



# STUDENT LIFE HANDBOOK

2022-2023

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**Welcome students,**

We are so very excited about your time with us at Kingdom College! It is our greatest hope that your time here will be fulfilling and life changing. Our staff and faculty desire to be of service to you; if you have any questions, issues or problems that arise during your tenure here at Kingdom College, please come see us as soon as possible so that we can assist you. Further, know that you are being prayed for while you are here as a student and as you leave us to see your place in His Plan.

By reading this handbook carefully, you can avoid issues or situations that could potentially negatively impact your efforts as a student. This handbook is designed to give you as much information as possible to help you navigate your way while at Kingdom College; however, by no means does this handbook take the place of face-to-face conversations with an advisor about situations that need further clarification than the handbook addresses.

Use this handbook to develop questions for your advisement sessions and/or questions for any of the offices here at Kingdom College. This handbook will serve as a foundational document to make you aware of the policies and procedures at this institution. Feel free to bring the handbook in with you for any advisement or question/answer session with any of our staff.

It is our prayer that your time at Kingdom College provides you with everything God desires to give you. We pray for you a peace-filled, joy-filled journey in your studies!

Blessings,

The Board, Faculty and Staff of Kingdom College

**2022-23 ACADEMIC CALENDAR****FALL 2022****AUGUST**

- 15 Classes Begin
- 15 ADD/DROP Period Begins (Late Registration)
- 19 Last Day to ADD courses
- 26 Last Day to DROP courses (After this date a student who withdraws from a course will receive a grade of “W”)

**SEPTEMBER**

- 5 College Closed in Observance of Labor Day Holiday

**OCTOBER**

- 3-9 Mid-Semester Examinations
- 10 College Closed in Observance of Columbus Day Holiday
- 14 Last Day to Withdraw from a course with “W” (After this date a student who withdraws will receive a grade of “F”)

**NOVEMBER**

- 11 College Closed in Observance of Veterans Day Holiday
- 24-27 College Closed for Thanksgiving Holiday Break

**DECEMBER**

- 6-12 Final Examinations
- 12 Semester Ends
- 16 Final Grades Due

**SPRING 2023****JANUARY**

- 2 Administrative Offices Open
- 9 Classes Begin
- 9 ADD/DROP Period Begins (Late Registration)
- 13 Last Day to ADD Courses
- 16 College Closed in Observance of Martin Luther King Jr. Holiday
- 20 Last Day to DROP Courses

**FEBRUARY**

20 College Closed in Observance of President's Day Holiday

**MARCH**

6-12 Mid-Semester Examinations

13-19 Spring Break

21 Last Day to Withdraw from a course with "W" (After this date a student who withdraws will receive a grade of "F")

**APRIL**

14 College Closed in Observance of Good Friday

**MAY**

3-9 Final Examinations

9 Semester Ends

12 Final Grades Due

**SUMMER 2023****MAY**

15 Classes Begin

15 ADD/DROP Period Begins (Late Registration)

19 Last Day to ADD Courses

26 Last Day to DROP Courses

29 College Closed in Observance of Memorial Day Holiday

**JUNE**

21-27 Mid-Semester Examinations

30 Last Day to Withdraw from a course with "W" (After this date a student who withdraws will receive a grade of "F")

**JULY**

4 College Closed in Observance of Independence Day

22-28 Final Examinations

28 Semester Ends

**AUGUST**

## 2 Final Grades Due

### **MISSION**

Kingdom College is a Christian college dedicated to preparing and equipping God's people for works of service (Ephesians 4:12-13 NIV) by teaching students on the undergraduate and graduate levels to perform works of service in the areas of Biblical Studies, Psychology, and Christian Clinical Mental Health Counseling.

### **VISION**

Kingdom College is a Christian college sending forth graduates empowered by the Holy Spirit through the training they have received in the fields of Biblical Studies, Psychology, and Christian Clinical Mental Health to carry out God's divine plan as seen in Acts 1:8 NIV: "But you will receive power when the Holy Spirit comes on you; and you will be My witnesses in Jerusalem, and Judea and Samaria, and to the ends of the earth" as our graduates enter the



marketplaces of the world. Further, Kingdom College will follow the mandates of Matthew 28:19 NIV: “Therefore go and make disciples of all nations, baptizing them in the Name of the Father, and of the Son and of the Holy Spirit”.

## **INTRODUCTION**

### **BIBLICAL RESPONSIBILITIES AND EXPECTATIONS**

#### **RESPONSIBILITIES FOR LOVING GOD, OTHERS, AND SELF**

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors that reflect such love confirm our allegiance to God and are glorifying to Him (Matthew 22:36-40; John 15:11-14; Romans 15:5-6). Being in daily fellowship with other Christians is a privilege and an expression of God’s will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are participating in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Members, therefore, are encouraged to seek opportunities to demonstrate *koinonia* (1 Corinthians 12:12-31; Ephesians 4:1-6).

All people are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God's attention to creative detail is uniquely applied in each person whom is given the capacity to love God with heart, soul, mind, and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19).

## RESPONSIBILITIES FOR COMMUNITY

Within the Kingdom College community, the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another (1 John 3:11, 16, 18; 4:7-21). For the purpose of our community, we have identified the following specific expressions of love as being among the most desirable.

## EXPECTATIONS FOR INDIVIDUAL ATTITUDES AND BEHAVIOR

In addition to subscribing to the section on Biblical Responsibilities, members of the Kingdom College community voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality but rather as values and standards of Kingdom College and guidelines that serve to preserve the ethos of the college community. Furthermore, they reflect our commitment to helping each other grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the Kingdom College community. The following expectations apply to all members of the campus communities: the faculty, staff, visitors, and students of Kingdom College.

- **Esteeming One Another**—We expect each member of the Kingdom College community to strive consciously to maintain relationships that support, encourage, and build up one another (Romans 15:1-2).
- **Making Allowance for One Another**—Because of our sin nature, difficulties in relationships do occur. In such cases we are to respond with compassion, kindness, humility, gentleness, and patience, making allowance for each other and forgiving one another (Colossians 3:12-13).
- **Caring for One Another**—We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation, and intercession (Galatians 6:2).
- **Respecting One Another**  
Because of the God-given worth and dignity of individuals, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender, or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat, or act of violence directed toward another person will not be tolerated (Colossians 3:11-14; 1 John 3:14-18).
- **Multicultural Philosophy Statement**

We believe in equality for all people as embedded in biblical teachings and as an integral part of the Christian commitment. We acknowledge that this is affirmed in the *Constitution of the United States of America*. We believe in an environment in which people can live and work cooperatively, valuing the multiple cultures from which they have come without violating institutional values. We believe in multicultural education as an interdisciplinary effort to prepare graduates who understand, appreciate, and work effectively with those who are different from themselves. We believe in global interdependence, implying the need to graduate individuals capable of functioning as global citizens.

- **Submission To Civil Authority**

In keeping with scriptural admonitions to bring ourselves under the authority of the government, members of the Kingdom College community are expected to uphold the laws of the local community, the state, and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of the Scripture. On such occasion, each individual would submit voluntarily to the penalty for his or her behavior (Romans 13:1-7). Behavior resulting in arrest on or off campus is subject to review within the Kingdom College disciplinary procedures.

- **Sanctity of Life Statement**

Scripture affirms the sacredness of human life, which is created in the image of God. Genesis 1:27 (NIV) states, “So God created man in His own image, in the image of God He created him; male and female He created them.” Therefore, human life must be respected and protected from its inception to its completion.

- **Conclusion**

The book of Colossians provides an appropriate summary of the goals for our community: *“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another. And whatever you do, whether in work or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him (Colossians 3:12-17 TNIV).”*

## STATEMENT OF FAITH

Kingdom College is firmly committed to the Lordship of Jesus Christ and evangelical Christianity. To assure the central place of Christian principles in the philosophy and life of the College, the trustees, administration, faculty, and staff believe the following:

- There is one God, eternally existent in three persons—Father, Son, and Holy Spirit—the ultimate Creator and Sustainer of all things in heaven and on earth.
- The Holy Bible is the inspired and infallible written word of God, progressively revealing God’s will for humankind.
- Jesus Christ is the Living Word of God who made known and carried out God’s plan of redemption through His virgin birth, sinless life, atoning death, bodily resurrection, and ascension, and who will return in power and glory.

- The Holy Spirit is present in the life of the believer, testifying to the Lordship of Christ and enabling the believer to live a godly life.
- Man, though uniquely created in God's image, rebelled and stands in need of redemption.
- God graciously extends salvation to anyone who comes to Christ by faith.
- The Church is the community of believers who express their unity in Christ by loving and serving Him and each other.

## **STUDENT SUPPORT SERVICES**

### **ADMISSIONS**

Personnel responsible for assisting students with the Admissions Process is the Director of Enrollment and Student Life. If a student has any questions concerning how to enter Kingdom College, either the Director or his/her designated Administrative Assistant will help the student through the process of being admitted as a student.

### **ACCUPLACER TESTING ADMINISTRATION**

This testing situation allows students to be accurately placed in the appropriate math and English classes. The personnel responsible for this situation have been trained and certified in the administration of The ACCUPLACER Test. The Director of Enrollment and Student Life and The Human Resources Director are both able to administer this test.

### **ASSISTANCE FOR STUDENTS WITH DISABILITIES**

This assistance is provided based on the governmental standards set forth in the ADA requirements. The Director of Enrollment and Student Life and his/her designated Administrative Assistant manage the process of assessing the needs for the student with disabilities.

### **MENTAL HEALTH COUNSELING**

The Director of Enrollment and Student Life will assist in the case that a student comes that is in need of mental health services, or if a professor has referred a student to The Director of Enrollment, that may need mental health assistance. If the student is in need of mental health services, at that time, the Director of Enrollment and Student Life will offer a list of local mental health service providers to the student.

### **SCHOLARSHIPS**

The Director of Enrollment and Student Life and The Chief Academic Officer are the personnel involved in determining the process and granting of scholarships.

## **DUAL ENROLLMENT**

This program is under the direction of The Director of Enrollment and Student Life and his/her designated Administrative Assistant. This program allows high school students, beginning in grade ten (10) to earn both high school credit and college credit in a variety of courses as approved by The Alabama State Department of Education.

## **ADMINISTRATIVE SERVICES**

The Director of Enrollment and Student Life will assist and participate in the Administrative Council for Kingdom College. This role allows the Director of Enrollment and Student Life to help in the decision making and assessment of The Enrollment and Student Life Office and its role in the overall working of Kingdom College and its future growth.

## **ASSISTANCE WITH TECHNOLOGY FOR STUDENTS**

The Director of Enrollment and Student Life will assist students if any questions or concerns come up about technology at any of the teaching sites. If necessary, the contractors for IT may be called if the technology issue is one that requires expertise in the breakdown of the WIFI or internet.

## **STUDENT RIGHTS**

### **ACADEMIC RIGHTS**

It is the right and responsibility of each student to know and to be fully aware of the policies and procedures that exist at Kingdom College. These policies and procedures are expressed in the Student Life Handbook. The Students Rights are as follows:

- a. The right to be respected by faculty, staff, and fellow classmates.
- b. The right to have access to his/her professor or staff member if he/she has a question about the academic process in the class or within Kingdom College.
- c. The right to know the expectations of each course in which he/she participates.
- d. The right to know how grades are ascertained in any course.

- e. The right to appeal a grade.
- f. The right to be advised in an appropriate manner and in a timely manner of the path of his/her program courses.

## **POLICY GOVERNING DISCRIMINATION**

Kingdom College is committed to providing equal opportunities to all employees and applicants as defined under federal and state law. Kingdom College does not discriminate on the basis of race, color, mental or physical disability, national origin or ancestry, citizenship, age (age 40 or older), gender, sex, pregnancy, genetic information, marital or familial status, veteran or military status, membership in the Uniformed Services, or any other characteristic protected by law. As a religious educational institution, Kingdom College reserves the right to hire employees who share a commitment to the Christian faith. Unlawful employment discrimination and harassment by managers, supervisors, employees, vendors, clients, and contractors will not be tolerated. This Policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, benefits and training. It applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Employees who believe they have been subjected to any form of unlawful discrimination or retaliation, or have questions about this policy or inquiries regarding a specific employment issue should contact the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal, as retaliatory behavior is prohibited. Kingdom College reserves the right to maintain its destiny as a Christian witness in higher education and asserts its right to employ and retain only those persons who subscribe to and support the intent, mission, and Statement of Faith as presented in the Employee and Faculty Handbook. The Director of Human Resources serves as the Equal Opportunity Officer and is responsible for the overall college implementation and coordination of the equal employment opportunity efforts. Any individual who believes she or he has been discriminated against on the basis covered under Kingdom College's Equal Employment Opportunity policy may contact Human Resources. An investigation of all such claims and appropriate action will be taken.

## **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

Any student who believes he/she may have a legitimate grievance regarding alleged Discrimination based on TitleIX, Section 504 of the Rehabilitation Act of 1973, or any federal Civil rights law, may do one of two things. First, the student may go to the duly appointed institutional grievance officer, the Director of Enrollment and Student Life, or secondly, the student may file a grievance directly with the U.S. Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, N.W., Educational Opportunities Section, PHB Washington, D.C. 20530 950 Pennsylvania Avenue, NW, Civil Rights Division, 1425 NYAV, Washington, D.C. 20530.

If the student chooses to take the grievance to the institutional grievance officer, the institutional grievance officer will be responsible to launch an investigation of the alleged discrimination, in the following manner:

- 1)A written and signed statement of the grievance should be presented to the Director of Enrollment and Student Life by the student.

2)The Director will conduct an informal hearing session with the individuals involved, and issue a decision in writing within ten working days from the time of the informal hearing.

3)If the decision rendered by the Director is not satisfactory to the individuals involved, those individuals may present a written request for appeal to the Administrative Council. This council will meet for a formal hearing within ten working days of the written request for appeal. At the formal hearing, the grievant has the right to be represented by the person or persons of the grievant's choice. All proceedings will be recorded and a written decision will be returned to the grievant within five working days. The decision rendered by the council is the final decision of the college.

## **CONFIDENTIALITY AND STUDENT RECORDS**

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students' education records without the consent of the student, unless an exception to FERPA's general consent rule applies.

Complaints regarding violations of FERPA (including unauthorized disclosures of student information) should be directed to the Registrar. The College will treat each complaint seriously and take prompt action to ensure the College complies with FERPA and mitigates the effect of any non-compliance.

The goal of the Family Educational Rights and Privacy Act of 1974 is to provide parents and students greater access to educational records. Parents and students also have greater control over those records.

A student who is either presently enrolled or who has ever been enrolled in Kingdom College has FERPA privileges. Students have the right to all educational records which apply to them within forty-five days of requesting access to this information. Students do not have access to other students' information. Any requests which involve students other than the individual student requesting the information will be denied.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## STUDENT COMPLAINT GUIDELINES

The purpose of the option for student complaints is to provide consistency and fairness for the student. Any student who is charged with a values violation and any student that submits a complaint will be granted the following rights:

- Any student, parent, faculty, staff, or guest may submit an oral or written report of the details regarding the complaint or violation.
- This report is submitted to the Director of Enrollment and Student Life, who will set up a meeting violation.
- The student will be notified in writing by the Director of Enrollment and Student Life for a meeting, if necessary.
- Any student who fails to attend this meeting will abide by the decision made at the meeting without any student input.
- Prior to the meeting, the degree of involvement will be established. A sanction will be issued.



- The student will receive written notification of the results of the meeting.
- Any student may appeal the complaint or values violation meeting and any sanctions issued.
- The result of the meeting may prevent a student from registering for future classes or to be denied his or her degree until the values violation allegation or complaint is settled.

## ACADEMIC ADVISORS

When students enroll in Kingdom College, they are assigned an advisor. This person is an instructor who teaches classes in the student's field of study. The role of an advisor is to assist students in appropriate course selection to provide general guidance in the student's field of study. Program maps are used to help in this process. The student has the responsibility of pursuing academic advisement after enrollment. Even though the advisor provides guidance, it is the student's sole responsibility to meet all requirements for graduation.

### Example Program Map for Master of Science in Christian Clinical Mental Health Counseling (MSCCMHC)

The Course Program Map offers a picture of what your program will look like throughout your tenure at Kingdom College. This outline will be as close as possible to the classes that will be offered so that you can complete your course work in a timely manner. Circumstances may create a change in some courses, but your advisor and you will work together to be sure that the best course of action will be taken for the student's benefit.

\* Must be completed before all other coursework with minimum grade of "B"

<b>Student:</b>		
<b>Course Number &amp; Title</b>	<b>Sem./Yr.</b>	<b>Initials</b>
<b>Required (Ck Sem/Yr on Projected Course Cycle)</b>		
1. * COU 502—Professional Ethics & Legal Issues		
2. * COU 506—Helping/Listening Skills		
3. * COU 604—Theories of Counseling		
4. * COU 606—Diagnosis & Treatment Planning		
5. * COU 608—Orientation to the Professional Christian Counselor Identity		
6. COU 503— Social & Cultural Issues in Counseling		
7. COU 504—Human Growth & Development		
8. COU 600— Group Counseling		
9. COU 611—Practicum ( <b>with Dept approval</b> )		
10. COU 510— Human Sexuality/Sex Therapy		
11. COU 607— Integration of Counseling & Christianity		
12. COU 609—Marriage and Family Counseling ( <b>Required before counseling couples/families in Practicum/Internship</b> )		
13. COU 612—Internship 1 (prereq: COU 611,612)		
14. COU 601— Assessment & Testing		
15. COU 605— Crisis & Trauma Counseling & Theodicy		

16. COU 505—Career Counseling		
17. COU 613—Internship 2 (prereq: COU 611,612)		
18. COU 603— Soul Care		
19. COU 602— Research		
<b>Electives (Ck Sem/Yr on Projected Course Cycle)</b>		
COU 500— Counseling Using Expressive Arts		
COU 501— Intro to Art Therapy		
COU 507— The Missionary Family - Adult		
COU 508— The Missionary Family - Child		
COU 509— Substance Abuse		
COU 511— Contemporary Issues in Counseling		
COU 610— Family Systems		
COU 614— Cognitive-Behavioral Therapy		
COU 616— Brief Approaches to Counseling		
COU 615— Childhood Disorders and Therapies		

## STUDENT RESPONSIBILITIES

### STUDENT ACADEMIC RESPONSIBILITIES

- a. To intentionally read course syllabi and be accountable for each professor's class requirements.
- b. To proactively manage and maintain the requirements for his/her degree/field of student.
- c. To communicate any issue the student may have concerning course content.
- d. To communicate any issue the student may have concerning faculty or staff or a fellow student.
- e. To proactively commit to completing all course work and completing the program to the very best of his/her abilities.
- f. To seek out advisement for all course choices within the program either through the student's professor or Department Chair.

### ACADEMIC INTEGRITY AND TRUTHFULNESS

As a Christ-centered college community we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism is forbidden; we expect truthfulness and fidelity to be expressed in every learning context (Luke 16:10; Ephesians 4:25).

### ATTENDANCE

Class attendance is a necessary and essential ingredient to success in any class at Kingdom College. After all, the classroom is where much of college learning takes place, and where

professors often evaluate student progress. It is for this reason that regular and punctual attendance is expected. Multiple absences may result in a lowered grade that requires the class to be retaken. Repeated tardiness and failure to meet course deadlines, and in turn necessitate the need to repeat a class.

Unless otherwise specified by the professor/instructor, the following policy applies to attendance and punctuality:

Students are required to attend class. The professor/instructor will keep accurate records of attendance and tardiness. The professor will calculate the semester grade, including the penalty for absences. The professor's grading scale will explain how absences figure into grade calculation, but attendance /participation will be a minimum ten percent of the overall grade. The professor/instructor will excuse a limited number of absences due to justifiable emergency reasons and serious illness. College-sponsored events which take place during a student's class will be considered excused as long as those have been approved in advance. Any Kingdom College employees who take students on events of any nature must submit a list of the participating students to the Director of Enrollment & Student Life at least one week prior to the event. Students who miss class due to their participation in these events must not be penalized and must be allowed to make up all missed work during their absence because of their participation in the event. The responsibility for taking the initiative to inquire about missed work and to follow through with making up the missed work lies with the student alone. A student who has missed class due to a serious medical condition, pregnancy, or childbirth should present a doctor's signed medical excuse with the dates listed which affected that student's attendance so that the same consideration above may be given. If a portion of that class's grade is based on class participation, the professor should develop an alternate assignment which can assess the student in lieu of class participation that is unable to occur during the student's absence.

Specific examples of excused absences include the following:

- Illness or hospitalization accompanied by a doctor's excuse
- Death of an immediate family member (spouse, parent, grandparent, sibling, child)
- Hospitalization of an immediate family member
- Official school business
- Weddings or special events of family members that are approved in advance by the instructor
- Extenuating circumstances approved by the Chief Academic Officer

Specific examples of unexcused absences include the following examples:

- Schedule conflicts
- Routine doctor appointments
- Oversleeping
- Interviews beyond 2 per academic year

All professors/instructors must keep up-to-date records of student absences and tardiness. A tardy occurs when a student is late up to ten minutes after the class period begins.

Being late beyond ten minutes results in a student penalty. The accumulation of three tardies results in one absence from class. A tardy student must be admitted to class.

## DRESS CODE STANDARD

Clothing is to be something that represents Kingdom College in a way that is God honoring. Students are to wear clothing that is modest and reasonable. The following types of clothing violate the principles of modesty and are not to be worn on campus or when representing Kingdom College, unless otherwise specified:

- Skirts, dresses, or shorts that fall above the fingertips when arms are held straight down
- Leggings not covered by a long shirt or by shorts or a skirt over them
- Clothing containing racial slurs, derogatory statements, alcohol or drug references, or profanity
- Low-waisted or baggy bottoms that reveal part of a person's buttocks or undergarments
- Pajamas or pajama pants
- Clothing that reveals the chest, cleavage, undergarments, or the abdominal area
- Swimsuit attire

## FINANCIAL RESOURCES

### TUITION AND FEES

Kingdom College aims to offer an education to everyone who qualifies for admission, regardless of his or her financial readiness for college. It is for this reason that Kingdom College has sought to create affordability for its students. Kingdom College is primarily tuition funded. All expenses for each semester/term must be paid at the beginning of the semester. Any expenses not paid by the beginning of the semester will be assessed a finance charge which will be added to the amount due to Kingdom College. Any student with an outstanding balance at the end of a semester will be denied the opportunity to receive his/her grades, receive a transcript, or register for a future semester, unless arrangements are made with the Finance Office. Below is the breakdown of expenses per semester for students at Kingdom College.

<b>Tuition:</b>	\$275	per credit hour (Undergraduate)
	\$375	per credit hour (Master's)
<b>Fees:</b>	\$50	Registration
	\$100	Facilities
	\$100	Technology
	\$100	General
	\$25	Undergraduate Admission Application Fee
	\$35	Graduate Admission Application Fee
	\$	Graduation Application Fee

*\*For most current tuition & fees for Dual Enrollment courses, contact the Kingdom College Administrative Office.*

## **SCHOLARSHIPS**

Kingdom College offers academic scholarships to students that express a need and document that in a letter. These scholarships are donor funded and have helped the larger percentage of our students to start and continue classes.

\*Pre-Accreditation will be needed for Federal Student Aid approval. Financial need is primarily the means by which financial aid is offered at Kingdom College. The Chief Academic Officer is the Approving Official for Scholarships. Students are advised to check with the Director of Enrollment and Student Life for applications for scholarships and the procedure for receiving tuition assistance for employees, or any other resources that may become available.

## **TUITION ASSISTANCE**

Kingdom College offers employee tuition assistance to full-time and part-time employees. Living Waters Counseling, Inc. offers two tuition assistance opportunities to Lay Counseling students each year.

## **ACADEMIC PROCEDURES**

### **ACADEMIC STANDARDS**

To be considered as and to remain in good academic standing at Kingdom College, a student must meet the following minimum academic requirements:

\*Bachelor's Degree:

- Complete a minimum of 120 semester hours.
- Maintain a cumulative grade point average of 2.0 at the undergraduate level.
- \*Master's Degree: Complete a minimum of 30 semester hours.
- Maintain a cumulative grade point average of 3.0 at the graduate level.

A student with a semester grade point average lower than 2.0 will be placed on academic probation for the following semester. A student will be removed from academic probation by earning a 2.0 grade point average the following semester. Any student earning below a 2.0 grade point average the semester after being placed on academic probation will be allowed to only take fifty percent of the student's previous semester course load the following semester. If the semester grade point average does not increase to a 2.0 on a fifty percent course load, the student will be placed on academic suspension for one semester. After serving one semester of academic suspension, the student may apply for readmission. A student may appeal academic suspension

with the Director of Enrollment. Any student placed on academic suspension for a third time will be indefinitely suspended.

In addition, students on academic probation or suspension should check with the Director of Enrollment for academic criteria pertaining scholarships or tuition assistance. Sometimes these monies are withdrawn or suspended for students on probation or suspension. Financial assistance can be affected by a student's academic standing.

No student on academic suspension may enroll in any Kingdom College courses, including online courses. No student may enroll in any practicum or internship classes without the written consent of the his or her advisor, dean, or chief academic officer. For more information on academic probation or suspension, contact the Director of Enrollment.

## ACADEMIC HONORS

Kingdom College rewards academic excellence for undergraduate student diplomas with three levels of honors that appear on a student's diploma and receive recognition at Commencement.

- Cum laude is awarded to students with a 3.5 minimum cumulative GPA.
- Magna cum laude is awarded to students with a 3.7 minimum cumulative GPA.
- Summa cum laude is awarded to students with a 3.9 minimum cumulative GPA.

\*In addition, special distinction awards will be given to students who maintain a cumulative 4.0 GPA.

## GRADE APPEAL POLICY

A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally if possible. In the cases involving a miscalculation or error in documenting, a Grade Change Form may be completed by the instructor and returned to the Registrar prior to the mid-term of the semester following the one in which the grade was assigned. However, if it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the Registrar by the midterm of the semester/term following the date the grade is issued.

All academic concerns relative to a final grade, except academic dishonesty, are subject to the steps outlined below. Please note that issues of plagiarism must be handled via the Administrative Council. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

The following procedure for appealing a grade must be followed in the order listed:

- The student should first contact the instructor to request verification of the grade and how it was calculated.
- If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be followed.
- However, if the student does not reach a resolution with the instructor, the student should appeal to the Department Chair formally. The Department Chair will confer with the student and the faculty member, independently or jointly, in an attempt to reach closure. A copy of a grade appeal form must also be filed with the Director of Enrollment and Student Life.

- If closure is not reached at this level, an Administrative Council will review the circumstances presented. The written appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
- The Chief Academic Officer will forward copies of the student's request letter along with the instructor's and Department Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Administrative Council for a hearing. Members of the Administrative Council will sit as the investigative body. If the Council requests additional information for the hearing, the Chief Academic Officer will coordinate the collection of information. After the hearing, a final decision will be made. If the Council decides a grade change is appropriate, that will be requested by written notification to the Director of Enrollment and Student Life and the grade will be changed effective immediately. However, if the Committee decides that the grade will stand, the student will be notified in writing of that decision.
- The decision of the Administrative Council is final and may not be appealed.

## **WITHDRAWAL POLICY**

A student may withdraw from or drop an individual course until the published (See Kingdom College Academic Calendar) dates for fall, spring, or summer semester. After this period, students are expected to maintain their course loads. A student contemplating withdrawal from a course is strongly encouraged to contact his or her academic advisor before changing the schedule, as changes can result in delayed graduation. Also, plan for the impact dropping classes may have on insurance (health & auto), financial aid, and scholarships. Ask the Registrar/Financial Aid Officer about this. (Full-time status is 12 credit hours for undergraduate students, and 9 credit hours for graduate students.) A student may not withdraw from or drop individual courses in which penalty grades were assigned as a result of academic misconduct.

No permanent notation is made of a course that is dropped during the designated change of schedule period (drop/add). A course dropped after the designated end of the change of schedule period (drop/add) to the end of the published deadline to withdraw for each semester is indicated on the student's permanent academic transcript with a grade of W.

## **Withdrawal for Active Military Duty**

For purposes of this section, active military duty means: service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under a call or order to active duty of more than thirty consecutive days.

A student who has been admitted to or who has been enrolled at Kingdom College may request a withdrawal to fulfill a U.S. military obligation. The student should notify the Office of the Registrar and provide documentation of his or her call to service, and submit notification whether or not he/she intends to return to the College. Graduate students should also provide

documentation to the Registrar. Withdrawal is not contingent on the student's notification of intent to return to the College. The intent to return is used as information for future communication with the student.

A student returning from active military duty may be readmitted per the readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR Section 668.18.

<https://ifap.ed.gov/fregisters/attachments/FR082109NPRM.pdf> A student can be promptly readmitted, providing he or she withdrew to fulfill a U.S. military obligation, was not dishonorably discharged from the uniformed services, and the cumulative length of his/her absence and of all previous absences from undergraduate studies due to military service did not exceed five years.

When a student is called to active military duty during an academic term, he or she may choose one of the following three options:

1. The student may request retroactive withdrawal to the beginning of the semester, with a full refund of tuition and fees.
2. If at least 75 percent of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed. The final decision about grading is left to the faculty member.
3. If the faculty member assigns a grade of I, the student will have a minimum of two weeks after returning to campus to complete the course requirement. Additional time may be granted if alternative arrangements are made with the faculty member, and provided the alternative arrangement is in compliance with Alabama Code S3 31-12-3.

<https://codes.findlaw.com/al/title-31-military-affairs-and-civil-defense/al-code-sect-31-12-3.html>

This requires individuals be restored to the educational status he or she had prior to military duty, without the loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of military duty.

## **Withdrawal for Spouses of Service Members Called to Active Duty**

A student who is the spouse of a service member called to active duty qualifies for the same withdrawal options that apply to service members. The student should notify the Office of the Registrar and provide documentation of the call to service, and submit notification whether or not he/she intends to return to the College. Graduate students should also provide documentation to the Registrar. Withdrawal is not contingent on the student's notification of intent to return to the College. The intent to return is used as information for future communication with the student.

## **Important Note**



After the Last Day to Drop with a W, a student must petition the college office for approval to withdraw or drop for reasons beyond the student's control. The presumption is that the student CANNOT withdraw without extenuating circumstances, which must be documented. Specifically, the student cannot drop/withdraw because he or she isn't doing well in the class after the deadline. The College allows a sufficient amount of time to make this judgment call and to ask for guidance. This note also applies to any retroactive withdrawal or drop. Supporting documentation is required in the withdrawal appeal process. These documents can be submitted via email to the Registrar: [pjhamm@kingdomcollege.net](mailto:pjhamm@kingdomcollege.net). Typically, these documents include: professor confirmation of the last day attended, death notices or obituaries, doctor's notes, etc. The Withdrawal Appeal Form can be obtained by contacting the Registrar.

*There are many variables in determining if a balance will be owed when a student withdraws from all courses for any reason. Tuition and fee liability is based on the withdrawal date, not the reason for the withdrawal. The College is required to calculate the unearned semester percentage, return the amount of any unearned aid and the resulting balance remaining must be paid to the College. **The last date to withdraw each semester is published in the Kingdom College Academic Calendar.***

## FINAL EXAMINATIONS

Final examinations are an integral part of a student's education at Kingdom College. These examinations will be given the final week of each semester's academic calendar. Each student is expected to be present during this time and to abide by the instructor's policy concerning final examinations. Any student who fails to comply will earn a zero on the exam.

Extenuating circumstances will be evaluated on a case-by-case basis. Any appeals by a student are to be made to the Chief Academic Officer no later than the date of the final examination for the class in question.

## COMPUTER USAGE POLICY

Kingdom College's computer usage policy is in essence about being a good and wise steward of technology. The following standards do address all areas of stewardship, but they do provide some parameters that when followed, lead to wise stewardship of technology resources.

- Kingdom College technology device and bandwidth usage should not be excessive so that it does not impede on the ability of others to access these resources. Limit personal game playing and social-media usage, especially during peak hours.
- Respect standards of good taste by not accessing pornography or gambling on Kingdom College devices, while using Kingdom College networks, or while representing Kingdom College in any capacity.
- Only Kingdom College students, faculty, staff, and specific guests are authorized to have access to computing, video and voice networks, and ID cards. No student is allowed to give an unauthorized user access to any technological resource of Kingdom College, or to use illegal software. This does not include all prohibited uses of technology. All federal,

state, and local prohibitions regarding technology are also prohibited at Kingdom College.

- All technology and network usage must comply with federal, state, and local law, along with Kingdom College policies. For example, students may not use technology to harass others, to plagiarize, to send email through false user names, to steal other student or staff passwords, to distribute copyrighted material illegally to others, to use shareware without registering Mass messages that need to be sent out on behalf of college business on the student's part are to be considerate of others. The messages are to include the name and the title of the sender of the message. Mass messages only get sent out if they pertain to Kingdom College business and will be sent as blind copy.
- As a matter of courtesy, as any reputable airline attendant would say, "Please make sure that all cell phones and other electronic devices are in the "off" position and properly stowed for the duration of our class period." If it is necessary that you be accessible for emergency reasons, please make sure your cell phone is placed in the "vibrate only" mode and that you respond to your call outside of the classroom. As a matter of courtesy, if you think you may need to leave the room during the class period, please sit close to the exit to minimize disruption of fellow students.
- You may bring your laptop or other technology to class and use it to take notes. However, if use of your laptop/technology become disruptive or if it impedes your ability to attend to subject matter (i.e., surfing the net, preparing assignments for this or other classes, etc.), you will be asked to shut down your program and leave your laptop/technology at home.
- Kingdom College will pursue disciplinary actions and legal actions, if necessary, in response to violations of computer and technology usage.

## INTELLECTUAL PROPERTY

Kingdom College maintains rights to intellectual property created at college expense. The College reserves rights of ownership of all intellectual property, including, but not limited to, curricular materials, books, Web pages, electronic publications and programs written or otherwise created by a student, instructor or staff member while using College materials or equipment and while working during time that time that is compensated by the College.

## GRADUATION

Graduation from any degree program at Kingdom College is a significant milestone in a student's life. Before graduation, it is essential to the student to know if he or she has met all of the requirements for graduation. It is the student's responsibility to complete and submit an Application for Graduation one semester prior to the intended date of graduation. The student will submit this completed application, along with any required documentation and fee to the Director of Enrollment and Student Life. The student should meet regularly with the advisor and the advisor will either recommend or deny the student as eligible for graduation one semester prior to graduation. Any student recommended for graduation must complete all requirements for graduation or that student will not have a degree posted.

Commencement takes place at Kingdom College as needed in May, August, and December.

The commencement ceremony is a significant ritual in a graduate's life. The importance with which commencement is given at Kingdom College is something a graduate will always remember. Just as a student prioritizes attending classes and other required expectations, the commencement ceremony is part of a student's educational experience. A student is encouraged to attend his or her graduation.

## DIPLOMAS

Graduates of Kingdom College will be mailed their diplomas in a timely fashion following graduation if for some reason the diploma is not received at the ceremony.

All efforts will be made to notify students that are not eligible for participation in commencement if the degree requirements are not met. However, any student who has not met all requirements for graduation but has participated in commencement will not receive his or her diploma nor transcript until all requirements are met. Remember that it is the sole responsibility of the student to know the requirements for graduation and to meet all requirements for graduation. Any questions about the requirements are to be addressed with the student's academic advisor well in advance of commencement.

## HEALTH AND SAFETY

### KINGDOM COLLEGE SEXUAL HARASSMENT POLICY

It is the policy of Kingdom College, and all departments thereof, to prevent sexual harassment and to guard against any occurrence, which remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the college environment. **Therefore, Kingdom College will treat sexual harassment like any other form of misconduct. It will not be tolerated.**

#### Sexual Harassment Defined

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment; or
- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting an individual; or
- The purpose or effect of such conduct is to substantially interfere with the individual's work performance or to create a hostile or abusive work environment.

#### Identification of Sexual Harassment

Sexual harassment may occur in a variety of forms. Four categories of sexual harassment and some concrete examples of conduct, which may constitute sexual harassment, if unwelcome, are:

- Verbal-unwelcome words of a sexual nature directed at another, including: making sexual demands or sexual propositions; sexual innuendoes; demeaning sexual jokes; references to a person's anatomy; catcalls; whistles; demeaning name-calling; remarks on the intimate details of

one's life or sexual likes or preferences; and, if unwelcome, invitations for lunch, dinner, drinks, or dates.

- Visual- unwelcome exposure to visual objects such as: pictures, photos, drawings, cartoons, magazine, objects, or posters (including poster calendars); sexually obscene gestures or obvious staring; and nudity.
  - Written-notes or letters of sexual content or propositions; sexually-explicit literature, poems, or magazine articles; and obscene words, phrases or graphics on walls, bulletin Kingdom Colleges, or posters.
  - Physical-unwelcome physical contact with another, including touching, hugging, kissing, patting, fondling, grabbing, rubbing, pinching, and in some instances close physical positioning.
- This list does not include the entire possible behavior which could be viewed as sexually harassing by Kingdom College and which could result in job discipline. It is merely a list of offensive behaviors. Other behavior might be viewed as being sexually harassing depending on the circumstances and frequency in which they occur. Plus, some of the behavior on the list might not in all circumstances be sexually harassing, such as when they are not unwelcomed. Employees are reminded, however, that certain behaviors may be inappropriate for other reasons, even if the behavior is not sexually harassing. For example, intimate behavior at work, such as kissing and handholding with a willing partner is always unprofessional.

### **Who Can Be Involved in Sexual Harassment?**

Sexual harassment can occur in a wide variety of circumstances and may encompass many variables. It is important to realize that:

- Harassers can be of either gender (male or female);
- Harassers may be supervisors of victims, but harassers may also be co-workers or even non-employees;
- Harassers and victims need not be of the opposite gender, if the conduct is still based upon sex;
- Victims may be third-party observers, affected by the behavior of others and exposed to a hostile or abusive atmosphere based upon sex;
- Victims need not suffer any financial loss;
- The sexual harassment need not seriously affect a victim's psychological well-being or lead the victim to suffer injury; instead, conduct or an environment based upon sex that a reasonable person would and does believe to be hostile or abusive constitutes sexual harassment.

### **If You Are Subjected to Sexual Harassment, Register A Complaint with Your Supervisors/Administrators.**

Any employee or student of Kingdom College who feels they have been subjected to sexual harassment should register a complaint with their immediate superior or with the Human Resources Department.

The sexual harassment complaint may initially be made verbally, by talking to the appropriate supervisor. The complaint will then have to be put in writing and signed and dated by the person complaining. Kingdom College is committed to building a healthy and safe campus environment, thus members of the campus community may bring complaints or concerns about discriminatory, harassing, or retaliatory behavior to the attention of faculty, supervisors, department chairs, deans, or the Human Resource Department. Any of the above to whom a complaint or concern has been reported must promptly notify the Director of Human Resources whether or not a formal complaint is anticipated. Discrimination, harassment, and retaliation

must be reported even if the complaining employee or student is not a specifically intended target of the conduct.

The investigative process will protect, to the extent possible, the identity of the complainant in accordance with the complainant's request, with the understanding that the college may need to take certain steps even if a complainant requests that his or her identity be protected. The college will act, to the extent possible, to protect the complainant once a complaint has been filed. The college may need to initiate an investigation and disciplinary action even if the complainant does not request it because the college has a legal obligation to resolve any reported discrimination, harassment or retaliation.

### **Prompt Investigation of Complaint**

Kingdom College shall fully, impartially and promptly investigate any sexual harassment complaint filed by one of its employees. The President will assign an investigator who will be in charge of these investigations to ensure a thorough investigation and to assist in maintaining confidentiality of the matter to the fullest extent practicable.

### **Confidential Report of Investigation**

The investigator will timely file a confidential written report of the result of the investigation to either an impartial supervisor of the complainant or to the President, depending on the situation at hand. Also, the complainant will be promptly informed of the results of the investigation.

### **Prompt Remedial Action**

Kingdom College will take prompt action to end any sexual harassment. Following a report by the investigator that sexual harassment in fact occurred, Kingdom College shall take immediate steps to discipline the offending employee or employees, including if appropriate immediate discharge.

Any Kingdom College employee who acts in a manner to sexually harass any other Kingdom College employee is acting outside the line and scope of their employment with the Kingdom College.

### **Right Of Rebuttal**

Both the complaining employee and the employee who has been accused of sexual harassment have the right to submit facts, documents or other evidence contesting the report of the investigator, to a higher supervisor, or to the President, if the circumstances so dictate.

### **Retaliation Prohibited**

No employee of Kingdom College shall discharge or otherwise discriminate or harass any other Kingdom College employee who has filed a complaint of sexual harassment under this policy or who has sought redress for sexual harassment with the Equal Employment Opportunity Commission or by instituting an action in Court.

**Notice**

Kingdom College shall take all appropriate steps to inform all employees of Kingdom College of the contents of this policy. Kingdom College encourages employees to come forward if you have any employee who asserts a sexual harassment complaint. Remember, if you do not make your complaint known to your supervisors, there will not be any opportunity for Kingdom College to assist you in ending the sexual harassment.

**ILLEGAL AND LEGAL SUBSTANCES**

Kingdom College prohibits the possession, use, or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication. **Tobacco**—Kingdom College and all of its campuses are tobacco-free to include smokeless tobacco and electronic cigarettes.

**Alcoholic Beverages**—Kingdom College and all of its campuses are alcohol-free. Alcoholic beverages are not permitted at any college functions or programs on or off campus.

**GAMBLING**

Gambling (the exchange of money or goods by betting or wagering) is not acceptable at Kingdom College or any of its campuses.

**RELEASE OF LIABILITY**

Student participation in certain activities and coursework presents a degree of risk to person and/or property. Because of these risks, a student and his or her parent or guardian will sign specific forms releasing Kingdom College from all liability for any injuries or damage to personal property which results from the participation in these activities.

Extenuating circumstances will be evaluated on a case-by-case basis. Any appeals by a student are to be made to the Chief Academic Officer no later than the date of the final examination for the class in question.

**INCLEMENT WEATHER PROCEDURES**

It is the role of the Director of Enrollment and Student Life to monitor severe weather threats and the potential for the weather threats to cause harm to any members of the Kingdom College Community. Cancellations of school due to severe weather will be made as soon as possible and will be announced on social media and the local television and weather stations.

**STANDARDS OF CONDUCT AND DISCIPLINE****STUDENT POLICIES AND PROCEDURES**

Compliance with the day-to-day policies and procedures of the college is expected from all. These routine items are listed in the Student Handbook, the Employee and Faculty Handbook, and the Undergraduate and Graduate Catalog.

## **ACADEMIC DISHONESTY**

Academic dishonesty is a violation of the principles of honesty and integrity and may result in substantial penalties, including an automatic zero on an assignment and automatic college academic probation. If another violation of academic dishonesty is confirmed, the student may be suspended from the college for a minimum of one year.

Some examples of academic dishonesty: Plagiarizing, cheating, submitting the same or a similar paper in different classes without the instructors' permission, and sabotaging other students' work. All examples of academic dishonesty will be reported to the Chief Academic Officer. Also, penalties for academic dishonesty in an instructor's class will be explained in the syllabus that is presented at the beginning of each academic class, and those penalties will be exercised for academic dishonesty.

## **ACADEMIC DISHONESTY APPEAL**

A student may appeal a teacher's accusation of academic dishonesty regarding plagiarism and cheating when the student believes he or she has been wrongly accused of academic dishonesty. Academic dishonesty appeals may be made up to thirty working days after the final grade in a class is received by the student. The first step in the academic dishonesty process is to set up an appointment with the instructor that the student wants to appeal. If this meeting does not resolve the issue, the second step is to meet with the Department Chair. If resolution of the issue does not occur, the third step is to set up a conference with the Administrative Council. The decision of the Administrative Council is final.

## **STUDENT DISCIPLINARY PROCEDURES**

### **GENERAL POLICY OF CONDUCT**

When students are admitted to Kingdom College, they are expected to conduct themselves with self-control and restraint. Rules and regulations cannot be written for every possible violation that could be committed. The general policy of conduct is that Kingdom College students will live as people of faith and conduct themselves in wisdom and in love, with Jesus Christ serving as the model of how to live their daily lives. Please make sure that you have read the Life Together Covenant and the Biblical Responsibilities.

### **SELF REPORT**

A student who is struggling with a violation or a difficulty in life is always encouraged to seek help from a member of the Kingdom College community. Every effort to restore healing and relationships will be made. The student may initiate a confidential interaction with any staff member at Kingdom College without the threat of disciplinary action. The staff member will work with the student on the personal problem, guiding him or her to making wiser choices and engaging in Christ-like living. In cases where the student's problem or behavior is self-destructive, harmful to self or others, illegal, or hazardous, exceptions to confidentiality will be made and the student will be referred to the appropriate resource that will serve the student's best interest.

## **DISCIPLINARY PROCESS POTENTIAL CONSEQUENCES**

A student who commits values violations is subject to one or more of the following penalties.

Values violations are behaviors that are incongruent with Kingdom College's interpretation of Christian values.

Community service is a designated number of hours serving the community.

- Final Suspension - Permanent suspension of the student from Kingdom College
- Fine - financial consequence related to the violation
- Immediate suspension - This would occur until a hearing could take place.
- Loss of privilege from specific college activities
- Reprimand - conversation with the student about how to make wiser choices in the future and a warning of further penalties if the violation continues
- University probation - a conditional period where the student's standing at Kingdom College is in jeopardy, whereby enrollment in the college is dependent on the student not committing further values violations and also being a good citizen in the college community
- University suspension - Removal from Kingdom College for the remainder of the semester without reimbursement of tuition
- Written assignment - Personal reflection paper or research paper related to the values violation
- Counseling with a licensed counselor appointed by Kingdom College to assess the student

## **STUDENT COMPLAINT GUIDELINES**

The purpose of the option for student complaints is to provide consistency and fairness for the student. Any student who is charged with a values violation and any student that submits a complaint will be granted the following rights:

- Any student, parent, faculty, staff, or guest may submit an oral or written report of the details regarding the complaint or violation.
- This report is submitted to the Director of Enrollment and Student Life, who will set up a meeting violation.



- The student will be notified in writing by the Director of Enrollment and Student Life for a meeting, if necessary.
- Any student who fails to attend this meeting will abide by the decision made at the meeting without any student input.
- Prior to the meeting, the degree of involvement will be established. A sanction will be issued.
- The student will receive written notification of the results of the meeting.
- Any student may appeal the complaint or values violation meeting and any sanctions issued.
- The result of the meeting may prevent a student from registering for future classes or to be denied his or her degree until the values violation allegation or complaint is settled.

## **STUDENTS' RIGHTS IN THE DISCIPLINARY PROCESS**

1. Right to be informed of the process
2. Right to a meeting to plead the student's case
3. Right to be informed of all evidentiary material gathered that ties the student to the complaint or values violation
4. Right of the student to give testimony, to decline to testify, and to request personal witnesses be present at the meeting to testify
5. Right to bring a personal witness such as a counselor, advisor, or friend to the meeting

## **READMISSION AFTER SUSPENSION**

Any Kingdom College student who has been suspended will be allowed to reenroll by the date that the Administrative Council deems appropriate for reenrollment if approved for reenrollment.

## **CONTACT INFORMATION**

Kingdom College regular office hours will be Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday, 8:00 a.m. until noon. The administrative offices are located in Headland, 208 South Main Street and are available to all students for questions/concerns in areas such as registration, advisement, scholarship information, and career counseling. 334-785-5042