



Seminary &  
Graduate Studies

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# GRAD STUDENT HANDBOOK

2022-2023



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# *Code of Conduct*

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## **Code of Conduct**

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This handbook defines the Code of Conduct for each student at Pensacola Christian College and is in fulfillment of our mission, purpose, and biblical distinctives as a Christian institution of higher learning. The goal of this Code is to assist in providing the best environment for spiritual growth, academic development, health and safety, and campus life. The Code of Conduct is published in the form of policies, standards, rules, and expectations and may be updated at any time. By virtue of enrolling at PCC, each student agrees to understand and abide by the Code of Conduct throughout their enrollment.

## **Biblical Principles**

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Pensacola Christian College 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 protect 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](#).

## 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.*

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, Christians are to live their lives in active pursuit of a lifestyle that keeps them pure and clean before God with careful attention to avoiding anything that detracts from their relationship with Christ.

# Academics

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## Academic Integrity

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God calls His people to lives of integrity (*Prov. 11:3, Eph. 4:24, Phil. 2:15*). The essence of collegiate learning is based upon the fundamental principles of honesty and independent study in the fulfillment of all coursework. Students at PCC must 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 appropriate to the level and type of dishonesty and may be subject to suspension or dismissal. Definitions of terms related to academic integrity and details regarding the process for handling academic dishonesty are provided on [Eagle's Nest](#).

## In the Classroom

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Classes at PCC are designed to encourage engagement and foster college-level learning. Students gain the most benefit from their studies through active participation in the classroom experience.

Active participation is expected and includes

- Regular classroom attendance
- Attention to learning activities
- Engagement (questions, observations, thoughtful interaction, and note-taking)

Students are expected to follow classroom policies as directed by each instructor on the course syllabus. Laptops and tablets may be used for note-taking if they are charged on battery power; however, other than taking notes, technology should not be in use without faculty permission.

To maintain an optimal learning environment, we ask that students refrain from personal conversations, studying for other classes, misusing personal technology, or leaving the room (unless it is a legitimate emergency or sudden illness).

Students with vision or hearing problems can notify faculty to arrange suitable seating or other accommodations.

## **Attendance**

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### **Attendance Policy**

Academic goals are best achieved by attending each class. Specific classroom attendance policies will be provided by the instructor in each course syllabus. *Eagle's Nest and the myPCC app will be helpful as you keep track of your individual class attendance.*

*If you miss class for a legitimate reason, notify your instructor by submitting a [Class Absence Notification Form](#) as soon as reasonably possible. The instructor may decide to allow students to make up the missed material or assign appropriate substitute material so that the absence can be “excused.”*

## Unexcused Absences/Tardies

Classes missed for the following reasons are considered unexcused absences:

- Skipping class
- Being 25 or more minutes tardy for an unexcused reason
- Accumulating 3 unexcused tardies in the same class
- Leaving class for an unexcused reason and not returning, regardless of how much time is missed

Missing less than 25 minutes of a class period will be recorded as a tardy. Three unexcused tardies to the same class count as one unexcused absence for that class. All projects and papers are due by the date assigned and may 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. The grade for tests missed because of an unexcused absence will be lowered by 10 percent.

In general, accumulating more unexcused absences than the number of days the course meets per week will result in the course grade being lowered one full letter grade. Accumulating more unexcused absences than the number of days a course meets in two weeks may result in a mandatory withdraw from the course, which could affect residency status.

## Extenuating Circumstances

Classes missed because of the following extenuating circumstances will always be excused. Faculty will work with students to make up any missed assignments, projects, and tests when they return.

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



## Attendance Corrections

*If you are incorrectly marked as absent or tardy, speak to your instructor to correct the record. If the issue cannot be resolved, or if you believe an excused absence has not been properly granted, you may appeal the matter to your department chair.* Discrepancies must be reported within two weeks after attendance has been recorded.

## Accumulated Absences

Accumulating more absences (for any reason) than the number of days a course meets in three weeks may result in a mandatory withdrawal from a course. The final grade may be recorded as Withdrawn Passing or Withdrawn Failing based on grades earned at the time of the withdrawal. A course withdrawal may affect [residency status](#) based on the number of credits taken.

## Class Cuts

Class cuts are designed for students who would like to be away for special occasions, such as family events. For students in good academic standing (3.0 cumulative GPA or higher, 2.0 for M.Div. and M.Min.), two days of class cuts are permitted per semester.

On-campus work students must receive approval from their work supervisor before submitting a request for class cuts.

Because students must be present for significant academic requirements and campus events, class cuts may not be taken during [required activities](#), major-specific events, or during finals. To apply for class cuts, complete a Cuts Request Form (available in the Graduate Office, AC-3). *Contact your instructors to determine if any quizzes, tests, or assignments must be submitted before leaving.*

## Cuts for Job Interviews

Students completing a degree may take two class days of cuts during their final year to meet with potential employers or to complete pre-employment screening/testing.

*To apply, complete a Cuts Request Form (available in the Graduate Office, AC-3) and provide a letter or email from the potential employer confirming the interview. If additional cut days are needed, contact the Graduate Office for details before making any arrangements.*

*Contact your instructors to determine if any quizzes, tests, or assignments must be submitted before leaving.*

## Missed Tests/Exams

Missed tests must be taken one of the following two Saturdays in the [Testing Center](#). The Testing Center is closed during final exams. *Contact your instructor immediately if you miss a final exam.*

## Testing Center Fee

Tests carry a \$12.50 Testing Center Fee, added to the student's college account. This fee is intended to cover the cost of offering this service. A fee will not be charged for tests missed due to extenuating circumstances.

# Grading

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## Grading System

The following [grading scale](#) is used in every class.

A+ = 98–100                      C+ = 77–79

A = 93–97                        C = 73–76

A- = 90–92                      C- = 70–72

B+ = 87–89                      D+ = 67–69

B = 83–86                        D = 60–66

B- = 80–82                      F = 0–59

## Grade Reports

Running grades are shown on [Eagle's Nest](#), and an official grade report is issued after semester final exams. *If there appears to be a discrepancy on your final grade report, write a letter to the [Registrar](#) within 60 days after the end of the semester.*

# Coursework & Assistance

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## Intellectual Property

Pensacola Christian College retains ownership of all intellectual property created by students 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.

## Faculty

*Your faculty are committed to your success and are available outside class hours to answer any questions regarding the classes they teach. You may meet with faculty during their [office hours](#) or by [appointment](#), except during final exam week.*

## Writing Support Services

Free writing assistance is provided by [appointment](#) through Writing Support Services.

## Deans

*If you need help beyond what a faculty member can provide, your dean is also available to assist.* Students can make an [appointment](#) through the dean's office.

## Dropping or Adding a Course

The first week of each semester is designated as Drop/Add week. During this time, students may make scheduling adjustments either online or in person at AC-3.

Due to missing vital course content, students may not add a course after the first week of classes. To withdraw from a course after Drop/Add, students must get academic approval. 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.

A Drop/Add/Change of Course Fee will be charged for any change after registration.

## Accreditation

Pensacola Christian College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; telephone: 434-525-9539; email: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category IV Insti-

tution 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). Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS.

The baccalaureate and master's degrees in nursing at Pensacola Christian College are accredited by the Commission on Collegiate Nursing Education ([ccneaccreditation.org](http://ccneaccreditation.org)).

# *Responsibilities & Rights*

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## **Personal Character**

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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 part of a Christian life.

**Love for God’s Word**—There is no greater source for wisdom and direction than the Bible. PCC places God’s Word in the highest regard, and every student is encouraged to spend personal time in it regularly. (*Josh. 1:8, Ps. 19:10, Ps. 119:97, Ps. 119:127, Ps. 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 placed in authority. Further, we should each be mindful of how we treat 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. 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. A willingness to work with dedicated effort is necessary to further gospel endeavors and contribute as a student of PCC. (*Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23*)

**Responsibility**—The Bible teaches that we must give account for our actions; taking personal responsibility for our lives is the beginning of real stewardship. Making it our duty to be reliable so that others can depend on us 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, Ps. 118:29*)

**Etiquette and manners**—As Christians, we should know how to speak and act 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**

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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*)

The prohibited activities listed below are clearly contrary to the Word of God and are, therefore, unacceptable for any student at Pensacola Christian College. 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 demerits, restitution, suspension, or dismissal.

**Drugs, alcohol, and tobacco**—As a protection against their harmful effects and controlling nature, the use of, possession of, or association with alcohol, illicit drugs and/or narcotics, marijuana, tobacco and related products such as e-cigarettes and vaporizers and the misuse or abuse of a legal drug, substance, or chemical is unacceptable. The unlawful sale, use, or possession of drugs or alcohol will be reported to state or federal authorities. (*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 is only intended to be within a monogamous, heterosexual marriage. Any other sexual activity or involvement in pornography or sexual communication (including jokes) whether verbal, written, or electronic is prohibited. (*1 Cor. 6:9–10, 1 Cor. 6:18–20, Matt. 5:28, Heb. 13:4, Rom. 1:26–27, Ps. 119:37, 1 John 2:16, Prov. 14:9*)

**Transgender identification**—God created each individual in His image with distinct attributes. For this reason, rejecting or changing biological gender/identity through alternate means such as medication, surgery, appearance, dress, personal pronouns, etc., is not permissible. (*Ps. 139:13–14, Gen. 1:26–27, Matt. 19:4*)

**Profanity or obscenity**—The Bible instructs believers to edify one another. To avoid offense, inappropriate behavior or communication whether verbal, written, or electronic is forbidden. (*Eph. 4:29, Col. 3:8, James 5:12*)

**Lying**—God instructs us to speak truth in all things. Repeated or egregious dishonesty or deception will not be tolerated. (*Prov. 19:9, Prov. 12:22, Eph. 4:25*)

**Harassment, abuse, and discrimination**—Any behavior (even in jest) that places the health and safety of any student in jeopardy including hazing, bullying, or doxing will not be tolerated. (*Col. 3:8, Col. 4:6, Eph. 4:29–32*)

**Gambling**—Christians are called to be good stewards of that which God has given; therefore, risking the loss of money or items through betting or by chance (including playing the lottery) is not allowed. (*Prov. 13:11, Prov. 28:22*)

**Stealing**—The Bible clearly teaches that stealing is wrong as well as harmful to yourself and others; therefore, taking, possessing, or using someone else's things without the owner's consent is unacceptable. (*Eph. 4:28, Rom. 13:8–10, Ex. 20:15*)

**Occult**—Christians enjoy a personal relationship with God and are exhorted to meditate on Him and His Word. For this reason, witchcraft, seances, astrology, mysticism, transcendental meditation, or any satanic beliefs and practices (including possession of related items) must be avoided. (*Gal. 5:19–21, Ps. 1:2, Josh. 1:8, Ex. 28:4–5*)

## **Clothing & Appearance**

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The following positions have been formulated to give direction in matters that require discernment. The College has applied these guidelines in an effort to align with the spirit and intention of biblical principles, reflect conservative values, and to express the principles of modesty, distinction, and appropriateness.

These standards are expected when students arrive to and until they leave campus at the end of each semester.

### **General Guidelines**

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to [Biblical Principles](#) and the [Code of Conduct](#).

Hair may not be dyed an unnatural color (e.g., pink, green, blue). Students are not permitted to get a tattoo (permanent or temporary) or body brand while working or taking classes at PCC and may be asked to keep existing tattoos or brands covered. Body piercings are not permitted.

# Men's Guidelines

## Hair

- Hair must be neatly combed and tapered and kept above the ears, eyebrows, and collar.
- Hair must not exceed 1½ inches above the scalp.
- Fads and extreme styles, including lines and artwork shaven into hair, ponytails, buns, and braids are not permitted.

## Facial Hair

- Must be fully grown in and groomed to remain defined and of uniform length, between ¼ and ½ inch, and may not be scruffy, unkempt, patchy, or thin.
- Sideburns may not extend past the bottom of the ear.
- Cuts such as thin lines along the cheekbones and around the chin or lip are not permitted. Mustaches may not extend below the upper lip or the corners of the mouth.
- Goatees and beards must be symmetrical, connected to an appropriately grown mustache, and trimmed an inch above the Adam's apple.

*Plan to start growing facial hair during Christmas or summer vacations as it must meet the guidelines listed below when checking in.* Those who cannot meet the standard will be asked to remain clean shaven.

The following are examples of mustaches, goatees, and beards as permitted in the policy.



## Clothing

- Clothing may not be tight fitting.
- Pants must be at least ankle length.
- Shoes must be worn outside the residence hall.
- Hats may be worn outside, in the residence halls, or at sporting/recreational events.
- Chains or leather cords may be worn inside the shirt.

## Dress Categories

**Formal**—Traditional formalwear or best suit with tucked-in shirt, belt or suspenders, and corresponding dress shoes and dress socks are required for formal events and Fine Arts performances.

**Professional/Church**—Suit or sport coat, dress shirt (tucked in), tie (top button fastened and tie pulled tight; no cartoon or theme ties), dress pants, belt or suspenders, and appropriate dress shoes and socks must be worn. To show reverence and respect, Professional/Church dress is required for Sunday services, Bible Conference services, and Opening Convocation.

**Smart Casual**—Casual pants (no cargo-style, denim, drawstrings, or athletic materials) with belt or suspenders, collared shirt (tucked in) or turtleneck, semiprofessional shoes, and socks are required on and off campus weekdays until 4:45 p.m. and for all classes, concerts, recitals, forums, seminars, and Wednesday evening services.

- Other than pocket-sized logos, clothing may not have pictures or writing.
- On Fridays, students may wear PCC-affiliated tops (e.g., Blood Drive, collegian, PCC 5K, Eagles).
- On Home Game days, students may wear PCC and Eagles tops to class.
- Collared shirts may not be worn as outerwear.

**Casual**—Jeans, athletic pants, loose-fitting/knee-length shorts, T-shirts (may be untucked), hoodies, pullover sweatshirts, ball caps, and athletic shoes/flip flops are appropriate on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

**Appropriate attire for specific athletic events and locations is listed below:**

- Swim trunks for beach, water park, and Swim Center (shorts/shirt worn to and from these locations)
- Tank tops, muscle shirts, and runner-style shorts are to be worn only in the Field House, on East Field, and in residence halls. (Casual dress policies must be met when walking to and from these locations.)
- Shirts must be worn in residence hall lobbies.

## Women's Guidelines

### Clothing and Appearance

- Clothing must not be tight fitting.
- Tops must cover the shoulder, back, midriff, and cleavage.\*
- Dresses and skirts are acceptable for all categories unless otherwise stated and must cover to the level of the kneecap at all times.\*
- Undergarments must be worn but not seen.
- Tights or leggings may be worn under skirts or shorts.
- Regular pants/sweatpants, jeans, and jeggings may not be worn outside the residence hall.
- Ears may have three piercings, but no ear cuffs, wraps, plugs/gauges, or industrial bars.
- Shoes must be worn outside the residence halls.

\*Sheer material alone is not adequate for coverage.

## Dress Categories

**Formal**—Traditional formalwear or best dress and dress shoes are suitable for formal events and Fine Arts performances.

**Professional/Church**—Dress or skirt/coordinating top and semiprofessional shoes or sandals are to be worn for Sunday church services, Bible Conference services, and Opening Convocation.

**Smart Casual**—Relaxed, semiprofessional dress or skirt with coordinating top and shoes are required on and off campus weekdays until 4:45 p.m. and for all classes, concerts, recitals, forums, seminars, and Wednesday evening services.

- Denim skirts/dresses are not permitted.
- Other than pocket-sized logos, clothing may not have pictures or writing.
- On Fridays, students may wear PCC-affiliated tops (e.g., Blood Drive, collegian, PCC 5K, Eagles).
- On Home Game days, students may wear PCC and Eagles tops to class.

**Casual**—Shorts (must extend to at least the top of the kneecap and hang loose in a relaxed fit so as not to cling or conform to the body), T-shirt, hoodies, pullover sweatshirts, ball caps, and athletic shoes/flip flops are appropriate on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

### **Appropriate attire for specific recreational events and locations is listed below:**

- Short shorts and revealing tops may not be worn outside your residence hall room; pants are not permitted in the lobby.
- Loose-fitting wind/athletic pants required for rock climbing wall and may be worn for ice skating and paintball (must change in locker room/bathroom provided in each area).

- Conservative swimsuit that covers the midriff may be worn at the beach, pool, sun deck, and waterpark. (T-shirt must be worn in the water park; shirt and shorts must be worn to and from these locations.)
- Shirt and shorts required for all activities at West Campus including sunbathing and water activities.
- Prior to 4:45 p.m. on weekdays, shorts may be worn to bike off campus; however, attire appropriate for the destination must be changed into upon arrival.

## **Entertainment**

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### **Music**

Music has the potential to influence thoughts and emotions, and it reflects values and philosophies. While there is a wide range of musical styles and artists, finding appropriate music requires discernment. In accordance with Philippians 4:8, acceptable music focuses on what is true, honest, just, pure, lovely, of good report, virtuous, and praiseworthy. 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. Such music builds an appreciation for beauty, does not desensitize to worldly living, and can be capable of turning hearts toward the things of Christ.

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 contemporary Christian, country, jazz, rock, rap, R & B, or pop is prohibited and may not be listened to on or off campus.

## Consideration for Others

Students are encouraged to use discernment when listening to or playing music so that it is not a distraction to others. *Plan to play music/instruments in designated practice areas—practice studios, residence hall rooms where others aren't studying or working on assignments, or outside with the exception of in front of academic buildings and the Crowne Centre. Remember to control volume as appropriate to the setting when indoors, outdoors, or in vehicles. You may also consider using headphones/earbuds as permitted.*

To maintain a social environment, headphones/earbuds may be used only in the following locations—not when walking across campus. They must be kept out of the ears and off the head until an approved location is reached.

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

## Dancing

The seductive nature and worldly music of most modern forms of dancing are contrary to biblical principles. Avoid any form of dance that may be interpreted as sexually provocative, makes use of worldly behavior or music, or is contrary to PCC's [Code of Conduct](#).



## Movies, TV & Video Games

To provide an atmosphere free from 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) which contains violence, sensual or demonic themes, suggestive dress, profanity, or rock music is not permitted on or off campus.

*When choosing entertainment, remember that apps and computer/video games rated T or PEGI 12 and below may be used; however, first-person shooter games are not permitted. Students may watch movies rated G or PG; but ratings of PG-13, R, or X are unacceptable. Discretion also needs to be used in watching television, as programs labeled TV-14 or TV-MA are not acceptable. Movies and television shows may only be viewed in residence halls or off campus; however, students may not go to movie theaters.*

## General Responsibilities

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### Testimony

PCC represents Christ as a Christian ministry, and the conduct of its students should always glorify the Lord. To help maintain this 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 personal testimony.

Students are expected to use recreational facilities on the PCC campus and should not go to other college campuses to use their facilities or equipment.

## Church and Chapel Attendance

Church and chapel services reflect the heart of PCC and show respect for God and His Word. These services also build camaraderie among the student body as each one shares in the collective spirit of worship.

### Campus Church

Students attend [Campus Church](#) meetings including Sun. morning, Sun. evening, and Wed. evening services. Students also attend any of the Campus Church adult [Bible Study Groups](#).

Students who have already been established in a local church may request an exception through the Dean of Graduate Students.

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.

### College Chapel

Graduate students are invited, but not required to attend chapel Mon., Tues., Thurs., and Fri. at 10:05 a.m. in the Crowne Centre. *Ushers will direct you to guest seating.* Seminary students are required to attend Seminary Chapel each Wednesday as noted on the Eagle's Nest [calendar](#).

## Respectful Interaction

Faculty, staff, and students who are serving in an official capacity (Safety and Security, Residence Assistants, desk attendants, chaperones, etc.) are authorized to give direction and enforce policies. Students are to treat those in positions of authority with proper respect and follow reasonable directions willingly. Students must present proper identification if asked; refusal to show identification or providing false information is considered a serious offense.

Prompt response to communication and scheduled appointments is expected. Correspondence with staff and faculty should be professional and respectful.

Students should address faculty and staff by their titles (Dr., Dean, Mr., Mrs., or Miss); the use of first names is not appropriate.

## Behavior & Decorum

Classroom proceedings, meetings, sporting events, official college activities, and church services must be free from distraction and disruption. Disruption of any campus event is considered a serious offense. The following deportment should be observed:

- During special performances or events on campus, specific guidelines will be given regarding applause and audience participation.
- *Be seated at least five minutes prior to church services, performances, and other events.*
- *Stay until the class, service, or event has been dismissed. Do not leave except for a legitimate emergency or sudden illness. If you have a work conflict, you should speak to your immediate supervisor.*
- Booning or other displays of negative or derogatory participation is never acceptable in any setting.
- Beverages may be brought into buildings in a sealable container; however, food may not be brought into academic buildings or auditoriums.
- During formal events, flowers may be brought into auditoriums, but gifts and other belongings should be left in the coat rooms.
- Cell phones must be kept on silent (not vibrate) and out of use during all church services and official college activities.
- Gum should not be chewed in academic buildings or auditoriums.

- College programs and classroom lectures may not be recorded.
- Students are not permitted to participate in unauthorized petitions, demonstrations, protests, or riots of any kind.

## Dating

Guidelines have been established to help protect the reputation of our single graduate students. Conduct between men and women must always leave their testimonies 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 Student Handbook.
- 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.
- Graduate students are not permitted to date in their 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.

## Stewardship

The following guidelines are intended to help preserve and maintain what the Lord has given PCC. Students are individually responsible for any damage to or loss of college property, whether the damage is intentional or accidental.

- Umbrellas should be left in the racks at each building entrance and should not be taken into buildings.
- *Do not litter.* Trash cans are available around campus.
- *Stay off the grass except on the campus athletic fields.*
- *To protect furniture, do not put feet on couches or chairs.*
- Hammocks may not be used on campus outside the residence halls.

## Solicitation

Students may not participate in selling products or solicitation on campus, including chain letters, petitions, or pyramid schemes. This does not include selling personal items or PCA boarding students selling candy for the PCA candy sale. Students who choose to sell items on sites such as Facebook Marketplace may not meet buyers or sellers on campus, unless both the buyer and seller are related to the PCC ministry. Students may not sell licensed, commercial, or bulk products on PCC campus.

Room sale signs must be taken to the Residence Manager for stamped approval, and then may be posted on residence hall bulletin boards only. Room sales should remain in the room and not extend to the hallways or dayroom.

## Withdrawing

Students whose circumstances necessitate withdrawal from the College should go to the Dean of Graduate Students at least 24 hours prior to leaving campus to formally initiate the withdrawal process. Those withdrawing over the weekend should go to the office the Friday before. Students are required to continue following all policies of dress and conduct while on campus. A withdrawal checklist is available on Eagle's Nest to assist in the process.

## **Accountability**

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By virtue of enrollment at Pensacola Christian College, 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.

It is common among colleges and universities to impose sanctions in response to violations of policy/procedure and misconduct. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students.

### **Due Process**

Before addressing a serious violation of policy, due diligence will be made to investigate and verify facts regarding the alleged violation. As part of due process, a student's vehicle or room may be searched (with an occupant present) if there is a reason to believe that College standards have been violated. All searches must be approved by the Dean of Graduate Students.

### **Corrective Measures**

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.

- Suspension—a suspended student is asked to take some time away from the College to pursue their personal and spiritual growth before requesting reenrollment. Conditions for reenrollment or continued academic work may be indicated.
- Dismissal—a dismissed student does not have the opportunity for reenrollment and is asked to further their education elsewhere.

## Review and Appeal Process

### Disciplinary Appeal Committee

Students may request that a decision affecting their disciplinary record be reconsidered 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.

### 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.

If the student is suspended or dismissed from the College, arrangements will be made with the student to leave campus within 24 hours. Future enrollment consideration requires a letter from the student and the student's pastor.

# **Student Rights**

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The following rights are those privileges afforded to all actively enrolled PCC students.

## **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 PCC Care Office.

## **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 a the Dean of Graduate Students who will follow the College's due process in the investigation of the alleged harassment. Any student who is responsible for harassment will be subject to disciplinary action.

## **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 that is conducive to relaxed enjoyment, study, and rest; and to actively protect the College community through awareness and communication regarding safety matters.

## Access to Support and Services

Each student is afforded the personal assistance, guidance, and support needed for success at college. The PCC Care Office is dedicated to helping students with academic support, financial assistance, biblical guidance and counseling services, and career services. Through the PCC Care Office each student can expect to be handled in a helpful, confidential manner by staff who are trained to assist students' specific needs.

## Accreditation

Students may inquire regarding College compliance with accreditation policies and standards by contacting TRACS [15935 Forest Road, Forest, VA 24551; telephone 434-525-9539; email [info@tracs.org](mailto:info@tracs.org)].

## Privacy

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.

Other than limited exceptions described in the [PCC Catalog](#), requests for personally identifiable information contained in educational records will only be granted with a signed release

from the student. *You also have the option to grant or limit access to specific [Eagle's Nest](#) pages containing personal information.*

## Co-Curricular Opportunities

Opportunities for growth and development in social, athletic, and fine arts settings are offered through at theatrical/musical performances, Eagles athletics, art and writing competitions, etc.

## Resolving Student Concerns

Students may request help in resolving academic, work, or personal concerns.

### Initial Action

Most concerns can be resolved informally and do not require a formal process like an appeal or grievance.

- Areas of concern should be resolved at the level closest to the issue—typically the student's teacher, direct supervisor, or Residence Assistant.
- If additional help is needed, students should contact their division dean for academic matters, the department manager or director for work, and the Assistant Residence Manager or Residence Manager for campus life concerns.
- The PCC Care Office is also available for additional support.

### Secondary Action

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

### 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 or 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. The decision of the 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.

## **Grievance Report**

A formal grievance may be filed after attempts to resolve the matter personally have failed. Formal grievances may regard 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.

The PCC Care Office can provide a grievance form. The student will return the form explaining the problem to the PCC 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. PCC Care Office maintains all records regarding grievances. Work grievances may be filed with the Student Employment Office.

# ***Resident & Town Students***

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## **Residence Hall Life**

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### **Housing**

Rooms may have two occupants. Each room has twin-size beds, closet and dresser space, a desk, chairs, shelving, and a mini fridge with freezer. The room may have an adjoining suite with a shared connecting bathroom.

### **Building Amenities**

Residence halls have laundry and storage rooms, a convenience store (Pelican for women; Gearbox for men), music practice studios, and prayer rooms. Fitness rooms are available for women in Bradley, Dixon, and Griffith towers. Vending areas, ice machines, microwaves, vacuums, and print stations are also available. *For specific information regarding amenity location, usage guidelines, and times, see [Eagle's Nest](#).*

### **Residency Status**

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

## Assistance

A number of individuals are in place to help make your experience on campus a positive one. Residence Managers (RMs), and Assistant Residence Managers (ARMs) serve as a positive example and provide accountability to the College Code of Conduct. They are readily available in each residence location and are also responsible for maintaining an appropriate, healthy atmosphere on each hall.

*You are welcome to see your [Residence Manager](#), Assistant Residence Manager, or the [Residence Life Coordinator](#) regarding any problems or questions related to campus life.*

## Daily Residence Hall Schedule

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To decrease congestion on campus and allow for prompt arrival at required events, students must be out of the residence halls by the following times:

- Morning services **Sun., 8:55 a.m.**
- Evening service **Sun., 5:40 p.m.**
- Mid-week service **Wed., 6:40 p.m.**

Residence halls open at 5:30 a.m. Monday–Saturday, and at 7 a.m. on Sunday.

## Building Safety & Security

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Pensacola Christian College encourages all members of the campus community to maintain awareness and to report safety concerns or illegal/unethical conduct. The following guidelines will help ensure the security of students and their belongings.

### Access

- *To enter the residence hall, tap your PCC Card at the exterior door, then show your card to the lobby attendant. Your PCC Card*

*also provides residence hall room access. Roommates, RAs, and authorized college personnel also have access to the room.*

- *For safety purposes, do not assist anyone in entering the residence hall when it is closed. Those who need access to the residence hall may do so through Safety and Security (850-479-6595) when there is no lobby attendant.*
- *If you are locked out of your room, contact your roommates, suitemates, or RAs. You may also contact Safety and Security to unlock your room (this service will incur a \$5 charge to your account).*

## **Fire Safety**

Visible smoke or fire:

- *Remain calm.*
- *Pull the closest alarm or call Safety and Security or 911.*
- *Evacuate the building immediately; do not stop to collect your belongings.*
- *Never attempt to fight a fire yourself.*

Emergency evacuations or drills:

- *Be aware that fire evacuation instructions may be rehearsed verbally and drills may be conducted in residence halls periodically.*
- *Evacuation routes are posted on the back of each residence hall room door.*
- *If the fire alarm sounds, exit the building immediately using the nearest stairway. Do not use elevators.*
- *Once outside, follow directions to a designated waiting area. Always move across the street from the building to allow room for emergency responders. Do not re-enter the building until officially notified that it is safe.*

## Safety in Residence Halls

- To reduce risk of fire and conserve electricity, lights and fans, hot pots, hair-care items, and irons must be turned off when no one is in the room.
- Reckless behavior, running, or excessive noise is not permitted in the residence hall.
- Guns (including Airsoft and paintball), Taser, stun guns, swords, knives longer than 3" may not be brought into residence halls. Any questions regarding weapons should be directed to Safety and Security.

## Security and Privacy

The College recognizes the need for security and privacy. The following guidelines are to help ensure these needs are met in the residence hall:

- Guests must sign in at the residence hall desk and be escorted by the student they are visiting. They must sign out and leave when the building closes.
- Babysitting in residence halls is not allowed. Children 6 years of age or older should not be taken into residence halls of the opposite gender.
- *Do not unlock windows, prop open room doors, exterior doors or alter lock mechanisms.*
- *Do not enter another residence hall room unless an occupant of that room is present.*
- *Close room blinds before sunset.*
- Students may not be in the residence halls of the opposite gender.
- It is recommended that students record serial numbers of valuable items and that these valuables be kept in a small lockbox.

## Maintenance & Damages

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Students are expected to care for the room entrusted to them during the school year and are responsible to protect against potentially harmful conditions and any activity that might result in damage or injury.

Because students are held responsible for damages that occur during their stay, each occupant will assess the physical condition of the room and sign a [Room Condition Report](#) at the beginning of each semester. As part of checkout in December/May, RAs will review Room Condition Reports and compare damages that have occurred during the semester. Charges for repair will be assessed to the responsible party and if not determined, each roommate will share in the cost of repair.

The below information will be helpful to avoid incurring repair charges.

- Sticky tack may be used on any surface, and push pins/small nails may be used on walls and bulletin boards; *however*, do not use removable adhesive strips, screws, or tape that would damage paint.
- A protective layer should be placed between metal hangers and doors, hinges, or frames.
- Unfinished paintings and sculptures may not be taken into residence halls and must be kept in classrooms or lockers.
- *Do not hang items from the ceiling, smoke detector, thermostat, light fixtures, or sprinkler heads. Be sure to keep items 18" away from sprinkler heads and fire alarms.*
- Tampering with thermostats may result in restitution up to \$700.
- *Leave at least 12" of space in front of A/C vents to maintain proper air flow.*
- Door locks broken due to tampering or reckless behavior may incur restitution up to \$800.



- *To avoid malfunctions, do not prop or hold elevator doors open.*
- *Do not use Drano or other commercial drain openers to clear clogged drains. Report these immediately to your RA, lobby desk worker, or Safety and Security.*
- *Since the Florida tropical climate necessitates the use of preventative measures to combat insects inside buildings, white insect tablets (which resemble aspirin tablets) may be seen. It is important that these be left in place and not discarded.*
- *Window curtains are permissible, but no other decorations or writing should be placed on the windows.*
- *Only battery-operated decorative lights are permissible.*

*You are welcome to submit maintenance requests on [Eagle's Nest](#); however, emergency maintenance situations should be reported immediately to the RA, lobby desk worker, or Safety and Security. Emergency needs include water leaks, electrical issues, and clogged drains/toilets.*

*Be aware that 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.*

## **Essentials**

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Since two students will share a residence hall room, space is limited. *To save space as you travel and to allow you to coordinate with your roommate, you may want to wait until after you arrive to purchase common room items such as trash cans and cleaning supplies.* Many of these items may be bought either locally or at the Campus Store.

## Essentials

- Bible (KJV)
- Clothing
- Twin long bed sheets, pillow, and blanket
- Towels
- Clothes hangers (stackable hangers recommended)
- High-efficiency (HE) liquid laundry detergent, laundry bag or basket
- Personal care items (toothbrush, soap, toilet paper, etc.)
- Outerwear and shoes for rainy and cooler weather
- Umbrella
- Photo ID
- Social Security Card (for student workers)

## Optional Ideas

- Tablet or Laptop/Laptop lock
- Chargers, extension cords, and power strips (no outlet multipliers that plug directly into the outlet)
- Storage
  - Under-bed storage (up to 7" tall)
  - Small plastic drawers
  - Shoe holders
  - Small safe for valuables
- Room Supplies (coordinate with roommate)
  - Ironing board and iron
  - Trash can
  - Cleaners
  - Toilet brush
- Personal-sized appliances
  - Coffee maker (Coffee makers should be Keurig-style with no open heating element)
  - Crock pot
  - Hot pot
  - Air Fryers

- Rice cooker
- Popcorn popper
- Blender
- Fan
- Personal Items
  - Sewing kit
  - First aid kit
  - Non-chlorinated bleach
  - Dryer sheets/fabric softener
  - Microwave-safe plates, bowls, cups, etc.

## Items to Leave at Home

- Weapons: Guns (including Airsoft)/Taser/stun guns/swords/knives longer than 3"
- Hazardous items: Combustible fluids/matches/lighters/candles/incense/fireworks
- Items with open/external heating elements: traditional coffee makers/grills/hot plates/electric skillets/electric burners/induction cookware/waffle makers/toasters/toaster ovens, etc.
- Pressure Cookers
- Televisions
- Items with divisive symbols
- Wax warmers
- Pets (including fish)
- Hoverboards
- Dumbbells or weights
- Chin-up bars
- Personal network equipment (including hubs, switches, routers, repeaters, bridges, etc.)
- Refrigerators
- Large furniture such as sofas, chairs, and tables

## Going Off Campus

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The Pensacola area has many dining, shopping, and recreation options. To keep students safe and to provide accountability as well as a record in case of emergency, the following procedures have been established. These procedures begin at semester check-in.

### General Off-Campus Guidelines

- Discretion and common sense should be exercised when planning off-campus activities. Certain [locations](#) are prohibited for reasons of safety or testimony.
- *When going off campus overnight, please let your roommate and residence manager know you will be gone.*

### The Beach

Below are guidelines specific to going to the beach:

- Men should go to [Park East Beach](#)
- Women should go to [Park West Beach](#)
- *For safety, stay together in a group of at least three and leave the beach no later than sunset.*

See [Eagle's Nest](#) for additional information regarding beach hazards.

### Required Events

Because certain on-campus activities require all students to attend, class cuts are not granted for the following days. To avoid conflicts, students are responsible to check the [Activities Calendar](#) prior to planning a trip.

## Fall

Opening Convocation	<b>Aug. 28–31</b>
Final Exams	<b>Dec. 12–15</b>
Semester ends at 1 p.m.	<b>Dec. 15</b>

## Spring

Opening Convocation	<b>Jan. 22–25</b>
Bible Conference	<b>Feb. 22–24</b>
Final Exams	<b>May 9–12</b>
End of Semester White Glove	<b>May 11</b>

There will be no classes on the following dates:

## Fall

Mid-Semester Break	<b>Oct. 11</b>
Thanksgiving Holiday	<b>Nov. 23–25</b>

## Spring

Mid-Semester Break	<b>Mar. 7</b>
Easter Holiday	<b>Apr. 7–10</b>

## End of Semester

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See the [\*Academic Calendar\*](#) for end-of-semester planning and residence hall departure deadlines. Final exam schedules are available on Eagle's Nest one month after classes begin. Students should confirm work and exam schedules before making plans to leave at the end of the semester.

## Fall Semester

Exams are scheduled through 1 p.m. on the Thursday of final exam week. Graduate students may leave following the completion of class and work responsibilities.

Fall room and board coverage ends after lunch on the last Thursday of the semester.

## Spring Semester

Exams are scheduled through 1 p.m. on the Friday of final exam week. Graduate students may leave when if they have finished their final exams and completed all work responsibilities.

Spring room and board coverage ends after lunch on the last Saturday of the semester.

## Late Departure

Late departure charges (\$32 per day) will be incurred for students who stay overnight after the semester [end date](#). Those required to work on campus until 4 p.m. or later will not be charged for that night. All meals through breakfast the following morning are included. Additional meals will incur the regular price for each meal.

## Residence Hall Students

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### Housing

Students may live off campus in accordance with the [Town Student Eligibility Policy](#). Those who choose to reside on campus are assigned to a designated residence hall or floor. Graduate students may not request to live with younger students in other locations.

Students may study in their own room or in the lobby of their residence hall at any time.

## Town Students

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Student services available to town students encourage spiritual, intellectual, moral, cultural, and social growth. College life is not just living in the residence halls; it is involvement

in Christian service, participation in campus sports and performing arts, interaction with friends, and taking advantage of available student resources.

Town students are expected to read and abide by the entire Handbook (with the exception of residence hall policies), live according to the PCC [Code of Conduct](#), and are encouraged to be involved in the overall college experience. Additional procedures outlined below are unique to town students.

## Town Student Eligibility

Any single graduate student (non GA) may live off campus alone or with others of the same gender.

Students wanting to request a change in residency status may do so on [Eagle's Nest](#).

## Attendance Requirements

Attendance for the following activities is recorded via PCC Card tap unless otherwise specified. *Tap at the designated locations as you enter.*

## Opening Convocation

Attendance at Opening Convocation each semester is required for town students including those approved to attend an off-campus church. Times and dates are found on the [Calendar](#). Students should tap their PCC Cards prior to each service at the Crowne Centre main atrium desk.

## Meals

Students are welcome to eat in campus dining facilities. Meals can be purchased individually at the Four Winds or Varsity, or a meal pass can be purchased from the Business Office for \$520 per semester which includes additional access to Grab N Go. 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 students bring lunch from home, they are welcome to eat in the Commons or outside.

## Single Town Students

Since protecting one's testimony is vitally important, single graduate students may not visit in the home or hotel room of an unmarried member of the opposite gender; mixed groups may not go to the beach or be at local parks after dark.

## Married Students

Married students live off campus; however, they may be involved on campus in many ways, like watching sporting events, using the library, attending church services, visiting with friends, shopping at the Campus Store, or eating at The Palms. Their family is also welcome to enjoy West Campus (times and directions are found on [Eagle's Nest](#)). PCC expects spouses, as a part of the PCC family, to maintain the same standards as the students, while on campus. Additionally, spouses should support the policies of PCC and never contribute to the delinquency of a student.

## Visiting in the Residence Halls

Town students are welcome to visit in the residence halls; however, they should show their current PCC Card and sign in at the residence hall desk. Additionally, they should be escorted by a resident at all times and leave prior to the building [closing](#).



# Facilities & Services

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## Around Campus

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### Buildings and Recreational Facilities

The Lord has blessed Pensacola Christian College with a beautiful campus that incorporates all the best things in college life—a setting for spiritual growth, facilities and resources to achieve academic success, and environments for students to relax and enjoy the company of others. See the [campus map](#) and [facilities page](#) on Eagle’s Nest for hours and locations.

### Academic Buildings

Most classes are held in the Academic Center (AC), Visual and Performing Arts building (VPA), and MacKenzie Building (MK). Building guidelines are as follows:

- Only students whose academic area requires it may be in designated labs.
- Academic buildings are not chaperoned; therefore, with the exception of the VPA lobby, the first floor AC mall, and Collegian Hall, mixed groups may not loiter or study together in the hallways, mall areas, or lobbies of academic buildings. Mixed groups using labs, classrooms, or music rooms must have at minimum three persons.
- After 4:45 p.m. and on weekends, those not attending a class must sign in by tapping their PCC Cards at the VPA/MK lobby desks and AC 2nd floor.

- *To maintain a professional atmosphere and to avoid tripping hazards, use the seating provided and do not sit on the floor.*
- Visual and Performing Arts practice rooms are reserved for music majors and minors only.
- Due to congestion in the academic buildings, men and women use indicated elevators and stair towers.

### **Academic Center**

Women use the southwest elevators, stairs, and exit.

Men use the northwest elevators, stairs, and exit.

### **MacKenzie Building**

Women use east stair tower and north elevators.

Men use west stair towers and elevators.

### **Academic Center**

Women use the south elevator.

Men use the north elevator.

## **Library**

The [Rebekah Horton Library](#) provides study space and a wide variety of resources for academic research. See the [Library Handbook](#) for further instruction on library usage.

## **Auditoriums**

The Crowne Centre (CC) is where students will attend church and chapel services. Recitals, concerts, and Fine Arts productions are often held in the Dale Horton Auditorium (DHA)

- Elevators in both facilities are reserved for those with disabilities.
- Only those with production or class responsibilities are permitted backstage.
- Students with a class in the CC should walk along First Street toward the parking lot of the CC. Students should enter on the west side of the building at the First Street entrance closest to the railroad tracks.

## Recreational Facilities

A variety of recreational facilities are available, including the Commons, Sports Center, Field House, Swim Center, West Campus, tennis courts, and athletic fields.

### *Commons*

The Commons provides the ideal setting for student relaxation with two floors of comfortable seating, Wi-Fi, and the **Common Grounds Café** offering specialty beverages and pastries. Mailboxes, vending and ATM machines, copy/printing and UPS shipping services, conference rooms, and a multi-purpose **Campus Store** provide convenient student services. **The Palms**, with relaxed indoor and outdoor seating, features a casual dining menu from The Grille, Papa Johns, and Chick-fil-A. The Grille and Papa Johns offer room service to residence halls.

- Because the Commons is a shared space, unattended items used to reserve tables and couches will be moved to the shelves provided on the first floor.
- The monitors on the second floor are for group academic projects only.
- *Out of respect for others, play musical instruments outdoors or in designated practice areas.*
- Furniture may not be moved.

### *Sports Center (SP)*

The Arlin R. Horton Sports Center offers a rock wall, a water park, bowling lanes, an ice rink, an inline skating track, racquetball courts, a miniature golf course, and women's fitness rooms. The Hub offers drinks and provides bowling shoes and other equipment. The Hut offers more food and drink choices, including ice cream and fruit smoothies.

## Access

*Enter through the ground-level doors and show your PCC Card for admittance.*

The Sports Center Arena is used primarily by women students and Eagles intercollegiate teams. For general use in the evening, women should enter through the ground level.

To access the sun deck and the fitness rooms, women should use their PCC Cards to enter through the atrium doors behind the Rand House when the Sports Center is not open. *Do not use your access to let others into the building.*

Admittance to Eagles games is via PCC Card. *Enter the arena using the front steps or ramps no more than one hour before the game starts.* Noisemakers should not be brought to games.

## Sports Center Guidelines

Food or drinks from off campus may not be brought into the Sports Center.

Management reserves the right to limit use.

PCC does not provide accident insurance since students participate at their own risk.

## Athletic Fields

**Eagle Field** is for women only with the exception of mixed group activities and sporting events. Mixed groups are asked not to loiter on the bleachers or lounge on the ground. PE classes and Eagles and collegian games have priority. During games on Eagle Field, women should not be running on the track.

**First Street Field** is used for PE classes and collegian games. Women may also use this field when Eagle Field is in use.

**East Fields\*** include a track, soccer field, softball field, outdoor basketball courts, and sand volleyball court. Cleats should not be worn on the asphalt tracks.

**Rawson Field\*** is used for soccer and flag football.

**Practice Field\*** is predominantly used for men's collegian practice.

**Grant Field** is used for men's collegian soccer.

**Paintball Course** is available by [sign-up](#). Equipment is provided; however, personal equipment may be stored in vehicles or off campus.

\*These fields are reserved for men's PE classes, collegians, and general recreation. Games played on these fields are not open for female student spectators.

### ***Tennis Courts***

PE classes have priority. Mixed groups may enter at the gate near East Drive.

### ***Field House (FH)***

The Field House basketball courts and weight room are reserved for men (except when used for classes). For general recreation and PE classes, students should tap their PCC Card by the south doors closest to the Swim Center. *Do not use your access to let others into the building.*

Collegian Hall showcases intramural awards for athletics and Christian Service. Collegian of the Year banners are displayed as a part of this vibrant space that demonstrates the unique qualities of each collegian.

### ***Swim Center (SC)***

Times for men/women are found under the facilities schedule on [Eagle's Nest](#). Students should tap their card at the lobby door to enter the Swim Center.

## *West Campus*

At West Campus (located 17 miles west of campus on Perdido Bay), catamarans, kayaks, and paddleboards are available free of charge. Times for men/women are found under the facilities schedule on Eagle's Nest. *Check the sign posted at the Welcome Center by the front gate to make sure it is not closed due to inclement weather or a special event before leaving campus. When you reach West Campus, scan your PCC Card at the gate to enter.*

## **PCC Care Office**

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The PCC Care Office (Academic Ctr. 1st floor) advocates for PCC students by providing them a safe, impartial, and confidential place to receive academic help, biblical guidance, financial advising, and career support, thus equipping them to fulfill God's will for their lives. This office provides one-on-one guidance for students and collaborates with other departments, professionals, and resources to ensure students receive the help they need.

## **Dining Services**

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### **Dining Facilities Options**

Residence hall graduate students have three dining options for the meals included in their room and board—Four Winds, Varsity, or Grab N Go. They may choose only one dining option for each meal (e.g., tapping for lunch at Varsity or Four Winds). For a change of pace, students can choose to purchase meals, snacks, coffee, or desserts from The Palms, Common Grounds Café, the Campus Store, and The Hub/Hut (located in the Sports Center).

## Four Winds and Varsity Reminders

- Tables and chairs should not be moved.
- Study materials may not be brought into the dining facility except at breakfast.
- Food or drink may not be brought into or taken out of the facilities with the exception of ice cream cones.
- Students may enjoy the buffet lines but should refrain from excessive waste. (Excessive food waste is subject to a \$5 charge.)
- *Your guests may purchase a meal ticket in the dining room lobby.*

## Technology

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PCC supplies a number of technology resources that provide students with information and communications ability. 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](#).

## Username and Passwords

*Keep usernames, passwords, and other personal identification secure and do not give it to anyone else under any circumstance.* Students are responsible for all activity, calls, interactions, and content associated with their user accounts.

## Student Email

*Check email daily as faculty or staff may need to communicate with you.* It is the student's responsibility to be aware of information and announcements distributed through their email.

## Personal Electronics

Content of all files and media must be in keeping with the PCC Code of Conduct. *Accordingly, only access appropriate content and protect the use of your devices by others.*

PCC reserves the right to check any electronic device if it is reported or suspected that email messages, files, or media may be in violation of the policies and standards of the College.

Students may bring up to one standard 32" monitor. The PCC Wi-Fi is unable to support connecting game consoles or devices such as Amazon Echo, Google Home, Apple HomePod, etc.

## Internet and Social Media

PCC maintains a filtered wireless system that provides safe internet access for all students. Residence halls, the Commons, the Library, and the Sports Center are equipped with wireless access points. *If an inappropriate site is inadvertently accessed, report the site to the system administrator at [admin@students.pcci.edu](mailto:admin@students.pcci.edu).*

PCC's internet access is filtered to prevent access to websites that generally

- have a reputation for inappropriate photos, videos, language, or content;
- are categorized by search engines as obscene or vulgar;
- promote sharing without accountability; and
- take extensive bandwidth, causing a slower campus connection for others.

If a website is blocked, students may request that it be reviewed and opened using the link provided on the page.

The use of social media is permitted as long as it does not conflict with the standards and spirit of the College. Students are expected to protect their testimonies and avoid any wrong or questionable associations.



## 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 (such as pornography); 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 considered a misuse of PCC communication platforms to send messages, 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, the College will make every effort to ensure compliance and will provide any information required by authorities. PCC reserves the right to monitor all activity, incoming or outgoing, on the College network and accounts and on all internally linked devices. It is wrong to tamper with someone else's computer. If a student has permission to use a computer, everything should be left the way it was found.

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, the student 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.

## Medical Services

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The Graf Clinic is independently operated and staffed by the [Baptist Medical Group of Pensacola](#) and conveniently located on campus between Coberly Hall and Bradley Tower. A doctor or nurse practitioner is available by [appointment](#) to provide primary outpatient medical care for all currently enrolled students.

For after-hours medical needs, students may choose to go to an off-campus medical facility. Major facilities in the area include [Ascension Sacred Heart Hospital](#), [Baptist Hospital of Pensacola](#), or [HCA Florida West Hospital](#).

Due to privacy, PCC is not notified of student medical needs. If certain accommodations become necessary, students should contact the Dean of Graduate Students.

## Fees

Residence hall and town students are charged \$20 per visit (charged to their college account).

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

Failure to attend a scheduled appointment will incur a \$10 fee. See the [catalog](#) for additional fee information.

## Off-Campus Appointments

The Graf Clinic can assist students in scheduling off-campus appointments and recommend area specialists who can meet their needs. Students are responsible for the cost of these appointments either through their healthcare insurance or out of pocket; the cost of off-campus appointments cannot be applied to their college account. PCC does not accept financial responsibility or provide insurance for students needing emergency medical care, hospitalization, or off-campus medical attention.

Transportation is the student's responsibility; however, the clinic can [assist](#) with transportation on weekdays with 24-hours' notice at no additional expense.

## Non-Emergency and Elective Surgery

*Consult with the Dean of Graduate Students before scheduling surgery.* Extended absences may be referred to the Registrar as accumulated absences may affect course completion. *Notify your faculty by submitting a [Class Absence Notification Form](#) prior to the surgery.*

## Campus Safety & Security

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The security of PCC's campus is of highest importance. *Should you ever be concerned about your safety, contact Safety & Security immediately.*

- From a cell phone or off campus, students should call 850-479-6595.
- *For emergencies, call ext. 555 (recorded 24 hours a day) from any campus phone.* Red emergency phones are located in the Field House, on East Field, and in the parking garage.

- *For non-emergencies, call HELP (ext. 4357) from any campus phone.*
- A link to contact Security is available on the MyPCC app.

## Notice of Liability

Pensacola Christian College is not liable for theft, damage, or loss to any personal belongings of students under any circumstances including the event of a catastrophe such as but not limited to windstorm, flood, hail, riot, riot attending a strike, civil commotion, explosion, fire, smoke, and vehicle or aircraft accident.

## PCC Cards

PCC Cards serve as campus access to the residence halls, individual rooms, dining facilities, the Sports Center, and other areas. Only the person whose name appears on the card is authorized to use it, with the exception of picking up meals for a student who is checked in sick. *To replace a lost card, go to the PCC Card Office (AC 113) during office hours or to the Information Desk on weekends or evenings. The cost of the replacement card will be charged to your account.* Funds will be transferred to the new card; however, they are not secured until the old card has been reported as lost. *Do not use outdated or disabled PCC Cards.*

## Privacy and Protection

- Secure laptops with a password and/or a small locking device.
- *Do not leave personal belongings in hallways or stairwells.*
- *Show respect for others' property. Do not handle another student's possessions without permission.*
- *Do not record (audio or video) another person without that person's clear knowledge and express consent.*

- To protect public safety, no student is permitted to possess fireworks, explosives, firearms, or other weapons on the campus. Any questions regarding weapons are to be directed to the Safety and Security office.
- *Notify Safety and Security immediately if there is any suspicion of unauthorized access to college facilities.*
- Students are not permitted to participate in demonstrations, protests, or riots of any kind.
- Delivery of food and groceries from off-campus vendors is not allowed.
- Misuse of keys, including duplication, is prohibited, and lost keys may incur a charge.

## Vehicles on Campus

Students must abide by campus [vehicle regulations](#), [register](#) their vehicles with Safety and Security, and display current parking permits at all times. State vehicle registration and proof of insurance must be current. Trailers and recreational vehicles should be kept/stored off campus.

## Bicycles

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

## Pedestrian Safety

Due to the large number of students on campus, it is important to follow safety guidelines.

- When walking west toward PCA, the Print Shop, or St. John Building, students should use Brent Lane or St. John Street, abide by all railroad signals, and cross the tracks only 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.*

- *If there is a train on the tracks, do not hop over train cars or go between them even if the train is stopped. Do not stand close to the tracks or walk down the tracks to try to pass behind or in front of a train. If a train is stopped for a significant length of time, prohibiting your getting to work, call Safety and Security.*
- When going to and from the above locations for college events (including academic responsibilities and work), it is recommended that students walk in groups of two or more for safety; however, mixed groups may not loiter along the way.
- It is recommended that students do not walk or run off campus after dark.
- *Use sidewalks and crosswalks on campus and do not walk in the street.* Pedestrians are to yield to all vehicles on campus.
- *When walking on/off campus, do so via the pedestrian tap gates accessible by PCC Card.*
- Skateboards, hoverboards, longboards, onewheels, recreational scooters, roller shoes, inline skates, etc., may not be used on campus.
- Pedestrian access to the upper levels of the parking garage is by stairways only.
- *Do not not climb fences on campus.*

## Campus Shuttle Services

Students who work at an off-campus PCC job, (i.e., Print Shop, Cabinet Shop, PCA) are welcome to take the Campus Shuttle to and from their work area. The times and locations for pickup and drop-off are available on [Eagle's Nest](#). Those working at the Brent Lane Print Shop location must take the shuttle for safety purposes.

*To use this service, tap your PCC Card when boarding the shuttle. Your tap is used for attendance purposes, and you will not be charged for the ride.*

The shuttle cannot account for all work shifts and must run strictly by the published times. *Note that you may need to take an earlier shuttle and wait at your work location until it is time to clock in.*

## Emergencies

### Critical Alerts

In the event of an emergency requiring a lockdown or shelter-in-place, PCC uses a campus-wide emergency notification [system](#) to deliver prompt messages to students through multiple communication channels. *Keep your personal contact numbers updated and subscribe cell phone numbers for alerts.* This system keeps students informed as necessary should an emergency occur. Further information on appropriate procedures is found on [Eagle's Nest](#).

Students should be familiar with appropriate responses to possible emergencies, make personal plans, and avail themselves of training and reporting procedures. Information relevant to a variety of possible emergencies is posted on the [PCC Emergency Management](#) page.

### Fire Evacuation

Visible smoke or fire:

- *Remain calm.*
- *Pull the closest alarm or call Safety and Security or 911.*
- *Evacuate the building immediately; do not stop to collect your belongings.*
- *Never attempt to fight a fire yourself.*

## Evacuations

- Evacuation routes are posted near the door of each classroom and in each room that does not have a direct exit.
- *If the fire alarm sounds, exit the building immediately using the nearest stairway. Do not use elevators.*
- *Once outside, follow directions to a designated waiting area. Always move across the street from the building to allow room for emergency responders.*
- *Do not re-enter the building until officially notified that it is safe.*

## Security and Safety Equipment

Alarmed doors are clearly labeled and are not to be used except in an emergency. Tampering with any safety or security equipment is considered a serious offense. Tampering with fire alarms is a criminal offense and is punishable by law; students who do so will be held fully responsible for repair costs.

## Concern for Other Students

A student's safety may be protected in various ways by the help of his or her friends. *As a part of a caring, Christian student body, you should be alert to the safety and well-being of other students both on and off campus. Should you have a concern about another student's health, well-being, or whereabouts, notify any residence hall staff or Student Life personnel, the Dean of Graduate Students, the PCC Care Office, or Safety and Security.* PCC cares greatly about both residence hall and town students and can help in different ways when made aware of a concern.

## 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 from Safety and Security in accordance with this policy and comply with all restrictions.

## The Beach

### Beach Procedures

Below are guidelines specific to going to the beach:

- Men should go to [Park East Beach](#).
- Women should go to [Park West Beach](#).
- *For safety, stay together in a group of at least three and leave the beach no later than sunset.*

### Beach Hazards

Many students enjoy visiting Pensacola's white beaches and beautiful water. *To spend time at the beach in safety, keep these things in mind:*

- The sun's rays reflecting off the white sand can cause extreme burning—*use plenty of sunscreen and drink lots of water.*
- *Be familiar with the beach flag warning system.* Swimming on the sound side is recommended rather than in the Gulf of Mexico. The Gulf is famous for riptides that can prove fatal for the best of swimmers.
- *For current surf conditions, check [myescambia.com](http://myescambia.com) or call 850-932-SURF.*

Riptide and undertow are caused when strong surf washes a narrow trench through a sandbar. A band of water a few feet wide can get caught in this trough as it rushes from shore, creating a turbulent, fast-flowing current that pulls a swimmer into deep water and away from the beach.

Swimmers caught in a riptide or undertow should not panic, try to fight the current, or attempt to swim straight to

shore. Riptides and undertows are narrow bands of water, usually only a few feet wide, and the outward pull diminishes the farther one gets from shore. *If you are caught, remain calm, and when the current's pull weakens a little, swim parallel to the beach until you break free from the current, then swim to shore.*

Playing in rough surf with its huge rolling waves may look like an adventure, but currents created from these conditions can turn a day of fun into a day of tragedy. Not even the strongest swimmer is a match for the power of water. *If you see someone struggling in the water, call 911 immediately. For the best safeguard against beach drownings, watch for posted [flag warnings](#) for surf conditions.*

## Employment

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**On Campus**—Employment opportunities are available on campus in various campus locations. To apply for on-campus work go to [eaglesnest.pcci.edu/StudentEmployment](http://eaglesnest.pcci.edu/StudentEmployment).

**Off Campus**—As a help to students seeking employment, some off-campus job openings are posted on [Eagle's Nest](#). Students should remember that they are an important representative of PCC with a special opportunity and responsibility to uphold PCC's good testimony in the community. Students should strive to have their work ethic, attitude, and job performance reflect well on the College and, most importantly, on the name of Christ.

*Follow these guidelines when seeking an off-campus job:*

- *Find a job where you will not need to work on Sundays and will be able to attend your academic responsibilities.*
- Work responsibilities may not conflict with the [Code of Conduct](#) (i.e., serving alcoholic beverages or handling pornographic material).
- *If possible, confirm your work schedule before registering for classes to avoid conflicts. Do not plan to work during required college events.*

- If a woman's job requires her to wear pants, she must change at her workplace before work and prior to returning to campus.
- Students may leave campus for work responsibilities as early as 3:30 a.m. and must return Mon.–Sat. by midnight.

# Opportunities

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## Getting Involved

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At PCC, college life is far more than classes. The events listed below help students balance academic and social life, broaden horizons, and enrich the student experience. Students may find more information on [Eagle's Nest](#) throughout the year.

### Christian Service

Students may volunteer to minister through various [Christian Service](#) ministries, including Bible clubs, personal evangelism, nursing homes, and special needs outreach. The Christian Service Expo at the beginning of each semester showcases each Christian service and encourages students to be involved.

### Missions

[Mission Prayer Band](#) is a voluntary student group that meets weekly to learn about various mission fields and pray for the missionaries. Visiting missionaries and mission board representatives encourage students to consider mission work, summer missions trips, and the prayer needs of missionaries.

### Campus-Wide Prayer Groups

Students may initiate campus-wide prayer groups that meet at a regular time and place with the support of a college sponsor. Information about times and locations for these prayer groups can be found on Eagle's Nest.







