, 8 a.m.–4:45 p.m. Mon.–Fri.

Women’s residence halls also have ground-floor fitness rooms. Since Visual and Performing Arts practice rooms are reserved for music majors and minors, music practice studios are available in Bradley Tower for women and Young Tower for men.

### Housekeeping

Housekeeping services are not provided. Vacuums are located in the hall closets and should be returned immediately after use. A trash chute for all disposable items smaller than a shoe box is on each floor at the end of the hall.



## Storage

During the fall and spring semesters, storage will be opened mid semester to change out summer/winter clothing if needed. Summer items may be stored on campus for a nominal fee. See page 30 for more information.

## Maintenance

For all room maintenance needs, submit a [Maintenance Request Form](#) on Eagle's Nest. If drains are clogged and will not clear when plunged, do not use Drano or other commercial drain openers; fill out a maintenance request. Report emergency maintenance situations immediately to the Info Desk, ext. 2001.

## Helpful Links

### Eagle's Nest

[Eagle's Nest](#) is PCC's student website where you will access your student e-mail as well as other important information such as the following:

- [Checksheet](#)
- [Class Attendance Info](#)
- [Class Grades](#)
- [Grade Reports](#)
- [Student Schedule](#)
- [Petition for Graduation](#)
- [Campus Maps](#)

For both Eagle's Nest and your e-mail account, your username will be your 6-digit PCC ID number. Your password is an 8-digit number (2-digit month and 2-digit day of your birthday and then the last 4 digits of your Social Security Number. If you do not have a SSN, substitute the last four digits of your PCC ID number.)

Your e-mail can be accessed by clicking the envelope icon on the main toolbar. Be sure to check it regularly.

# Campus Life

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## Worship

### Campus Church

Campus Church provides a church home for you to worship and serve the Lord. Students are required to attend Campus Church meetings including Sunday morning (Bible study and worship service), Sunday evening (including Sunday Reflections), and Wednesday evening services. Permanent residents of the Pensacola area who prior to enrollment were already established in another church may request an exemption through the Dean of Graduate Students.

You may attend any of the adult Bible study classes or the 23-and-older class. Lists of available classes are at the Crowne Centre Atrium desk and the MacKenzie lobby desk. Graduate students should fill out Bible study attendance forms each week at Campus Church.

Seminary students desiring to work in a local church should contact the Church Ministries Coordinator, ext. 2575. Students who did not do their undergraduate study at Pensacola Christian College are required to attend Campus Church for their first year of Seminary studies.

#### *Summer Students*

Summer students must attend at least two of the three services each week at Campus Church.

### Chapel

#### *Fall/Spring*

All graduate students are invited to attend. The Seminary-Graduate Studies Office will send e-mails regarding attendance requirements based on enrollment status.

## *Summer*

Chapel attendance is required of all students. Chapel will meet at 9:30 a.m. on Tuesdays and Fridays except for on August 3; there will be no chapel that Friday.

## **Fall/Spring Opening Meetings**

All students attend opening meetings that help unify the spiritual focus of our student body.

### *Fall*

Sun., Aug. 26 at 6 p.m.

Mon., Aug. 27 at 7 p.m.

### *Spring*

Sun., Jan. 20 at 6 p.m.

Mon., Jan. 21 at 7 p.m.

## **Bible Conference**

Three days each spring semester are set aside for Bible Conference, a special time of spiritual encouragement and refreshment when guest speakers come to campus, and no classes are held. All graduate students are required to attend all three evenings of Bible Conference. Those without a regularly scheduled work conflict are to attend all daytime services. If you have a conflict, contact the Dean of Graduate Students.

## **Dining Services**

### **On-Campus Students**

Four Winds, Varsity, and Grab N Go are available during fall and spring semesters; choose one dining option for each meal. Summer meals are provided in Four Winds. [Menus](#) and meal times are on Eagle's Nest.

### **Town Students**

You are welcome to eat in the Four Winds, Varsity, or Grab N Go with a 5-meal pass purchased from the Business Office for \$425

per semester. This pass can be used for any meal through the week with the following guidelines:

- 5 scans per week maximum
- 3 scans per day maximum
- 1 scan per meal maximum

If you bring lunch from home, microwaves are available in the Commons.

## Recreation

A variety of recreational facilities are available Mon. through Sat., including the Sports Center, Field House, Swim Center, West Campus, tennis courts, and athletic fields. The [schedule](#) and [guidelines](#) for all recreational facilities are available on Eagle's Nest.

## Convenience Services

### Shuttle Service

Shuttle service is provided to Cordova Mall, Walmart (on Creighton), and the University Town Plaza on Saturdays. [Times and sign-up](#) are available on Eagle's Nest.

### Printing

Printing services are provided at printing kiosk stations in the Commons, Library, and residence halls. Students can print from personal devices to these stations or use computer labs for printing. See Eagle's Nest for [printing limits and prices](#).

### Faxing

Stateside faxes can be sent using your telephone authorization code at the library for the cost of the phone call. You can also send and receive faxes at the Business Office. International faxes can be sent only through the Business Office. For [information about charges](#), see Eagle's Nest.

To receive a fax, direct senders to use (850) 479-6577 and ask them to include your complete name to identify you as the recipient.

## Shipping

The Commons Post Office (C-PO) offers UPS shipping services. Packages with prepaid/preprinted labels can be taken to the C-PO as a drop-off point for UPS, USPS, and FedEx. International shipping is also available.

Due to UPS and USPS regulations, the Commons Post Office cannot ship to P.O. Boxes or handle return-to-sender packages.

## Lost and Found

Lost items may be claimed at the Commons Post Office for \$2 per item. After two weeks, held items will be considered abandoned and discarded or donated to charity. Money and valuables (e.g., jewelry) will be held for a year.

## Food Delivery

The Palms Grille offers [online ordering](#) for pick-up and delivery to residence hall rooms. A convenience charge will be incurred for delivery orders, but tipping is not needed. To help keep campus secure, delivery of food from off-campus vendors is not allowed.

## Notaries

The Cashier's Office can direct you to available notaries. If an employee is notarizing on work time and/or his notary fees are paid by PCC or affiliates, a fee of \$5 is required prior to the notarization. This fee is paid at the Cashier's Office and the receipt taken to the notary.

## Side Job Availability

If you are interested in babysitting, doing yard work, or house cleaning for faculty or staff, you can add your name to an availability list on [Eagle's Nest](#).

## Medical Services

The Graf Clinic, operated by Baptist Health Care of Pensacola, is a primary care clinic conveniently located on campus between Coberly Hall and Bradley Tower. On weekdays, a doctor or nurse practitioner is available by appointment to meet your primary care needs; on weekends, nurses are available for limited hours to assist in recommending further treatment. Unless you are experiencing significant illness or injury, plan your visit around required activities.

### Fees

All graduate students are charged \$15 per visit.

The Clinic may ask you to return later in the day or the next day to see a medical professional; if you agree to return but miss your appointment, you may be charged \$10.

The cost of lab draws, prescriptions, over-the-counter medications, and other medically related expenses will be discussed at your visit and applied to your college account.

## Support Offices

Offices on campus provide services during daytime hours, and many offer services available anytime. Hours for these areas and a [campus map](#) are posted on Eagle's Nest.

### Seminary-Graduate Studies Office

The Seminary-Graduate Studies Office (Academic Center 3rd floor) assists seminary and graduate students with registration and general academic matters.

### Dean of Graduate Students Office

The Dean of Graduate Students Office (Administration Building East Wing 4th floor) provides guidance and assistance for residence hall life and social development. This office is also responsible for dealing with students on matters related to the Code of Conduct.

## **Student Care Office**

The Student Care Office (Academic Center 1st floor) provides support and biblical guidance for spiritual, financial, and academic concerns. In addition, the Student Care Office provides the necessary paperwork for filing a non-work grievance and works with other departments to help students find answers to their questions. (For information on work grievances, see your employee handbook.)

## **Academic Offices**

Academic offices are overseen by the academic dean or chair, who can answer questions about academic programs. Appointments may be scheduled with office assistants, or questions may be submitted with an [Academic Information Request](#) form on Eagle's Nest.

## **Administration Building First-Floor Offices**

### *Business Office*

The Business Office can help with account information and take payments.

### *Records Office*

Transcript requests, forms, and assistance with graduation requirements are available in the Records Office.

### *Information Desk*

The Info Desk answers questions and provides general help through the day and when other offices are closed, including evenings and weekends.

### *Career Services (Academic Center 1st floor)*

Career Services assists students with finding employment after graduation, which includes hosting Educator Recruitment and Career Fair in the spring. This office also provides the [Career Services](#) website, which allows students and alumni to connect with organizations regarding their respective job interests.

# Opportunities

## Service

Volunteer opportunities are available in various Christian Service ministries, including nursing homes, children's church, Bible clubs, Sunday school, personal evangelism, jail ministries, and Master Clubs.

## Performance (Fall/Spring)

Many performance opportunities are available during the semesters:

Fine Arts Series: These dramatic or musical productions are presented by PCC faculty and students or guest artists. Recent productions have included *H.M.S. Pinafore*, *The Comedy of Errors*, *A Christmas Carol*, and *La bohème*.

Dramatic Productions: Students in the Dramatic Productions class learn how to produce a play, and any student may try out for a part. These popular productions have included *The Mousetrap* and *Cheaper by the Dozen*.

College Musical Groups: You may also audition to join various choirs, the PCCymphony Orchestra, Symphonic Band, Handbell Choir, or instrumental groups.

Student Musical Groups: Use your talents for the Lord by performing in chapel or Bible study class with a student-organized music group.

### *Music Check Procedures*

Keep the following in mind when organizing your music group:

- All music must be approved before it can be performed on or off campus.
- Music groups singing in Bible study classes may be as large as twelve.



- Groups may not use any of PCC's recording studios for rehearsals or recording.
- All group members must return to their respective Bible study classes after performing on Sunday morning.

## **Employment**

### *On-Campus Work*

Graduate students may apply for student employment on campus. For information on applying, contact the Student Employment Office.

Students who work on campus need permission from Student Employment in order to do additional work outside of on-campus employment.

### *Off-Campus Work*

Have your off-campus job approved by the Dean of Graduate Students before accepting a position. Approved off-campus employment does not require you to work on Sundays or conflict with the Code of Conduct (i.e., serving alcoholic beverages or handling pornographic material). Women required to wear pants for work must change at their workplace before work and before returning to campus.

Special Internet access may be made available to students doing outside web design/publishing work; permission must be obtained from the Dean of Graduate Students. Employers may not provide goods or services contrary to PCC standards (e.g., alcohol, gambling, etc.).

### *Summer and Interterm Work*

Work is available for graduate students during summer and Interterm. If you are interested, fill out an application on Eagle's Nest.

## Non-Student Spouses

Your spouse is welcome to watch campus sporting events, go to the Sports Center or West Campus, eat at the Palms Grille, etc. As a part of our PCC family, spouses are expected to follow student standards regarding modest and appropriate dress.

It is unethical for spouses not employed by this ministry to sell items, promote services, distribute books, or pitch multi-level marketing to students or other employees.

## Academic Info

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### Attendance

[Class attendance records](#) are available for your review during fall and spring semesters on Eagle's Nest and the myPCC app. Attendance discrepancies should be reported using the [Class Absence/Tardy Review Form](#). You have two weeks after attendance has been recorded to report any discrepancies.

If you work on campus, supervisors may not require or request you to work instead of attending class.

### Grading

#### Grade Reports

Grade reports are issued after fall and spring semester final exams and after each summer session. If you think there is a discrepancy on your final grade report, contact the Registrar within 60 days after the end of the session.

## Grading System

The following grading scale is used in every class.

<b>A+</b> 98–100	<b>C+</b> 77–79
<b>A</b> 93–97	<b>C</b> 73–76
<b>A-</b> 90–92	<b>C-</b> 70–72
<b>B+</b> 87–89	<b>D+</b> 67–69
<b>B</b> 83–86	<b>D</b> 60–66
<b>B-</b> 80–82	<b>F</b> 0–59

## Library

The [Rebekah Horton Library](#) provides study space and a wide variety of resources for academic research. If the library does not have the resource you need, an [Interlibrary Loan Request](#) form is available on Eagle's Nest. You can also view the [Library Handbook](#) on Eagle's Nest.

Students' spouses are welcome to use the Library and can check out books using the students' PCC Card.

Seminary and graduate students have access to the Pensacola State College and University of West Florida libraries through presenting their PCC Cards; however, the PSC and UWF libraries do not allow non-Florida residents to check out books.

## Missed Tests/Exams

If you miss a test or midterm exam, make it up one of the next two Saturdays at 10 a.m. or 2 p.m. in the Testing Center in the Lyceum (Academic Center 1st floor). Tests missed because of surgery/hospital stay, military duty, funeral leave, a court subpoena, or a college-required activity can be taken with no fee. All other tests carry a \$10 Testing Center Fee, payable only by your PCC Card. This fee is intended to cover the cost of offering this service.

The grade for tests missed because of an unexcused absence will be lowered by 10 percent.

The Testing Center is closed during final exams. Contact your instructor immediately if you miss a final exam.

# Ethics

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## Academic Integrity

The essence of collegiate learning is based upon the fundamental principles of honesty, integrity, and independent study in the fulfillment of all coursework. As a student at PCC, it is understood that you will honor these principles without exception. Any student who cheats in any way, gains an unfair advantage in coursework, submits work which is not his own, plagiarizes, falsifies academic records or grades, or who commits other acts of academic dishonesty will receive academic penalty and may be subject to disciplinary actions, up to and including suspension or dismissal.

### *Plagiarism*

Plagiarism is failure to give proper credit in an acceptable manner for the work of another. Any work submitted by a student must be his own original work unless proper credit is given to the source. Turning in work improperly taken from sources such as the Internet, books, other students, etc., is considered plagiarism and is not acceptable. It is customary for institutions of higher learning to subscribe to anti-plagiarism software. PCC also uses software to detect plagiarism and promote proper research.

### *Typing Papers*

PCC's standard for appropriate style and form for class papers is found in Kate Turabian's *A Manual for Writers* (8th edition). [Eagle's Nest](#) gives helpful information to simplify some of Turabian's instructions.

Those who type papers for other students are expected to reproduce the text verbatim. Corrections, whether grammatical, spelling, or otherwise, should be done solely by the author.

## Technology

Information about how to set up personal user accounts and logins will be received at check-in, and user guides are available on Eagle's Nest. It is your responsibility to use technology sensibly in a way that protects your Christian testimony.

### Personal Electronics

You are responsible for the content of all files and media in keeping with the PCC Code of Conduct. Accordingly, you should protect the use of your devices by others and only access appropriate content.

Students are prohibited from electronic content rated teen, mature, or adult, and any content regardless of rating containing graphic violence, sensual or demonic themes, suggestive dress, foul language, or gambling. PCC reserves the right to check any electronic device if it is reported or suspected that e-mail messages, files, or media may be in violation of the policies and standards of the College.

Students may not have personal network equipment. These devices include, but are not limited to, hubs, switches, routers, repeaters, and bridges.

### Internet and Social Media

Residence halls, the Commons, Library, and the Sports Center are equipped with wireless access points that provide filtered Internet access. It is recommended that all computers connecting to the wireless system have current anti-virus software. For your convenience, the College provides a free copy of the [Sophos anti-virus software](#) on Eagle's Nest.

When using social media, each student is expected to protect his testimony and to avoid any wrong or questionable associations. Students will be expected to take responsibility for all content posted in connection with their social media outlets, whether personally posted or submitted by others.

## Appropriate and Ethical Use

Misuse of technology is a serious infraction and can result in revocation of access as well as disciplinary action. Users must never attempt to access inappropriate material; make efforts to bypass, modify, or disable filters or restraints established by network or account administrators; attempt to gain a higher level of access to the system than authorized; or access or modify another individual's account.

It is also considered a misuse of privileges to send messages with vulgar, harassing, obscene, pornographic, or threatening content, or to send chain letters or group mailings for business endeavors, personal agendas, or political reasons.

Students are responsible for adhering to local, state, federal, copyright, and international laws. While PCC cannot be held responsible for the actions of individual users, we will make every effort to ensure compliance and will provide any information required by authorities. We reserve the right to monitor all activity, incoming or outgoing, on the College's network, accounts, and on all internally linked computers.

Copyright laws and licensing agreements govern the computer software on the resources at PCC. Under United States copyright laws, no person may duplicate or distribute a work without the express permission of the author(s). (Commercial software vendors do not generally grant permission to duplicate their products; however, there are two categories of software that do allow copying and distribution of the product: public domain software and shareware.) PCC supports these laws and agreements.

Students with access to PCC computer resources must adhere to copyright laws and licensing agreements as well as to the following:

- It is unlawful for any student to make copies of computer software owned by the College.
- Any program designated by the author(s) as shareware may be freely copied and distributed according to the express permission of the author(s). If a student continues

to use a program, he is expected to register that program with the author(s) by paying a fee. Students continuing to use unregistered shareware products may be in violation of United States copyright law.

## Undergraduate Student Relations

Graduate students should work to be the best role models possible for undergraduate students. Undergraduate student guidelines are stated in the [Pathway](http://pcci.edu/pathway) at [pcci.edu/pathway](http://pcci.edu/pathway). To maintain an environment that fosters spiritual growth, graduate students are responsible to report to Student Life any infraction of the rules/policies by students. It is unethical to encourage or help an undergraduate student to break a rule or policy of this institution, and graduate students participating in or causing students not to abide by regulations may be subject to immediate suspension or dismissal.

Undergraduate students may not watch movies in a graduate student's residence.

## Policies & Procedures

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### Attendance Policy

Each course meets a specified number of days per week. During fall and spring semesters, if you accumulate more general and unexcused absences than the number of days a course meets per week, you will lose one full letter grade in that course. Accumulating more general and unexcused absences than the number of days a course meets in two weeks will result in an "F."

Missing less than twenty-five minutes of a class period will be recorded as a tardy; missing twenty-five minutes or more will be recorded as an absence. Three unexcused tardies to the same class count as one unexcused absence for that class.

During the summer, only absences for illness or extenuating circumstances are permitted due to the concentrated course of study.

In the case of a legitimate unavoidable circumstance which would keep you from attending class, have someone inform the Seminary-Graduate Studies Office, ext. 5241, before classes begin in the morning.

## **Unexcused Absences/Tardies**

Classes missed for the following reasons are considered unexcused absences:

- Skipping class
- Missing 25 minutes or more
- Accumulating 3 unexcused tardies in the same class

If you are incorrectly marked as absent or tardy, speak with your instructor to correct your record. If you cannot get the discrepancy resolved, see your academic chair or dean.

All projects and papers are due by the date assigned and will be subject to late penalties if an unexcused absence or tardy is recorded on the due date. Missing a quiz, presentation, or performance for an unexcused absence or tardy will result in a zero on that graded item.

## **General Absences/Tardies**

Classes missed because of legitimate unavoidable circumstances, doctor's appointments, or because you were sick count as general absences. These absences count toward the attendance policy; however, you will not receive an academic penalty for any quiz, test, presentation, or performance missed on that day. Submit a [Class Absence/Tardy Review Form](#) indicating the reason for the absence. If you are employed on campus, notify your work supervisor that you will be missing work.

Health-related absences will be excused from the attendance policy if you submit a [Class Absence/Tardy Review Form](#) along with a doctor's note verifying the illness (dated for the day of the absence). Doctor's notes must be submitted within two weeks of an absence.

Students with a physician-diagnosed chronic illness (a long-term disease that generally cannot be cured by medication) may



make an appointment to meet with the Academic Vice President (Academic Center 1st floor) to have their situation considered on an individual basis.

## **Extenuating Circumstances**

Classes missed because of the following extenuating circumstances will not count toward the attendance policy. Faculty will work with you to make up any missed assignments, projects, and tests when you return.

- Surgery/hospital stay
- Military duty
- Funeral leave (up to three weekdays)
- Court subpoena
- College-required activity

## **Class Cuts**

Class cuts are designed for students during fall/spring semesters who wish to be away for special occasions such as family events. These absences do not count toward the attendance policy. For students in good academic standing (3.0 cumulative GPA or higher [2.0 for M.Div. and M.Min.]), two class days of cuts are permitted per semester. To request class cuts, complete a Graduate Student Class Cuts/Time-Off Request in the Seminary-Graduate Studies Office.

Class cuts are not available during Pre-term, Interterm, Post-term, or summer courses.

Class cuts may not be taken during activities required for your program (e.g., recitals) or during midterms or finals. If you choose to take class cuts, it is your responsibility to keep up with academic requirements. Ask your instructors whether you should make up any missed quizzes, tests, assignments, activities, etc., before leaving for class cuts.

## **Cuts for Job Interviews**

Students completing a degree may take two additional class days of cuts in the fall/spring semester during their final year to meet with potential employers about employment after graduation. These days do not count toward the attendance policy and are only available to students who have not already signed a contract for employment after graduation. These cuts are not available during Pre-term, Interterm, Post-term, or summer courses.

To apply, complete a Graduate Student Class Cuts/Time-Off Request from the Graduate-Seminary Studies Office. You will be asked to provide a letter or e-mail from the potential employer confirming the interview. Students needing additional class cuts for the interview process should contact the Dean of Graduate Students for details before making any arrangements.

## **Classroom Policies**

Classroom lectures may only be recorded for use by PCC's Online-Learning Office; no other audio or video recording is permitted.

Please keep your cell phone on silent (not vibrate), and do not use it in the classroom. Laptops and tablets brought to class must be charged to run on battery power rather than plugged in.

If you have vision or hearing problems or other special needs, notify your faculty to arrange suitable seating for you.

## **Campus-Wide Activities**

Students wanting to organize campus-wide activities—whether by word of mouth or through social media—must first get permission from the Dean of Graduate Students.

## **Collegians**

Graduate students are not collegian members and should not be involved with collegian activities unless serving as an approved chaperone.

## Collegian Games (Fall/Spring)

All students are welcome to watch collegian games on campus property. Collegian games on East Field and Dixie Field should be attended by men only.

## Elevators and Stairwells

Because of congestion in the academic buildings, men and women use indicated elevators and stairwells.

### *Academic Center*

Women use the southwest elevators, stairs, and exit. Men use the northwest elevators, stairs, and exit.

### *MacKenzie*

Women use east stair tower and north elevators. Men use west stair towers and elevators.

### *Library*

Women use the south elevator. Men use the north elevator.

## Dating

Guidelines have been established to help protect the reputation of our single graduate students. Conduct between men and women must always leave their testimony above question.

- It is not appropriate for graduate students to date students they teach or supervise. Otherwise, couples may date at all on-campus activities or off campus in accordance with the current applicable policies in the *Pathway*.
- Graduate students may date faculty/staff, provided the faculty/staff member is not the student's teacher or supervisor.
- We ask that dating couples refrain from physical contact in public.
- Classroom buildings are not considered appropriate places for dating.
- Dating is not permitted in your on-campus residence.

- Dating off campus in a private home is permitted as long as a third person is present, and the date is to end by 11 p.m. It is never appropriate for a dating couple to leave the living room and go into a bedroom to visit, just as it is inappropriate to go to a hotel room together.
- Graduate students should not be out dating alone past midnight.

## **Dining Facilities**

- Tables may not be moved.
- Study materials may not be brought into dining facilities at lunch or dinner.
- No outside food may be taken into dining facilities, and only ice cream cones may be taken out.
- After guests have registered at the Information Desk in the Administration Building, they can present their guest badge and purchase a meal ticket.

## **Housing**

### **Residency Change**

Before arriving on campus, graduate students changing their residency need to notify the Admissions Office. During consecutive semesters of enrollment, a Change of Residency form needs to be completed in the Seminary-Graduate Studies Office.

### **Laundry**

Washers and dryers accept payment by PCC Card. Since powdered detergent clogs the machines, use only non-chlorinated bleach and high-efficiency (HE) liquid laundry detergent. For propriety, men and women may not do each other's laundry.

You may reclaim any left-behind clothing for up to two weeks at the Residence Manager's (RM) office. After that, unclaimed items will be discarded.

## **Trash**

Large cardboard boxes should be broken down and placed in designated locations in each building. Since Styrofoam pellets will blow away when the dumpster is emptied, place them in a container before disposing of them.

## **Maintenance and Damages**

Students are responsible to protect against potentially harmful conditions and any activity that might result in damage or injury.

At the beginning of each semester, each roommate will sign a Room Condition Report regarding the physical condition of the room. It is important that each roommate assess the condition of the room, as students are held responsible for damages that occur during their stay.

- If unreported residence hall damages are found at the end of the semester, all room occupants will share in the cost of the repair.
- Since thermostats are sensitive and easily damaged, the cost for restitution is up to \$700.
- Restitution for door locks is up to \$800.

Routine measures are taken to maintain college facilities and to respond to problems that arise. College personnel may enter any college building at any time, including residence halls, to perform routine maintenance, clean, make repairs, respond to an alarm or emergency, etc. To protect privacy and safety, men will be escorted when entering the women's residence halls unless it is an emergency that requires the responder to have immediate access. Notify Safety and Security immediately if there is any suspicion of unauthorized access to college facilities.

## **Room Décor**

- Pictures may not depict anything contrary to the College Code of Conduct.
- Leave at least 12 inches of space in front of A/C vents to maintain proper air flow.
- Sticky tack and removable, nonmarking adhesive strips may be used on any surface; however, do not use nails, screws, or tape. Tacks may only be used on bulletin boards. Damages caused are the responsibility of each individual.
- Window curtains are permissible, but no other decorations or writing should be placed on windows.
- Battery-operated decorative lights are permissible.
- Metal hangers should not be placed over doors, hinges, or frames.
- Ceiling tiles are not to be removed or altered.
- Nothing should be hung from the ceiling, smoke detector, thermostat, light fixture, or sprinkler heads. Items need to be kept 18 inches away from sprinkler heads.
- Do not impede the entry or exit of the room.
- For your safety, beds are not to be stacked three high, separated, or elevated on top of any kind of riser.

## **Refrigerators**

Graduate students with a doctor's note verifying special dietary needs or prescriptions needing refrigeration will need to rent a refrigerator from PCC rather than bring their own. The doctor's note should be submitted to the Dean of Graduate Students Office. Once the doctor's note is approved, a refrigerator will be delivered to your residence hall room to use for a service fee of \$30 each semester. Note that not all refrigerators will have freezers. Those needing freezers must indicate this on their doctor's note.

## **Storage**

### *Semester*

Items stored must be clearly labeled with your name and ID number. The college does not take responsibility for items not labeled. Boxes should be taped closed.

### *Summer*

Boxes or bins may be stored for a fee of \$5 apiece. To prevent damage, only 30–34-gallon plastic storage containers or boxes purchased at the Campus Store may be used for storage. Luggage or stored items left on campus may be shipped upon request and will require a \$25 handling fee as well as shipping charges.

If left unclaimed, items will be disposed of at the end of the fall, spring, and summer terms.

## **End of Semester Procedures**

### *Fall/Spring*

Graduate students may leave after they have finished their finals, completed all work responsibilities, and have officially been checked out of their residence hall room.

### *Summer*

All students must check out of the residence halls by 4 p.m. of the last day they attend class.

When making travel arrangements, please allow time to leave your room in the same condition as when you arrived.

## Beach Guidelines

Please keep these things in mind:

- Graduate students are not to go to the beach with students they teach or supervise.
- Single graduate students are not to go swimming or to the beach in mixed groups.
- Men should go to [Park East Beach \(past Portofino condos\)](#); women should go to [Park West Beach \(by Ft. Pickens\)](#).
- Be familiar with the beach flag warning system. Since the Gulf is famous for riptides that can prove fatal for the best of swimmers, we recommend swimming on the sound side rather than in the Gulf of Mexico.

## Off-Campus Medical Appointments

The Clinic can assist you in scheduling off-campus appointments and recommend area specialists. You are responsible for the cost of these appointments either through your healthcare insurance or out of pocket. Transportation is your responsibility, but the Clinic can assist with transportation on weekdays with 24 hours' notice at no additional cost to you.

PCC does not accept financial responsibility or provide insurance for students needing emergency medical care or hospitalization. Students are responsible to provide their own health insurance coverage or to pay the cost themselves.

## Non-Emergency and Elective Surgery

Consult with the Dean of Graduate Students before scheduling surgery.

## Solicitation

There is to be no collection of money for any reason.

Graduate students may not participate in selling products or solicitation on campus, including chain letters or pyramid schemes. This does not include selling personal items.



Students who choose to sell items on sites such as Craigslist may not meet buyers or sellers on campus unless the buyer or seller is related to the PCC ministry.

## Stewardship

To help preserve and maintain what the Lord has given us, follow these campus guidelines:

- Do not chew gum in academic buildings or auditoriums.
- When entering all buildings on rainy days, please leave your umbrella in one of the racks positioned near each building entrance.
- Since the Florida tropical climate necessitates the use of preventative measure to combat insects inside buildings, be aware that you may see white insect tablets. It is important that these be left in place.
- Food or beverages should not be brought into the library, Crowne Centre, Dale Horton Auditorium, Mullenix Chapel, or any classroom buildings. Sealable bottled water is permissible in the Library and classrooms (except for labs) at instructor's discretion. (Exception: food and drinks are permitted in classrooms during summer sessions.)

Students are individually responsible for any damage to or loss of college property, whether the damage is intentional or accidental.

# **Student Responsibilities and Rights**

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## **Biblical Principles**

The Bible is the final authority for all things and the means by which God provides principles for living in a way that protects from harmful thinking and behavior.

Scripture clearly teaches how Christians are to live. In light of the wonderful gift of salvation, we are to live our lives in active pursuit of a lifestyle that keeps us pure and clean before God with careful attention to avoiding anything that detracts from our relationship with Christ.

### **Titus 2:11–14**

*For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Saviour Jesus Christ; who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works.*

### **Romans 12:1–2**

*I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.*

### **Philippians 4:8**

*Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*

In light of these principles, PCC has adopted standards to promote an environment that is conducive to academic, social, and spiritual growth. Where the Bible directly addresses a matter,

standards are set accordingly. However, since God's Word does not mention every aspect of college life, biblical principles are followed and conservative expectations have been established to encourage right Christian living and to be a protection against doing wrong. By enrolling in Pensacola Christian College, each student personally accepts and agrees to follow the guidelines set forth in the Code of Conduct.

## Code of Conduct

### *Personal Character*

Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of Scriptural standards that should be emulated.

**Love for God's Word**—There is no greater source for direction and encouragement than the Bible. PCC places God's Word in the highest regard, and every student is urged to spend personal time in it regularly. (*Josh. 1:8; Ps. 19:10, 119:97, 119:127, 119:165; Col. 3:16*)

**Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how he treats other people and their property. (*1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9*)

**Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. PCC has historically been known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. (*Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15*)

**Compassion and Christian love**—God’s great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple. (*Eph. 5:2, Luke 10:25–37, Jude 22, 1 John 4:7–8, John 13:34–35*)

**Honesty and integrity**—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. (*Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37*)

**Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. (*Gal. 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27*)

**Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God’s holiness and as a protection against the effects of sin. While much of today’s culture has abandoned these precepts, the biblical principles for behavior and dress are essential. (*Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12*)

**Diligence**—The ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort is necessary to further gospel endeavors and contribute as a citizen. (*Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23*)

**Responsibility**—The Bible teaches that each person must give account for his actions; taking personal responsibility for one’s life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity. (*2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5*)

**Thankfulness**—Beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things

and that He often uses people as the instruments of His blessing. (*1 Thess. 5:18; Eph. 5:20; Col. 2:7; Ps. 92:1, 118:29*)

**Etiquette and manners**—Mature and educated individuals know how to speak and act in an expected way according to what is appropriate for the setting. College life provides opportunities to learn and practice these skills. (*1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40*)

## **Prohibited Activities**

Each student accepts the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to spiritual growth, the safety or well-being of others, or that would impair the ability of others to follow the Code of Conduct. (*1 Pet. 2:11, Rom. 14:13*) For this reason, students who participate in illegal or prohibited activities or who build a reputation for involvement in these activities will be subject to discipline including but not limited to referral, retribution, suspension, or dismissal.

**Use, possession, or association with alcohol, illicit drugs, and or narcotics, any marijuana products, tobacco, and related products, such as e-cigarettes and vaporizers**—As a protection against harmful effects and the controlling nature of these substances, Scripture teaches us to avoid them. In addition, state and federal law prohibits the unlawful sale, use, or possession of drugs and alcohol. (*Prov. 23:31, Rom. 12:1, Prov. 20:1, 1 Cor. 6:19–20*)

**Pornography or sexual immorality**—The Bible indicates that all sexual activity outside of marriage is sin. Therefore, the following is considered to be sexually immoral: fornication, adultery, homosexual behavior, or any other sexual perversion. Also, any involvement in pornography or sexual communications, including verbal, written, or electronic, are prohibited. (*1 Cor. 6:9–10, 18–20; Matt. 5:28; Heb. 13:4; Rom. 1:26–27; Ps. 119:37; 1 John 2:16*)

**Profanity or obscenity**—Inappropriate language must be avoided, whether it be written, electronic, or verbal. (*Eph. 4:29, Col. 3:8, James 5:12*)

**Harassment, abuse, and discrimination**—The safety and well-being of students is of utmost importance. PCC does not tolerate hazing, physical or verbal abuse, coercion, stalking, intimidation, harassment (verbal or sexual), discrimination, or any other behavior that places the health and safety of other students in jeopardy. Students must avoid the use of divisive or inflammatory comments, symbols, or actions of any kind, even in jest. (*Col. 3:8, 4:6; Eph. 4:29–32*)

**Gambling (including the lottery)**—Christians are called to be good stewards of that which God has given. Gambling is rooted in greed and materialism and against the principles found in the Word of God. Therefore, students should not participate in any form of gambling. Using playing cards generally associated with gambling should be avoided, and visiting casinos can cause one's testimony to be tarnished. (*Prov. 13:11, Prov. 28:22*)

**Mysticism and Transcendental Meditation**—As Christians, we enjoy a personal relationship with God and are exhorted to think about His Word. Rituals of Eastern Mysticism (such as yoga and transcendental meditation) deny these truths and should not be practiced by students. (*Ps. 1:2, Josh. 1:8*)

**Stealing**—The Bible clearly teaches that stealing is wrong. Taking, possessing, or using what does not belong to you without the owner's consent is considered stealing. (*Rom. 13:8–10*)

**Witchcraft, séances, astrology, or any other satanic practices**—Anything associated with these activities is in direct contradiction to biblical principles. (*Gal. 5:19–21*)

## College Standards

The following positions have been formulated to give direction in matters that require discernment. While not trying to be unkind to those who have adopted different standards, the College has applied these guidelines in an effort to align with the spirit and intention of biblical principles and to reflect conservative values.

## Men's Clothing and Appearance

The expectations for dress are designed to reflect the principles of modesty, distinction, and appropriateness. All students are expected to dress modestly, in conservative fashions, and with a level of propriety that encourages purity. It is considered immodest to wear clothing that is tight-fitting. Men and women should be distinctive in their appearance. For this reason, men are not to wear effeminate hairstyles or apparel. Necklaces and earrings are not acceptable. (Active military service dog tags and medical alert chains are permitted.)

In this Christian college setting, care must be taken to avoid association with companies, lifestyles, and trends that oppose Christian values, including gothic dress styles, body piercings or ear piercings, unnatural hair colors (e.g., pink, green, blue), and tattoos. Students are prohibited from getting a tattoo while enrolled at PCC. Students arriving with existing tattoos may be asked to keep them covered. Do-rags may not be worn.

### *Setting-Appropriate Dress*

- Long pants (not capris) and a belt are to be worn for all activities unless otherwise designated.
- Collared shirts should be worn to classes and should be tucked in.
- Flip flops and athletic shoes should not be worn to classes, productions, or church.
- Men should wear jackets, tucked-in dress shirts, and ties to church and productions.
- Dress for meals matches class dress for breakfast and lunch Monday–Friday and church dress at all meals on Sunday.
- Jeans/long casual pants (no holes) with a belt or athletic pants and casual shirt are acceptable on campus for weekday evenings (Mon.–Fri. after 4:45 p.m.) and Saturday (includes off-campus sporting events, Commons, Library, and evening meals).

- Sweatpants should not be worn on campus or around town.
- Shorts, when appropriate, should be longer styles such as basketball styles or cargo styles rather than runner styles.
- A shirt and shorts should be worn to and from the Swim Center, the beach, and tennis courts. Long pants should be worn to and from the water park.
- Around town, walking shorts and coveralls may only be worn to places such as hardware and auto parts stores or garden and nursery centers.
- Tank tops and muscle shirts are to be worn only in the Field House, on East Field, and in residence halls. They are not to be worn as outerwear anywhere else. A T-shirt should be worn over these types of shirts to and from these locations.

### *Grooming*

The purpose of this policy is to promote conservative styles and professional appearance. Hair must be neatly combed and tapered and may not come over the ears, eyebrows, or collar; sideburns may not extend beyond the bottom of the ear. Men may choose to be clean shaven or maintain neatly trimmed facial hair.

All facial hair must be groomed to remain defined and uniform length at all points of growth. Mustaches, goatees, and beards must be fully grown in (between 1/4 and 1/2 inch in length) with clean lines and trimmed an inch above the Adam's apple. Mustaches may not extend below the upper lip or below the corners of the mouth. Goatees and beards should be fully grown in under the bottom lip, symmetrical on both sides, and connect to an appropriately grown mustache. If you plan to start growing facial hair, it should be done only during Christmas or summer vacations. Facial hair must meet the guidelines listed in this policy when checking in and throughout the semester. Students not in compliance will be asked to modify their beard or hair accordingly. Those who cannot meet the standard will be asked to remain clean shaven.



Fads and extreme styles are not acceptable including artwork shaven into hair and cuts such as thin lines along the cheekbones and around the chin or lip. Avoid braids, buns/ponytail, patches, stubble, unnatural hair colors, or undefined facial hair (scruffy, unkempt, patchy, or thin).

## **Women's Clothing and Appearance**

The expectations for dress are designed to reflect the principles of modesty, distinction, and appropriateness. All students are expected to dress modestly, in conservative fashions, and with a level of propriety that encourages purity. It is considered immodest to wear clothing that is revealing or tightfitting. Men and women should be distinctive in their appearance. For this reason, women are not to wear masculine hairstyles or pants.

In this Christian college setting, care must be taken to avoid association with companies, lifestyles, and trends that oppose Christian values, including gothic dress styles/nail polish, body piercings, unnatural hair colors (e.g., pink, green, blue), and tattoos. Students are prohibited from getting a tattoo while enrolled at PCC. Students arriving with existing tattoos may be asked to keep them covered.

Hemlines and slits should be no higher than the level of the kneecap at all times. Tops must cover the shoulders, and necklines should not reveal any hint of cleavage. Allow enough ease so that clothing is not tight. Undergarments should not be seen. (Avoid oversized armholes, sheer material, and figure-hugging apparel.) Garments that are backless or revealing in any position are immodest. When outside your residence hall room, underclothing, short shorts, and revealing tops are not appropriate.

Earrings/ear cuffs in the cartilage are not permitted, and no more than two piercings in an earlobe are allowed. Plugs/gauges are not allowed. Do rags may not be worn.

## *Setting-Appropriate Dress*

- Dresses or skirts/tops are to be worn to classes, church, restaurants, stores, malls, sporting events, or other public places (even before or after recreational activity). This includes on-campus buildings and events. Jean and jean-type material may not be worn to class, church, or when working in office areas.
- Flip flops and athletic shoes should not be worn to classes, productions, or church.
- Dress for meals matches class dress for breakfast and lunch Monday–Friday and church dress at all meals on Sunday.
- Jean skirts are acceptable on campus for weekday evenings (Mon.–Fri. after 4:45 p.m.) and Saturday (includes off-campus sporting events, Commons, Library, and evening meals).
- Walking/athletic shorts that are full and meet the hemline standard may be worn when participating in recreational activities, when out of town (e.g., Mobile), or when on vacation (away from the Pensacola area).
- During the summer, walking/athletic shorts may be worn to Blue Wahoos games.
- Wind/athletic pants are required for the rock climbing wall and optional for ice skating and paintball (must change in locker room/bathroom provided in the area).
- Conservative swimsuit must fully cover the midriff (also wear T-shirt in water park).
- Wear shorts and shirt over conservative swimsuit to and from beach, pool, West Campus, and sundeck.
- At West Campus, shirt and shorts and required for all activities including sunbathing, swimming, kayaking, etc.

## Music

Music has the potential to direct our thoughts and emotions, and it reflects our values and philosophies. The music we listen to can either affect us in a way that encourages biblical thinking and actions or in a way that promotes worldly ideals. While not all music must be religious or sacred, it is healthy for Christians to develop a conscience for music that honors God. In accordance with Philippians 4:8, acceptable music focuses on what is true, honest, just, pure, lovely, of good report, virtuous, and praiseworthy. Such music builds an appreciation for beauty, does not desensitize us to worldly living, and can be capable of turning our hearts toward the things of Christ.

While there is a wide range of musical styles and artists, finding appropriate music requires discernment. Certain types of music that are typically not associated with sensual or inappropriate themes and are generally acceptable include classical and semi-classical, traditional and patriotic, concert and marching band, and hymns and choruses.

Any music that promotes worldly values or associations in its lyrics or style should be avoided. Whether or not the lyrics are Christian, music in the style of jazz, rock, rap, R&B, pop, country, or contemporary Christian is prohibited and may not be in a student's possession or use on or off campus.

Students may use headphones/earbuds in the following areas:

- Residence Halls
- Library
- Sports Center and Field House Workout Rooms
- Athletic Fields/Field House (except for games open to all students)
- Computer Labs
- Practice Rooms/Rehearsal Spaces
- VPA Labs (when class is not in session)
- Off Campus

To show consideration for others and to maintain a social environment, headphones may be used only in the above locations—not when walking across campus. They must be kept out of ears or put away until students reach their location.

## **Entertainment**

To provide an atmosphere free from the distraction of prevalent worldly influences and to encourage academic focus, the college has established the following entertainment standards:

Any media or form of entertainment (regardless of rating)—including but not limited to television, movies, books, magazines, apps, computer and video games—which contains violence, sensual or demonic themes, suggestive dress, profanity, or rock music is not permitted on or off campus. Students are not to attend movie theaters or rent movies. Apps and computer/video games rated T and below may be played. First-person shooter games are not permitted.

Students may watch movies rated G or PG; however, ratings of PG-13, R, or X are prohibited. Discretion also needs to be used in watching television, as programs labeled D, S, L, or V are not acceptable. For more about the right approach to media in addition to these standards, see the [Biblical Media Guide](#).

The seductive nature and worldly music of most forms of dancing are contrary to biblical principles. Since PCC wants students to have a wholesome relationship with members of the opposite gender without the temptations often associated with dancing, dancing is not permitted.

## **Testimony/Conduct**

Keep in mind that we represent Christ, and our conduct should always glorify the Lord. To help maintain our testimony within the community, college standards should always be upheld, even when students are off campus with guests. PCC students may not go to bars, clubs, casinos, movie theaters, or other locations that may harm one's testimony.

## Accountability

By virtue of enrollment at Pensacola Christian College and Pensacola Theological Seminary, each student commits to honor the Code of Conduct. In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to the Dean of Graduate Students. A student's vehicle or room may be searched (with an occupant present) if there is reason to believe that College standards have been violated. All searches must be approved by the Dean of Graduate Students. If necessary, corrective measures may be taken to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students.

It is common among colleges and universities to impose sanctions in response to violations of policy/procedure and misconduct. At PCC, the Dean of Graduate Students is authorized to employ the following responses to support and enforce expectations.

**Notices**—verbal or written communication to the student related to specific actions that are inappropriate and must be corrected.

**Charges**—fines given for failure to fulfill responsibilities or for violation of regulations; or restitution for damage, loss, theft, or vandalism of personal or college property.

- Traffic/vehicle violation
- Damage, theft, vandalism
- Miscellaneous fees

**Separation**—suspension or dismissal from all college functions and college-owned property. Conditions for readmission or continued academic work may be indicated. The Dean of Graduate Students will attempt to address minor infractions with minimal disciplinary actions; however, repeated misconduct and serious offenses will require an increased level of response that may ultimately impact the student's enrollment status. Consideration

will be given to the seriousness of the misconduct, any previous discipline problems, the level of responsibility and cooperation shown, and potential effects on the safety and well-being of others. More than one of the responses listed above may be enacted for any single violation; and other interventions to assist the student in making wise choices may be employed, including loss of privilege, referral for counsel, or probation.

Accumulation of disciplinary actions will not carry over to subsequent semesters; other than probation, suspension, and dismissal, such actions will not be made part of the student's permanent file.

### *Process*

#### **Notification**

Any time an infraction or misconduct occurs, the student will be notified of the alleged violation. Major offenses will be addressed directly with the student by the Dean of Graduate Students.

#### **Judicial Review Committee**

Involvement in prohibited activities and extreme violations of the Code of Conduct can affect a student's enrollment status. To make a determination in such cases, a Judicial Review Committee, consisting of staff members from various departments, will review the student's behavior. The student may choose to meet with the committee and give an explanation for his conduct. The decision of the Judicial Review Committee is final.

## **Student Rights**

The following rights are those privileges afforded to all PCC students who are actively enrolled, whether on campus or through online learning. These rights do not supersede any responsibility of each student to abide by the laws and regulations applicable to any other citizen. Any action of conduct that meets the definition of a crime under any state, federal, or local law is prohibited.

### *Health and Safety*

Students have the right to expect the College to take reasonable care to provide services that contribute to their health and safety. It is the responsibility of students to make themselves familiar with those services and to utilize them as needed, including the Graf Clinic and Safety and Security services; to make nutrition choices based on health as well as preferences; to contribute to a residence hall environment conducive to relaxed enjoyment, study, and rest; and to actively protect the College community through awareness and communication regarding safety matters.

### *Spiritual Development*

Students have the right to expect the College to provide reasonable opportunity for spiritual growth and well-being. Students are responsible for personal engagement in individual devotional life, chapel, and church services.

### *Academic Support*

All students, whether learning on campus or through online learning, have the right to academic instruction, facilities, and classroom/lab equipment that will provide reasonable opportunity for success in their field of study. It is the responsibility of students to invest adequate time and effort in their studies, to avail themselves of library and academic facilities, and to engage with faculty in academic pursuits.

### *Co-Curricular Opportunities*

Students have the right to expect reasonable opportunities for growth and development in social, recreational, and fine arts settings. It is the responsibility of students to participate in opportunities for social engagement, to consider participating in athletics where there may be opportunity at the student's level of ability, to personally practice and encourage in others good sportsmanship, and to participate in or attend events which may stimulate growth and encourage appreciation of the arts.

## *Anti-Harassment*

Students have the right to be treated with dignity, free from harassment in any form. Students are responsible to demonstrate Christian kindness and charity in all their relationships. It is the responsibility of any student who believes that he has been the subject of legitimate harassment (not frivolous or groundless allegations) to report the incident immediately to the Dean of Graduate Students, who will follow the College's due process in the investigation of the alleged harassment. Any student responsible for harassment will be subject to disciplinary action.

## *Non-Discrimination*

Students have the right to access PCC educational programs and activities without discrimination, based upon the College discrimination policy as follows:

Pensacola Christian College offers access to its educational programs and activities based upon biblical standards and applicable laws that permit its right to act in furtherance of its religious objective. The College does not discriminate on the basis of race, color, sex, or national origin in administration of its educational policies, admission policies, and scholarship or loan programs.

Should a student feel that discrimination has taken place in violation of this policy, it is the student's responsibility to report the matter immediately to the Student Care Office.

## *Appeals and Grievances*

Students have the right to expect the College to uphold its policies and to administer them accurately and equitably. If a student wishes to contest an academic or disciplinary decision, he may file an appeal or grievance without fear of retaliation or reprimand.

## **Academic Appeal**

Students may request that a decision affecting their academic standing be reconsidered by submitting a written appeal of the decision to their division dean, department chair, or the registrar.



Decisions that may be appealed include issues affecting program status, application of academic policy, the determination of a grade, and allegations of cheating or plagiarism.

An Academic Appeal Committee consisting of division deans, department chairs, and the Academic Vice President will review the facts related to the case and determine whether the decision in question should stand. The decision of the Academic Appeal Committee is final.

### **Disciplinary Appeal**

Students may request that a decision affecting their disciplinary record be considered by submitting a written appeal of the decision to the Dean of Graduate Students. The written request must be submitted within two weeks of the disciplinary decision.

An Appeal Committee consisting of a graduate student representative, a faculty member, and the Dean of Graduate Students will meet, hear the appeal, and determine if the penalties are warranted. The decision of the Appeal Committee is final.

### **Non-Work Grievance**

A non-work grievance may be filed regarding any situation or action personally affecting the student that was caused by the violation, mishandling, or misapplication of a specific provision of a policy, rule, statute, or regulation of the college. Requests for reconsideration of decisions that affect a student's status in keeping with standing policies are not grievances and should be handled through the appeals process.

Grievances should be resolved at the lowest level possible. Most matters of student concern can be resolved informally and would not result in a formal grievance being filed. A student is expected to first discuss the problem with the direct supervisor of the given area and allow a reasonable opportunity for the problem to be resolved. Having done that without satisfactory results, it would then be appropriate to proceed with the grievance report procedure, if the student desires, without fear of retribution.

The student may obtain a Student Grievance Report from the Student Care Office. The student will return the form explaining the problem to the Student Care Office within two weeks of the occurrence in question. Failure by the student to comply with this time limit will constitute a waiver of the grievance. The committee will meet with the student and a response will be given within two weeks of the grievance being submitted, with the exception of winter and summer breaks. The Student Care Office maintains all records regarding grievances.

Work grievance procedures are provided in employee handbooks.

Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS [15935 Forest Road, Forest, VA 24551; Telephone (434) 525-9539; email: [info@tracs.org](mailto:info@tracs.org)].

### **FERPA**

Although Pensacola Christian College does not accept state or federal financial aid, the institution voluntarily abides by the general guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) as they apply to educational records. This privacy policy is extended to all enrolled students, whether taking courses on-site or through online learning.

# Safety & Security

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## Campus Security

The security of our campus is of utmost importance. Should you ever be concerned about your safety, please contact Campus Safety and Security.

- For emergencies, call ext. 555 (recorded 24 hours a day).
- Red emergency phones are located in the Field House, on East Campus, and in the parking garage.
- For non-emergencies, call HELP (ext. 4357).
- From off campus, call (850) 479-6595.

## Safety

### On-campus Safety

To protect public safety, no student is permitted to possess fireworks, explosives, firearms, or other weapons on campus. Any questions regarding weapons are to be directed to the Dean of Graduate Students.

#### *Pedestrian Safety*

Skateboards, hoverboards, longboards, recreational scooters, and inline skates are not permitted for use on campus.

#### *Unmanned Aircraft Systems*

Pensacola Christian College is committed to providing a safe and secure environment for all students, staff, and guests. To mitigate risks to individuals and organizations potentially affected by Unmanned Aircraft Systems (UAS), and to provide a reasonable expectation of privacy, the use of drones and other UAS for recreational purposes is prohibited on the campus of PCC. Anyone who seeks to operate UAS on campus or at any College-sponsored event or activity for College purposes must receive advanced approval in accordance with this policy and comply with all restrictions.

## **Off-campus Safety**

- When walking west toward PCA, use Brent Lane or St. John Street, abide by all railroad signals, and only cross the tracks at the designated railroad crossing.
- Do not walk, run, or bike under the Brent Lane overpass or on the dirt road by the railroad tracks.
- It is recommended that students go off campus in groups of two or more and do not walk or run off campus after dark.

## **Emergencies**

### **Emergency Alerts**

In the event of an emergency, PCC uses an external alert system to deliver prompt messages. Students are asked to update personal contact numbers, including cell phone numbers.

### **Fire Evacuation**

- If the fire alarm sounds, exit the building immediately using the nearest stairway. Do not use the elevators.
- The fire evacuation route is posted on the back of your room door.
- If you discover smoke or fire in any facility, remain calm, pull the closest alarm, and evacuate the building.
- Never attempt to fight a fire yourself.
- Fire drills are conducted in the residence halls each semester.

### **Lockdowns**

In the event of severe weather or another emergency resulting in a lockdown, you will be instructed regarding appropriate procedures.

## Residence Hall Safety & Security

Pensacola Christian College encourages all members of the campus community to report illegal or unethical conduct. The following guidelines will help ensure the security of you and your belongings.

### Access

- To enter your residence hall, show your PCC Card to the lobby attendant or use the card scanner when the building is locked. Your PCC Card also gives you access to your residence hall room. Authorized College personnel also have access to the room.
- Men may not be in women's residence halls, and women may not be in men's residence halls.
- Guests (including town students) must sign in at the residence hall desk and be escorted by the student they are visiting. Babysitting in residence halls is not allowed. Children 6 years or older should not be taken into residence halls of the opposite gender.
- The campus gate locks at 11 p.m. After 11 p.m., scan your PCC Card to open the gate or use the call box at the front gate to have Safety and Security open a gate for you. Inform a roommate, neighbor, or the Residence Manager if you will be gone overnight.
- If you are locked out of your room, contact roommates/suitemates or the Residence Manager. You may also contact Safety and Security at 4357 (HELP) to unlock the room (\$5 charge to your account).
- Do not prop open doors or alter lock mechanisms.

### Fire Prevention

- To reduce risk of fire and conserve electricity, lights, fans, hot pots, hair-care items, and irons must be turned off when no one is in the room.

- Appliances with a heating element (e.g., toaster oven, hotplate, candle warmer) or items with an open flame are not permitted.
- Power strips that connect to the outlet by an electrical cord are permitted; however, electrical outlet multipliers that plug directly into the outlet are not.
- Furniture cannot impede entering or exiting the room. Because of limited space, rooms cannot accommodate sofas or large chairs/tables.

## **Prohibited Items**

- Weapons: Guns/Taser®/stun guns/swords/knives (3” or smaller pocketknives allowed)
- Hazardous items: Combustible fluids/matches/lighters/candles/candle or wax warmers/incense/fireworks
- Playing (poker) cards
- Items with divisive symbols
- Pets (including fish)
- Appliances with open/external heating elements
- Hoverboards
- Dumbbells or weights
- Chin-up bars

## Miscellaneous

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### Intellectual Property

Pensacola Christian College retains ownership of all intellectual property created by its employees, students, or any other individual using college facilities, equipment, or funds. Intellectual property includes, but is not limited to, dissertations, articles, photographs, videos, software programs, artwork, music, schematics, inventions, etc. and may not be transferred or distributed without the written consent of the College.

### Accreditation

Pensacola Christian College is a member of the Transnational Association of Christian College and School (TRACS) [15935 Forest Road, Forest, Virginia 24551; telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The master's degree in nursing at Pensacola Christian College is accredited by the Commission on Collegiate Nursing Education ([www.ccnaccreditation.org](http://www.ccnaccreditation.org)).

### Cancellation

If you need to postpone or cancel your reservation before the semester starts, please contact the Admissions Office at (850) 478-8496, ext. 2018.

### Withdrawal

Students whose circumstances necessitate withdrawing from the college are to go to the Dean of Graduate Students during regular office hours to formally withdraw.