PENSACOLA CHRISTIAN
Graduate Studies

Pensacola Theological
Seminary®

GRAD STUDENT HANDBOOK

2026–2027

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Who We Are

In 1954, God led Dr. and Mrs. Arlin Horton to begin Pensacola Christian Grade School. The Lord blessed their ministry, and in 1974, Pensacola Christian College was established. Over the years, a number of affiliated ministries were formed, and our present-day campus was miraculously built, all for the glory of God.

Today, the ministries of Pensacola Christian College, Pensacola Theological Seminary, Pensacola Christian Academy, and Abeka Academy are instrumental in training thousands of students each year. Other ministries, like Youth Outreach Ministry (Camps), *Rejoice Radio*, *Rejoice in the Lord* TV, Campus Church, Abeka, and *Joyful Life*, spread the good news of the gospel and promote the cause of Christ to children and adults alike.

God has greatly expanded the scope of this ministry from 35 students in the local Pensacola area to a global influence with the potential to reach countless souls for Christ worldwide.

Mission

Our mission is to promote the cause of Christ by providing distinctively Christian-traditional higher education that develops students spiritually, intellectually, morally, culturally, and socially.

Purpose

Our purpose in both undergraduate and graduate programs is to produce Christian leaders who are knowledgeable, articulate, moral, dedicated to excellence, and committed to serving Jesus Christ as they learn to influence the world by applying biblical principles in their chosen field and daily life.

Articles of Faith

(from the Articles of Incorporation of Pensacola Christian College)

We believe that the Bible is the verbally inspired and infallible, authoritative Word of God and that God gave the words of Scripture by inspiration without error in the original autographs *(2 Tim. 3:16–17, 2 Pet. 1:21)*. God promises that He will preserve His Word; Jesus said, "My words shall not pass away" *(Matt. 24:35)*. We believe that God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate English translation of the preserved Word of God.

We believe that there is one triune God, eternally existent in the persons of Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function *(Matt. 28:19, 1 John 5:7–8)*.

We believe that Jesus Christ, the Second Person of the Trinity, became for mankind the physical manifestation of the Godhead *(John 1:14, 14:9; Col. 1:19)*. The earthly genealogy of Jesus may be traced through Joseph's line to Abraham *(Matt. 1:1–16)* and through Mary's line to Adam *(Luke 3:23–38)*. We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His burial, His bodily resurrection from the tomb, and His ascension into Heaven. *(Mark 16:6, 19; 1 Cor. 15:1–4)*.

We affirm that the Holy Spirit is the Third Person of the Trinity, the Agent of conviction, regeneration, indwelling, baptism, sanctification, and illumination of all who are born into God's family through Jesus Christ *(John 3:5–6, John 16:7–15, Eph. 1:13–14)*. We are opposed to the charismatic movement and its sign manifestations, such as speaking in tongues, believing that the sign gifts passed with the completion of the New Testament *(Mark 16:17–20, 1 Cor. 13:8–13, Heb. 2:3–4)*.

We believe that God created the heavens and the earth in six literal days, and that God created all life *(Gen. 1)*. We reject the man-made theory of evolution occurring over millions of years and believe that the earth is approximately 6,000 years old *(Gen. 5, 11)*. We believe that God created man in His own image, but man chose to sin. Hence, all persons inherit a depraved nature and are lost sinners in need of salvation *(Rom. 3:10, 23)*.

We believe that God created people in His image and that they were created as distinctly and exclusively either male or female from the

moment of conception. Furthermore, each person's gender identity is inseparable from the genetic, biological sex with which they were born. We also believe that any attempt to alter or reject one's biological sex as created by God is sinful and contrary to God's design *(Matt. 5:27–28, 15:18–20; 1 Cor. 6:9–11, 18; 7:1–5; Heb. 13:4)*. Marriage, then, serves as a sacred, exclusive covenant between one man and one woman *(Gen. 2:18–24)* and becomes a picture of Christ's relationship with the church *(Eph. 5:22–33)*. Further, we affirm that God has ordained sexual activity to be reserved for a man and a woman who are legally married to one another *(Matt. 19:3–12)*. Scripture forbids all other forms of sexual immorality, including but not limited to adultery, fornication, homosexuality, bestiality, incest, and pornography.

We believe that Christ's blood, shed on Calvary, is the only Atonement for man's sin *(John 14:6, 1 Pet. 1:18–19, 1 John 1:7)*. We believe that salvation is a free gift of God for all people; it is by grace, through faith, plus nothing, and believers are eternally secure *(John 10:27–28, Eph. 2:8–10)*. Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. All people may come to Christ; God does not arbitrarily pre-elect persons to heaven or hell, but according to his foreknowledge *(Rom. 10:13; Rev. 22:17; 1 Pet. 1:2; 2 Pet. 3:9; Acts 17:30, 20:21)*.

We believe in the spiritual unity of the body of Christ, called the Church. It is composed of all born-again believers who have by faith accepted Jesus Christ as Savior *(Eph. 2:8–22, 3:1–21, 4:4–16, 5:23–32)*. God has ordained the local church for the perpetuation of His truth and work in the world *(1 Tim. 3:15)*. The two ordinances of the local church are baptism by immersion and a regular observance of the Lord's Supper by believers *(Matt. 28:19, 1 Cor. 11:23–28)*.

We believe the Scripture regarding Satan, who rebelled against God and was cast out of heaven with a host of angels who followed him *(Isa. 14:13–15)*. He introduced sin to Adam and Eve in the garden of Eden *(Gen. 3:1–13)*. He continues to turn people from truth and against God *(1 Pet. 5:8)*. Eternal hell was created for Satan, his demons, and people who do not believe in the Lord Jesus Christ for salvation *(Matt. 25:41, John 3:16, Rev. 20:15)*.

We believe that the believer is called to a life of consecration which requires increasing in the knowledge of Christ and growing in grace *(John 15:4–5, Col. 1:10, 2 Pet. 3:18)*.

We believe that the will of God for all believers is to give evidence of sanctification through being honorable in all relations with others *(Rom. 12:1–2, 1 Thess. 4:3, James 1:27)*.

We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of eternal life in heaven, and those that are lost unto the resurrection of eternal damnation in a literal lake of fire *(John 5:28–29; 1 Cor. 15:12–20, 35–58; Rev. 20:10, 15)*.

We believe in the imminent, pre-Tribulation return of Jesus Christ for all believers *(1 Thess. 4:13–17, 1 Thess. 5:1–9)*. The Rapture of the saints will be followed by a seven-year Tribulation *(Dan. 9:27, Matt. 24:4–28, Rev. 6–19)*, after which Christ will return in glory to judge the world and set up His millennial reign on earth *(Rev. 20:1–3, 21:1–5)*.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Words or behaviors inconsistent with these characteristics are to be repudiated and are not in accord with Scripture nor the doctrines of the Church *(Matt. 5:43–44; John 3:16, 13:35; Rom. 5:8; 1 Cor. 13:1–13; Eph. 4:29–5:2; 1 Pet. 2:17)*.

These Articles of Faith do not exhaust the extent of beliefs or practices of Pensacola Christian College. The Bible, as the inspired and infallible Word of God, is the final authority of all that we believe concerning truth, morality, and the proper conduct of mankind. For the purposes of the College's doctrine, practice, policy, and discipline, the Board of Directors is ultimately responsible for interpreting the meaning and application of Scripture.

Philosophy of Education

Pensacola Christian College

Pensacola Christian College maintains a Christian-traditional philosophy of education in contrast to humanistic, progressive systems of education. This philosophy is based on the Word of God and is rooted in objective reality and absolutes, as opposed to relativism. The Christian-traditional philosophy provides students the programs and methods of studies that impart Christian character development, communication skills, and subject matter in harmony with the inspired Word of God, which is "*profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, throughly furnished unto all good works*" *(2 Tim. 3:16–17)*.

We believe that the content of Christian education must be in harmony with "*whatsoever things are true, . . . honest,. . . just, . . . pure,. . . lovely, [and] of good report*" *(Phil. 4:8)*. We believe that classroom methods should be faculty-directed *(Deut. 6:7)*, with content building from known to unknown *(Isa. 28:10)* and the student acquiring knowledge through studying *(2 Tim. 2:15, Prov. 2:3–5)*, researching *(Prov. 25:2)*, reasoning *(Rom. 12:2, 1 Thess. 5:21, 1 John 4:1)*, explaining, and relating.

A Christian-traditional philosophy of education reflects the true view of God and man provided in Scripture. God is an orderly Personality *(1 Cor. 14:40)*. He created man and the universe and is the Author of order, reason, and reality that are reflected in the universe *(John 1:3, Rom. 1:19–20)*. All truth is God's truth *(Dan. 2:21, Ps. 119:104–105, Col. 2:3)*.

Christian education must deal with the social and the spiritual, as well as the academic, dimensions of the student. Academic programs of Pensacola Christian College are only a part of the educational process of college life. The essence of a disciple of Christ is self-denial *(Titus 2:12)* and self-discipline. The chapel platform and Campus Church pulpit are vital in the Christian training program. Classroom instruction supports and reinforces that training. Students are taught the Christian philosophy of life so that they are armed "*lest any man spoil [them] through philosophy and vain deceit*" *(Col. 2:8)*.

Through Christian education, the student must be brought to "*unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ*" *(Eph. 4:13)*. The graduate is then able to be an effective witness for Christ and is academically equipped in a free society to manifest the fruit of the Spirit in daily life.

Values and Standards

Pensacola Christian College is committed to excellence as a Christian educational institution which glorifies Christ as the source of all wisdom and knowledge, and which educates students based on biblical values. The administration, faculty, and staff are dedicated to empowering Christian leaders to influence the world for Christ.

Having a sense of the need for an environment conducive to spiritual growth has led Pensacola Christian College to adopt standards consistent with values that promote the spiritual welfare of all students. Each member of the College community must conduct himself according to moral and ethical principles found in Scripture.

Ministry Positions

Charismatic Movement

Pensacola Christian College and Affiliates are non-charismatic in theology. We do not embrace the belief that all the spiritual gifts in 1 Corinthians 12–14 are available today. This list would include speaking in tongues, exercising the gifts of prophecy and the word of knowledge which were temporary, intended by God only for the first-century church. The temporary nature of revelation from these sign gifts has been superseded by complete revelation in Scripture. Thus, we adopt a non-charismatic position.

We recognize that many Christians who love the Lord believe that these gifts exist today. However, while not desiring to be unfriendly or unkind, this belief will not align with this ministry.

Hyper-Calvinism

We believe that *"whosoever will"* may come to Christ and do not believe that God pre-elects persons to heaven or hell. This ministry does not take this hyper-Calvinistic position; therefore, it is not permissible for any employee to instruct or encourage students to adopt it.

Pre-Millennialism

This ministry stands firmly on the Bible teaching of a pre-millennial, pre-tribulation Rapture. This organization does not permit the promotion of amillennialism, post-millennialism, or a pre-wrath Rapture.

Preservation of Scripture

Pensacola Christian College and its affiliate ministries believe that God gave the words of the Scripture by inspiration without error in the original autographs. God promises He will preserve His Word; Jesus said, *"But my words shall not pass away" (Matt. 24:35)*. We believe that God has kept that promise by preserving His Word without error in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate translation of the preserved Word of God in the English language. It is our practice to use only the Authorized Version (KJV) in the pulpit, in classroom instruction, and in work area postings and presentations. We believe the Textus Receptus is a superior text, and it is used for Greek instruction. We hold it with confidence believing that it accurately reflects the inspired words of the Greek.

Responsibilities & Rights

Biblical Principles

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

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

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 Savior 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. —Titus 2:11–14

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. —Romans 12:1–2

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. —Philippians 4:8

In light of biblical principles, the ministry has adopted standards to create a workplace culture that promotes spiritual growth, supports the overall mission and purpose of this ministry, and serves as an example to the students we train. Where the Bible directly addresses a matter, standards are set accordingly. However, since God's Word may not directly address an issue, biblical principles are followed and conservative expectations have been established to encourage right Christian living.

Encouraged Behaviors

As a community of Christians, personnel should encourage and support others to live in a manner that pleases God. The following characteristics are representative of scriptural standards that should be emulated by ministry personnel.

Love for God's Word

The Bible is the supreme source for wisdom and direction. The ministry holds scripture in the highest regard and encourages personnel to engage with God's Word regularly through personal study and meditation. *(Josh. 1:8; Ps. 19:10, 119:97, 119:127, 119:165; Col. 3:16)*.

Respect for God, Other People, and Property

Reverence for God should be evident in lifestyle and worship. Scripture commands respect for those God placed in authority. Mutual encouragement, dignity, and care for others and their property demonstrates mindful consideration consistent with Christian character. *(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. Courtesy, politeness, and good sportsmanship are integral to Christian conduct. PCC strives to maintain a friendly campus environment characterized by these qualities. *(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 believers 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 personnel 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, 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

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

Modesty and Purity

Modesty and purity reflect God's holiness and safeguard against sin. Christians are to uphold high standards in both conduct and appearance regardless of prevailing trends. *(Ps. 51:9–10; 1 Tim. 2:9; 1 Cor. 6:19–20; 1 Pet. 3:3–4; Ps. 24:3–5; 1 Tim. 4:12)*.

Diligence

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

Responsibility

Accountability for one's actions is a biblical principle and foundation of faithful stewardship. Reliability and dependability demonstrate maturity and spiritual responsibility. *(Matt. 12:37; 2 Cor. 5:10; 1 Cor. 4:2–4; Gal. 6:4–5)*.

Thankfulness

True thankfulness extends beyond verbal gratitude, expressing contentment and recognizing God as the source of all blessings. *(1 Thess. 5:18; Eph. 5:20; Col. 2:7)*.

Etiquette and Manners

Personnel, as mature and educated individuals, should speak and act in an expected way according to what is appropriate for the setting *(1 Cor. 15:33; Col. 4:5–6; Prov. 23:31; 1 Cor. 14:40)*.

Prohibited Activities

It is expected that each member of this ministry act in accordance with biblical standards. For this reason, personnel are to refrain from actions that would be detrimental to spiritual growth or that would be a poor testimony; therefore, avoid venues (e.g., concerts, shows, casinos) or events (e.g., Mardi Gras, festivals, parties) that sponsor or encourage activities such as dancing, drinking, gambling, immodesty, wrong music, etc. This standard of conduct requires that the following activities are strictly prohibited. Personnel who participate in the following activities may jeopardize their position in this ministry.

Drugs, Alcohol, and Tobacco

Scripture warns against substances that impair judgment and mastery of self. The use, possession, 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 contradicts this standard. 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 reserved for a monogamous, heterosexual marriage. Sexual activity outside marriage, possession of sexually related products, or involvement in pornography or sexual communication (including jokes) whether verbal, written, or electronic violates this biblical design. *(1 Cor. 6:9–10, 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. Rejecting or seeking to change one's biological sex or identity through medication, surgery, appearance, dress, personal pronouns, or other means rejects that created order. *(Ps. 139:13–14; Gen. 1:26–27; Matt. 19:4)*.

Profanity or Obscenity

Believers are called to edify one another. Profane, obscene, or inappropriate communication—verbal, written, or electronic—corrupts that purpose and undermines Christian testimony. *(Eph. 4:29; Col. 3:8; James 5:12)*.

Lying

God commands truthfulness in all matters Repeated or egregious dishonesty or deception destroys trust and compromises biblical integrity. *(Prov. 19:9; Prov. 12:22; Eph. 4:25)*.

Harassment, Abuse, and Discrimination

Behavior that jeopardizes the health, safety, or reputation of others, including hazing, bullying, doxing, or similar conduct, even in jest, does not reflect the command to treat one another with dignity and grace. *(Col. 3:8; Col. 4:6; Eph. 4:29–32)*.

Gambling

Risking money or possessions through gambling, betting, games of chance, or lotteries disregards practical and faithful Chrisitan stewardship. *(Prov. 13:11, 28:22)*.

Stealing

Scripture clearly condemns theft and commands honest labor. Taking, possessing, or using another person's property without consent opposes biblical instruction. *(Eph. 4:28; Rom. 13: 8–10; Exod. 20:15)*.

Occult

Christians enjoy a personal relationship with God through meditation on Him and His Word. Witchcraft, seances, astrology, mysticism, transcendental meditation, or any satanic beliefs and practices (including possession of related items) turn attention from God's revealed truth to spiritual deception. *(Gal. 5:19–21; Ps. 1:2; Josh. 1:8; Exod. 28:4–5)*.

Clothing & Appearance

The following standards provide direction in areas that require discernment and seek to align with biblical principles. The ministry applies these guidelines to reflect the principles of modesty, distinction, and appropriateness consistent with conservative Christian values.

Because God created mankind distinctly male and female, students are expected to maintain an appearance that reflects their biological sex in a manner consistent with biblical modesty, Christian testimony, and the conservative standards of the College. Dress, grooming, hairstyles, and overall presentation should preserve the distinction between the sexes and should not imitate, obscure, or confuse the appearance ordinarily associated with the opposite sex within the ministry's Christian educational environment

General Guidelines

Graduate students are asked to follow the principles of modesty (conservative fashions that are not revealing or tight-fitting), distinction (visible difference between sexes), and appropriateness (clothing befitting the activity and setting).

Part of proper etiquette is dressing in a manner befitting the setting. Apparel will vary based on the setting and activity.

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to biblical principles. Clothing should be well-kept without tears or holes and must be loose-fitting enough to allow for the gathering of an inch of fabric on either side without stretching the material so as not to cling or conform to the body. For ladies, dresses/skirts and shorts should be no shorter than the top of the kneecap.

At all times, care must be taken to avoid association with companies, lifestyles, and trends that oppose biblical principles. Extreme dress or hair styles, unnatural hair colors (e.g., pink, green, blue, etc.), and body piercings are not permitted. Graduate students are not permitted to get a tattoo (permanent or temporary) or body brand while students and may be asked to keep existing tattoos or brands covered.

Women's Appearance

Extreme dress/makeup styles and masculine hairstyles (i.e., shaved/close-cropped) are not acceptable. Three ear piercings may be worn, but no ear cuffs, wraps, plugs/gauges, or industrial bars.

Women's Clothing

Suitable dress is related to the setting and event.

- Hemlines for skirts or shorts are to reach the top-of-knee level at all times.
- Tops are to fully cover the shoulder (no cut-in areas), back, midriff, and cleavage; undergarments should not be seen. Sheer material alone is not considered adequate for coverage.
- Dresses or skirts/tops are to be worn on campus to classes, church, and for any college event or function unless otherwise designated.
- Denim skirts/dresses are not acceptable for church, classroom, or office attire.
- Shorts or pants must hang loose in a relaxed fit so as not to cling or conform to the body. They may be worn when off campus, as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday and Sunday outside of services.
- Flip-flop style shoes should not be worn at work or church.

Formal

Required for formal events and Fine Arts performances.

Guidelines

- Traditional formalwear or best dress
- Dress shoes

Notes

- General guidelines for length, fit, and coverage apply.

Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

Guidelines

- Dress or skirt and coordinating top
- Dress shoes/sandals

Notes

- No denim skirts or dresses

Smart Casual (also Business Casual)

Required on campus weekdays until 4:45 p.m. and for work, concerts, recitals, forums, seminars, and Wednesday evening services.

Guidelines

- Relaxed, semiprofessional dress or skirt and coordinating top
- Semiprofessional shoes

Notes

- Denim jackets or tops are appropriate.
- No denim skirts or dresses
- Other than pocket-sized logos, clothing may not have pictures or writing.

Casual

Appropriate both on and off campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

Guidelines

- Knee-length shorts
- Athletic pants (wind pants, sweats), loose-fitting slacks, jeans, or capris
- T-shirts, hoodies, pullover sweatshirts
- Ball caps
- Athletic shoes/flip-flops

Casual Friday Attire (Interterm and Summers)

Employees may follow this alternate dress guide on designated Interterm and summer dates when Casual Friday attire is approved.

- Jean skirts, appropriate T-shirts, and athletic shoes are acceptable.
- Employees in work areas or with responsibilities that require a uniform should still wear their uniform and safety equipment (e.g., Dining Services, Security, Maintenance, nurses).
- Employees who work directly with the public (e.g., Information Desk, Admissions, etc.), should wear typical business casual/ professional work attire.
- Faculty and students in summer sessions should follow the dress guidelines published in the Faculty Manual and Graduate Student Handbook.

In all cases, be sure to check with your supervisor if you have any questions about appropriate Casual Friday attire.

Women's Recreational Attire

Appropriate attire for specific recreational events and locations is listed below and under specific **facilities tabs** on the Employee Services website.

- A conservative swimsuit that covers the midriff may be worn at the beach, pool, sun deck, and water park. (T-shirt must be worn in the water park; casual attire must be worn to and from these locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire is required for all activities at West Campus and Camp o' the Pines.

Men's Appearance

Hair must be neatly groomed and tapered (blended, faded, or styled without obvious lines). Hair may not extend over the ears, eyebrows, or collar, and sideburns may not extend below the bottom of the ear. Men may be clean-shaven or wear neatly trimmed facial hair.

Extreme or trend-based hairstyles are not permitted, including shaved designs, beads, ponytails, mullets, shelf cuts, and buns. Hairstyles, including high tops, must be neat, well-maintained, and may not exceed 1½ inches in height above the scalp.

Facial hair must be well-groomed, symmetrical, and maintained with clean, defined lines. Mustaches, goatees, and beards must be fully grown and between ¼ and ½ inch in length. Beards and goatees must be trimmed approximately one inch above the Adam's apple. Mustaches may not extend below the upper lip or beyond the corners of the mouth. Goatees and beards must connect to an appropriately grown mustache and be fully grown beneath the lower lip. Avoid cuts such as thin lines along the cheekbones and around the chin or lip. Stubble and patchy, scruffy, thin, or otherwise unkempt facial hair are not acceptable. **Examples of appropriately groomed facial hair.**

Employees wishing to grow facial hair should do so during Christmas or summer vacation periods.

Earrings may not be worn. Necklaces may be worn only if concealed inside the shirt, including chains or leather cords.

Men's Clothing

Appropriateness in dress is related to the setting and activity.

- Pants must extend to the ankle or longer.
- Shorts (longer lengths—avoid mid-length or short styles) may be worn when off campus as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday.
- Shorts are also appropriate when attending and participating in on-campus recreational activities.

Formal

Required for formal events and Fine Arts performances.

Guidelines

- Traditional formalwear or best suit
- Tucked-in dress shirt
- Tie
- Belt or suspenders
- Dress shoes and dress socks

Avoid

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

Guidelines

- Suit or sport coat
- Tucked-in dress shirt
- Tie
- Dress pants
- Belt or suspenders
- Corresponding dress shoes and socks

Notes

- The top button of the shirt must be fastened, and the tie pulled tight.

Avoid

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Smart Casual (also Business Casual)

Required on campus weekdays until 4:45 p.m. and for work, concerts, recitals, forums, seminars, and Wednesday evening services.

Guidelines

- Casual pants with belt or suspenders
- Collared shirt (tucked in)
- Sweater over collared shirt or Turtleneck
- Lifestyle/dress shoes and socks

Notes

- Pants may not be cargo-style, denim, drawstring, or athletic material.
- Other than pocket-sized logos, clothing may not have pictures or writing.

Avoid

- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Casual

Appropriate both off campus and when on campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

Guidelines

- Jeans or athletic pants
- Knee-length shorts
- T-shirts (may be untucked)
- Hoodies/pullover sweatshirts
- Ball caps
- Athletic shoes/flip flops

Notes

- All clothing items should hang loose in a relaxed fit so as not to cling or conform to the body.

Casual Friday Attire (Interterm and Summers)

Employees may follow this alternate dress guide on designated Interterm and summer dates when Casual Friday attire is approved.

- Jeans, appropriate T-shirts, and athletic shoes are acceptable.
- Employees in work areas or with responsibilities that require a uniform should still wear their uniform and safety equipment (e.g., Dining Services, Security, Maintenance, nurses).
- Employees who work directly with the public (e.g., Information Desk, Admissions, etc.), should wear typical business casual/ professional work attire.
- Faculty and students in summer sessions should follow the dress guidelines published in the Faculty Manual and Graduate Student Handbook.

In all cases, be sure to check with your supervisor if you have any questions about appropriate Casual Friday attire.

Men's Recreational Attire

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

- Swim trunks for beach, water park, and Swim Center. Tank tops, muscle shirts, and runner-style shorts are to be worn only in the Field House and on East Field. (Casual attire must be worn to and from all the above-listed locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire (or swim trunks with t-shirt) is required for all activities at West Campus and Camp o' the Pines.

Entertainment

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.

Social Media

Social media use may not conflict with the standards and spirit of the College. Students are expected to protect their testimonies and avoid any wrong or questionable associations regarding their social media use/posts.

General Responsibilities

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

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 attendance at 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 will result in a serious disciplinary response. 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.*
- Booing or other public forms of negative, derogatory, or demeaning response is not acceptable in any setting and will be met with strong disciplinary measures.
- 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 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 Student Life Office 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 who pose a threat to themselves or others, or significantly disrupt activities on campus will be required to undergo a mandatory assessment that may result in a voluntary or involuntary leave of absence.

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.

Course grades recorded for withdrawals, whether voluntary or involuntary, will follow the same policy as dropping a course. *See the* **PCC Catalog** *for financial information.*

Accountability

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

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

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

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

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

Separation—suspension or dismissal from all college functions and college-owned property. Conditions for readmission or continued academic work may be indicated. The Dean of Graduate Students will attempt to address minor infractions with minimal disciplinary actions; however, repeated misconduct and serious offenses will require an increased level of response that may ultimately impact the student's enrollment status. Consideration will be given to the seriousness of the misconduct, any previous discipline problems, the level of responsibility and cooperation shown, and potential effects on the safety and well-being of others.

Process

Notification

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

Judicial Review Committee

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

Student Rights

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

Health and Safety

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

Spiritual Development

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

Co-Curricular Opportunities

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

Academic Anti-Harassment

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

Academic Anti-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.

Appeals and Grievances

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

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

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

Disciplinary Appeal

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

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

Grievances

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

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

The student may obtain a Student Grievance Report from the PCC Care Office. 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. The PCC Care Office maintains all records regarding grievances.

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

FERPA

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

Campus Life

Worship

Church

Campus Church provides a church home for you to worship and serve the Lord. Students are required to attend all Campus Church services (see **Campus Church website** for current service times). Permanent residents of the Pensacola area who have already been established in another church prior to enrollment may request an exemption 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.

Each month a church attendance email will be sent to your student email. Please respond by completing the attendance form.

During interterm and the summer months, unless away from Pensacola or as a pre-approved local church intern, plan to attend all of the services of the Campus Church.

Sunday Activities

Sunday is considered a day of rest and distinction—set aside to honor God *(Exod. 20:8, 16:23, 31:13; Deut. 5:12)*. Our first and foremost responsibility is to worship Him in His house when the church assembles *(Heb. 10:25)*. We also recognize that this rest day was made for man, not man for the day *(Mark 2:27)*. So, we encourage you to use personal discretion by avoiding activities that could result in not offering Him your best in attendance or participation in worship each Sunday.

Chapel

Fall/Spring

All students are invited, but not required, to attend college chapel.

Seminary students are required to attend Seminary Chapel each Wednesday as noted on the Eagle's Nest **calendar**.

Summer

Chapel attendance is required of all students taking summer classes. Chapel will meet at 9:30 a.m. on Tuesdays and Fridays.

Opening Convocation

Opening Convocation helps the student body, faculty, and staff establish a strong spiritual focus at the beginning of each semester, all graduate students are required to attend.

Fall	**Spring**
Sun., Aug. 30, at 6 p.m.	Sun., Jan. 24, at 6 p.m.
Mon., Aug. 31, at 7 p.m.	
Wed., Sept. 2, at 7 p.m.	Wed., Jan. 27, at 7 p.m.

Bible Conference

Three days each spring semester are set aside for Bible Conference, a special time of spiritual encouragement and refreshment when guest speakers come to campus, and no classes are held. All graduate students are required to attend all three evenings of Bible Conference. Those without a regularly scheduled work conflict are to attend all daytime services. Those who work mainly in one area (e.g., Abeka) should attend daytime services as scheduled by their supervisor.

Rejoice Radio/Rejoice TV

Rejoice Radio and *Rejoice in the Lord* TV broadcasts reach our campus, community, nation, and world for the Lord, but they are for your enjoyment, too.

You can listen to *Rejoice Radio* on WPCS (89.5 FM), online at **Rejoice.org**, or on the app available on the App Store or Google Play. While online, be sure to check out our other ***Rejoice Radio* Streams**: *Timeless Praise*, *Still Waters*, *Old Country Church*, *Sonshine Kids, Seasons, Rejoice Pulpit*, and *Mountain Air*. You can also listen on Google TV, Roku TV, Apple TV, Android TV, and Fire TV.

Rejoice in the Lord TV can be watched at **RejoiceTV.org** or on WPMI (channel 15), Cox digital (channel 17), or WDPM (18.1).

These ministries would appreciate your prayer and support.

Academics

Academic Integrity

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

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

Attendance Policy

Academic goals are best achieved by attending each class and any required academic forums and seminars. 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

The following will be recorded as absences:

- Missing 25 or more minutes of a class period
- Leaving class and not returning (regardless of how much time was missed)
- Accumulating 3 tardies in the same class

The following will be recorded as tardies:

- Arriving after the class hour begins
- Missing less than 25 minutes of any part of the class period

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.

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

Students who will be absent for an extended period due to extenuating circumstances may be permitted to view recorded lectures if course content supports offering this option. Requests must be approved through the **Registrar** and may be granted for a maximum of two weeks.

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

Accumulation of absences may affect grades or ability to remain enrolled in the course. A course withdrawal may affect residency status based on the number of credits taken, and the final grade may be recorded as Withdrawn Passing or Withdrawn Failing based on grades earned at time of the withdrawal.

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 (2.0 cumulative GPA or higher), 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 finals. Contact your instructors before taking class cuts to determine if any quizzes, tests, or assignments must be submitted before leaving.

Cuts

Students completing a graduate degree may take two class days during their final year to meet with potential employers, or to complete pre-employment screening/testing. Absences for these cuts will be excused.

To apply for employment cuts, send a confirmation letter or email from the organization, confirming your meeting to the Dean of Graduate Students. If additional cut days are needed, contact the Dean of Graduate Students before making any arrangements. Because students must be present for significant academic requirements and campus events, cuts may not be taken during major-specific events or during finals.

Contact your instructors before making your cuts pass 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

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.

Library

The Rebekah Horton Library provides a wide variety of resources and services to support academic and individual needs. Materials not available in the library can be requested from other libraries by filling out an Interlibrary Loan Request form. The Library Handbook details additional information regarding library policies, facilities, and available resources and services.

Spouses of students may apply for their own library card by filling out an application to borrow library materials. Children third grade and under are not permitted to be in the libary unless they are with a tour. Only children enrolled at PCA in grades 4–12 may use the College library. Additional guidelines for these children are available at the Circulation Desk.

Both Pensacola State College (PSC) and University of West Florida (UWF) libraries allow limited access for community members; however, the PSC and UWF libraries do not allow non-Florida residents to check out books.

Coursework & Assistance

Students are expected to attend in-person classes. Permission to take a class online may be granted upon the occurrence of an extenuating circumstance. If you find yourself in a situation that you believe may require your enrollment in an online class rather than an in-person class, contact your Plan of Study Advisor.

Copyright

Students are responsible for adhering to local, state, federal, copyright, and international laws. Under United States copyright laws, no person may duplicate or distribute a work without the express permission of the author(s). Downloading copyrighted material such as music, software, or textbooks without paying for it is a violation of copyright laws.

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, articles, photographs, videos, software programs, artwork, music, schematics, inventions, etc., and may not be transferred or distributed without the written consent of the College.

Students are required to follow all copyright laws and licensing agreements related to intellectual property. Copyrighted works—including text, images, music, videos, software, brands, or logos—may not be used, copied, shared, modified, or distributed without proper licensing or written permission. Use of registered trademarks, including those owned by PCC or other entities (e.g., names, logos, symbols), is prohibited without written permission from the owner.

To seek approval, contact the copyright or trademark owner directly or work through corresponding college departments (e.g., Student Activities or Academics) for guidance on securing appropriate licenses or permissions.

Violations may result in disciplinary action and legal consequences.

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.

Chairs and Deans

If you need help beyond what a faculty member can provide, your academic chair and dean are also available to assist. Students can make an **appointment** through the chair's or dean's office.

Dropping or Adding a Course

Students must be registered for a course to be eligible to earn credit for it. After finalizing registration each semester, students may make scheduling adjustments through online Drop/Add or in person at AC-3 until the end of the first week of classes.

To add or drop a class, first receive approval from the Graduate Plan of Study Advisor. Due to missing vital course content, students may not add a course after the first week of classes.

- Courses dropped by the end of week 9 will show a grade of "W" (Withdrawn).
- Courses dropped during weeks 10–15 will show a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) based on the work completed prior to withdrawing from the course. Grades of "W" and 'WF" do not affect GPA; grade of "WF" counts as an "F" in GPA calculation.
- Courses may not be dropped after week 15.

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

The student will be responsible for the cost of any class that is dropped after drop add when/if he signs up to take it in the future. The GA is responsible for the cost of any class that is repeated.

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**] having been awarded Reaffirmation I of its Accredited Status as a Category IV Institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). 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**).

Safety & Security

Campus Security

The security of our campus is of utmost importance. Pensacola Christian College encourages all members of the campus community to maintain awareness and to report safety concerns or illegal/unethical conduct. *Should you ever be concerned about your safety, please contact campus Safety and Security immediately.*

- For emergencies, call ext. 555
- Red emergency phones are located in the Field House, on East Campus, and in the parking garage.
- For non-emergencies, call HELP (ext. 4357).
- From off campus, call 850-479-6595.
- A link to contact Security is available on the myPCC app.

Charging Electric Vehicles

Designated charging locations for electric vehicles are not currently available on campus, and on-campus electrical outlets are not for charging personal vehicles.

Safety

On-Campus Safety

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

Pedestrian Safety

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

Unmanned Aircraft Systems

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

Off-Campus Safety

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

PCC Cards/Mobile IDs

Your PCC Card provides access to residence halls, rooms, dining facilities, the Sports Center, and more—carry it at all times. Only the cardholder may use it, except when picking up meals for a student who is checked in sick. To replace a lost or damaged card, visit the PCC Card Office (AC 112) during office hours or the Information Desk on weekends or evenings. The cost of the replacement card will be charged to your account, and funds will be transferred to the new card; however, funds are not secured until the old card has been reported as lost. Do not use expired or disabled PCC Cards. Storing your card with your cell phone or near a wireless charger may damage the electronic chip inside the card.

Emergencies

Emergency Alerts

In the event of an emergency (shelter in place/lockdown), PCC uses an alert system to deliver prompt messages to students through multiple communication channels. At the start of each school year, students are asked to update personal contact numbers and subscribe cell

phone numbers for alerts. This system keeps students informed as necessary should an emergency occur. For further information, visit https://eaglesnest.pcci.edu/SafetyFirst.

Fire Evacuation

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

Residence Hall Safety & Security

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

Access

- To enter your residence hall, show your PCC Card to the lobby attendant or use the card scanner when the building is locked. Your PCC Card also gives you access to your residence hall room. Authorized college personnel also have access to the room.
- Men may not be in women's residence halls, and women may not be in men's residence halls.
- Guests (including commuter students) must sign in at the residence hall desk and be escorted by the student they are visiting. Guests should sign out and leave when the building closes. Babysitting in residence halls is not allowed. Children 6 years or older should not be taken into residence halls of the opposite gender.
- The campus gate locks at 11 p.m. (11:45 p.m. on Friday and Saturday). After hours, scan your PCC Card to open the gate or use the call box at the front gate to have Safety and Security open a gate for you. Inform a roommate, a neighbor, or the Residence Manager if you will be gone overnight.

- If you are locked out of your room, contact roommates/suitemates or the Residence Manager. You may also contact Safety and Security at 4357 (HELP) to unlock the room ($5 charge to your account).
- Do not prop open doors or alter lock mechanisms.

Fire Prevention

- To reduce risk of fire and conserve electricity, turn off lights, fans, hot pots, hair-care items, and irons when no one is in the room.
- Appliances with a heating element (e.g., traditional coffee maker, toaster oven, hot plate, grill, induction cookware, candle warmer) or items with an open flame are not permitted.
- Power strips that connect to the outlet by an electrical cord are permitted; however, electrical outlet multipliers that plug directly into the outlet are not.
- Furniture cannot impede entering or exiting the room. Because of limited space, rooms cannot accommodate sofas or large chairs/tables.

Prohibited Items

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

Student Relations

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.
- GSs may eat any meal they are entitled to in the student section of the Four Winds or Varsity with the student they are dating.
- GSs may go with a student they are dating to the Sports Center during student hours; however, GAs may not take a student date to the Sports Center during faculty/staff hours. GAs may not use the Sports Center as a group during student hours.
- Mixed groups are not permitted in a GA's residence.
- Dating 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.
- During Interterm, holidays, and summer, the guidelines for GAs dating undergraduate students remain unchanged, and college students are still under college guidelines.

Marriage

Notification of Marriage

If you are planning to get married, please let the **Housing Coordinator** know your housing needs in writing as far in advance as possible.

Non-student/Staff Spouses

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

Spouses not employed by this ministry either full time or part time are not to approach or recruit ministry personnel or students. Since employees may not moonlight, it would be inconsistent to permit spouses to recruit personnel or students.

Solicitation

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

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

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

Vehicle Registration

- Students must abide by campus vehicle regulations, register their vehicles with Campus Security, and display current parking permits at all times. State vehicle registration and proof of insurance must be current.
- Bicycles must be registered. Use designated racks to park and store bicycles, and bicycles should be secured with a lock.
- Vehicles and bicycles must be registered on Eagle's Nest prior to the start of the semester. Commuter students must register any vehicles that are used for their transportation to campus.
- Parking permits must be affixed according to the instructions given in the sticker packet.
- Follow all parking guidelines listed on Eagle's Nest.
- Trailers and recreational vehicles including ATVs, dirt bikes, and personal golf carts should be kept/stored off campus and are not permitted on campus.
- You are individually responsible for your vehicle, even when the vehicle is used by others.
- Notify Campus Security if your vehicle will be off campus for repairs or used by guests.
- Campus speed limit is 15 mph. Adhere to traffic laws while on campus.
- Music may not be played to a volume heard outside your vehicle.

Dining Services

Below are guidelines for using Dining Services facilities.

- Tables may not be moved.
- Study materials may not be brought into dining facilities at lunch or dinner.
- No outside food may be taken into dining facilities, and only ice cream cones, a cookie, or a piece of fruit may be taken out.
- After guests have registered at the Information Desk in the Administration Building, they can present their guest badge and purchase a meal ticket.
- Dining facilities close 20 minutes prior to campus-wide activities.

Technology

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 provided after the Enrollment Deposit is paid. Reference material is 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 screen (monitor/TV not larger than 32"). 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, classrooms, 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**.

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.

PCC reserves the right to monitor all activity, incoming or outgoing, on the College network and accounts and on all internally linked devices.

Copyright laws and licensing agreements govern the computer software on the resources at PCC. (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.

Convenience Services

Shuttle Service

Off-campus shuttle service is provided to Cordova Mall, Walmart (on Creighton), and the University Town Plaza on Saturdays. Times and sign-up are available on **Eagle's Nest**.

Printing

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

Faxing

Stateside Faxes can be sent using your telephone authorization code at the Library for the cost of the phone call. You can also send and receive Faxes at the Business Office. International Faxes can be sent only through the Business Office. For **information about charges**, see Eagle's Nest.

To receive a Fax, request that senders use 850-479-6577 and ask them to include your complete name to identify you as the recipient.

Shipping

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

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

Lost and Found

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

Food Delivery

The Palms offers online ordering for pickup and delivery to residence hall rooms, Campus House, and Waveland apartments. A convenience charge will be incurred for delivery orders, but tipping is not needed. To help keep campus secure, delivery of food from off-campus vendors is not allowed.

Notaries

The Records Office can provide notary services or direct you to available notaries. If you need something notarized, please bring the document and a government-issued photo ID to the Records Office.

Student Listing

You can find students interested in babysitting, housecleaning, and doing yard work on the **Students Available to Work** list on the Employee Services website.

Hiring PCC students to perform services (such as giving private music lessons, etc.) already offered by the College is not permitted.

Medical Services

The Graf Clinic is independently operated and staffed by Baptist Health Care of Pensacola and conveniently located on campus between Coberly Hall and Bradley Tower. A doctor or Advanced Practice Provider is available by appointment to provide primary outpatient medical care for all currently enrolled students.

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

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

Off-Campus Medical Appointments

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

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

Fees

All graduate students are charged $25 per visit.

The Clinic may ask you to return later in the day or the next day to see a medical professional; if you agree to return but miss your appointment, you may be charged $20.

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

Support Offices

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

Seminary-Graduate Studies Office

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

Dean of Graduate Students Office

The Dean of Graduate Students Office (Academic Center 3rd floor) provides guidance and assistance for residence hall life and social development. This office is also responsible for dealing with students on matters related to the Code of Conduct.

PCC Care Office

The PCC Care Office (Academic Center 1st floor) provides support and biblical guidance for spiritual, financial, and academic concerns. In addition, the PCC Care Office provides the necessary paperwork for filing a nonwork grievance and works with other departments to help students find answers to their questions. (For information on work grievances, see page 27.)

The PCC Care Office is also available to facilitate academic and housing accommodations for students with documented disabilities.

Academic Offices

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

Administration Building First-Floor Offices

Business Office

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

Records Office

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

Information Desk

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

Career Services (Academic Center 1st floor)

Career Services assists students with finding internship opportunities and after graduation. This is done through hosting Educator Recruitment and Career Fair in the spring. Appointments can also be made to meet with a Career Services advisor for résumé review and interview preparation. The **Career Services** website allows students and alumni to connect with organizations regarding their respective job interests.

Resident & Commuter Students

Residence Hall Life

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

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.

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

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, fire alarms, and any emergency speakers.*
- Do not remove or cover smoke detectors and any emergency speakers.
- 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**. Emergency maintenance situations should be reported immediately to the RA, lobby desk worker, or Safety and Security. Students may also contact the Maintenance Help Desk at ext. 1042 (M–F 7:30 a.m.–4:15 p.m.) or Emergency Maintenance at ext. 4357 (nights and weekends). 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

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
- 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

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	Aug. 30– Sept. 2
Final Exams	Dec. 14–17
Semester ends at 1 p.m.	Dec. 17

Spring

Opening Convocation	Jan. 24–27
Bible Conference	Feb. 24–26
Final Exams	May 10–13
End of Semester White Glove	May 12

There will be no classes on the following dates:

Fall

Thanksgiving Holiday	Nov. 25–27

Spring

Easter Holiday	Mar. 26–29

End of Semester

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 Thursday of final exam week. Graduate students may leave when they have finished their final exams and completed all work responsibilities.

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

Late Departure

Late departure charges ($35 per day) will be incurred for students who stay overnight on 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

Housing

Students may live off campus in accordance with the **Commuter 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.

Commuter Students

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.

Commuter 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.

Commuter 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 commuter 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 Commuter 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

Commuter 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.

Activities & Opportunities

Campus-Wide Activities

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

Collegians

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

Service

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

Performance (Fall/Spring)

Many performance opportunities are available during the semesters:

Fine Arts Series

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

Dramatic Productions

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

College Musical Groups

You may also audition to join various choirs, PCCymphony Orchestra, Symphonic Band, Handbell Choir, or instrumental groups.

Student Musical Groups

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

Music Check Procedures

Keep the following in mind when organizing your music group:

- All music must be approved before it can be performed on or off campus.
- Music groups singing in Bible study class may be as large as twelve.
- Groups may not use any of PCC's recording studios for rehearsals or recording.
- All group members must return to their respective Bible study classes after performing on Sunday morning.

Public Events

Academy Basketball/Volleyball Games

Academy regular season home basketball games are free for PCA GA/faculty/staff who present their PCA ID. Staff men may attend volleyball games when the Lady Warriors are competing against teams wearing appropriate/modest apparel, otherwise staff men should only attend volleyball games if they are the father of a PCA volleyball player.

College Games

Those with a PCC ID Card are admitted to Eagles soccer and basketball games and Lady Eagles basketball games without charge. Women may also attend Lady Eagles volleyball games. Men may attend some volleyball games; if a game is women only, you will see that notation below the game on the Employee Services website's **calendar**.

Guests and children 7th grade and above purchase tickets at the door. See **Athletic Schedules** on the PCC Eagle's website.

Collegian Games

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

Fine Arts Series

Graduate students can attend Fine Arts Series performances for free. Speech and music GSs are required to attend all Fine Arts Series performances. Before each performance, you will receive a ticket-procedure memo that may be returned by mail to get tickets. Children under six years old may not attend. Since these are formal events, formal dress is recommended.

Miscellaneous

Stewardship

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

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

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

Voting

All GSs are encouraged to be good citizens who vote for the public officials of their choice. This helps elect proper officials. Volunteers will be requested before election times to encourage all to become registered and vote.

Job or Ministry

A job is at your choice;

A ministry is at God's will.

In a job, you expect to receive;

In a ministry, you expect to give.

In a job, you give something to get something;

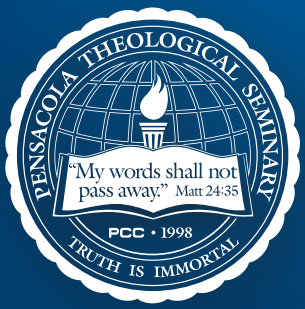
In a ministry, you return something
that has already been given you.

A job depends on your abilities;

A ministry depends on your availability to God.

A job well done brings you praise;

A ministry done well brings honor to Christ.


PENSACOLA THEOLOGICAL SEMINARY
"My words shall not pass away." Matt 24:35
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TRUTH IS IMMORTAL


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