



KINGDOM COLLEGE

A Higher Education for a Higher Purpose

Policies and Procedures

Updated and Collated September 2026

Complete compilation — each policy from original source with images

Series 100 – Institutional Foundation

Series 200 – Academic Policies

Series 300 – Employee & Human Resources

Series 400 – Business & Financial

Series 500 – Campus & Facilities

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Licensed in the State of Alabama · Actively pursuing SACS-COC accreditation

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KC 100.1 – Statement of Faith

Last Revision/Approval Date: 5/16/2024

Kingdom College is firmly committed to the Lordship of Jesus Christ and evangelical Christianity. To ensure the central place of Christian principles in the college's philosophy and life, the trustees, administration, faculty, staff, and students affirm and agree to follow the Statement of Faith and the Life Together Covenant (see the catalog).

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, which progressively reveals 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 created male and female. God ordained marriage between only a male and a female.
- 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.
- The Life Together Covenant (LTC) identifies the expectations for living in a community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to assure orderly community life.

When individuals join the Kingdom College community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in this covenant. Kingdom College expectations are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33).

PRINTED NAME

SIGNATURE/DATE

KC 100.2 – Life Together Covenant

Last Revision/Approval Date: 5/16/2024

LIFE TOGETHER COVENANT*

Adapted from Taylor College and Dietrich Bonhoeffer's **Life Together Covenant*

RESPONSIBILITIES AND EXPECTATIONS FOR COMMUNITY LIFE AT KINGDOM COLLEGE

INTRODUCTION

Kingdom College is a community of Christians intentionally joined together for academic progress, personal development, and spiritual growth. The mission of Kingdom College is to establish a pathway dedicated to preparing, equipping, and empowering educators, counselors, and social workers to serve and minister globally to God's people in unity of the faith through the word of God. Although primarily housed on the Living Waters Counseling campus, this community is not defined by geography but rather by engagement in the Kingdom College mission.

The Life Together Covenant (LTC) identifies the expectations for living in a community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to assure orderly community life. When individuals join the Kingdom College community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in this covenant. The expectations of Kingdom College are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

A foundational support for the Life Together Covenant is the Kingdom College Statement of Faith. The Statement of Faith affirms that the Bible is the inspired and authoritative word of God, and it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the presence of the Holy Spirit in every believer; God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships.

Biblical Responsibilities

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 that love confirm our allegiance to God and glorify 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, immense 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 are therefore encouraged to seek opportunities to demonstrate *koinonia*. (1 Corinthians 12:12-31; Ephesians 4:1-6)

All persons 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 in 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 recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19). While we are to love each other, we do not affirm sin as defined in God's Holy Word, Ephesians 5:1-3, "Therefore be imitators of God, as beloved children. And walk in love as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints." Leviticus 18:22 and 20:13 call homosexuality an abomination. Romans 1:26-28 calls homosexuality a vile affection practiced by reprobates. We follow God's command to "Love ye one another" by praying for all that chose an "alternative" lifestyle to become free from that lifestyle.

Responsibilities for Community

Within our 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 our community's purpose, we have identified the following specific expressions of love as among the most desirable.

- **Esteeming One Another:** We expect each member of the 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 sinful 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 for coming 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 persons, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others based on 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) We do not confuse loving one another with affirming them in their sin; We will demonstrate our love by praying for them to be set free from the sin that has beset them.

Responsibilities for Individual Attitudes and Behavior

- **Prohibited Behaviors:** Certain behaviors are expressly prohibited in Scripture and, therefore, are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex, and involvement with pornography in any form), drunkenness, immodesty of dress, and occult practice. (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11)
- **Academic Integrity and Truthfulness:** As a Christ-centered College community, we apply biblical responsibilities for honesty to all forms of academic integrity. Cheating and plagiarism are forbidden; we expect truthfulness and fidelity in every learning context. (Luke 16:10; Ephesians 4:25)

- **Submission to Civil Authority:** In keeping with scriptural admonitions to bring ourselves under the authority of 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 rare occasions when obedience to civil authorities would require behavior that conflicts with Scripture. On such occasions, 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 under the College's disciplinary procedures.
- **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 our campuses are smoke-free.
- **Alcoholic Beverages:** Kingdom College and all our 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 prohibited at Kingdom College or any of our campuses.
- **Respect for the Property of Others:** We are all expected to respect the property of others, including the college property, private property on and off campus, and public property. The intellectual property of others is also to be respected.
- **Policies and Procedures:** Compliance with day-to-day policies and procedures of the community is expected from all. These routine items are listed in the Student Handbook, the Master Policy Manual, and the College catalog. Faculty will teach only what is founded in God's Word. Staff will respond to students, faculty, and the public with grace, compassion, and respect as fellow believers.

Expectations

Members of the Kingdom College community agree to subscribe to the section on Biblical Responsibilities voluntarily and commit themselves to adhering to the attitudes and behaviors mentioned. This results from the conviction that these expectations serve the common good of the individual and the institution. They represent the values and standards of Kingdom College and are guidelines that preserve the college community's ethos. Furthermore, they reflect our commitment to

helping each one grow in maturity and in the ability to make wise choices based on God's Holy Word. 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 community.

Multicultural Philosophy Statement

We believe in the equality of all people as embedded in biblical teachings and as an integral part of 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.

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 word 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)

Approved by the Kingdom College Board of Trustees _____

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.

**Adapted from Taylor University and Dietrich Bonhoeffer's Life Together Covenant*

KC 100.3 – Biblical Responsibilities and Expectations

Last Revision/Approval Date: 12/16/21

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 15:56). 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 are therefore 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 in 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 our community, we have identified the following specific expressions of love as among the most desirable.

- ***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 for coming 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).

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.

Prohibited Behaviors—Specific behaviors are expressly prohibited in Scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex, and involvement with pornography in any form), drunkenness, immodesty of dress, and occult practice (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11).

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).

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 under the Kingdom College disciplinary procedures.

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, including 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.

Respect for the Property of Others—Everyone is expected to respect the property of others, including college property, private property on and off campus, and public property. The intellectual property of others is also to be respected.

Policies and Procedures—Compliance with the day-to-day policies and procedures of the college community is expected from all. These routine items are listed in the Student Handbook, the Employee and Faculty Handbook, and the Undergraduate and Graduate Catalog. All student complaints will be documented and submitted to the Director of Student Life first. If the complaint cannot be settled at that level, it will be submitted forward to the appropriate area or department for review, following our Judicial and Student Complaint Guidelines.

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.

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).”

KC 100.4 – Mission & Vision Statements

Last Revision/Approval Date: 04/23/2025

OUR MISSION

Kingdom College is a Christian college dedicated to preparing and equipping God's people for works of service (Ephesians 4:11-12 NIV) by teaching students on the undergraduate and graduate levels to perform works of service in the areas of Biblical Studies, Psychology, Counseling, and Career & Community Development.

OUR VISION

A Christian college sending forth His people empowered by The Holy Spirit through love to fulfill His divine plan as seen in Acts 1:8, "But you will receive power when The Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and all Judea and Samaria, and to the ends of the earth," and Matthew 28:19, "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" in the fields of Biblical Studies, Psychology, Counseling, and Career & Community Development to establish strength, hope, and soundness to the people in the global and local marketplace.

KC 100.5 – Whistleblower Policy

Last Revision/Approval Date: 4/4/2024

PREFACE

Kingdom College requires all Board of Directors members, administrative staff, and faculty to sign a Statement of Faith that demonstrates a commitment to good faith and to following the principles of integrity and honesty in all their dealings with this institution. All personnel who sign this Statement of Faith agree to uphold the fundamental behaviors of Christian believers, including adhering to the principles of responsibility as citizens and representatives of Kingdom College.

REPORTING RESPONSIBILITY

This policy is intended to encourage and enable employees and others to raise serious concerns about inappropriate behaviors, conduct, or actions committed by any employee of Kingdom College. It is the responsibility of all Board members, officers, employees, and volunteers to report concerns about violations of Kingdom College's Statement of Faith or breaches of ethical behavior regarding the college's operations.

NO RETALIATION

It is contrary to the values of Kingdom College for anyone to retaliate against any Board member, officer, employee, or volunteer who, in good faith, reports an ethics violation, trespass of the Statement of Faith of Kingdom College, or a suspicion that illegal behavior is being perpetrated. An employee who retaliates against someone who has reported a violation of any nature, discrimination or suspected fraud or any violation of the fundamental core beliefs of this institution is subject to discipline up to and including termination of employment.

REPORTING PROTOCOL

Kingdom College has an open-door policy to the President's office, the Chief Academic Officer's office, the Personnel Office, and the Director of Student Services Office. If an employee becomes uncomfortable witnessing inappropriate behavior or has been approached in an inappropriate manner, they have the right and are encouraged to report this behavior to any of the aforementioned offices. The person reporting the inappropriate behavior needs only to write a statement detailing the specific time, date, and details of the behavior, and submit it to any of the aforementioned offices. This written complaint will be taken to the Board of Directors for review, and the person will be placed under review per the Board of Directors' Governance Manual.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for believing the disclosed information indicates a violation. Any allegations that are not substantiated and have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, and the Board of Directors will take direct action in such a case by conducting a disciplinary hearing.

CONFIDENTIALITY

The complainant may submit confidential reports of violations or suspected violations. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

Kingdom College will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted. If a criminal act has been reported, other authorities may be brought in at the Board of Directors' discretion.

COMPLIANCE OFFICER

This person can be any of the Administrative staff to whom the report was submitted. Upon submission, the person to whom the complaint was submitted will convene the rest of the Administrative Staff for review and will complete a full report to be given to the Board of Directors for their review and resolution of the complaint. It will fall to the Board of Directors to notify the person in question of the results of their review, in conjunction with the Director of Human Resources, and of the actions deemed necessary by the Board of Directors.

KC 100.6 – Change in Accreditation Status

Last Revision/Approval Date: 03/02/2023

When a change in accreditation status occurs, the Chief Academic Officer (CAO) will notify appropriate entities utilizing the following checklist:

NOTIFICATION FOR CHANGES IN STATUS FOR ACCREDITATION CHECKLIST

- ☐ All Accreditors
- ☐ Kingdom College Website
- ☐ Kingdom College Undergraduate and Graduate Catalog
- ☐ Kingdom College Flyers and Pamphlets
- ☐ Accreditation Files

KC 100.7 – Customer Service and Complaints

Last Revision/Approval Date: 12/16/21

Customer Service Policy

Kingdom College has a grace-filled customer service policy, treating each potential student as a valued member of the Kingdom College family. Our Student Services department has a clear policy demonstrating the appropriate steps for inquiries from the general public and the local or global community. Each inquiry is addressed in a timely fashion by both Student Services and the Chief Academic Officer to build a strong relationship with each student as he/she enters his/her journey of scholarship. We have a tracking system in place to ensure that each potential student is never left wondering what their next step will be in the admissions and advising process. We believe this policy demonstrates the caring and value we place on potential customers/students of Kingdom College.

Complaints Policy

Kingdom College desires everyone who comes to us to be treated equally, justly, and gracefully. While Kingdom College has policies for student and employee grievances, this policy primarily addresses grievances or complaints from the community or the general public. Therefore, the following statement outlines the policy that will be followed in the case that anyone from the community brings forth a complaint about anything to do with Kingdom College:

1. The person filing the complaint will be directed to either the Chief Academic Office in the case of a complaint against the academics of Kingdom College, the Human Resource Director in the case of a complaint concerning employment, The Director of Enrollment and Student Life in the case of anything to do with a student, the Director of Community Outreach and Training for any complaints addressing marketing or outreach situations, the Chief Financial Officer for any concerns or complaints about a financial situation, or the President should none of the above address the complaint or grievance of the person presenting the problem.
2. The person will be heard by the appropriate personnel in a meeting with at least one other employee of Kingdom College to ensure that all details of the complaint are listened to and documented appropriately.
3. A resolution to the complaint or grievance will depend on the nature of the complaint or grievance. A copy of the resolution will be presented to the person bringing forth the complaint/grievance within an appropriate time frame to review all details of the situation.
4. If the person bringing forth the complaint/grievance is unsatisfied with the resolution, he/she may appeal to the Administrative Council for resolution. The Administrative Council will review the appeal and render a resolution, which at this time becomes binding and final.

KC 100.8 – Conflicts of Interest

Last Revision/Approval Date: 12/16/21

Kingdom College's ethics covers conflicts of interest. Most conflicts of interest appear in employment and are covered in The Employee and Faculty Handbook. Please find below a list of potential conflicts that we are watchful against should one arise in our day-to-day business:

- (1) Kingdom College will not hire an unqualified relative to perform services. We will do our best to secure qualified workers to fill any available position.
- (2) Our professors will not be allowed to teach at another institution without prior permission or awareness by the administration.
- (3) Employees are not to accept gifts for their services. If a gift is offered as a personal thank-you for serving as a student's advisor or professor and is valued at under \$25.00, this is considered acceptable. Gifts over \$25.00 for any reason other than a thank-you are inappropriate.
- (4) Social media use to vent complaints about the college to harm the reputation of Kingdom College may result in disciplinary action up to and including termination.
- (5) Employees will not utilize social media to speak against another educational institution.
- (6) Professors and staff will not engage in inappropriate relationships while employed by Kingdom College, i.e., a professor and a student.
- (7) Employees and professors will not make sales of copyrighted materials or proprietary educational work from Kingdom College.
- (8) Professors and staff will remain confidential members of the staff of Kingdom College, and any breach of confidentiality may result in disciplinary action up to and including removal.
- (9) Professors and staff not participating as a designated spokesman for Kingdom College will not act in that capacity in a disaster or crisis.
- (10) Faculty will not allow a non-registered student to sit in on any class without prior permission from the Chair of that department.
- (11) Federal and state laws and regulations address conflict of interest standards.
<https://www.alsde.edu/dept/forms/Documents/Conflict%20of%20Interest%20Policy%20ALSDE%20February%202016.pdf>
- (12) Federal regulations pertaining to conflict of interest will be followed in the following areas:
 - a. Public Health Service Regulations (<http://www.gpo.gov/fdsys/pkg/FR-2011-08-25/pdf/2011-21633.pdf>)
 - b. NSF Regulations (National Science Foundation)
(http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/aag_4.jsp)
 - c. FDA Regulations – Financial Disclosure by Clinical Investigators
(<http://www.fda.gov/downloads/RegulatoryInformation/Guidances/UCM341008.pdf>)
 - d. Points of contact for disclosures of conflicts of interest:

- i. Director of Human Resources
- ii. Chief Academic Officer
- iii. Chief Financial Officer
- iv. Director of Enrollment and Student Life
- v. President

(13) All grants offered by any grantor will be under financial review by the CFO and the Chief Academic Officer in conjunction with the department to which the grant has been awarded.

KC 100.9 – Board of Directors Purpose

Last Revision/Approval Date: 2/7/2024

The Board of Directors' purpose is to oversee, guide, and direct the operations of Kingdom College in accordance with the requirements of the institution's By-laws and Board Governance Manual. The Board of Directors is the fiduciary custodian of the institution's finances and the caretakers who ensure the Mission and Vision of Kingdom College align with the institution's By-Laws and the expectations of the populations served by this institution.

KC 100.10 – Board of Directors Evaluation

Last Revision/Approval Date: 2/7/2024

Board Self-Evaluation Process

A self-evaluation process is used to assess the Board of Directors' effectiveness in meeting its responsibilities. The Self-Evaluation process evaluates individual Board Members and the collective effectiveness of the Board. The scope, format, content, and success criteria are delineated below.

A self-evaluation for each Board member and the Board itself must be conducted every two years, starting from the date of the first self-evaluation. Any follow-up actions should be completed within 3 months of the self-evaluation report date.

The scheduling of self-evaluations, resolution of open follow-up items, and closure of any previous open follow-up items will be included as part of the annual strategic Plan content.

The Board President is responsible for ensuring that this self-evaluation process is completed in a timely manner.

Board Self-Evaluation Guidelines

Board Member Name: _____

Date: _____

		Yes	No	Unsure
1.	I understand and support the Mission and Vision of Kingdom College.			
2.	I prepare for and participate in Board and committee meetings.			
3.	I am faithful in attending Board Meetings.			
4.	I read and understand Kingdom College's financial statements.			
5.	I am current with Kingdom College's activities.			
6.	I am actively involved in promoting Kingdom College in the community.			
7.	I am available and accessible to the administration of Kingdom College.			
8.	I am willing to participate in board training as it becomes available.			
9.	I assist with fundraising opportunities for Kingdom College.			
10.	I consider recruiting students to be a personal priority.			
11.	I am active in the strategic planning for Kingdom College.			
12.	I maintain an understanding of the current status of the accreditation process.			
13.	I am sensitive to and compliant with Kingdom College's Conflict of Interest policy.			
14.	I have a working understanding of the Kingdom College Board of Directors Governance Manual.			

Notes:

KC 100.11 – Presidential Actions

Last Revision/Approval Date: 12/16/21

In most higher education institutions, some decisions and actions must be made by the President during day-to-day operations. This is the case for Kingdom College as well. Presidential Actions do not require an Administrative Board vote and require immediate attention to ensure appropriate actions are taken in the situation at hand.

Copies of Presidential Actions are maintained in the Human Resources Department.

KC 100.12 – Administrative Effectiveness

Last Revision/Approval Date: 12/16/21

The purpose of this policy is to affirm Kingdom College's responsibility to ensure, in an institution-wide manner, that the effectiveness of the institution is being evaluated and to ensure that the mission and vision of Kingdom College are being adhered to within all academic and administrative areas. The activities of the Administrative Effectiveness policy are shaped and determined by the goals and objectives of the Kingdom College Strategic Plan. Items evaluated are school culture, faculty, policies and procedures, human resources, finances, technology, library resources, curriculum, and program goals and implementation.

This process shall include:

- The assessment of student academic achievement
- The assessment of student services
- The assessment of the effectiveness and the surveyed response of the Community Development classes
- The assessment of student, employee, and community satisfaction
- The assessment of career placement and whether or not graduates perceive themselves as successful.

KC 100.13 – Administrative Meetings

Last Revision/Approval Date: 2/7/2024

Purpose:

This group consists of the administrators of Kingdom College. This group meets to provide a planned meeting schedule and documented action items to ensure compliance with all accreditation and institutional requirements. Primary members will be the President, Chief Academic Officer, Director of Enrollment and Student Services, Chief Financial Officer, and Director of Human Resources. Other staff members may participate in these meetings as needed or as their availability allows. Meetings will be held regularly; if needs arise outside the scheduled meeting times, called meetings can be held.

The Administrative Assistant will keep documentation of the current action items and projects.

KC 200.1 – Master Syllabus

Last Revision/Approval Date: 06/2025

All instructors are to use the following Master Syllabus. All highlighted information should be deleted and replaced with actual course details. Instructors are not to edit or delete any information located outside the highlighted areas.

Kingdom College Syllabus



Department of

Program

Course # and Name

Semester/Year

Day, Time, Room #

Faculty Member's Name

Phone #

Email....

Course Description

Date Revised June 2025

Pre-requisites

Methods of Instruction

Instruction methods may include, but are not limited to, lectures, supervised practical applications, discussions, field trips, videos, guest speakers, modeling, and computerized or internet instruction. The methods will vary depending on the instructor.

Required Reading

Other Materials

Example: Numerous reading response articles will be emailed to you.

Student Learning Outcomes (SLOs)/ Course Objectives

Upon completing this course, the student will:

- 1.

Laboratory Experiences

Course Requirements

1. Memorandum of Understanding (MOU) – to be completed the first week of class
- 2.

Assessment Procedure

(for example)

Class debates-20%

Interviews-30%

Position statement papers- 40%

Attendance/Participation- 10%

(For all SLO assignments, a rubric must be used for assessing.)

Grading Scale:

A = 90-100	W = Withdrawal
B = 80-89	I = Incomplete
C = 70-79	P = Non-Credit
D = 60-69	AU = Audit
F = Below 60	

Disability Statement

Students requiring accommodations or modifications for a disability should inform the instructor as soon as possible at the close of the initial class meeting. The instructor will refer you to the Kingdom College disability officer to document your disability, determine eligibility for accommodations under the ADA/Section 504, and request a Faculty Accommodation Form. Disability accommodations or status will not be indicated on academic transcripts. To receive accommodations in a class, students with sensory, learning, psychological, physical, or medical disabilities must provide their instructor with a Faculty Accommodation Form to sign. Students must return the signed form to the Office of Student Life. **A new form must be requested each semester.** Students with a history of a disability perceived as having a disability or with a current disability who do not wish to use academic accommodations are also strongly encouraged to register with Student Life and request a Faculty Accommodation Form each semester. For further information, please get in touch with the Office of Student Life.

Plagiarism/AI

Plagiarism is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source” (Merriam-Webster Dictionary). Plagiarism is taking someone else’s work or ideas and passing them off as one’s own. Plagiarism means using someone else’s work without giving them proper credit.

In academic writing, plagiarizing involves using words, ideas, or information from a source without citing it correctly. It doesn’t matter whether the source is a published author, another student, a website without clear authorship, a website that sells academic papers, or any other person. Taking

credit for someone else's work is stealing, and it is unacceptable. It is considered a violation of honor or ethics codes and can result in disciplinary action.

Copying word-for-word or changing a word here and there while copying without enclosing the copied passage in quotation marks and identifying the author is plagiarism. Paraphrasing without crediting the original author is a form of plagiarism because you present someone else's ideas as if they were your own. However, paraphrasing is not plagiarism if you correctly cite the source.

If it is found that artificial intelligence (AI) is used to write papers, this is considered plagiarism and is subject to the same consequences as plagiarism.

The consequences of plagiarism include a lower grade, failing the assignment, automatic failure in a course, academic suspension, probation, or possibly expulsion.

Policy for make-up exams

For good and valid reasons, a make-up examination will be given. An alternative test of increased difficulty may be anticipated. The test make-up process must be initiated by the student. Failure to initiate a make-up exam or any other assignment will result in a score of zero.

Attendance

Class attendance is an essential ingredient for success in any class at Kingdom College. After all, the classroom is where much of college learning occurs, and professors often evaluate student progress. For this reason, 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, in turn, necessitate repeating 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 at least 10% of the overall grade.

The professor/instructor will excuse a limited number of absences for justifiable emergency reasons and serious illness. College-sponsored events that take place during a student's class will be considered excused as long as they have been approved in advance. Any Kingdom College employees who take students to events of any nature must submit a list of participating students to the Director of Enrollment & Student Life at least one week before 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. Suppose a portion of that class's grade is based on class participation. In that case, the professor should develop an alternate assignment that can assess the student in lieu of class participation that cannot occur during the student's absence.

Specific examples of excused absences include the following allowances:

- 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

All professors/instructors must keep up-to-date records of student absences and tardies. A tardy occurs when a student is late up to 10 minutes after the class period begins.

Being late by more than 10 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.

Grade Appeal Policy (See Kingdom College Undergraduate and Graduate Catalog)

Academic Dishonesty Appeal (See Kingdom College Undergraduate and Graduate Catalog)

Credit Hour Policy (See Kingdom College Undergraduate and Graduate Catalog)

Student Disciplinary Procedures (See Kingdom College Undergraduate and Graduate Catalog)

Alabama Virtual Library (AVL) (<https://www.avl.lib.al.us/>)

Tentative Course Schedule (subject to adjustment)

Date	Topic	Reading	Assignment
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			

*****-There is a large amount of reading in this course, but this is necessary to cover the topics in a fairly comprehensive way. Keep up with your reading. We will discuss the readings in class.-*****

Memorandum of Understanding (MOU)

Name _____

Course Prefix _____

Course Name _____

Semester/Year _____

Student Acknowledgment of Student Memorandum of Understanding: Successful completion and submission of this document indicate your agreement with the following statements:

- I fully understand and accept all of the procedures, protocols, and guidelines set forth in this syllabus.
- I fully understand and accept the requirements for this class, the assignments, the deadlines, and the consequences.
- I also understand and accept the responsibilities of being a Kingdom College student as outlined in the Kingdom College Catalog.

I have read the course syllabus and the Kingdom College Catalog and understand the expectations. I understand that any questions and concerns should be directed to my instructor.

Signature

Date

KC 200.2 – Credit Hour Policy

Last Revision/Approval Date: 09/03/2026

Purpose and Scope of the Policy

This policy defines the credit hour at Kingdom College in accordance with federal Program Integrity Regulations and Requirements of The Commission on Colleges and Universities. The credit hour policy applies to all courses at all levels (undergraduate, graduate, and professional) that award academic credit regardless of the mode of delivery. Academic teams are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Federal Definition of a Credit Hour

For purposes of the application of this policy and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required, outlined in item 1 above, for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Kingdom College Credit Hour Policy

Kingdom College exceeds the Carnegie unit for contact time: 15 hours of classroom or direct faculty instruction and a minimum of 30 hours of out-of-class student work for each credit awarded. Kingdom College defines a class hour as 1 full hour of instruction. The expectation of contact time in the classroom and student effort outside the classroom is the same across all course formats, whether fully online, a hybrid of face-to-face contact with some content delivered electronically, or delivered in lecture or seminar format.

Guidelines for the Implementation of Kingdom College's Credit Hour Policy

Traditionally delivered (face-to-face) courses during the 15-week semester: A 3-hour course must have 45 hours of classroom instruction. Condensed courses: Classes meeting on an accelerated schedule will have the same instructional hours (45 hours for a 3-hour class) as those taught in the 15-week semester. With requisite approval by the dean's office, a faculty member

who wishes to move some of the required direct instructional time to a web-based environment or another out-of-class experience for pedagogical reasons must clearly delineate in the syllabus the additional out-of-class experiences that will substitute for in-class instruction. Such experiences must exceed assignments required for the fully face-to-face version of the course to count toward direct instructional time and must be required, structured, and faculty-directed. Faculty are responsible for designing their courses to ensure the required number of direct instructional hours each week and the expected additional student preparatory work (two hours for each hour of direct instruction). Chairpersons of each department review and monitor any proposed deviations from the regular face-to-face class schedule.

Hybrid or Online Courses: A partially or fully online course must meet the same requirements of 45 hours of direct instruction and 90 hours of student work per each 3 semester hour course.

Faculty teaching online or hybrid courses must account for 45 hours of direct instructional time for each 3-credit-hour course. The syllabus must clearly delineate direct instructional activities, as well as any required synchronous activities outside class session times indicated in the schedule. Courses carrying the same course number that are offered both face-to-face and hybrid/online must meet the same learning objectives, be organized around the same or comparable learning activities, and be assessed by similar, comparable assessments.

Activities that count toward direct instructional time include the following:

1. In-class instruction
2. In-class tests/quizzes
3. In-class student presentations
4. Online lectures/instruction (synchronous or asynchronous)
5. Virtual synchronous class meetings
6. Case studies
7. Group Wiki projects
8. Video presentations
9. Journal/Blog writing
10. Chat rooms
11. Discussion boards
12. Field trips (including virtual)
13. Online tests/quizzes
14. Video conferencing

15. Virtual labs
16. Online content modules
17. Service learning
18. Group or team-based activities
19. Podcasts

Thesis/dissertation and Independent Study courses: Courses where students are working on independent projects, such as in thesis/dissertation hours and independent studies, will comply with the minimum of 3 hours of student work per week over a 15-week semester or the equivalent amount of work distributed over a different period of time for each credit hour awarded. Laboratory classes: One credit hour is assigned for 60 minutes or more of laboratory work per week throughout a 15-week semester. Performance/Recital/Ensemble: In accordance with the National Association of Schools of Music recommendations, 1 credit hour of ensemble work or applied music lessons represents a minimum of 3 hours of practice each week, on average, for 15 weeks, plus the necessary individual instruction as defined by the major subject.

Internships, Clinical Experiences, and Student Teaching: Such experiential, field-based courses require a minimum of 3 hours of student work per week over the 15-week semester for each credit hour awarded. Student work includes clock hours at the field site, meetings with supervisors, and outside preparation and assignments. Programs may require more than the minimum 3 hours of student work per credit hour and may be guided by their specific accrediting bodies or applicable state regulations. Variable credit courses: Courses available for variable credit must meet the Kingdom College credit-hour policy requirements and clearly articulate the expectations for student work for each credit hour.

KC 200.3 – Transfer Credit Policy

Last Revision/Approval Date: 06/24/26

Undergraduate students who have completed 12 hours of academic transfer credit from an approved college/university with a 2.0-grade point average or higher will also be granted standard admission. Students who wish to transfer college credits from another college/university must submit an official, current transcript of all attempted coursework.

The School's Department Chair will evaluate graduate transfer credit for the respective program.

A minimum of twenty-five percent of the degree must be completed with Kingdom College at the undergraduate level, and thirty-three percent must be completed with Kingdom College for graduate degree programs.

Alternative Transfer Credits from Non-Traditional Private Schools:

When traditional course-by-course credit validation is not possible—often due to a lack of standard institutional accreditation—Kingdom College utilizes alternative evaluation systems to award credit for non-traditional or unaccredited private school learning.

1. **Prior Learning Assessments & Portfolios**: Portfolio Assessment: Students compile a dossier of syllabi, assignments, textbooks, and personal work to prove their non-traditional course meets the Kingdom College's specific learning outcomes (SLO's) for each course for which hours are being requested for approval.
2. **Third-Party Credit Recommendations**: The American Council on Education (ACE) reviews non-traditional curricula, workforce credentials, and alternative schools to issue formal, transferable college credit recommendations. These credit hours are reviewed by the Chief Academic Officer and/ or the Director of Enrollment and Student Services of Kingdom College.
3. **NCCRS Evaluation**: The National College Credit Recommendation Service: To transfer non-traditional or unaccredited higher education credits for General Education courses to Kingdom College, one must navigate their unique institutional policies. Because Kingdom College is a private, state-licensed institution actively pursuing regional accreditation (via SACS-COC), its transfer processes differ from standard public universities.

Kingdom College relies on an individualized, administrative review for incoming credits rather than automated system matching. Kingdom College makes every possible effort to give credit so that students can progress on their chosen career path with the least obstructions.

1. **Direct Review by the Chief Academic Officer and/or Director of Enrollment and Student Services**: For all undergraduate transfers, Kingdom College dictates that the student must

submit an official transcript of all attempted coursework. If the credits originate from a non-traditional or unaccredited school, they do not automatically reject them.

The Valuation: The Chief Academic Officer and/or the Director of Enrollment and Student Services manually reviews the course descriptions and syllabi. They evaluate whether the non-traditional course matches the academic rigor, content, and hourly contact requirements of Kingdom College's own Associate of Science in General Education pathway.

2. **Alignment with Alabama Transfer (formerly STARS) / AGSC Standards:** Public universities in Alabama use the Articulation and General Studies Committee (AGSC) to dictate credit transfers. While private institutions like Kingdom College are not legally bound by the state's Alabama Transfer system, they utilize AGSC general studies curriculum templates as an administrative benchmark.

The Valuation: To successfully argue for a non-traditional credit transfer, coursework should mirror the Alabama Transfer (formerly STARS) credit guide blocks. If the alternative course aligns perfectly with Alabama's standard Areas I–IV general education definitions (Written Composition, Humanities, Fine Arts, Natural Sciences, and Mathematics), the Chief Academic Officer and/or the Director of Enrollment and Student Services are likely to approve it.

3. **Credit Threshold and Residency Limits Maximum Alternative Transfer:** Under standard policy, a minimum of 25% of the undergraduate degree must be earned directly at Kingdom College. General Education Cap: If a student is trying to transfer an entire block of General Education credits, students can transfer up to 75% of the total degree requirements, provided the individual courses pass the Chief Academic Officer and/or Director of Enrollment and Student Services' evaluation.

4. **Credit-by-Examination Alternatives:** If the non-traditional higher education school lacks any recognized transcript format, students can typically request to clear the General Education requirements at Kingdom College by substituting standardized national testing and can present passing scores from standard College Board CLEP or DSST examinations to satisfy basic Area courses like College Algebra, English Composition, or Introductory Psychology without retaking the classes.

Recommended Next Steps to get these non-traditional credits officially validated: A student should contact the Kingdom College Registrar's Office (the Director of Enrollment and Student Services) to initiate a manual transcript evaluation. Kingdom College requires a formal application for review of the requested hours. A completed application must be submitted for a formal review of requested hours.

KC 200.4 – Dual Enrollment

Last Revision 2/8/2024

Kingdom College allows cooperating high schools to grant students college credit for certain courses that apply toward their graduation requirements. Each of these students must be in either grade 10, 11, or 12. The student must obtain a recommendation from the high school guidance counselor or principal. In addition, the student's grade point average must be at least 2.5 unless the County or School System from which the student is coming states otherwise. Students must also meet all other admission criteria to begin classes, except for high school graduation. The tuition for the Dual Enrollment Program is free; the student is responsible for application fees and his/her books.

KC 200.5 – Confidentiality (FERPA)

Last Revision/Approval Date: 12/16/21

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students' education records without the student's consent 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 compliance with FERPA and mitigate the effects of noncompliance.

The Family Educational Rights and Privacy Act of 1974 aims 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 has been enrolled in Kingdom College has FERPA privileges. Students have the right to all educational records that apply to them within forty-five days of requesting access to this information. Students do not have access to other students' information. Any requests that involve students other than the requesting student 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 U.S. Department of Education program.

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when he or she reaches age 18 or enrolls in 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, parents or eligible students can't review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student 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 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 inform parents and eligible students about directory information and allow them a reasonable 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”

KC 200.6 – Program Lengths

Last Revision/Approval Date:10/28/2025

Each degree program has a specific number of credit hours required:

Certificate Programs offered

- Biblical Studies Certification – 12 hours
- Chaplaincy Certification – 12-15 hours
- Advanced Chaplaincy Certification – 24-27 hours
- Crisis and Trauma Certification – 12 hours
- Bereavement and Grief Counseling Certification -12 hours
- Lay Counseling Certification– 12 hours
- Introduction to Law Enforcement Certification – 12 hours
- First Responder Chaplaincy Certification – 12 hours

Associate degree programs offered

- Associate of Science in General Studies – 60 hours
- Associate of Science in Biblical Studies – 72 hours
- Associate of Science in Psychology – 66 hours

Baccalaureate degree programs offered

- Bachelor of Arts in Biblical Studies – 120 hours
- Bachelor of Science in Addictions Counseling – 120 hours
- Bachelor of Science in Counseling Psychology – 120 hours
- Bachelor of Science in Psychology – 120 hours

Master's degree programs offered

- Master of Arts in Biblical Studies - 45 hours
- Master of Divinity – 90 hours
- Master of Science in Clinical Psychology – 48 hours
- Master of Science in Christian Clinical Mental Health Counseling – 60 hours

KC 200.7 – Tuition Costs & Fees

Last Revision/Approval Date: 11/17/2025

Kingdom College aims to offer an education to everyone who qualifies for admission, regardless of their financial readiness for college. For this reason, Kingdom College has sought to make education affordable for its students. Kingdom College is primarily tuition-funded. All expenses for each semester are due at the beginning of the semester. Any expenses not paid by the start of the semester could be assessed as a late charge, which will be added to the amount due to Kingdom College unless a student requests a change and is approved for a payment plan. The Chief Financial Officer will help students who request to establish a payment plan. 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.

Tuition: \$175 per credit hour (Certification)

 \$275 per credit hour (Undergraduate)

 \$375 per credit hour (Master's)

Fees: \$350 Semester Fees (includes: Registration, Facilities, Technology, and General)

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

KC 200.8 – Student Support Services

Last Revision/Approval Date: 03/19/2026

Kingdom College strives to meet the needs of all students. Our staff and faculty are among the elite, qualified, and experienced in facilitating, advising, and mentoring students. We surpass the guidelines shared by the U.S. Department of Education's Equal Opportunity Centers Program. Currently, there are no limitations on students who use these services, except for one exception. We have criteria that must be met for academic support and accommodations for students with disabilities.

STUDENT SERVICES

ADMISSIONS

Kingdom College operates under an admission philosophy that welcomes students with the aptitude for future academic success into an intentional Christian community. The Office of Admissions operates under standards and policies developed by the administration and faculty and considers a student for admission based on academic aptitude, preparedness, integrity, maturity, and motivation.

Kingdom College does not unlawfully discriminate based on race, color, national origin, religion, sex, age, disability, genetic information, or veteran status in admission to or access to the programs within the College.

When to Apply

An application for admission should be made well before the expected enrollment date. Applications may be submitted as early as the summer following completion of the junior year of high school. Applications for admission can be made up to one month before the semester in which the student will begin classes. **For Dual Enrollment admission deadlines, contact the Kingdom College Administrative Office.*

How to Apply

1. Apply at the Kingdom College website, www.kingdomcollege.net. Complete the online application and pay the nonrefundable application fee: \$25 for undergraduate students or \$35 for graduate students. (Exceptions to the application refund policy will need to be considered for Veterans Benefit recipients in some circumstances.) Read and sign the Statement of Faith.

2. Request ACT, SAT, or CLT scores to be sent to the Registrar's Office. Foreign students must submit a TOEFL score.
3. Submit all official high school and/or college transcripts directly to the Registrar's Office. An official high school transcript is required for students with fewer than 12 hours of transferable academic credit who earned a 2.0 grade point average or higher.

Undergraduate Admission Requirements

1. Graduation from an accredited high school. An unaccredited high school transcript will be reviewed if it meets the same standards as an accredited high school. An applicant who is not a high school graduate must provide official GED test results. A passing score must be reported.
2. A composite score of 18 or above on the ACT or 940 or above on the SAT, and at least an academic 2.0 GPA.
3. One (1) character reference. This form may be downloaded, completed by each character reference, and submitted to the Registrar's Office.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified before this occurs, asked to sign a waiver, and will be responsible for the costs associated with the background check.

Freshman Entry

An official high school transcript is required for students with fewer than 12 hours of transferable academic credit who earned a 2.0 grade point average or higher. All transcripts from schools previously attended must be submitted. ACT score of 18 or higher and SAT score of 940 or higher are part of the standard admission requirements. A student who has completed at least 12 hours of transferable college coursework may be exempt from submitting SAT or ACT scores.

Home school students are encouraged to apply for review. A passing score on the GED must have been achieved for those students who have taken this exam.

Graduate Admission Requirements

1. Apply at the Kingdom College website, www.kingdomcollege.net. Complete online application and pay the nonrefundable application fee: \$35 for graduate students. Read and sign the Statement of Faith.

2. Submit official transcripts from all previously attended colleges and universities. Standard admission will be considered for students with a 2.25 GPA on the degree-granting baccalaureate transcript and for those who have completed the MAT with a score of 370 or higher, or the GRE with a combined verbal and quantitative score of 274. College of Education standards require a 2.75 grade point average, with no provisional entry based on the grade point average, or a Class B (Baccalaureate certificate). Provisional entry may be considered on exam scores for all Graduate students upon review of overall credentials. *Students with a cumulative graduating grade point average of 3.0 or higher do not have to submit exam scores and are not required to submit a letter of recommendation.*
3. One (1) letter of recommendation from an advisor, colleague, supervisor, or community member. We request that this letter not be from a family member without college approval.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified before this occurs, asked to sign a waiver, and will be responsible for the costs associated with the background check.

Transfer Students

Undergraduate students who have completed 12 hours of academic transfer credit from an approved college/university with a 2.0-grade point average or higher will also be granted standard admission. A student who desires to transfer college credits from another college/university must submit an official, current transcript of all college coursework attempted. A student who has completed at least 12 hours of transferable college coursework may be exempt from submitting SAT or ACT scores.

The college's Chief Academic Officer will evaluate graduate transfer credit.

A minimum of twenty-five percent of the degree must be completed with Kingdom College at the undergraduate level. Per the STARS agreement in Alabama, no more than 60 hours may be transferred from a Community College toward a 120-hour baccalaureate degree. Thirty-three percent must be completed with Kingdom College for graduate degree programs.

Nontraditional Admission

Students aged 24 and older must meet the same requirements as traditionally admitted students, except for admissions test scores. These students are not required to submit ACT, SAT, or CLT scores for admission to Kingdom College. This also applies to veterans of any age.

**Kingdom College reserves the right to decide on nontraditional admission on a case-by-case basis upon review of overall credentials. Provisional admission may be considered for students who initially submit unofficial documents. Official documents must be received before the second semester of registration to clear provisional admission.*

Returning Students

A student who withdraws from Kingdom College for more than one calendar year will be subject to the degree requirements in the Academic Course Catalog at the date of return rather than the original enrollment date in Kingdom College if any changes have transpired. This student must reapply through the Office of Admissions and pay the designated application fee. The administration and faculty will exercise due diligence when making catalog changes.

Transient Students

Students who would like to attend a course offered by Kingdom College and transfer it back to their home institution may do so with official written authorization from that college or university. Students approved by another institution to attend Kingdom College are considered transient when the intent is to return to that college or university. An application for admission is required, and a transcript may be requested from the home institution.

Early Acceptance

A student who demonstrates exceptional academic success may receive early acceptance to Kingdom College. This applies to a student who begins receiving college credit after the junior year of high school while still attending high school.

Dual Enrollment

Kingdom College allows cooperating high schools to grant students college credit for certain courses that apply toward their graduation requirements. Each student must be in either grade 10, 11, or 12. The student must obtain a recommendation from the high school guidance counselor or principal. In addition, the student's grade point

average must be at least 2.5 unless the County or School System from which the student is coming states otherwise. Before starting dual-enrolled classes, students must also meet all other Kingdom College undergraduate admission criteria, except for high school graduation. Kingdom College follows the guidelines set by the Alabama State Department of Education related to dual enrollment.

The administrator responsible for assisting students with the Admissions Process is the Director of Enrollment and Student Services. If a student has any questions about how to enter Kingdom College, the Director will help the student through the admissions process.

Transcript Requests

Mail: Director of Enrollment
Kingdom College
208 South Main Street
Headland, AL 36345

Email: pjhamm@kingdomcollege.net

Requests sent by email must be sent from the student's Kingdom College email account, or a signed letter of request must be attached. Please include your name, date of birth, telephone number, current address, and where the transcript should be sent (including address and phone number).

In person: 208 South Main Street, Headland, AL 36345

- *Awarded Degrees: If you need your transcripts to reflect an awarded degree, please note that on your request.*
- *Final Grades: If you need your transcripts to reflect final grades from the current semester, please specify that when completing your request for your transcript.*
- **Cost and Shipping:** Official transcripts are \$10 per official transcript via USPS regular mailing. Transcript requests are processed within 1-2 business days. (*Requests made over the weekend will not be processed until the following week, and holidays will affect the timeline for processing as well.*) Unofficial transcripts will be sent via DreamClass for current students. Otherwise, those may be sent the same method as official transcripts, at no cost, unless the transcript must be expedited.

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 administering the ACCUPLACER Test. The Director of Enrollment and Student Services and the Human Resources Director can administer this test.

Assistance for Students with Disabilities

Students requiring accommodations or modifications for a disability should inform the instructor at the close of the first class meeting or as soon as possible. The instructor will refer you to the Kingdom College disability officer to document your disability, determine eligibility for accommodations under the ADA/Section 504, and request a Faculty Accommodation Form. Disability accommodations or status will not be indicated on academic transcripts. To receive accommodations in a class, students with sensory, learning, psychological, physical, or medical disabilities must provide their instructor with a Faculty Accommodation Form to sign. Students must return the signed form to the Office of Student Services. *A new form must be requested each semester.* Students with a history of a disability perceived as having a disability, or with a current disability, who do not wish to use academic accommodations are also strongly encouraged to register with Student Services and to request a Faculty Accommodation Form each semester. For further information, please contact the Office of Student Services.

The Director of Enrollment and Student Services assesses the needs of students with disabilities.

Mental Health Counseling

The Director of Enrollment and Student Services will assist if a student needs mental health services or if a professor has referred a student who may need mental health assistance to the Director of Enrollment. If the student needs mental health services, the Director of Enrollment and Student Services will offer the student a list of local mental health service providers.

Scholarships

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

Administrative Services

The Director of Enrollment and Student Services will assist and participate in the Administrative Council for Kingdom College. This role allows the Director of

Enrollment and Student Services to contribute to decision-making and the assessment of the Enrollment and Student Services Office and its role in the overall functioning of Kingdom College and its future growth.

Assistance with Technology for Students

The Director of Enrollment and Student Services will assist students if technology concerns arise at any of the teaching sites. If necessary, the contractors for IT may be called if the technology issue requires expertise in the breakdown of the WIFI or internet.

KC 200.9 – Student Rights

Last Revision/Approval Date: 3/19/2026

ACADEMIC RIGHTS

It is the right and responsibility of each student to know and understand the policies and procedures at Kingdom College. These policies and procedures are expressed in the Kingdom College Undergraduate and Graduate Catalog. The Student's Rights are as follows:

- a. The right to be respected by faculty, staff, and 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.

KC 200.10 – Student Responsibilities

Last Revision/Approval Date: 12/16/21

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 study.
- 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 coursework and the program to the
- f. best of his/her abilities.
- g. To seek advice for all course choices within the program through the student's professor or Department Chair.

KC 200.11 – Academic Dishonesty and Appeal

Last Revision/Approval Date: 12/16/21

Academic dishonesty violates 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 are plagiarism, 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 presented at the beginning of each academic class, and those penalties will be enforced 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 student receives the final grade in a class. The first step in the academic dishonesty process is to schedule an appointment with the instructor 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.

KC 200.12 – Grade Appeal

Last Revision/Approval Date: 12/26/21

A student grade appeal may be expected to occur on an occasional basis. The College's philosophy is that such appeals be handled informally, if possible. In cases involving a miscalculation or an error in documentation, a Grade Change Form may be completed by the instructor and returned to the Registrar before the mid-term of the semester following the one in which the grade was assigned. However, suppose it is impossible to resolve the matter informally. In that case, 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 plagiarism issues must be handled by the Administrative Council. Also, all plagiarism-related issues 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 instructor changes the grade, the appropriate grade change procedure will be followed.
- However, if the student does not resolve with the instructor, the student should formally appeal to the Department Chair. The Department Chair will confer with the student and the faculty member, independently or jointly, 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, 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 that information. After the hearing, a final decision will be made. Suppose the Council decides a grade change is appropriate. In that case, the request will be made in writing 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.

KC 200.13 – Withdrawal

Last Revision/Approval Date: 12/16/21

A student may withdraw from or drop an individual course until the published (See Kingdom College Academic Calendar) dates for the 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 such changes can delay graduation. Also, plan for the impact of dropping classes 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 due to 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 admitted to or enrolled at Kingdom College may request a withdrawal to fulfill a U.S. military obligation. The student should notify the Office of the Registrar, provide documentation of his or her call to service, and submit a notification indicating whether he or 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, provide documentation of the call to service, and submit a notification indicating 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 sufficient time to make this judgment call and to seek 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. 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.

KC 200.14 – Policy Governing Discrimination

Last Revision/Approval Date: 12/16/21

Kingdom College is committed to providing all employees and applicants equal opportunities as defined under federal and state law. Kingdom College does not discriminate based on 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 who have questions about this policy or inquiries regarding a specific employment issue, should contact the Human Resources Department. Employees can raise concerns and file reports without fear of reprisal, as retaliation is prohibited. Kingdom College reserves the right to maintain its destiny as a Christian witness in higher education. It asserts its right to employ and retain only those 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 implementation and coordination of equal employment opportunity efforts across the college. 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 into all such claims will be conducted, 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.

Suppose the student chooses to take the grievance to the institutional grievance officer. In that case, the institutional grievance officer will be responsible for launching 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 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 council's decision is the college's final decision.

KC 200.15 – Student Complaints

Last Revision/Approval Date: 09/03/2026

Student Complaint Procedure

- Identify the issue: The student recognizes a problem (academic, administrative, or personal) and determines whether it qualifies as a formal complaint.
- Informal resolution attempt: The student first discusses the issue directly with the person involved (e.g., professor, staff member) or their academic advisor. Kingdom College encourages resolving matters informally before escalating.
- File a formal complaint: If unresolved, the student submits a written complaint to the designated office (often Student Services, Program Department, or Financial Services). This requires:
 - A description of the issue
 - Dates and evidence (emails, assignments, policies)
 - Desired resolution
- Administrative review: The complaint is reviewed by the appropriate officer or administrator. They may request additional documentation or schedule a meeting with the student.
- Investigation process: Kingdom College researches by interviewing involved parties, reviewing records, and assessing whether policies were not followed or violated.
- Decision and outcome: A written decision is issued, outlining findings and any corrective actions (e.g., grade change, staff training, policy adjustment).
- Appeal process: If the student disagrees, they can appeal to a higher authority (Director of Human Resources, Chief Academic Officer or President). Appeals usually require new evidence or proof of procedural error.
- Final resolution: The institution communicates the final decision. At this stage, the complaint process is considered closed.

KC 200.16 – CLEP Testing

Last Revision/Approval Date: 03/07/2024

Kingdom College is an approved public College-Level Examination Program (CLEP) testing site (Test Center Code 8508) by the College Board and will follow all CLEP administration procedures and guidelines. The list of available CLEP exams, along with the costs and policies associated with internet-based testing, can be found on the CLEP website at <https://clep.collegeboard.org>.

CLEP testing at Kingdom College will be available on a case-by-case basis during normal office hours at the Testing Center in the Administration Offices in Headland, AL. The college will maintain an approved Primary Test Center Administrator (PTCA) to manage the CLEP testing center and the corresponding duties and responsibilities. The PTCA will also supervise and manage one or more trainings.

Test Center Administrators (TCA) will assist in the testing services. The designated PTCA will maintain the Test Center's equipment, software, and environment in accordance with all CLEP policies and regulations.

CLEP testing at Kingdom College will be open to anyone seeking an approved testing center for any available CLEP exam. The test taker is responsible for contacting the College Board and/or visiting their website to research the CLEP exam qualifications and guidelines to pursue their desired CLEP exam goals. Kingdom College is not responsible for ensuring that CLEP exams are accepted at the test taker's designated institution of higher learning or for the scores that institution accepts for awarding CLEP credit.

Once a potential test taker has researched and followed all CLEP policies to determine which CLEP exam they wish to take, they must register and pay for the exam on the CLEP website (<https://clep.collegeboard.org>) and designate Kingdom College as their preferred testing center. The Kingdom College test center contact information will be provided on the CLEP site, and the test taker must then contact the PTCA or a designated TCA to arrange available testing times and dates.

The test taker will be responsible for paying a \$35 administration fee for each proctored CLEP exam directly to Kingdom College. The administration fee must be arranged before or paid during the testing check-in process at Kingdom College on the agreed testing date/time. Any changes, testing accommodations, or questions regarding scheduled exams must be addressed before the testing date/time.

The Kingdom College CLEP testing center, administrators, all associated testing guidelines, and the visiting Test Takers, will be expected to adhere to all published CLEP policies and procedures.

KC 200.17 – Department Chair Responsibilities

Last Revision/Approval Date: 3/7/2024

The Department Chair's primary responsibility to students is to provide advisement. The advisement process includes sessions with students to ascertain their specific course needs for completing the programs in which they have enrolled. The Department Chair and the student will fill out a MAP that reflects the courses taken, when they were taken, and which courses need to be taken in future semesters. This allows students to plan their schedules in a timely manner based on the courses they need to take and when they are required. The department chairs communicate with students in their departments; this helps them understand their students' needs so they can better assist them or refer them to appropriate personnel within the school structure.

KC 200.18 – Student Achievement Data

Last Revision/Approval Date: 12/16/21

Kingdom College has a standard process across programs to establish an outcomes assessment framework in which ongoing planning and assessment occur for each academic program. The Student Learning Outcomes (SLOs) will be assessed each semester beginning in Spring 2021. The student learning outcomes specify the knowledge, skills, values, and attitudes students are expected to attain in each program. Methods for assessing the extent to which students achieve these outcomes are appropriate to the nature of the discipline and consistent over time, enabling Kingdom College to evaluate cohorts of students who complete a program. Assessment results can affirm the institution's success in achieving its mission and inform decisions about curricular and programmatic revisions.

Student Learning Outcomes (SLOs)	Descriptors
1. Prepare	Students are well prepared and well-grounded in their programs' content, and well-versed in God's Word and how it will accompany them into their fields, whether in ministry or marketplace ministry, across the globe.
2. Equip	Students are equipped on the undergraduate and graduate levels for works of service based on Ephesians 4:12-13.
3. Empower	Students are empowered by the Holy Spirit through love to fulfill His divine plan based on Acts 1:8 and Matthew 28:19.

An Assessment Plan for Kingdom College was developed in the Fall of 2020. At the program level, student learning outcomes are aligned with the college's mission and vision. With input from program faculty, the department chairs followed the Assessment Plan to develop student learning outcomes for their respective programs, which are linked to the institution's SLOs and objectives. Faculty in each program also identify appropriate measures and assessments of their outcomes, along with identifying courses where these measurements are to occur. All program outcomes are measured in assignments in required courses within each program. Assessment activities include book reviews, research papers, journals, oral and written exams, reflection papers, oral presentations, projects, portfolios, and other evaluations. Multiple assessment methods are used to assess these measures.

Each program annually assesses achievement of outcomes through analysis of assessment data. Before Spring 2021, assessment data were collected and analyzed to improve courses and programs.

Before implementing the assessment plan, student course assessment forms were distributed in paper or via SurveyMonkey. These assessments provided feedback to guide improvement.

Beginning in Spring 2021, the current assessment plan will be used to collect and analyze data. Curricular mapping will be used to identify the level as basic or introductory, developing, or mastery. Each assessment will be analyzed. Also, an aggregated decision will be made across all measures, indicating whether the expectation was met, failed to meet, or exceeded.

An analysis of the data results leads to the development of an improvement plan. The weakness or problem will be identified, along with an action plan to address it.

KC 200.18a – Undergraduate Admissions

Last Revision/Approval Date: 03/02/2023

ADMISSIONS

Kingdom College operates under an admission philosophy that welcomes students with the aptitude for future academic success into an intentional Christian community. The Office of Admissions operates under standards and policies developed by the administration and faculty and considers a student for admission based on academic aptitude, preparedness, integrity, maturity, and motivation.

Kingdom College does not unlawfully discriminate based on race, color, national origin, religion, sex, age, disability, genetic information, or veteran status in admission to or access to the programs within the College.

When to Apply

Application for admission should be made well in advance of the expected enrollment date.

Applications may be submitted as early as the summer following completion of the junior year of high school. Applicants are encouraged to submit admission applications at least 1 month before the semester in which the student will begin classes. **For Dual Enrollment admission, contact the Kingdom College Administrative Office as early as possible. Additional approval is needed from each student's High School Administration.*

How to Apply

1. Apply at the Kingdom College website www.kingdomcollege.net. Complete online application and pay the nonrefundable application fee: \$25 for undergraduate students or \$35 for graduate students. (Exceptions to the application refund policy will need to be considered in some circumstances for Veterans Benefit recipients.) Read and sign the Statement of Faith. The Statement of Faith is in the Course Catalog and the acknowledgement is within our Registration Agreement.
2. Request ACT, SAT, or CLT scores to be sent to the Registrar's Office. These scores will be used for placement in the appropriate English or Mathematics courses and are not required for admission.
3. Submit all official high school and/or college transcripts directly to the Registrar's Office. An official high school transcript is required for students with fewer than 12 hours of transferable academic credit who earned a 2.0 grade point average or higher.

Undergraduate Admission Requirements

1. Graduation from an accredited high school. An unaccredited high school transcript will be reviewed if it meets the same standards as an accredited high school. An applicant who is not a high school graduate must provide official GED test results. A passing score must be reported.

2. Background checks. Because each program of study includes a clinical component or is in a helping field, each student must request a background check and is responsible for the associated costs.

KC 200.18b – Graduate Admissions

Last Revision/Approval Date: 03/02/2023

ADMISSIONS

Kingdom College operates under an admission philosophy that welcomes students with the aptitude for future academic success into an intentional Christian community. The Office of Admissions operates under standards and policies developed by the administration and faculty and considers a student for admission based on academic aptitude, preparedness, integrity, maturity, and motivation.

Kingdom College does not unlawfully discriminate based on race, color, national origin, religion, sex, age, disability, genetic information, or veteran status in admission to or access to the programs within the College.

When to Apply

An application for admission should be submitted well before the expected enrollment date.

1. Read and sign the Statement of Faith.

Graduate Admission Requirements

1. Apply at the Kingdom College website www.kingdomcollege.net. Complete online application and pay the nonrefundable application fee: \$35 for graduate students. Read and sign the Statement of Faith.
2. Submit official transcripts from all previously attended colleges and universities. Standard admission will be granted to students with a 2.25 GPA on the degree-granting baccalaureate transcript. Provisional admission may be approved by our Chief Academic Officer.
3. Background checks. Because each program of study includes a clinical component or is within a helping field, each student must request a background check and will be responsible for the associated costs.

KC 200.19 – Grading System

Last Revision/Approval Date: 03/02/2023

Letter grades are assigned for all courses for which students have registered as follows:

A	Excellent	90-100	W	Withdrawal
B	Good	80-89	I	Incomplete
C	Average	70-79	P	Non-Credit
D	Poor	60-69	AU	Audit
F	Failure	below 60		

At the undergraduate level, grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept “D” grades for transfer, and that these courses should be repeated before attempting transfer. At the graduate level, grades of A and B are considered satisfactory. Grades of C or lower are below standard for graduate work and are normally not considered transferable credits. Yet, up to two C’s may be considered when fulfilling degree requirements as long as the specific course doesn’t require a B or better. (Research, Internship, Practicum, etc.)

A grade of “W” will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of “I” (incomplete) will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken.

A grade of “I” must be cleared by the first day of final exams of the following semester. If the grade “I” is not cleared, a grade “F” will be assigned.

It is the student’s responsibility to follow up with the College to ensure the grade of “I” has been appropriately changed.

Students may access their grade reports and various other student information items online. Official transcripts must be requested from the Registrar’s Office or Online.

No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the semester in which they occur or before the first day of class for the next term.

Quality Points

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

A - 4 quality points per credit hour

B - 3 quality points per credit hour

C - 2 quality points per credit hour

D - 1 quality point per credit hour

F - 0 quality points per credit hour

Students' scholastic standing or grade point average (GPA) is obtained by dividing their total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned, including physical education. Any course the student has previously registered for may be repeated at the undergraduate level. When a course is repeated, only the first attempt is excluded from the grade point average calculation. All other attempts will be used to determine the final grade point average. This policy is not carried over to the Graduate level. All grades received in Graduate School are used to determine a student's final grade point average at that academic level. A letter grade of D is not passing at the Graduate level and must be repeated in required or elective courses. In this situation, an elective course may be satisfied by taking a different course.

KC 200.20 – Graduation Procedures

Last Revision/Approval Date: 03/02/2023

GRADUATION

Graduation from any degree program at Kingdom College is a significant milestone in a student's life. Before graduation, it is essential for 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 before the intended graduation date. The student will submit this completed application to the Director of Enrollment and Student Services along with any required documentation and fees. 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 occurs at Kingdom College as needed in May, August, and December.

The commencement ceremony is a significant ritual in a graduate's life. The importance of commencement 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 who 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.

KC 200.21 – Course Development Requirements

Last Revision/Approval Date: 03/02/2024

For a course to be approved for entry into the KC Catalog, the developer/instructor must furnish the information below to the Department Chair for review. It will then be forwarded to the CAO and CEO for final approval.

- course title
- short 150-180 character teaser paragraph
- full course description that includes full course details
- PNG or JPG header image
- Time frame (courses can be self-paced, timed, or scheduled for specific dates)
- estimated date when the course will be ready to go live for enrollment
- suggested fee/cost per student

The course description should include course expectations, materials provided or required, and anything a student needs to know before registering. A good course description includes a course summary, the type of content a student will find in the course, course completion requirements, any prerequisites, and the goals and benefits of the course. **Remember the KC mission! Incorporate the Word of God in everything we do!**

Once approval is received, the course shell will be added to Canvas, and the instructor/developer will be assigned as the “teacher” for that course. You may begin uploading course content at that time.

KC 200.22 – Tuition Endowment Fund

Last Revision/Approval Date: 12/3/2025

PURPOSE: The Kingdom College Tuition Education Endowment Fund is established to assist students with limited or no funds to be able to attend Kingdom College and find their path in working in the fields of labor to which God has called them.

Policies:

- This is a loan-based, tuition-assistance program.
- This loan is non-interest-bearing.
- This loan is for tuition and fees.
- Students agree to maintain an average of a “C” for undergraduate classes and a “B” for graduate classes every semester. If the average drops, the TEE Committee will need more information to continue the loan.
- Students awarded a non-interest-bearing loan will be notified. This loan is established to assist students with limited or no funds so they can attend Kingdom College and find their paths. Working in the fields of labor to which God has called each student is our prayer for them.

The process is as follows:

- a. Student makes application
 - b. This application is given to the Director of Enrollment and Student Services
 - c. The TEE Committee, or a representative of the committee, interviews the individual
 - d. The TEE Committee decides and notifies the student
 - e. If awarded the loan, the appropriate documents of agreement will be signed by the student with the Financial Department
 - f. The student agrees to pay a set amount, monthly, while in school; a payment of no less than \$100 per month per class.
 - g. Upon graduation, the student will go through a review process of his /her financial situation with the Financial Department representative to arrange a fair repayment schedule and amount that will be no less than \$100 each month until the loan is repaid.
- The TEE Committee is comprised of staff members of Kingdom College, primarily Administrative Staff.
 - The Committee Members' duties are as follows:
 - a. Review prospective applications from students
 - b. Award selected students who qualify based on the criteria of income/debt ratio, along with written personal circumstances
 - c. Serve as long as requested by the President or until the participant chooses to step down
 - The student agrees to these guidelines and requirements:
 - a. To report his/her grades to the TEE Committee each semester
 - b. To make every effort to pay off the loan as quickly as possible

KC 200.23 – Establishing New Programs

Last Revision/Approval Date: 03/02/2023

The process for beginning a new program at Kingdom College begins with an identified, genuine, vetted need. What is the purpose of this new program? For whom will this program serve? Who will the graduates of this program serve? The Department Chair, adjunct, faculty member, or staff member may bring forth an idea that he/she believes God has led that person to bring it to the Administration's attention. The following is an outline of the process with detailed explanations for each step:

(1) **The Need:** Someone, i.e., Department Chair, Adjunct, Staff, or Community person invested in the mission and vision of Kingdom College, can bring forth the defined need for this program. The defined need should demonstrate that the graduates of this program would have an audience that they could possibly serve because of the existing need. Example: Certification for Crisis and Disaster Workers – Because of the potential threats posed by tornadoes, hurricanes, shootings, and other forms of disasters and crises, the need to help sustain a community is great, and these needs are growing culturally and spiritually. The person bringing forth this new program concept can provide pertinent resources, statistics, and research they consider valuable to establish a clear need and purpose for the program. Community surveys and community awareness group meetings can be used to gather information that supports the need for this program.

(2) **Procedures:**

a. Curriculum: If the Administration of Kingdom College is convinced of the need for this program, then the program would be given to the covering Department for the program, Biblical Studies, Counseling, or Psychology. At that time, the Department Chair and faculty, under the supervision of the Chief Academic Officer, would develop the curriculum for the new program. Appropriate personnel, i.e., the Board of Directors and the President, would be given a chance to review information concerning this new program with adequate time to comment about the potential need of the program or present questions regarding the potential addition of the program.

b. Admissions: The Registrar would research and determine the specific requirements for entrance into this program with input from the Department Chair of the Department under which the program is covered. The Registrar would collaborate with the Department Chair to determine documentation and academic requirements for the program.

c. Permissions: After the appropriate curriculum is established and the requirements for this program are established, this information would be forwarded to the section for Private School Licensure Division of The Alabama Community College System for approval, as well as the Veterans Administration.

d. Marketing: After approval from The Private School Licensure Division of The Alabama Community College System and The Veteran's Affairs approvals, the program will be advertised and students recruited.

KC 200.24 – Curriculum Policy Guidelines

Last Revision/Approval Date: 03/02/2023

Curriculum standards at Kingdom College are held to the highest level of scrutiny, accountability, and professionalism. Kingdom College curriculum standards adhere to state and federal regulations, guidelines, and professional standards set by accreditation bodies such as SACS, TRACS, and the College and Career-Ready Standards. Specific programmatic standards within Kingdom College align with industry and academic standards in the field of study. Kingdom College seeks to adhere to all pertinent state and federal laws and to accrediting body policies while remaining true to its mission and vision.

Kingdom College instructors who are qualified subject-matter experts in their fields develop their respective courses and curricula. The Chief Academic Officer oversees course content and curriculum development, and reviews and approves proposed courses and curricula. Courses and curricula are regularly reviewed and evaluated in accordance with the abovementioned guidelines.

*Curriculum Policy developed 7-8-19

KC 200.25 – Distance Education

Last Revision/Approval Date: 13/19/20206

Kingdom College offers hybrid and online delivery methods as part of our Distance Education opportunities. Our Learning Management System is DreamClass.

The college has also contracted with DreamClass for our Student Information System. Here are some innovative ways this software works for our students and the entire college. It is cloud-based and a sound foundation for our students as our information system.

Verification of Compliance with Accreditation-Relevant Federal Regulations

Student Identity Verification in Distance and Correspondence Education May 2018 Information to partially address area #1 Student Identity Verification in Distance and Correspondence Education of Verification of Compliance with Accreditation-Relevant Federal Regulations: The verification of student identity is essentially the confirmation of two conditions: 1) The right student has access to the correct course, and 2) that individual is indeed performing the work during the entire course duration. Fully online courses at Kingdom College are set up and conducted to meet both conditions. All students participating in online instruction offered by Kingdom College must log in to their course sites using their Kingdom College credentials. This is the case with DreamClass, our Student Information System, and DreamClass, our Learning Information System. IDs and passwords to invoke authentication against established credentials in our SIS and LMS. To ensure FERPA compliance, these credentials are stored in a secure database, and a unique ID is generated linked to those established credentials. This secure login is the only means of access to the learning management system (LMS) for students. Students register for their online courses through DreamClass, which imports registration information directly into the LMS without any action from students, faculty, or staff beyond the regular registration process. Only duly registered students and the instructor of record appear on the roster of any online course. Furthermore, every action within a course site is recorded by the LMS's extensive tracking features, which track each user's time and duration of the action and the part of the site involved, even if there is no posting by the student. Supplementing these technical means of verifying student identity and activity are the high levels of student and faculty interaction that characterize online instruction at Kingdom College. Students introduce themselves, often in terms of prior knowledge and current interest in a course's subject, and may write multiple posts each week, including responses to one another and to the instructor's assignments and discussion questions. Indeed, such interactivity creates a high degree of familiarity and even intimacy within each course. Both student orientation and faculty development will stress the importance of "social presence" through self-presentation and transactional interaction, including • the use of e-portfolios • the use of student photos and videos, especially in self-introductions, and e-portfolios • participation in discussion boards • work in groups and teams • plagiarism checkers (to ensure work submitted by the student is the student's own) • synchronous ("real-time") conferencing (by both voice and video) • asynchronous conferencing (by both voice and video) Not all of these tools and practices are included in all online courses. However, these tools are integrated into our distance learning processes. Most online courses have just 5-10 students, while larger online courses may use other means to create intimacy and familiarity (e.g.,

working in teams and group projects, and the supervision of such groups or discussion groups by teaching assistants). In all cases, ensuring the verifiability of student identity in online instruction meets or exceeds those used in in-person instruction.

A course delivered partially or fully online must meet the same requirements of 900 minutes of direct instruction and 1800 minutes of student work per credit hour.

Faculty teaching online or hybrid courses must account for 45 hours (2700 minutes) of direct instructional time for each 3-credit-hour course. The syllabus must clearly delineate direct instructional activities, as well as any required synchronous activities outside class session times indicated in the schedule. Courses carrying the same course number that are offered both face-to-face and hybrid/online must meet the same learning objectives, be organized around the same or comparable learning activities, and be assessed by similar, comparable assessments.

Activities that count toward direct instructional time include the following:

1. In-class instruction
2. In-class tests/quizzes
3. In-class student presentations
4. Online lectures/instruction (synchronous or asynchronous)
5. Virtual synchronous class meetings
6. Case studies
7. Group Wiki projects
8. Video presentations
9. Journal/Blog writing
10. Chat rooms
11. Discussion boards
12. Field trips (including virtual)
13. Online tests/quizzes
14. Video conferencing
15. Virtual labs
16. Online content modules
17. Service learning
18. Group or team-based activities
19. Podcasts

KC 200.26 – VA Education Benefits Complaints

Last Revision/Approval Date: 03/02/2023

COMPLAINT POLICY FOR STUDENTS RECEIVING VA EDUCATION BENEFITS

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate and resolve the complaint satisfactorily.

GI Bill® is the U.S. Department of Veterans Affairs (VA) registered trademark. More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

KC 200.27 – Student Services

Last Revision/Approval Date 03/02/2023

The Director of Enrollment and Student Services is responsible for Student Services, which includes the following:

ADMISSIONS

Kingdom College operates under an admission philosophy that welcomes students with the aptitude for future academic success into an intentional Christian community. The Office of Admissions operates under standards and policies developed by the administration and faculty and considers a student for admission based on academic aptitude, preparedness, integrity, maturity, and motivation.

Kingdom College does not unlawfully discriminate on the basis of race, color, national origin, religion, sex, age, disability, genetic information, or veteran status in admission to or access to the programs within the College.

When to Apply

An application for admission should be made well before the expected enrollment date. Applications may be submitted as early as the summer following completion of the junior year of high school. Applications for admission can be submitted up to one month before the semester in which the student will begin classes. **For Dual Enrollment admission deadlines, contact the Kingdom College Administrative Office.*

How to Apply

1. Apply at the Kingdom College website, www.kingdomcollege.net. Complete an online application and pay the nonrefundable application fee: \$25 for undergraduate students or \$35 for graduate students. Read and sign the Statement of Faith.
2. Request ACT, SAT, or CLT scores to be sent to the Registrar's Office. Foreign students must submit a TOEFL score.
3. Submit official high school and/or college transcripts directly to the Registrar's Office.

Undergraduate Admission Requirements

1. Graduation from an accredited high school. An unaccredited high school transcript will be reviewed if it meets the same standards as an accredited high school. An applicant who is not a high school graduate must provide official test results from the GED. A passing score must be reported.

2. A composite score of 18 or above on the ACT or 940 or above on the SAT, and at least an academic 2.0 GPA.
3. One (1) character reference. This form may be downloaded, completed by each character reference, and submitted to the Registrar's Office.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified prior to this occurring, asked to sign a waiver, and will be responsible for the costs associated with the background check.

Freshman Entry

An official high school transcript is required for students with fewer than 12 hours of transferable academic credit who earned a 2.0 grade point average or higher. ACT score of 18 or higher and a SAT score of 940 or higher are part of the standard admission requirements. Home school students are encouraged to apply for review. A passing score on the GED must have been achieved for those students who have taken this exam.

Graduate Admission Requirements

1. Apply at the Kingdom College website, www.kingdomcollege.net. Complete the online application and pay the nonrefundable \$35 application fee for graduate students. Read and sign the Statement of Faith.
2. Submit official transcripts from all previously attended colleges and universities. Standard admission will be considered for students with a 2.25 GPA on the degree-granting baccalaureate transcript and for those who have completed the MAT with a score of 370 or higher, or the GRE with a combined verbal and quantitative score of 274. College of Education standards require a 2.75 grade point average, with no provisional entry based on the grade point average or a Class B (Baccalaureate certificate). Provisional entry may be considered on exam scores for all Graduate students upon review of overall credentials. *Students with a cumulative graduating grade point average of 3.0 or higher do not have to submit exam scores and are not required to submit a letter of recommendation.*
3. One (1) letter of recommendation from an advisor, colleague, supervisor, or community member. We request that this letter not be from a family member without the college's approval.
4. Background screen checks. Because each program of study contains some form of a clinical component, you may have a background check and/or drug screen at the discretion of Kingdom College. The student will be notified prior to this occurring, asked to sign a waiver, and be responsible for the costs associated with the background check.

Transfer Students

Undergraduate students who have completed 12 hours of academic transfer credit from an approved college/university with a 2.0-grade point average or higher will also be granted standard admission. A student who desires to transfer college credits from another college/university must submit an official, current transcript of all college coursework attempted. A student who has completed at least 12 hours of transferable college coursework may be exempt from submitting SAT or ACT scores.

The college's Chief Academic Officer will evaluate graduate transfer credit.

A minimum of twenty-five percent of the degree must be completed with Kingdom College at the undergraduate level. Per the STARS agreement in Alabama, no more than 60 hours may be transferred from a Community College toward a 120-hour baccalaureate degree. 33% must be completed at Kingdom College for graduate degree programs.

Nontraditional Admission

Students aged 24 and older must meet the same requirements as traditionally admitted students, except for admissions test scores. These students are not required to submit ACT, SAT, or CLT scores for admission to Kingdom College. This also applies to veterans of any age.

**Kingdom College reserves the right to make a decision for nontraditional admission on a case-by-case basis upon review of overall credentials. Provisional admission may be considered for any students who initially submit unofficial documents. Official documents must be received before the second semester of registration to clear provisional admission.*

Returning Students

A student who withdraws from Kingdom College for more than one calendar year will be subject to the degree requirements in the Academic Course Catalog at the date of return rather than the original enrollment date in Kingdom College if any changes have transpired. This student must reapply through the Office of Admissions and pay the designated application fee. The administration and faculty will exercise due diligence when making catalog changes.

Transient Students

Students who would like to attend a course offered by Kingdom College and transfer it back to their home institution may do so with official written authorization from that college or university. Students approved by another institution to attend Kingdom College are considered transient when the intent is to return to that college or university. An application for admission is required, and a transcript may be requested from the home institution.

Early Acceptance

A student who demonstrates exceptional academic success may receive early acceptance to Kingdom College. This applies to a student who begins receiving college credit after the junior year of high school while still attending high school.

Dual Enrollment

Kingdom College allows cooperating high schools to allow students to earn both high school and college credit for certain courses that apply toward the coursework required for graduation. Each student must be in either grade 10, 11, or 12. The student must obtain a recommendation from the high school guidance counselor or principal. In addition, the student's grade point average must be at least 2.5 unless the County or School System from which the student is coming states otherwise. Students must also meet all other Kingdom College undergraduate admission criteria, with the exception of high school graduation, before starting dual-enrolled classes. Kingdom College follows the guidelines set by the Alabama State Department of Education related to dual enrollment.

The administrator responsible for assisting students with the Admissions Process is the Director of Enrollment and Student Services. If a student has any questions about how to enter Kingdom College, the Director will help the student through the admissions process.

TRANSCRIPT REQUESTS

Mail: Director of Enrollment

Kingdom College

208 South Main Street

Headland, AL 36345

Email: pjhamm@kingdomcollege.net

Requests sent by email must be sent from the student's Kingdom College email account or a signed letter of request must be attached. Please include your name, date of birth, telephone number, and current address where the transcript should be sent (including address and phone number).

- In person: 208 South Main Street, Headland, AL 36345
- Awarded Degrees: *If you need your transcripts to reflect an awarded degree, please make a note of that on your request.*
- Final Grades: *If you need your transcripts to reflect final grades from the current semester, please specify that when completing your request for your transcript.*
- Cost and Shipping: Official transcripts are \$10 per official transcript via USPS regular mailing. Transcript requests are processed within 1-2 business days. *(Requests made over the weekend will not be processed until the following week, and holidays will affect the timeline for processing as well.* Unofficial transcripts will be sent via CANVAS for current students. Otherwise, those may be sent the same method as official transcripts, at no cost, unless the transcript must be expedited.

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 to administer the ACCUPLACER Test. The Director of Enrollment and Student Services and the Human Resources Director can administer this test.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

Students requiring accommodations or modifications for a disability should inform the instructor at the close of the first class meeting or as soon as possible. The instructor will refer you to the Kingdom College disability officer to document your disability, determine eligibility for accommodations under the ADA/Section 504, and request a Faculty Accommodation Form. Disability accommodations or status will not be indicated on academic transcripts. In order to receive accommodations in a class, students with sensory, learning, psychological, physical or medical disabilities must provide their instructor with a Faculty Accommodation Form to sign. Students must return the signed form to the Office of Student Services. *A new form must be requested each semester.* Students with a history of a disability perceived as having a disability or with a current disability who do not wish to use academic accommodations are also strongly encouraged to register with the Student Services and request a Faculty Accommodation Form each semester. For further information, please contact the Office of Student Services.

The Director of Enrollment and Student Services manages the process of assessing the needs of students with disabilities.

MENTAL HEALTH COUNSELING

The Director of Enrollment and Student Services will assist in cases where a student comes in need of mental health services, or when a professor, upon the student's request, refers a student to the Director of Enrollment, who may need mental health assistance. If the student needs mental health services, the Director of Enrollment and Student Services will provide the student with a list of local mental health service providers.

ADMINISTRATIVE SERVICES

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

ASSISTANCE WITH TECHNOLOGY FOR STUDENTS

The Director of Enrollment and Student Services will assist students if technology concerns arise 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. This includes our Learning Management System, CANVAS, and our Student Information System, Campus Café.

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 is responsible for pursuing academic advisement after enrollment. Even though the advisor provides guidance, it is the student's sole responsibility to meet all graduation requirements. Student Services will assist the student as requested and keep records in the Student Information System, Campus Café, and a printed Program Map.

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 coursework in a timely manner. Circumstances may change some courses, but you and your advisor 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 a minimum grade of "B".

Student:		
Course Number & Title	Sem./Yr.	Initials
Required (Ck Sem/Yr on Projected Course Cycle)		
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 (with Dept approval)		
10. COU 510— Human Sexuality/Sex Therapy		
11. COU 607— Integration of Counseling & Christianity		
12. COU 609—Marriage and Family Counseling (Required before counseling couples/families in Practicum/Internship)		
13. COU 612—Internship 1 (prereq: COU 611)		
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		
Electives (Ck Sem/Yr on Projected Course Cycle)		
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		

GENERAL EDUCATION REQUIREMENTS

Purpose

The college's general education requirements will provide the knowledge, skills, and values essential to all academic disciplines. These courses will expose students to commonly recognized areas of knowledge, introduce them to diverse subject areas, and equip them with skills essential to careers and lifelong learning. Embedded in each course will be the recognition of the truth that all knowledge and skill has as its source the God of creation, who imparts these gifts to mankind

according to His mercy and grace. The Chief Academic Officer and the Registrar are responsible for keeping these Kingdom College requirements up to date.

Objectives

The student will

- Be able to demonstrate competencies in problem-solving, decision-making, and critical thinking through effective communication, reasoning, and the ability to use scientific and technological processes and procedures.
- Complete 1 semester hour of Orientation.
- Complete 3 semester hours of Technology courses.
- Complete 6 semester hours of English Composition.
- Complete 6 semester hours of courses in the Humanities.
- Complete 6 semester hours of courses in the Fine Arts.
- Complete 8 semester hours in Natural Sciences (that include laboratory experiences).
- Complete 3 hours in Mathematics
- Complete 6 semester hours in History
- Complete 6 semester hours in Social/Behavioral Science.
- Complete 12 semester hours in Biblical Studies.

**For an Associate's degree, the student will complete 12 semester hours in one of four focus areas: Psychology.*

GENERAL EDUCATION

Minimum Required Credit Hours for an Associate's degree = 60

SCHOLARSHIPS

Kingdom College offers academic scholarships to students who demonstrate need and document it in a letter. These scholarships are donor-funded and have helped a larger percentage of our students start and continue classes.

*Pre-accreditation will be needed for Federal Student Aid approval. Financial need is the primary basis for financial aid 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 Services regarding scholarship applications, the procedure for receiving tuition assistance for employees, and any other resources that may become available.

CAREER RESOURCES

Kingdom College Student Services works closely with students to help them discover how their needs, skills, talents, and work values will match critical societal and workforce shortages.

The Career Coach offers:

- Assessments of personality type, skills, values, and interests
- One-on-one career counseling
- Internship opportunities
- Diversity career services

SCHOLARSHIPS

Kingdom College offers academic scholarships to students who demonstrate need and document it in a letter. These donor-funded scholarships have helped many of our students start and continue classes.

*Pre-accreditation will be needed for Federal Student Aid approval. Financial need is the primary basis for financial aid 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 Services regarding scholarship applications, the procedure for receiving tuition assistance for employees, and 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. These records are kept by the Director of Enrollment and Student Services for financial assistance data.

KINGDOM COLLEGE TUITION EDUCATION ENDOWMENT

PURPOSE: The Kingdom College Tuition Education Endowment Fund is established to assist students with limited or no funds to be able to attend Kingdom College and find their path in working in the fields of labor to which God has called them. The Director of Enrollment and Student Services is often the first point of contact for a student when discussing financial needs. The Director will provide the student with contact information and assist, as needed, with the application process and record-keeping for financial assistance for each student awarded.

Policies:

Student Information:

1. This is a loan-based, formatted tuition assistance program.
2. This loan is non-interest-bearing.
3. This loan is for tuition, fees, and books.
4. Students agree to maintain an average of a "C" every semester. If the average drops, the ad hoc committee will be notified, and appropriate counseling will ensue to determine if the loan award will continue and, if so, under what circumstances.
5. Students will be awarded a non-interest-bearing loan for his/her education based on an income/debt ratio review with personal circumstances taken into consideration.
6. The process is as follows:
 - a. Student makes application.
 - b. This application is given to the Education Endowment (TEE) committee.
 - c. The TEE committee interviews the individual student.
 - d. The TEE committee then decides and notifies the student
 - e. If the student is awarded the loan, the appropriate documents of the agreement will be signed by the student; the Financial Department will be notified; the appropriate monies will be transferred to the appropriate funding area.
7. The student agrees to pay an agreed-upon amount monthly while in school, a payment of no less than \$25.00 a month.
8. Upon graduation, the student will go through a review of his/her financial situation with the Tuition Education Endowment Committee to set up a fair repayment schedule. A review of

debt-to-income and personal circumstances will be conducted to determine an agreed-upon amount to continue paying off the loan. After graduation, the student agrees to a yearly review of his/her payment agreement.

9. The student agrees to report his/her grades to the TEE committee to ensure that the student has maintained a grade of a “C” or above on average per semester. This will be done via a Confidentiality Waiver.
10. The student will sign a new commitment agreement every semester with an annual renewal. The commitment agreement will be a part of the student’s registration process.
11. Students will be notified of their award by email.
12. The following monetary limits are in place for each degree/certification level:
 - a. Certification – Not to exceed \$2,500 (tuition for one class per semester, fees, books)
 - b. Undergraduate – Not to exceed \$5,475.00 (tuition for five classes per semester, fees, books; undergraduates must take a minimum of two classes per semester)
 - c. Graduates – Not to exceed \$6,925.00 (tuition for two classes per semester, fees, books; a third class can be taken, but would need the Department Chair’s approval and the Ad Hoc Committee’s approval.)

The Tuition Education Endowment Committee Information:

1. The TEE Committee is comprised of 3 – 5 local stakeholders.
2. The committee members' duties are as follows:
 - a. Review prospective applications from students
 - b. Award selected students who qualify based on the income/debt ratio criteria, along with personal circumstances considered.
 - c. Solicit donors for the TEE fund.
3. The TEE committee will serve on a lifetime basis unless the TEE member requests to step down or the Kingdom College Board of Directors deems a necessary change to be made.

GRADUATION

Graduation from any degree program at Kingdom College is a significant milestone in a student’s life. Before graduation, it is essential for 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 before the intended graduation date. The student will submit this completed application to the Director of Enrollment and Student Services along with any required documentation and fees. 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 occurs at Kingdom College as needed in May, August, and December. The commencement ceremony is a significant ritual in a graduate’s life. The importance of commencement 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 who 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 or transcript until all requirements are met. Remember that it is the student's sole responsibility to know the requirements for graduation and to meet all requirements for graduation. Any questions about the requirements must be addressed with the student's academic advisor well before commencement.

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 who 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 Services, who will set up a meeting.
- The Director of Enrollment and Student Services will notify the student in writing for a meeting.
- Any student who fails to attend this meeting will abide by the decision made at the meeting without any student input.
- The student will receive written notification of the results of the meeting.
- Any student may appeal the complaint or values violation meeting.
- The result of the meeting may prevent a student from registering for future classes until the complaint is settled.

STUDENTS' RIGHTS IN THE COMPLAINT 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

KC 200.28 – Privacy of Online Students

Last Revision/Approval Date: 10/30/2025

Kingdom College offers hybrid and online delivery methods as part of our Distance Education opportunities. DreamClass is our cloud-based School Management System that includes our Learning Management System and Student Information System. All information and performance data are stored in one place. The system streamlines student admissions and enrollment, academic progress monitoring, attendance tracking, grade management, timetable scheduling, and communication. Additionally, it provides reports and analytics for data-driven decision-making.

Features of DreamClass include:

- Admission management that digitizes, automates, and upgrades all aspects of the admission process cycle.
- Class management creates an online representation of classes.
- Student management creates student profiles and manages student-related processes.
- Attendance management tracks and shares attendance data.
- Teacher management gathers teachers' data in one place.
- Academic management, such as assessment creation and gradebooks.

All transactions are processed through a gateway provider and are not stored or processed on our servers. The program incorporates the highest standards to ensure student privacy.

KC 200.29 – Plagiarism

Last Revision/Approval Date: 04/22/2024

Plagiarism is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source” (Merriam-Webster Dictionary). Plagiarism is taking someone else’s work or ideas and passing them off as one’s own. Plagiarism means using someone else’s work without giving them proper credit.

In academic writing, plagiarism involves using words, ideas, or information from a source without properly citing it. It doesn’t matter whether the source is a published author, another student, a website without clear authorship, a website that sells academic papers, or any other person. Taking credit for someone else’s work is stealing, and it is unacceptable. It is considered a violation of honor or ethics codes and can result in disciplinary action.

Copying word-for-word or changing a word here and there while copying without enclosing the copied passage in quotation marks and identifying the author is plagiarism.

Paraphrasing without crediting the original author is a form of plagiarism because you present someone else’s ideas as if they were your own. However, paraphrasing is not plagiarism if you correctly cite the source.

If it is found that artificial intelligence (AI) is used to write papers, this is considered plagiarism and is subject to the same consequences as plagiarism.

The consequences of plagiarism include a lower grade, failing the assignment, automatic failure in a course, academic suspension, probation, or possibly expulsion.

KC 300.1 – Anti-Discrimination

Last Revision/Approval Date: 12/16/21

Kingdom College complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era of Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information or veteran status in admission to access to, or treatment or employment in, its programs or services.

Kingdom College is committed to providing all employees and applicants equal opportunities 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 file reports without fear of reprisal, as retaliation is prohibited. Kingdom College reserves the right to maintain its destiny as a Christian witness in higher education. It asserts its right to employ and retain only those 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 implementation and coordination of equal employment opportunity efforts across the college. 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 into all such claims will be conducted, and appropriate action will be taken.

KC 300.2 – Anti-Harassment

Last Revision/Approval Date: 12/16/21

It is the policy of Kingdom College and all divisions thereof to prevent sexual harassment and to guard against any occurrence that remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the work environment. Therefore, Kingdom College will treat sexual harassment like any other form of employee misconduct and 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 effect of such conduct is to substantially interfere with the individual’s work performance or 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 that 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 repeated, invitations for lunch, dinner, drinks, or dates.
- VISUAL- unwelcome exposure to visual objects such as pictures, photos, drawings, cartoons, magazines, 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, bulletins, 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 all possible behaviors that could be viewed as sexually harassing by Kingdom College and result in job discipline. It is merely a list of offensive behaviors. Other behaviors might be viewed as being sexually harassing depending on the circumstances and frequency with which they occur. Plus, some of the behaviors on the list might not, in all circumstances, be sexually harassing, such as when they are not unwelcome.

Employees are reminded, however, that certain behaviors may be inappropriate for other reasons, even if they are 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:

- *Victims can be of either gender (male or female);

- *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 on 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.

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

The sexual harassment complaint may be made verbally by talking to the appropriate supervisor. The complaint will then have to be put in writing, signed, and dated by the person complaining. Kingdom College is committed to building a healthy and safe campus environment; thus, campus community members may bring complaints or concerns about discriminatory, harassing, or retaliatory behavior to the attention of faculty, supervisors, department heads, 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 may 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 complainant's identity 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 it 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 to be in charge of these investigations, to ensure thorough investigations and to assist in maintaining the confidentiality of the matter to the fullest extent practicable.

CONFIDENTIAL REPORT OF INVESTIGATION

The investigator will timely file a confidential written report of the investigation's results 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 investigation results.

PROMPT REMEDIAL ACTION

Kingdom College will take prompt action to end any sexual harassment. Following a report by the investigator that sexual harassment did in fact occur, 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 Kingdom College.

RIGHT OF REBUTTAL

Both the complaining employee and the employee accused of sexual harassment have the right to submit facts, documents, or other evidence contesting the investigator's report to a higher supervisor or to the President, as circumstances 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 Kingdom College employees of the contents of this policy. Kingdom College encourages employees to come forward if they 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.

KC 300.3 – Performance Appraisals

Last Revision/Approval Date: 12/16/21

Faculty evaluation is comprehensive and consists of two major components: student evaluation and evaluation by the Chief Academic Officer or supervisor. The evaluation will be used to identify areas for faculty development and make decisions concerning promotion, tenure, and other administrative matters. The effective instruction of students is the primary purpose of Kingdom College and is expected of every faculty member. The generally recognized qualities of effective teaching are knowledge of the subject matter, ability to communicate, self-reflection and improvement, and interest in the student. Performance evaluation forms must be completed annually, reviewed with each employee, and forwarded to the Human Resources Department. Probationary employees will be evaluated at the end of each semester and upon completion of the probationary period.

The appraisal process should inform employees of their standing in the College and communicate expected performance standards. It discusses work standards, major accomplishments and progress, areas for improvement, and career development. A faculty member's service relates to Kingdom College's Statement of Faith, Life Together Covenant, and the Biblical Responsibilities and Expectations. Service should grow out of his or her academic and professional commitments, as well as out of a generous understanding of Christian discipleship. Service may extend to the profession, the college, the church, and/or the community. An employee's failure to achieve a satisfactory appraisal may result in disciplinary action or termination of employment. In the event of a leave of absence, the employee's appraisal date may be adjusted based on the length of the leave.

Student evaluation of teachers is an integral part of the faculty evaluation plan at Kingdom College. The primary objective is to encourage improved instruction. An employee may request a copy of his or her performance evaluation from the Director of Human Resources without prior approval by his or her supervisor; however, if there is evidence of a grievance, the employee is advised to follow the procedure as established in this handbook.

KC 300.4 – Training and Development

Last Revision/Approval Date: 12/16/21

The President and the Director of Human Resources shall be responsible for developing employees' skills through in-service training, investigating training programs outside Kingdom College and referring employees to those programs, and making recommendations on whether Kingdom College should pay for such training.

KC 300.5 – Worker's Compensation

Last Revision/Approval Date: 12/16/21

Employees are covered under Risk Management Insurance, as required by the Code of Alabama 1975, Title 25, Chapter 4, Articles 1 through 7, inclusive.

KC 300.6 – Drug-Free Workplace

Last Revision/Approval Date: 12/16/21

The employees of Kingdom College are its most valuable resource since it is through their work that services are provided. When delivering services, the health and safety of students and employees are of paramount importance. Drug and alcohol abuse is a serious problem of concern and one that affects all segments of the community, including the workplace. Kingdom College strives to provide a safe work environment by ensuring a drug and alcohol-free workplace.

- The use of any alcohol or illegal drugs, including narcotics or hallucinogenic drugs, marijuana, or other non-prescribed controlled substances, is prohibited during work hours or while on Kingdom College's property. That includes their use, possession, distribution, or reporting to work under the influence of intoxicants or illegal drugs (including narcotic or hallucinogenic drugs, marijuana, or other non-prescribed controlled substances). This also includes any equipment, products, and materials that are used, intended for use, or designed for use with non-prescribed controlled substances while on Kingdom College's property or during work hours.
- Reporting to or being at work where the presence of alcohol, other intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances present in blood or urine is prohibited.
- Reporting to or being at work where the presence of prescribed or over-the-counter narcotics or drugs, in the opinion of Kingdom College, prevents the employee from performing his or her job or poses a risk to the safety of the employee, other persons, the students, or property, is prohibited.

Any employee taking a prescribed drug or narcotic or over-the-counter medication must advise his or her supervisor of its use if its use would affect the employee's ability to perform their assigned duties. Over-the-counter medications and prescription drugs brought to work should remain in the original labeled container, and prescription drugs should show both the prescribing doctor's name and the prescription's expiration date or discard date. An employee using such prescribed or over-the-counter substances may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by supervision based upon job-relatedness and the employee's ability to perform their job duties properly.

- Any on or off-duty Kingdom College employee operating a company vehicle at any time is subject to this policy.
- Adherence to Kingdom College's policy on drugs and alcohol is a condition of employment for all employees. All employees must sign the applicable acknowledgment form and consent to this policy.
- Employees must notify Kingdom College of any conviction on drug-related charges within five (5) working days of such conviction in conformity with the Drug-Free Workplace Act of 1988.

- Kingdom College reserves the sole right to interpret all policy provisions and take all appropriate actions within its sole discretion and judgment. Off-the-job usage of drugs, alcohol, or any other prohibited substances that result in impaired work performance, such as absenteeism, tardiness, poor work product, or harm to Kingdom College's image, is prohibited. Employees should realize that these regulations prohibit all illicit drug use on and off duty.
- Additionally, these rules may apply to any contractor used by Kingdom College and to any employee of that contractor working on the premises of Kingdom College. This provision, however, is not intended to mandate that Kingdom College disclose this policy to any such contractor, and Kingdom College assumes no duty regarding the drug policies of a hired contractor or any similar third party.
- Kingdom College reserves the right to alter, amend, or supplement the terms and conditions of this policy to accommodate changes in current state and federal regulations, insurance requirements, or circumstances that impact Kingdom College practices and policies or industry standards.

CONSEQUENCES OF POLICY VIOLATION

Violating Kingdom College's Drug and Alcohol Policy may result in severe disciplinary action, including termination for a first offense. While it is not feasible to list every violation that might lead to termination, the following are representative:

- Unauthorized use, consumption, possession, manufacture, growth, distribution, dispensation, or sale of controlled substances, abuse of a prescription drug, any mind-altering substance, drug paraphernalia, or alcohol on Kingdom College premises, in Kingdom College-supplied vehicles, or in any Kingdom College work area.
- Being under the influence of any unauthorized or controlled substance or illegal drug or alcohol on Kingdom College premises, in Kingdom College-supplied vehicles, or in any Kingdom College work area.
- Conviction of any employee for the sale or possession of a controlled substance, illegal drug, drug paraphernalia, or alcohol while an employee of the Kingdom College.
- Off-the-job use of illicit drugs, alcohol, abuse of a prescription drug, or any prohibited substances that result in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the Kingdom College's image.
- When the employee stores in a locker, desk, automobile, or other repository on Kingdom College premises any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized.

RIGHT TO APPEAL

An employee subject to discipline or termination for violating this Policy shall have the same rights of hearing or appeal as set forth for any other violation of Kingdom College policy.

KC 300.7 – Appointment and Promotion

Last Revision/Approval Date: 03/02/2023

Appointments and promotions to all classified positions shall be solely on the basis of fitness for the position, which shall be determined by evaluation of the applicants:

- Training, education, experience
- Oral interviews; and
- Whenever practical, as established by order from the President, an examination, promotion potential rating, oral interviews, and demonstration performance test.

The President shall be ultimately responsible for and have sole authority to employ/discharge all employees in classified service. The President or other positions designated by the Board of Kingdom College are non-classified and are employed/discharged by the Board. The Board will approve the number of positions authorized for employment.

Kingdom College's requirements for employing appropriately credentialed faculty are aligned with standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the *Principles of Accreditation: Foundations for Quality Enhancement* under Comprehensive Standard 3.7.1. All of the College's instructional faculty must meet the guidelines established by SACSCOC. The Director of Human Resources and the President are tasked with ensuring that faculty are qualified to teach in their respective programs at the time of hire and confirm that faculty are qualified to teach their assigned courses during their tenure with the College.

SACSCOC Requirements for Credentialing:

3.7.1. The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining the acceptable qualifications of its faculty, an institution gives primary consideration to the highest degree earned in the discipline, in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related field work experience, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

- Faculty teaching general education courses at the undergraduate level: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching baccalaureate courses: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree- usually the earned doctorate- in the discipline.
- Faculty teaching graduate and post-baccalaureate course work: earned a doctorate/terminal degree in the teaching or related discipline.
- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Alternative Credentials:

In extraordinary circumstances where a prospective faculty member does not meet the set criteria, that individual may be considered to teach course(s) based on alternative credentialing. The faculty member should demonstrate extensive professional experience, significant contributions to the teaching discipline, and considerable knowledge of the competencies needed to teach the course objectives covered in the related disciplines.

Based on the Principles of Accreditation of SACSCOC, elements of the alternative credentialing justifications must include the following:

1. Documentation of non-teaching work experience, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty member would be eligible to teach;
2. College degree conferred in a field closely related to the teaching field (note date of conferral and institution, along with program area);
3. Number of college credits earned in the teaching field or closely related area (credits must be converted to traditional 15–16-week semester credits if the candidate earned quarter-term credits);
4. Professional relationship, especially at a state or national level. This must be demonstrated to the satisfaction of the college.
5. Possession of current special certifications or licenses related to the teaching field; Note date of certifications or licenses;
6. A publication record in creditable or nationally recognized journals, books or magazines in the discipline or a related teaching field;
7. Possession of awards/honors/commendations related to the teaching field;
8. Evidence of excellence in teaching, especially that which is long-standing;
9. In some instances, linking appropriate experiences directly to the course objectives/student learning outcomes in a course matrix may be necessary. If used, the course matrix would

identify key course objectives and explain the evidence for concluding that the individual is prepared to meet those objectives; documentation of how the prospective/current faculty member's experience and accomplishments have prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

The Director of Human Resources will complete the Potential Hire/New Hire Checklist (Appendix A) for each individual before a formal employment offer is extended. This checklist will reflect not only the experience and education of the potential faculty member but also the specific classes for which the member is qualified to teach in accordance with SACSCOC guidelines. Credentials and qualifications will be reviewed per semester for faculty members during schedule formation to ensure each course is taught by appropriately credentialed individuals.

KC 300.8 – Background Checks

Last Revision/Approval Date: 03/02/2023

It is important that Kingdom College, in fulfilling its mission, provides a safe environment for its students, faculty, staff, and visitors, preserves college resources, and upholds the reputation of the college. Background checks for employment or serving in a volunteer capacity are completed in compliance with federal and state regulations and may include verification of educational and employment credentials, criminal history, credit status, driving record, and other information related to employment decisions by the college.

KC 300.9 – Age Requirements

Last Revision/Approval Date: 03/02/2023

The minimum age for employment in a regular full-time position within the classified service shall be eighteen (18) years. The minimum age for employment of seasonal employees shall be sixteen (16) years of age.

KC 300.10 – Faculty Rank and Position

Last Revision/Approval Date: 03/02/2023

SECTION I. ADMINISTRATIVE OFFICERS

President

The President is the College's Chief Executive Officer (CEO). This office implements the Board of Directors' regulations and policies and delegates specific authority and responsibility within Kingdom College. The President exercises supervision and direction of all departments in a manner that promotes the efficient operation of the College.

Chief Academic Officer

Under the President's supervision, this position is responsible for developing and implementing near- and long-term plans for Kingdom College. The Chief Academic Officer (CAO) frequently interacts with faculty members, Department Chairs, and other administrators. The CAO is responsible for maintaining academic quality in accordance with Kingdom College's mission and vision. Responsibilities of the CAO also include all aspects of administration, such as planning, budgeting, program coordination, and communication with other departments and with external entities.

Department Chairs

Department Chairs provide academic leadership for faculty teaching in a specific discipline or educational program of a specific area of Kingdom College. Department Chairs are responsible for administering the academic unit for which they are appointed as leaders. Per SACSCOC Standard 3.4.11, for each major in a degree program, the institution assigns responsibility for program coordination and for curriculum development and review to persons who are academically qualified in the field. This requirement applies to a curricular area or concentration in those degree programs for which the institution does not identify a major. This standard assumes that individuals competent in the field oversee each major or curricular area or area of concentration in undergraduate or graduate degree programs in order to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains currency in the degree. Degree programs are normally coordinated by academically qualified faculty with credentials or other qualifications appropriate to the degree offered. If responsibility for coordinating curriculum development and review is assigned to persons other than faculty, the institution should provide appropriate documentation and a rationale. The Department Chair's role ensures compliance with this specific SACSCOC standard. These duties may include, but are not limited to, the following:

- Submit proposed schedules of classes to the CAO
- Approve syllabi
- Approval of textbook selections
- Evaluate departmental faculty members
- Advise students and supervise the academic advising performed by departmental faculty members
- Assist with the development of the curriculum and all academic programs for the academic unit
- Communicate the academic programs of the department to the President's office
- Conduct departmental meetings and submit minutes to the CAO
- Represent the department at appropriate professional meetings
- Aid in the recruitment of suitable faculty for the department in accordance with the criteria of Kingdom College
- Conduct or coordinate assessment of educational outcomes and effectiveness of the education programs of the department

Faculty

- Faculty members have a duty to honor their contractual obligations to Kingdom College and know and fulfill their professional obligations.
- Acceptance of a faculty position at Kingdom College is a commitment to the College's mission.
- All faculty should exhibit the following characteristics:
 1. A faithful Christian both in name and practice
 2. Willing to support and honor the spiritual founding of Kingdom College
 3. Ability to contribute to a positive work environment in the department and the College
 4. Commitment to recruiting, advising, retaining, and mentoring qualified students
 5. Competent and qualified in one's academic discipline

Professional Standards and Expectations

All faculty have a responsibility to positively influence students, colleagues, and the broader community. These responsibilities include:

- Instructional duties
- Academic advisement duties
- Institutional duties
- Professional service and development
- Spiritual service and development

Faculty as Teacher-Scholars

Kingdom College is a teaching institution; therefore, performance in the classroom, studio, laboratory, rehearsal hall, faculty office, and other instructional settings is a primary factor in judging quality. Kingdom College also recognizes that scholarship, through continuous contributions to knowledge through research and writing, or other activities appropriate to the specific discipline, is integral to success as a teacher-scholar.

Qualities of effective teaching:

- Knowledge and enthusiasm for the subject matter
- Effective communication
- Self-reflection and continual improvement
- Relation of subject matter and its implications to revealed and natural truth (i.e. integration of faith, learning, and living)
- Interest in the students, both academically and personally

Faculty responsibilities to their students:

- Set a proper example in intellectual activity, moral integrity, and Christian conduct
- Meet classes regularly, punctually, and for the full allotted time
- Organize, prepare, and teach class effectively
- Evaluate assignments conscientiously and return to students in a timely manner
- Help students develop critical thinking skills
- Encourage students to pursue excellence to the glory of God
- Assist the students in developing a love for and commitment to the truth
- Participates in curriculum development that is current, rigorous, encourages scholarship in students, and reflects a strong Christian worldview
- Help students develop a strong faith in God and a genuine Christian character
- Provide periodic feedback regarding student progress and assessment
- Defend academic freedom
- Develop policies that assure academic and personal rights
- Recommend to the administration, either directly or through designated committees, any changes to improve the institution's objectives, ideals, or functioning.

Faculty responsibilities to themselves:

- Commit to a life of learning
- Maintain cultural and global interests
- Engage in research and other scholarly activities
- Develop a contagious enthusiasm for teaching
- Develop strong personal convictions based on Biblical truth while maintaining a spirit of tolerance
- Commit to study, meditation, reflection, and prayer
- Make family a priority
- Grow in the Christian graces
- Maintain an honorable business and financial reputation

KC 300.11 – Faculty Status

Last Revision/Approval Date: 03/02/2023

All teaching appointments shall be classified as one of the following, depending on the purpose, longevity, experience, and other relevant faculty appointment criteria. There are three categories of Faculty Status: Full-Time, Part-Time, and Adjunct

- **Full-Time Faculty**
Full-time status applies to faculty employed for a full academic year (minimum nine-month contract) for at least six (6) semester credit hours teaching per semester or the equivalent in teaching, research, public service, or administration.
- **Part-Time Faculty**
Part-time faculty are contracted to teach or provide instructional support in specific courses. Part-time faculty are not subject to the other responsibilities of full-time faculty, such as advising or committee work.
- **Adjunct faculty** are individuals employed by the college to provide a limited number of units of instruction to students and are temporary employees.

KC 300.12 – Faculty Rank

Last Revision/Approval Date: 03/02/2023

Full-time faculty appointments are classified into ranks. These classifications have significance with regard to benefits and rights that may or may not pertain to each category or classification. The original letter of appointment and each subsequent salary notification or reappointment letter shall clearly indicate the status, rank, salary, and other special conditions of the appointment.

Only full-time faculty are eligible for academic rank. The standard academic ranks at Kingdom College are Professor, Associate Professor, Assistant Professor, and Instructor. The minimal degree and teaching experience requirements for appointment to the respective ranks are as follows:

- **Professor**

An individual appointed to this rank must:

- Have a terminal degree in the teaching field
- Have at least seven years of full-time teaching experience or professional service at a regionally accredited institution of higher learning

- **Associate Professor**

An individual appointed to this rank must:

- Have a terminal degree in the teaching field
- Have at least five years of full-time teaching experience or professional service at a regionally accredited institution of higher learning

- **Assistant Professor**

An individual appointed to this rank must:

- Have a master's degree in the teaching field or a master's degree in a related field with 18 graduate semester hours in the teaching field
- Have at least three years of teaching experience at the College/College level

- **Instructor**

An individual appointed to this rank must have a master's degree in the teaching field or a master's degree in a related field with at least 18 graduate semester hours in the teaching field. No prior teaching experience is required.

KC 300.13 – Termination of Faculty Appointments

Last Revision/Approval Date: 03/02/2023

Faculty appointments may be terminated by the following means:

- Voluntary Resignation of the faculty member through a letter of resignation delivered to the President no later than April 1 of the academic year and to be effective at the end of the year.
- Retirement
- Mutual agreement of the faculty member and the President
- Involuntary termination

Two categories of circumstances, institutional and personal, may lead to the involuntary termination of faculty employment.

Faculty may be dismissed in the following institutional circumstances:

- In the event of a financial crisis, faculty may be dismissed. The faculty member may be retained if dismissal distorts the academic program.
- Enrollment decline, reduction, or elimination of programs may necessitate the dismissal of faculty. Judgments regarding which programs should be reduced or eliminated, and the resulting impact on faculty employment, shall be at the administration's discretion. Still, it shall be made on the basis of bona fide educational, mission, and/or financial plans or needs.

Faculty may be dismissed in the following personal circumstances:

- Conviction or admission of guilt of a felony or a crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed.
- Unlawful manufacture, distribution, sale, use, or possession of any controlled substance or other illegal or dangerous drugs as defined by Alabama laws or federal laws.
- Working under the influence of alcohol
- Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.
- Gross negligence and incompetence in the performance of professional duties.
- Behavior, on or off campus, that could be reasonably characterized as contrary to the Christian mission of the College
- Clear and convincing evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment for medical or mental health reasons
- Any violation of the College's policies or procedures
- Any faculty member, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity or any other activity authorized to be discharged or held on any campus of Kingdom College is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures and sanctions, possibly resulting in termination of employment

KC 300.14 – Involuntary Termination Process

Last Revision/Approval Date: 03/02/2023

Should circumstances arise that may lead to involuntary termination, the President will convene an advisory committee comprising the Chief Academic Officer, the Department Chair, and the Director of Human Resources to consider them.

- The faculty member will have the opportunity to be heard in his or her own defense by the President and the advisory committee. The faculty member may be accompanied by legal representation.
- The President will make the decision regarding the disciplinary action up to and including termination.
- If the decision is made to terminate, the President will inform the faculty member of the decision in writing within seven days.
- The faculty member may appeal his or her dismissal to the Board, which will consider the appeal according to current Board policy.
- Once the appeal process described above has been completed, the decision reached shall be considered final and binding.
- If the President's decision is to impose discipline short of termination, there is no further appeal.

KC 300.15 – Layoff or Reduction in Force

Last Revision/Approval Date: 03/02/2023

Layoff is a separation resulting from a reduction in the workforce, a redirection of work due to a cessation of or changes in the activities of a department or the College, or a restructuring of a department undertaken to adapt to changing College needs. When the College decides that a layoff is necessary or appropriate, the positions to be eliminated and/or individuals to be laid off will be selected in accordance with the College's needs, based upon College judgment concerning such factors as need, ability, performance, conduct, reliability, training, experience, and job-related education. When all other factors are substantially equal, length of service will be the determining factor in deciding which employees will be retained. Human Resources must review the selection criteria for layoffs. Layoffs should not be used in lieu of established progressive discipline procedures.

KC 300.16 – Probation

Last Revision/Approval Date: 03/02/2023

Each and every employee receiving an appointment or a promotion to a position in the classified service must complete a minimum of twelve (12) months probationary period. Each and every employee in the classified service must complete their probationary period and receive the affirmative approval of the appointing authority before appointment or promotion shall be considered regular. During the employee's probationary period, a supervisor and/or the President will observe and evaluate the employee's work habits, abilities, promptness, and other pertinent characteristics. If the probationary employee fails to meet required performance standards, employment will be terminated, or if the individual is a promoted regular employee, the individual may be restored to the classification and position from which he was promoted or to a comparable position if available.

- Termination during the probationary period

If the President determines that the employee's service has been unsatisfactory at any time during the probationary period, the employee may be immediately terminated from his position.

- Probationary reports

Probationary employees are to be evaluated on a semester basis. At each evaluation, the employee will be evaluated on his/her job performance and, if needed, assigned points for improvement so that the probationary employee can successfully complete his/her probationary period. Upon completion of the 12-month probationary period, the Supervisor shall complete a probationary report and notify the President in writing that either:

- The employee has successfully completed his probationary period and shall henceforth be considered a regular employee with all rights and privileges due him or her. The employee will then be converted from probationary to regular status.
- The employee has not demonstrated the ability to perform the position's duties satisfactorily and is to be terminated from employment or, if promoted from another position, returned to the previous or a similar classification.

Notwithstanding anything contained to the contrary herein, no employee shall move from a probationary status to a regular status without the written affirmative approval of the President; regardless of the length of time served by the said probationary employee, the probationary status shall be deemed to be automatically extended to afford sufficient time to the President to comply with any time or percentage requirement herein.

- The time, portions, and numbers specified in the paragraphs above are guidelines only. The failure of a supervisor, President, Director of Human Resources, or Kingdom College to comply with any specified or implied deadline shall not be deemed to be a violation of an employee's rights and shall be correctable at any time during said probationary period by complying with said times, portions, and numbers within a reasonable time.

KC 300.17 – Relatives in Employment

Last Revision/Approval Date: 03/02/2023

No employee shall supervise a member of his immediate family. “Immediate family” is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepson, stepdaughter, uncle or aunt. This section shall not prevent a Supervisor or the President from utilizing all available personnel in an emergency situation.

KC 300.18 – Pay Plan

Last Revision/Approval Date: 03/02/2023

The salaries of Kingdom College employees are regulated by established pay ranges approved by the Board. Kingdom College's official workweek starts Sunday at 12:01 a.m. and ends the following Saturday at 12:00 midnight. A workday is any consecutive 24-hour period. The College's workday begins at 12:01 a.m. and ends at 12:00 midnight. Nonexempt Employees: Due to peak workload, a "nonexempt" employee's supervisor may assign him or her to work beyond the normal shift. Kingdom College will pay overtime for overtime work in accordance with state and federal law. Although an attempt will be made to give advance notice when feasible, this is not always possible. This follows government requirements. As defined by state labor laws and the federal Fair Labor Standards Act, nonexempt employees will receive overtime pay at time and a half for more than 40 hours worked in one workweek. Nonexempt employees who are on an approved alternative workweek will be paid overtime, where applicable, in accordance with their alternative workweek schedule. Overtime is based only on actual hours worked as required.

KC 300.19 – Pay and Allowances

Last Revision/Approval Date: 03/02/2023

The established rates of pay are gross and total compensation for full-time or part-time service in the various classifications. Rates of pay established provide full compensation for whatever hours may be reasonably required in all classes of positions, and no position shall be subject to additional compensation as a result of any reasonable variation in hours worked. The supervisor, with the approval of the President, may authorize overtime pay for those legally required to earn overtime in emergencies or on other usual occasions beyond the reasonable hours worked.

SECTION IV. OVERTIME

Considering good management procedures and fiscal implications, it is incumbent upon the President and supervisor to plan work schedules to preclude unnecessary or avoidable overtime. However, when the President or supervisor directs employees to work extra time in addition to their regular working hours during any emergency or other contingency, they shall be compensated for such overtime. The respective supervisor will keep records of all overtime worked and attach them as supporting documents to the respective payrolls. Effective upon adoption of these rules:

- Any nonexempt employee who is required to work more than forty (40) hours per week will receive pay for those extra hours at one and one-half (1 ½) times the regular rate at which he/she is paid, provided that no employee shall accrue pay at the overtime rate unless said employee shall have worked forty (40) hours during the 7-day work week in the pay period for which the overtime rate is claimed.
- In addition to faculty positions designated as exempt under the Fair Labor Standards Act, persons serving in the following capacities shall not be regarded as hourly employees but, instead, shall be regarded as executive, administrative, or professional employees who shall not be entitled to overtime pay but whose annual salary will be set by Kingdom College: President, Chief Academic Officer, Chief Financial Officer, Director of Human Resources, Director of Enrollment and Student Life, and Director of Community Outreach and Training. Kingdom College may designate these individuals as Executive, Administrative, or Professional employees at the time of their employment. Exempt employees must report any absences of one full day or greater, including those due to illness, vacation, personal days, jury duty, and medical leaves of absence.
- No employee in a classified service position, eligible to receive overtime pay, will order himself into overtime work without the approval of the next individual in the supervisory chain of command.
- Compensatory time: Time granted to an employee that he/she has earned by working extra or unscheduled time. Compensatory time for non-exempt employees must be taken during the month earned and no later than thirty (30) days from the date earned. Compensatory shall be authorized at the discretion of the President and will be scheduled in a manner that minimizes Kingdom College's liability for overtime under Fair Labor Standards Act. Compensatory time will be measured at the rate of one- and one-half times the earned compensatory hours. Compensatory time shall be reported on forms approved by the President.

KC 300.20 – Deductions on Termination

Last Revision/Approval Date: 03/02/2023

On termination of employment, Kingdom College shall deduct and withhold from the final paycheck of any employee any amount owed Kingdom College in payment for unearned leave, unreturned equipment, or any other indebtedness to Kingdom College. The final paycheck shall not be issued until the extent of any indebtedness to Kingdom College has been determined and cleared. The President shall be responsible for monitoring this provision.

KC 300.21 – Employee Assistance Program

Last Revision/Approval Date: 03/02/2023

The Employee Assistance Program (EAP) is available through Living Waters Counseling to every employee and family member living in his or her household. The program provides a variety of services, including confidential help for those experiencing problems related to life changes and personal stress, emotional and mental health concerns, family conflicts, relationships and marriage difficulties, workplace conflicts, substance abuse/addiction, etc... The service is free, voluntary, and strictly confidential. Please call the Human Resources Department for further information.

KC 300.22 – Employee Conflict of Interest

Last Revision/Approval Date: 03/02/2023

Employees of the Kingdom College should be aware of a conflict of interest and potential ethics violations regarding using their jobs for personal gain. Employees should not be using an exempt status of Kingdom College to purchase items for their personal use. Any employee found to be breaking this regulation may face Kingdom College disciplinary action. Supervisors are responsible for reporting these violations to the President as soon as the incident is discovered for immediate action.

KC 300.23 – Smoking Policy

Last Revision/Approval Date: 03/02/2023

For the mutual well-being and comfort of all employees and visitors, the following policy will apply to all employees and visitors:

Smoking will not be allowed in Kingdom College buildings at any time. This includes smokeless tobacco or electronic cigarettes.

KC 300.24 – Grievance Policy

Last Revision/Approval Date: 03/02/2023

SECTION I. PURPOSE

The purpose of the grievance procedure is:

- To ensure employees a procedure by which their complaints can be considered rapidly, fairly, and without reprisal.
- To encourage the employee to express himself/herself about work conditions as they affect him/her as an employee.
- To promote a better understanding of policies, practices, and procedures that affect employees.
- To instill confidence in employees that personnel actions follow established, fair, and uniform policies and procedures.
- To develop a greater sense of responsibility in supervisors in their dealings with employees.

SECTION II. DEFINITION

A “grievance” is any complaint that an employee has relating to working conditions, to terms and conditions of employment, or to disciplinary action, except that of a complaint related to a disciplinary suspension, a disciplinary demotion, or a dismissal.

SECTION III. GRIEVANCE POLICY

- Purpose: informal adjustments encouraged. The most effective accomplishment of the work of Kingdom College requires prompt consideration and equitable adjustment of employee grievances. Kingdom College seeks to address grievances informally, and supervisors and employees are expected to make every effort to resolve problems as they arise.
- Procedure. The procedure to be followed by an employee who has a grievance (not involving a complaint relating to a disciplinary suspension of more than three (3) days, to a disciplinary demotion, or to a disciplinary termination) is as follows:

STEP 1. Within five (5) working days after the event giving rise a grievance, the employee must present the grievance to the supervisor in writing.

STEP 2. If the supervisor does not act upon the grievance, or if the grievance is not resolved to the employee's satisfaction, the grievance must be reduced to writing and submitted by the employee to the Director of Human Resources. The

Director of Human Resources must receive the written grievance no later than ten (10) days after it was presented to the supervisor and, in no event, more than fifteen (15) days after the event giving rise to the grievance. Failure to submit a timely written grievance terminates an employee's rights under the grievance procedure.

STEP 3. Upon receipt of a written grievance, the Director of Human Resources shall forward a copy to the Supervisor, who shall, within 10 days of receiving the grievance, file a written answer with the Director of Human Resources.

STEP 4. Upon receipt of the written grievance and answer, the Director of Human Resources shall deliver them to the President. Within fifteen (15) days after he/she has received the grievance and answer, the President shall schedule a hearing to consider the grievance and answer. The President shall give written notice to the employee and his/her supervisor of the time, date, and place of the hearing and shall advise the employee that he/she may present evidence and/or testimony in support of his/her grievance, and that he/she may cross-examine witnesses called by or for Kingdom College. Failure by an employee with a grievance to appear at the hearing will result in the grievance being dismissed.

STEP 5. Within seven (7) days after the hearing is completed, the President shall render a final decision on the grievance. The decision shall either:

- Dismiss the grievance in the event the employee has failed to adhere to the time limitations set forth above or
- Deny the grievance in whole or in part; or
- Sustain the grievance, in whole or in part, and determine what, if any, corrective action should be taken.

In all cases, the decision of the President shall be final and binding on the employee and Kingdom College.

SECTION IV. PROTECTION

No employee shall be disciplined or discriminated against in any way because of his proper use of the grievance procedure, as defined under Section 3 of Article VII.

KC 300.25 – Discipline Policy

Last Revision/Approval Date: 03/02/2023

SECTION I. GENERAL DUTY OF EMPLOYEE

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency, economy, and performance in work for Kingdom College.

SECTION II. DISCIPLINE POLICY

Generally, the employment of every employee shall be conditioned on the employee's satisfactory conduct and continued satisfactory performance of assigned duties and responsibilities. An employee who has completed his/her probationary period may be dismissed, demoted, suspended, or reprimanded for cause or for any reason deemed to be in Kingdom College's best interest.

SECTION III. CAUSES FOR DISCIPLINARY ACTION

The following are examples of causes that shall be sufficient causes for reprimand, suspension, demotion, or dismissal:

- (1) Conviction of a felony or other crime involving moral turpitude.
- (2) Incompetency or inefficiency.
- (3) Unsatisfactory work performance.
- (4) Absent without leave.
- (5) Failure or refusal to carry out instructions.
- (6) Neglect of duty.
- (7) Incapacity due to mental or physical disability.
- (8) Unsatisfactory record of tardiness and/or absenteeism.
- (9) Insubordination and/or disregard of orders.
- (10) Falsification of any information required by a supervisor or Kingdom College.
- (11) Failure to report accidents or personal injuries properly and/or promptly.
- (12) Misappropriation, destruction, theft, or conversion of Kingdom College property.
- (13) Neglect or carelessness resulting in property damage or injury to another.

- (14) Loss of driver's license when required for continued employment affects the employee's ability to perform the job.
- (15) Introduction, possession, or use, on Kingdom College property, in or on Kingdom College equipment, and/or while at work of intoxicating liquors or controlled substances (drugs).
- (16) Proceeding to or from work, presenting himself/herself for work, being present for work while under the influence of intoxicating liquor or controlled substances (drugs).
- (17) Use of Kingdom College property while off-duty while under the influence of intoxicating liquor or controlled substances (drugs).
- (18) Gambling on Kingdom College property or while at work.
- (19) Fighting or deliberately injuring another.
- (20) Rude or disrespectful conduct directed toward a member of the public or co-workers.
- (21) Waste of Kingdom College supplies or equipment.
- (22) Disorderly or immoral conduct.
- (23) Use of Kingdom College property or equipment on private property for personal gain.
- (24) Violation of safety procedures, which could have dangerous consequences.
- (25) Any reason deemed to be in the best interest of the Kingdom College.

The above charges are only examples and are not all-inclusive. Kingdom College reserves the right to impose disciplinary charges based on the appropriate type of misconduct.

SECTION IV. TYPES OF DISCIPLINARY ACTION

The following disciplinary actions may be implemented by the Board or by the President or his/her designated representative, as set forth below:

- **Reprimand.** An employee may be reprimanded for cause. In such an event, the reprimand will be reduced to writing, and a copy shall be placed in the employee's personnel file. A reprimand is subject to the grievance procedure set forth by Kingdom College but is not otherwise appealable.
- **Suspension for Three Days or less.** An employee may be suspended without pay for up to three (3) days for cause. In such an event, the employee shall be given written notice of the

suspension and the reasons. A suspension of up to three (3) days is subject to the grievance procedure set forth by Kingdom College but is not otherwise appealable.

- **Suspension of more than three (3) days.** An employee may be suspended without pay for a period of four (4) to thirty (30) days for cause. In such an event, the procedure set forth below shall be followed, and any such suspension shall not be subject to the grievance procedure set forth by Kingdom College but rather the appeal process outlined in Section VI.
- **Demotion.** An employee may be demoted from his/her existing position for cause. In such an event, the procedure set forth below shall be followed, and any such demotion shall not be subject to the grievance procedure set forth by Kingdom College but rather the appeal process outlined in Section VI.

SECTION V. PROCEDURE APPLICABLE TO SUSPENSIONS OF MORE THAN THREE (3) DAYS, TO DEMOTION, AND TO DISMISSALS FOR FACULTY OR EMPLOYEES

The following procedure shall be followed when the President or his/her designated representative proposes suspending an employee without pay for more than three (3) days, demoting an employee, or dismissing an employee.

- **Determination Procedure**

- Written notice setting out specific charges and the possibility of disciplinary action shall be served on the employee before disciplinary action is taken. Such written notice shall advise the employee:

(aa) that a Determination Hearing will be held and the date, time, and place of such hearing.

(bb) A determination Hearing will be held to consider the charges against the employee and the possibility of disciplinary action.

(cc) At the Determination Hearing, the employee may be accompanied by anyone of his choosing and will be afforded the opportunity to respond to the charges orally or in writing.

- The Determination Hearing shall be conducted by the President or his/her designated representative who proposes to take disciplinary action and shall be held no sooner than 7 working days after the employee has received the written notice setting forth the charges against him or her and the possibility of disciplinary action. At such a hearing, the evidence against the employee shall be explained, and the employee shall be afforded the opportunity to respond orally or in writing.

- The President or his or her designated representative conducting the Determination Hearing shall issue his or her decision within three (3) working days of conclusion of the

hearing; such decision shall be promptly delivered to the employee and shall advise the employee:

(aa) of the decision;

(bb) of the date on which the discipline to be imposed, if any, is to become effective; and

(cc) If the decision is to suspend the employee without pay for more than three (3) days, to demote the employee, or to dismiss the employee, the employee has a right to appeal such action to the Board, that such appeal must be made in writing and must be delivered to the Director of Human Resources within five (5) working days of the employee's receipt of the decision, and that if written notice of appeal is not received within five working days of the employee's receipt of the decision, all rights to appeal are extinguished.

- An employee may waive his/her right to a Determination Hearing either by delivering a written waiver to the President or his/her designated representative who proposed to take disciplinary action or by failing to appear for the Determination Hearing. Waiver of the Determination Hearing shall be considered an admission that the charges against the employee are correct. In the event of a waiver, the President or his/her designated representative who has proposed to take disciplinary action shall render his/her decision within five (5) working days of the date on which the Determination Hearing was set.

SECTION VI. APPEALS PROCESS

If the employee believes she or he has not been treated fairly in the termination or discharge process, she or he may appeal this process by using the following steps: The employee must notify the supervisor and the Director of Human Resources in writing that she/he wishes to appeal the termination within five days of the termination or discharge. The written and signed appeal must identify the policies or procedures that were not followed. The Director of Human Resources will schedule an appeal hearing with the Board to hear the employee's appeal.

SECTION VII. SUSPENSION WITH PAY PENDING DETERMINATION OF DISCIPLINE

Whenever, in the discretion of the President or his/her designated representative, it is necessary or desirable that an employee be removed from the Kingdom College's active service pending a determination of possible disciplinary action, the employee may be suspended with pay until a Determination Hearing has been held. A determination of discipline has been made, or if no Determination Hearing is required or if such Hearing is waived until a determination of discipline has been made.

SECTION VIII. PROBATIONARY EMPLOYEE

Any probationary employee may be suspended or removed at any time by the President. Probationary, temporary, seasonal, part-time, or adjunct employees shall not have the right of appeal from such action.

SECTION IX. REMOVAL OF PRESIDENT, NON-CLASSIFIED EMPLOYEES

Any person appointed to an office by the Board may, for cause, after a hearing, be removed by the officer who made the appointment. The Board may remove, by a two-thirds (2/3) vote, any such person for incompetence, malfeasance, misfeasance, or nonfeasance in office and for conduct detrimental to good order or discipline, including habitual neglect of duty, or for any other reason deemed appropriate by the Board.

KC 300.26a – Employee Expectations and Appearance

Last Revision/Approval Date: 03/02/2023

SECTION I. ATTENDANCE AND PUNCTUALITY

Employees are expected to be punctual and dependable in their attendance. If an employee is unexpectedly unable to report to work or will be late, they must notify their immediate supervisor promptly. Frequent tardiness, inconsistent attendance, and unscheduled absences from work may warrant disciplinary action, up to and including termination of employment.

SECTION II. DRESS AND APPEARANCE

There are no specific rules covering the dress and appearance of Kingdom College employees. Certain divisions, however, may require such rules, and members of the affected divisions shall adhere to these rules. Employees not covered by specific rules are expected to exercise their better judgment. Each employee should remember that inappropriate appearance or dress habits can be as offensive as any other form of discourtesy or disrespect.

KC 300.26b – Employee Conduct

Last Revision/Approval Date: 03/02/2023

SECTION I. GENERAL DUTY OF EMPLOYEE

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency, economy, and performance in work for Kingdom College.

SECTION II. DISCIPLINE POLICY

Generally, the employment of every employee shall be conditioned on the employee's satisfactory conduct and continued satisfactory performance of assigned duties and responsibilities. An employee who has completed his/her probationary period may be dismissed, demoted, suspended, or reprimanded for cause or any reason deemed to be in Kingdom College's best interest.

SECTION III. CAUSES FOR DISCIPLINARY ACTION

The following are examples of causes that shall be sufficient causes for reprimand, suspension, demotion, or dismissal:

- (1) Conviction of a felony or other crime involving moral turpitude.
- (2) Incompetency or inefficiency.
- (3) Unsatisfactory work performance.
- (4) Absent without leave.
- (5) Failure or refusal to carry out instructions.
- (6) Neglect of duty.
- (7) Incapacity due to mental or physical disability.
- (8) Unsatisfactory record of tardiness and/or absenteeism.
- (9) Insubordination and/or disregard of orders.
- (10) Falsification of any information required by a supervisor or Kingdom College.
- (11) Failure to report accidents or personal injuries properly and/or promptly.
- (12) Misappropriation, destruction, theft, or conversion of Kingdom College property.
- (13) Neglect or carelessness resulting in property damage or injury to another.

- (14) Loss of a driver's license when required for continued employment affects the employee's ability to perform the job.
- (15) Introduction, possession, or use, on Kingdom College property, in or on Kingdom College equipment, and/or while at work, of intoxicating liquors or controlled substances (drugs).
- (16) Proceeding to or from work, presenting himself/herself for work, being present for work while under the influence of intoxicating liquor or controlled substances (drugs).
- (17) Use of Kingdom College property while off-duty while under the influence of intoxicating liquor or controlled substances (drugs).
- (18) Gambling on Kingdom College property or while at work.
- (19) Fighting or deliberately injuring another.
- (20) Rude or disrespectful conduct directed toward a member of the public or co-workers.
- (21) Waste of Kingdom College supplies or equipment.
- (22) Disorderly or immoral conduct.
- (23) Use of Kingdom College property or equipment on private property for personal gain.
- (24) Violation of safety procedures, which could have dangerous consequences.
- (25) Any reason deemed to be in the best interest of the Kingdom College.

The above charges are only examples and are not all-inclusive. Kingdom College reserves the right to impose disciplinary charges based on the appropriate type of misconduct.

SECTION IV. TYPES OF DISCIPLINARY ACTION

The following disciplinary actions may be implemented by the Board or by the President or his/her designated representative, as set forth below:

- **Reprimand.** An employee may be reprimanded for cause. In such an event, the reprimand will be reduced to writing, and a copy shall be placed in the employee's personnel file. A reprimand is subject to the grievance procedure set forth by Kingdom College but is not otherwise appealable.
- **Suspension for Three Days or less.** An employee may be suspended without pay for up to three (3) days for cause. In such an event, the employee shall be given written

notice of the suspension and the reasons. A suspension of up to three (3) days is subject to the grievance procedure set forth by Kingdom College but is not otherwise appealable.

- **Suspension of more than three (3) days.** An employee may be suspended without pay for a period of four (4) to thirty (30) days for cause. In such an event, the procedure set forth below shall be followed, and any such suspension shall not be subject to the grievance procedure set forth by Kingdom College but rather the appeal process outlined in Section VI.
- **Demotion.** An employee may be demoted from his/her existing position for cause. In such an event, the procedure set forth below shall be followed, and any such demotion shall not be subject to the grievance procedure set forth by Kingdom College but rather the appeal process outlined in Section VI.

SECTION V. PROCEDURE APPLICABLE TO SUSPENSIONS OF MORE THAN THREE (3) DAYS, TO DEMOTION, AND TO DISMISSALS FOR FACULTY OR EMPLOYEES

The following procedure shall be followed when the President or his/her designated representative proposes suspending an employee without pay for more than three (3) days, demoting an employee, or dismissing an employee.

- **Determination Procedure**

- Written notice setting out specific charges and the possibility of disciplinary action shall be served on the employee before disciplinary action is taken. Such written notice shall advise the employee:

(aa) that a Determination Hearing will be held and the date, time, and place of such hearing.

(bb) A determination Hearing will be held to consider the charges against the employee and the possibility of disciplinary action.

(cc) At the Determination Hearing, the employee may be accompanied by anyone of his choosing and will be afforded the opportunity to respond to the charges orally or in writing.

- The Determination Hearing shall be conducted by the President or his/her designated representative who proposes to take disciplinary action and shall be held no sooner than 7 working days after the employee has received the written notice setting forth the charges against him or her and the possibility of disciplinary action. At such a hearing, the evidence against the employee shall be explained, and the employee shall be afforded the opportunity to respond orally or in writing.

- The President or his or her designated representative conducting the Determination Hearing shall issue his or her decision within three (3) working days of the conclusion of the hearing; such decision shall be promptly delivered to the employee and shall advise the employee:

(aa) of the decision;

(bb) of the date on which the discipline to be imposed, if any, is to become effective; and

(cc) If the decision is to suspend the employee without pay for more than three (3) days, to demote the employee, or to dismiss the employee, the employee has a right to appeal such action to the Board, that such appeal must be made in writing and must be delivered to the Director of Human Resources within five (5) working days of the employee's receipt of the decision, and that if written notice of appeal is not received within five working days of the employee's receipt of the decision, all rights to appeal are extinguished.

- An employee may waive his/her right to a Determination Hearing either by delivering a written waiver to the President or his/her designated representative who proposed to take disciplinary action or by failing to appear for the Determination Hearing. Waiver of the Determination Hearing shall be considered an admission that the charges against the employee are correct. In the event of a waiver, the President or his/her designated representative who has proposed to take disciplinary action shall render his/her decision within five (5) working days of the date on which the Determination Hearing was set.

SECTION VI. APPEALS PROCESS

If the employee believes she or he has not been treated fairly in the termination or discharge process, she or he may appeal this process by using the following steps: The employee must notify the supervisor and the Director of Human Resources in writing that she/he wishes to appeal the termination within five days of the termination or discharge. The written and signed appeal must identify the policies or procedures that were not followed. The Director of Human Resources will schedule an appeal hearing with the Board to hear the employee's appeal.

SECTION VII. SUSPENSION WITH PAY PENDING DETERMINATION OF DISCIPLINE

Whenever, at the discretion of the President or his/her designated representative, it is necessary or desirable that an employee be removed from the Kingdom College's active service pending a determination of possible disciplinary action, the employee may be suspended with pay until a Determination Hearing has been held. A determination of discipline has been made, or if no Determination Hearing is required, or if such Hearing is waived until a determination of discipline has been made.

SECTION VIII. PROBATIONARY EMPLOYEE

Any probationary employee may be suspended or removed at any time by the President. Probationary, temporary, seasonal, part-time, or adjunct employees shall not have the right of appeal from such action.

SECTION IX. REMOVAL OF PRESIDENT, NON-CLASSIFIED EMPLOYEES

Any person appointed to an office by the Board may, for cause, after a hearing, be removed by the officer who made the appointment. The Board may remove, by a two-thirds (2/3) vote, any such person for incompetence, malfeasance, misfeasance, or nonfeasance in office and for conduct detrimental to good order or discipline, including habitual neglect of duty, or for any other reason deemed appropriate by the Board.

KC 300.27 – Health/Safety/Emergency Policy

Health/Safety/Emergency Policy

Last Revision/Approval Date: 5/23/2023

Purpose: Safety is everyone's responsibility. All members of the Kingdom College community are expected to be familiar with and aware of their safety responsibilities, to follow safety practices, to act proactively to prevent accidents and injuries, to communicate hazards to those in supervision or administration, and to be prepared for emergencies in the workplace. Kingdom College is committed to providing a safe environment for faculty, staff, students, and visitors. This policy outlines safety responsibilities to ensure compliance with relevant environmental health and safety laws, regulations, policies, and guidelines.

Contents: The program implemented with this policy includes the following:

- Safety inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply with applicable local, state, and federal codes, including those required by the Occupational Safety and Health Administration (OSHA)
- Training personnel in any job-specific hazards and how to avoid them
- Providing necessary personal protective equipment (PPE) to enhance the safety of the workplace
- Developing and enforcing safety and health rules, requiring that all affected personnel cooperate with these rules as a condition of employment
- Investigating promptly and thoroughly occupational accidents to determine the cause and how to prevent a recurrence
- Locating and educating members on evacuation plans in the event of an emergency

Responsibilities: All members of the Kingdom College community are responsible for ensuring good safety and health procedures are always followed. Below are specific responsibilities outlined for roles within the college.

Supervisors and Faculty:

- Require all staff members under their direction to attend required safety training
- Maintain workplaces and equipment under their control in a safe, well-kept condition
- Identify hazards and make efforts to correct them immediately
- Dispose of waste properly and in accordance with college, state, and federal requirements

Students:

- Comply with this policy and all other college health and safety programs
- Inform an instructor or staff member of any safety or health hazards on college property or at instructional sites
- Know your role in the event of an emergency

Employees and Staff:

- Observe all safety and health rules and procedures
- Report unsafe conditions and practices to the supervisor as soon as possible
- Conduct work activities in a manner that will not endanger others
- Makes safety suggestions
- Report all injuries to your supervisor immediately
- Wear personal protective equipment as needed
- Cooperate fully with supervisors in conducting investigations

All contractors working for Kingdom College are expected to uphold the same safety standards as that of other college community members. Members are urged to make safe performance an element of every task.

Accidents: In the event of an accident, members of the Kingdom College community should immediately do the following:

- Ensure everyone is safe and no further harm can occur
- If the severity of the accident necessitates doing so, contact should be made with emergency personnel via 911 immediately
- Inform your supervisor and the Director of Human Resources
- Document the details of the accident as directed by the Director of Human Resources
- Put in place corrective action plans to ensure that a similar accident does not happen in the future

Emergency Health Care Situation: If a situation requires medical assistance, contact 911 immediately. Contact should also be made with the Director of Human Resources to ensure the individual's emergency contact is notified if appropriate.

Active Shooter/Immediate Threat: In the event of an immediate threat of bodily harm or an active shooter situation, the "Run, Hide, Fight" guidelines outlined in APPENDIX I of FEMA V-1000 should be followed.

Inspection Checklists: Administration and instructional locations will be inspected per semester and documented on the Kingdom College **Office/Teaching Area Inspection Checklist** found in APPENDIX II. Included in these inspections will be identifying and correcting hazards, ensuring emergency exits are clearly marked and accessible, and fire protection items such as extinguishers are up to date on servicing.

Emergency Evacuation Plans: Listed below by APPENDIX are the emergency evacuation plans for each location where Kingdom College provides instruction or houses administrative functions. All members of the Kingdom College community should familiarize themselves with these renderings in the event of an emergency.

Emergency Health Care Situation: In response to the COVID-19 pandemic, the Pandemic Response Policy is attached in APPENDIX V.

APPENDIX I – Active Shooter Guidelines

APPENDIX II – Office/Teaching Area Inspection List

APPENDIX III – Kingdom College Administrative Offices

APPENDIX IV – Kingdom College Education Center/Classrooms

APPENDIX V – Pandemic Response Policy

APPENDIX I – Active Shooter Guidelines

**FEMA**
FEMA V-1000/3 March 2018

**BE PREPARED FOR AN
ACTIVE
SHOOTER**

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something,
say something.



Learn first aid skills so
you can help others.



Before you run, know the exits.



Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight

HOW TO STAY SAFE

WHEN AN ACTIVE SHOOTER THREATENS



If you see suspicious activity, let an authority know right away.

Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

When you visit a building such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for active shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at ready.gov/until-help-arrives.



RUN. Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

HIDE. If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

FIGHT. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



Keep hands visible and empty.

Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.

Follow law enforcement's instructions and evacuate in the direction they tell you to.

Consider seeking professional help for you and your family to cope with the long-term effects of trauma.

Take an Active Role in Your Safety

Go to ready.gov and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips



APPENDIX II – Office/Teaching Area Inspection List



OFFICE/TEACHING AREA INSPECTION CHECKLIST

Person Conducting Inspection: _____

Location Inspected: _____

DATE: _____

GENERAL	YES	NO	NOTES:
FLOORS: clean, dry, and free from debris, clutter, and trip hazards			
Signs are posted when floors are wet (e.g., when floors are washed, spills)			
Aisles are marked, clear, and			
Stairs and landings kept clear and unobstructed.			
Stairwells adequately lit: steps, treads, etc., in good condition			
Furniture/Office equipment is secure from tipping; appropriate for work being done			
Exits, Entrances & Exterior Parking	YES	NO	NOTES:
Doors are not blocked.			
Routes, signs, and doors are clearly marked; exit signs are easy to see; outside entrances and parking lots are clearly lit.			
Walkways and parking lots are free from trip hazards/debris.			
Emergency exits have been identified and easily located in all areas			
Environment	YES	NO	NOTES:
Lighting levels are adequate; work areas are free from glare			
Air quality adequate			
Temperature and humidity adequate			
Student chairs, desks, etc, are free from hazards and are comfortable enough to ensure productive, distraction-free learning			

The Occupational Health and Safety Act posted			
Temperature and humidity adequate			
Fire Protection and Warning Systems	YES	NO	NOTES:
Emergency lighting; adequate lighting tested and record of annual inspection			
Portable fire extinguishers: appropriate type, readily available and inspected			
Fire exit doors: In good repair, unlocked and free from obstruction (both sides)			
Fire/emergency alarm systems if applicable, are operational; fire exit signs lit			
A fire and evacuation plan has been			
Hygiene and First Aid	YES	NO	NOTES:
Washrooms are clean (chemicals are stored)			
Washing facility available (soap, warm water)			
Washrooms are clean (chemicals are stored)			
First Aid kits available in office areas			
Material Handling and Storage	YES	NO	NOTES:
Materials, including any flammable products, are safely stored.			
Storage shelves are loaded only to capacity, and heavy, awkward items are lower.			
Step/Ladders have non-slip surfaces and are in good condition. Secured when stored.			
Electrical	YES	NO	NOTES:
Extension cords are secured and in good condition (no exposed wires or bent prongs)			
Portable hand tools are grounded or double insulated; cords in good condition.			
Clear access to electrical panels and no combustible material stored/posted with 24 inches around			
Security	YES	NO	NOTES:
Training on safety/workplace violence/ active shooter conducted with employees in person or electronically			
Safety measures are in place for anyone working alone.			

Other Safety Concerns Identified	YES	NO	NOTES:

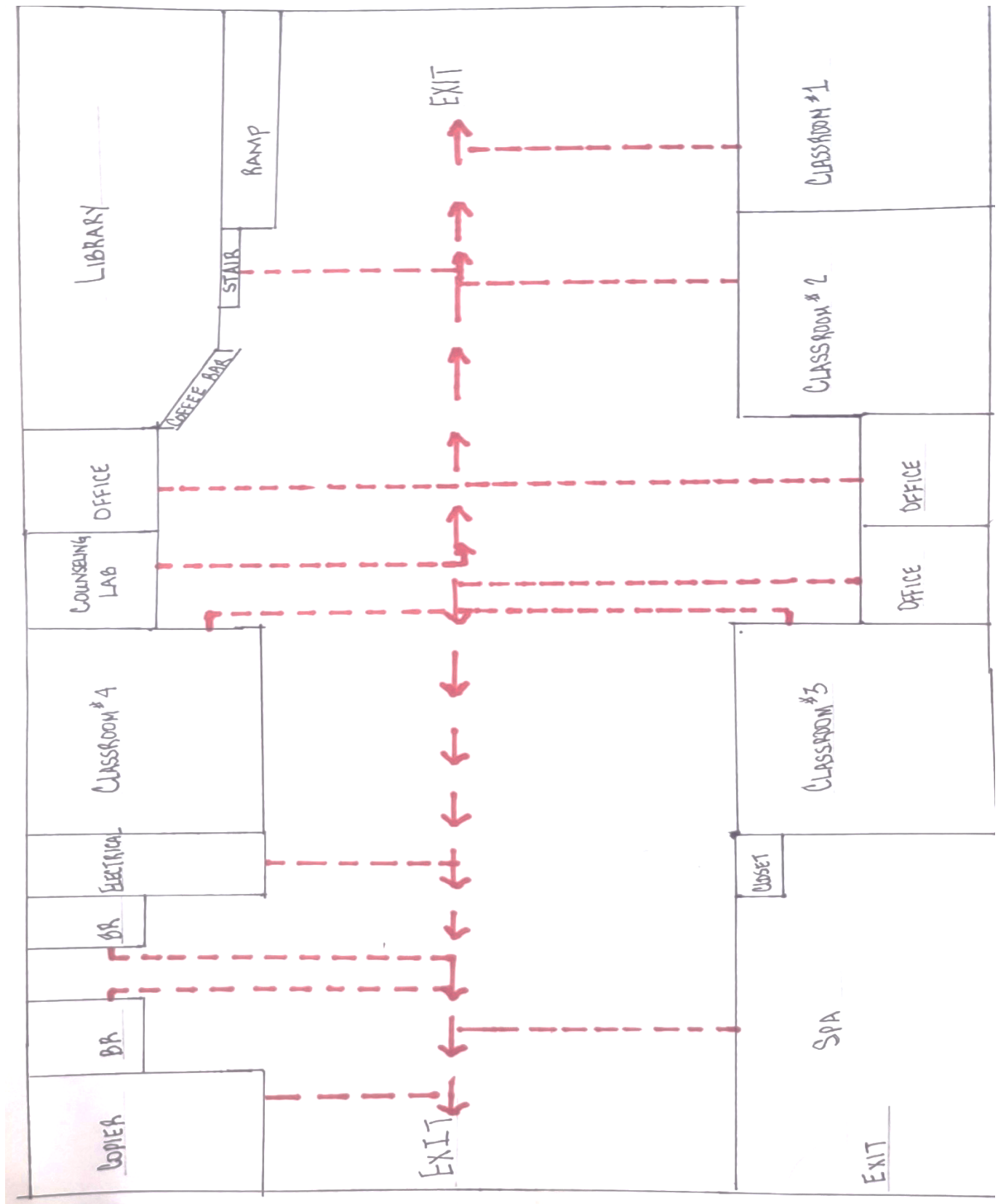
APPENDIX III – Kingdom College Administrative Offices



Kingdom College
Fire Evacuation Routes

APPENDIX V – Pandemic Response Policy

APPENDIX IV – Kingdom College Education Center/Classrooms



APPENDIX V – Pandemic Response Policy

KINGDOM COLLEGE COVID-19 PANDEMIC POLICY

Purpose: Due to the COVID-19 Pandemic, the following policies and procedures are outlined to ensure the safety and welfare of the staff, students, and faculty of Kingdom College. Due to the changing nature of the national, state, and local responses to the COVID-19 threat, nothing in the policy will preclude the President from taking immediate action, if necessary, for safety or to ensure compliance with legal requirements.

Face Coverings: Face coverings are strongly recommended in all Kingdom College settings where a minimum 6-foot distance cannot be kept between individuals of different households.

Cleaning/Sanitation: All employees will follow proper housekeeping and sanitation procedures. This includes, but is not limited to, daily wiping of commonly touched areas such as door handles, light switches, phones, and other commonly used surfaces. Employees will limit contact with other employees' workstations, including computers, phones, etc., as much as possible.

Confirmed Positive: In the event that a staff member tests positive for COVID-19, that staff member will not be allowed to enter back into the office/work area for a period of 14 days from the onset of symptoms or the positive test (whichever comes first) and have a minimum of 48-hours without a fever without taking fever-reducing medication. The same will apply to students reentering the classroom environment. Any staff member who had direct contact with the infected staff member for more than 15 minutes at a distance of less than 6 feet will be tested before returning to work. During the 14 days following direct contact, any employee who shows symptoms will be sent home until a test is confirmed negative. The President retains the right to determine alternative schedules within the office environment during the 14-day period following a confirmed positive, to limit in-person contact among staff members.

Chris Bryant

Kingdom College

Director of Human Resources/Risk Management

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KC 300.28 – Use of Facilities

Last Revision/Approval Date: 03/02/2023

Kingdom College's comprehensive risk management program includes the protection, upkeep, and ongoing maintenance of the physical resources under the ownership or use of the College. This risk management plan ensures adequate safety inspections occur, sites are free from hazards for students, faculty, and guests, and the proper insurance coverage is in place. Site visits are done periodically by the College's loss control representatives from the various insurance plans. These coverages include but are not limited to general liability, professional liability, worker's compensation, property, and cyber liability protections. The proper levels of property insurance are maintained in order to allow for the continuation of services with limited impact on students and faculty in the event of catastrophe or loss of use.

KC 300.29 – Undue Influence

Last Revision/Approval Date: 03/5/2026

A disciplinary process will be initiated via the Board of Directors and the Board Attorney when undue external influence happens. The following disciplinary process would take place:

- 1) Review of the Board of Directors' infringement, error, or inappropriate behavior in an executive session.
- 2) The Board will issue a recommendation for correction that becomes the responsibility of the Board President in the case of a Board member's infraction. For faculty, staff, students, or any entity involved with Kingdom College, the Human Resources Director, under the CEO's oversight, will be the enforcer. The decision to enforce a mandate to turn over the incident to the Kingdom College legal representative, who will take it under his/her purview to pursue legal action, is the responsibility of a joint decision by the Board of Directors and the CEO.
- 3) In either decision, the entity in question will be notified in an in-person meeting for appropriate action up to or including termination.

KC 400.1 – Annual Budget Process

Last Revision/Approval Date: 11/20/2025

The budgeting process includes planning for the current operational needs of Kingdom College and long-range planning. Because of Kingdom College's nonprofit status and its Mission and Vision statements, the budgeting process may differ from that in the secular world. Still, we desire to develop an annual budget that meets the school's basic needs while allowing God to abundantly bless the Work He started. The majority of funds are private, and we therefore have to rely on past experience with donors, especially God, to provide for the needs of Kingdom College.

The Board strives for complete transparency and accountability through our budget with all interested parties. The budget will be developed with input from all College planning units, including Department Chairs and Directors. Programming expenditures (direct costs of activities that support the college's mission) will be given priority over support expenditures. The goal will be to allocate at least 75% of the budget to Programming expenditures.

The annual budget will be submitted for approval by the first week of June each year, running concurrently with our fiscal year from July 1 to June 30. Board approval is required by July 1 each year.

KC 400.2 – Title IV Student Authorization

Title IV Student Authorization Form

Last Revision/Approval Date: 12/16/21

(Currently Not Applicable. This policy will be implemented once Kingdom College is approved for Title IV funding.)

Federal regulations require the College only to apply federal Title IV funds to certain allowable charges.

Federal Title IV funds include:

- | | |
|--------------------------------------|-----------------------------|
| *Direct Subsidized/Unsubsidized Loan | *Direct Graduate Plus Loans |
| *Direct Plus Loans | *Pell Grant |
| *SEO Grant | |

Allowable charges include only the following:

- *Tuition
- *Mandatory Fees

If the sum of federal Title IV Funds exceeds the sum of these allowable charges, the College must return that excess to the student; however, the student can authorize the College to apply the amount of federal Title IV Funds that exceed the allowable charges to cover non-allowable charges (such as bookstore charges) on their student account.

Authorization

By signing below:

*I authorize the College to apply Title IV Funds to all charges on my student account for the academic year for which the Title IV Funds are received.

*I authorize the College to hold any excess Title IV Funds for future charges within the loan period.

*I authorize the College to apply any Title IV Funds I receive towards prior year charges, as federal regulations allow.

I understand this authorization is voluntary and will remain valid as long as I am enrolled at the College. At any time during the enrollment period, I may rescind this authorization by contacting the Chief Financial Officer. I further understand that I will be responsible for paying any outstanding debts to the College if I cancel this authorization.

Student Signature: _____ Date: _____

KC 400.3 – Return of Title IV Funds

Title IV Federal Return of Funds Policy

Last Revision/Approval Date: 12/16/21

(Currently Not Applicable. This policy will be implemented once Kingdom College is approved for Title IV funding.)

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Title IV recipients who withdraw completely before completing 60% of the term for which the student has been charged must return a portion of the Title IV funds they received. The return amount will be calculated based on the number of days the student attended during the given term.

RETURN OF OVERPAYMENT

Title IV financial aid recipients who withdraw from all classes or administratively withdraw from all classes may be required to return a portion of the financial aid they received. Calculations are done to determine the percent of financial aid earned and unearned for the given term.

Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid reward(s) will be required to return funds in the amount necessary to eliminate the overpayment.

The student will be notified if a Return of Title IV funds is due. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

ORDER OF RETURN OF TITLE IV FUNDS

All returns will be distributed to the student financial assistance programs in the order below, with the following exceptions. Title IV funds required to be returned by the student will not be distributed to the Federal Direct Loan Program, and no returns shall be distributed to the Federal Work-Study Program.

Federal Direct Unsubsidized Stafford Loan

Federal Direct Stafford Loan

Federal Perkins Loan

Federal Direct PLUS Loan

Federal PELL Grant Program

Federal SEOG Program

Other Title IV Programs

Other Federal and State Programs

Institutional or Agency Programs

If a credit balance remains after all adjustments and distributions, the student will receive a refund.

Tuition and fee policies are subject to change at the beginning of each term.

KC 400.4 – Student Refunds

REFUNDS POLICIES AND PROCEDURES

Last Revision/Approval Date: 03/02/2023

Refunds for Withdrawal

A student who withdraws from Kingdom College through a formal application with the Registrar or who withdraws without notice will receive adjustments to the refund of expenses, or a reduction in financial aid or veterans benefits. The federal Title IV pro rata percentage would determine the refund or reduction amount based on the amount of time spent in attendance if the student received any financial aid, veterans benefits, or scholarships. The pro rata percentage determines the adjustment at the time of withdrawal, up to the 60 percent point in a class term. After the 60 percent point, a student has earned 100 percent of the financial aid and expenses incurred for a class term. The date the student either formally or informally initiates the withdrawal process in writing, or the last date of attendance, is considered the withdrawal date. If a date of intent to withdraw cannot be determined, the midpoint of the term will serve as the withdrawal date.

Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination. If cancellation occurs within the designated change of schedule period as posted on the Kingdom College Academic Calendar, all money paid by the prospective student shall be refunded. If a drop/withdrawal occurs after those published dates but before midnight the very next Friday, 75% of tuition will be refunded for the hours dropped or withdrawn (this does not include fees, which remain due as originally charged). If a drop/withdrawal occurs prior to midnight the next Friday, 50% of tuition only will be refunded for hours dropped or withdrawn (this does not include fees, which remain due as originally charged). Finally, when a drop/withdrawal occurs prior to midnight, the third Friday following the end of the designated change of schedule period, 25% of tuition may be refunded for hours dropped or withdrawn (this does not include fees, which remain due as originally charged). Once books and supplies are issued and received by students, they become the students' property, and refunds may be made only at the bookstore's discretion. This refund policy complies with the Federal Department of Education Title IV requirements. (Kingdom College is not currently approved for Title IV benefits, but will use this method in preparation for that approval.)

Refunds for Involuntary Withdrawal or Dismissal

When a student is involuntarily dismissed for disciplinary reasons, he or she will receive a pro rata reduction in financial aid or veterans benefits. Kingdom College will refund tuition charges at one-

half the pro rata financial aid percentage. (Kingdom College is not currently approved for Title IV benefits, but will use this method in preparation for that approval.)

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 sufficient time to make this judgment call and to seek 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. 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 require the remaining balance to be paid to the College. **The last date to withdraw from each semester is published in the Kingdom College Academic Calendar.**

Student refunds may result in your student account because of financial aid or loan payments, overpayments, and/or account adjustments. If the credit balance is created by an overpayment made by check or electronic check, the refund will not be processed for at least ten (10) business days to allow the check to clear the bank.

Any miscellaneous refunds should be requested through the registrar and submitted to the Chief Financial Officer. These refunds will be processed within fifteen (15) business days.

All refunds will be issued by check and mailed to the student's home address on file with the college.

KC 400.5 – Payroll Policy

Last Revision/Approval Date: 11/20/2025

The standard work week for the administrative offices of Kingdom College will be Monday-Thursday, 9 am to 4 pm, and Friday, 9 am to 12 pm. Salaried staff will be expected to work together to cover these hours to ensure an employee is available during these times.

The Human Resources Director will be responsible for coordinating the hours of all part-time employees and volunteer staff to ensure the smooth operation of the administrative offices. Hourly employees will submit their time to the HR Director for approval, and HR will, in turn, submit it to the CFO's office for payroll.

The HR Director will maintain all personnel files, including contracts for adjunct/faculty staff, and will supply the CFO's office with the agreed-upon adjunct/faculty staff contract salaries for each semester for payment.

The HR Director will coordinate all sick, vacation, and leave-of-absence requests, as well as all insurance and other benefits provided to employees. The Director will supply the CFO's office with any amounts that should be reflected on the employee's payroll checks, including insurance amounts or deductions to be taken from the payroll check. The CFO's office will be responsible for all payroll checks, deductions, and taxes.

There will be 2 payroll periods: semi-monthly and monthly. All administrative staff (including Admin Faculty), both salaried and hourly, will be paid semi-monthly, and all adjunct faculty will be paid monthly during the semester they teach.

All employees may have their payroll checks mailed or directly deposited into their bank account set up with the CFO's office.

Currently, Kingdom College does not offer fringe benefits; those sections will be added as they become available.

KC 400.5a – Instructional Adjunct Payroll

Instructional (Adjunct) Payroll Policy & Procedures

Last Revision/Approval Date: 7/7/2026

1. Philosophical Foundation: Stewardship of Resources

At Kingdom College, we believe in "Higher Education for a Higher Purpose." This extends to our financial management and the responsible allocation of tuition-funded resources. As such, all instructional compensation is an installment-based agreement contingent upon active course engagement and the continued availability of tuition-driven institutional funds.

2. Monthly Installment Structure

Instructional contracts are divided into equal monthly installments for the duration of the academic semester. Each installment represents the fulfillment of instructional duties, student support, and administrative overhead for that specific calendar month.

3. Enrollment-Based Payroll Adjustments

Should a course reach zero (0) active students due to withdrawals or drops, the following tiered reconciliation schedule will be enacted by the Director of Enrollment and Student Services:

A. Early-Term Conclusion (Weeks 1–2)

If 100% of students withdraw within the first 14 calendar days of the semester:

- **Administrative Stipend:** The instructor will receive a flat development fee of \$150. This payment acknowledges the curriculum preparation and initial administrative setup performed by the instructor.
- **Conclusion:** All remaining portions of the first month's pay and all subsequent monthly installments for that course will be concluded.

B. Mid-Semester Conclusion (After Week 2)

If 100% of students withdraw after the second week of the semester:

- **Current Month Fulfillment:** The instructor will receive the full monthly installment for the month in which the final student withdrawal occurred.
- **Conclusion:** All installments scheduled for subsequent months will be deemed fulfilled and concluded, as the funding source and instructional need are no longer present.

4. Procedure for Semester Inactive Course Conclusion

Step	Action	Responsibility
------	--------	----------------

Step	Action	Responsibility
1	Enrollment Audit: Weekly monitoring of course rosters to identify "Zero-Student" status.	Director of Enrollment & Student Services
2	Tier Verification: Determine if the conclusion occurred within the 14-day (Early) window or later. Confirm the final withdrawal date and notify the Director of Human Resources	Director of Enrollment & Student Services
3	Official Notice: Issue the appropriate "Notification of Course Conclusion" email to the instructor and the Chief Financial Officer for necessary payroll adjustment	Director of Human Resources
4	Payroll Adjustment: Process the \$150 development stipend (Early) or 100% installment (Mid) as funds are available and close the schedule.	Chief Financial Officer

5. Instructor Notification Templates

Template A: Early-Term (Weeks 1-2)

Subject: Administrative Update: Course Status for [Course Name]

Dear [Instructor Name],

Thank you for your partnership with Kingdom College and your preparation for the current semester. In our shared mission of "Higher education for a higher purpose," we strive to manage our resources with the utmost integrity.

We are writing to inform you that enrollment for [Course Name] has reached zero due to early-term withdrawals. In accordance with our stewardship policy for courses that conclude within the first two weeks of the term:

- You will receive a flat development fee of \$150 as a stipend for your initial course preparation and administrative setup.
- Following this payment, the payroll schedule for this specific course will be concluded.

We value your expertise and look forward to future opportunities to serve our students together.

Template B: Mid-Semester (After Week 2)

Subject: Important Update: Instructional Status for [Course Name]

Dear [Instructor Name],

Thank you for your faithful service to Kingdom College. As we steward the funds entrusted to us by our students and supporters, we must occasionally adjust our operations to reflect current enrollment needs.

As of [Date], all students in [Course Name] have withdrawn. Consequently, the instructional requirements for this course have reached their conclusion.

- You will receive your full monthly installment for [Current Month] to honor the work performed during this period.
- As the instructional cycle for this course is now complete, subsequent monthly installments will be concluded.

We are grateful for the spiritual and academic investment you have made in our community.

KC 400.5b – Adjunct Offer Letter Template

Instructional (Adjunct) Semester Offer Letter Template

Last Revision/Approval Date: 3/24/2026



Kingdom College
208 S. Main Street
Headland, AL 36345
334-783-5042 PHONE
334-783-5094 FAX
www.kingdomcollege.net

HIGHER EDUCATION
FOR A HIGHER PURPOSE

DATE:

Instructor Name
Address Line
Address Line

Dear (NAME),

Please let this letter serve as a formal offer of employment from Kingdom College for the position of Part-Time Adjunct Faculty for the (NAME) Semester (YEAR) which begins on (MONTH). Your teaching assignment is as follows:

Course:
Day(s):
Time(s):
Location:
Salary:

Adjunct appointments at Kingdom College (KC) are temporary in nature and typically issued per semester. KC reserves the right to reschedule, reassign, or cancel this appointment due to insufficient enrollment or institutional needs. This appointment remains subject to all current and future rules adopted for the governance of the College and approval by appropriate College officials. Guided by our mission of "Higher Education for a Higher Purpose," we prioritize the biblical stewardship of our resources. While many institutions withhold payment until the semester concludes, we believe it is God's Will to support our faculty consistently. Therefore, provided institutional funds allow, your per-class salary will be distributed in monthly installments on or about the first of each month.

As our monthly disbursements rely on active enrollment, the following reconciliation applies if a course reaches zero (0) students:

- **Weeks 1-2:** You will receive 50% of the first monthly installment as a preparation stipend; all subsequent payments will be concluded.
- **After Week 2:** You will receive the full installment for the current month; all subsequent payments will be concluded.

Prayerfully, the first payroll for this term will run on or about (DATE)

God has brought us so far since our first classes in the Fall of 2018! As we have prepared for this semester, we could not be more excited to see what He is going to continue to do with and through Kingdom College. Just as God designed the Church to have members with different gifts and abilities, we believe He has brought this specific team together—each with God-given strengths—to be utilized to the highest extent possible for the benefit of His Kingdom.

To God be the Glory!

Sincerely,
Chris Bryant
Director of Human Resources

I accept this offer of employment on the terms and conditions specified in this letter.

Signature

Date

I decline this offer of employment with the terms and conditions as specified in this letter.

Signature

Date

KC 400.6 – Financial Reporting and Responsibilities

Last Revision/Approval Date: 11/20/2025

Financial Responsibilities: The Board of Directors is responsible for formulating financial policies and periodically reviewing operations and activities.

The Board delegates this oversight responsibility to the Board Treasurer. The responsibility is shared through delegation with the President and the CFO.

The CFO acts as the primary fiscal agent, implementing all financial policies and procedures, and is responsible for the coordination of the following: annual budget presentation, management of any future Endowments and other fund investments, selection of the outside auditors, and approving revenue and expenditure objectives in accordance with the Board-approved long-term plans.

The CFO is responsible for day-to-day operations, including managing funds, ensuring the accuracy of accounting records and internal controls, and overseeing financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.

The CFO is responsible for the preparation of the Chart of Accounts, reporting formats, accounts payable processing, payroll input, and payroll processing, all payroll taxes, including quarterly and year-end tax forms, cash receipts input, journal entries for the general ledger, Form 1099 and W2 reporting, and overseeing Form 990 reporting and audits by an outside CPA firm.

Financial Statements: The financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP).

Under GAAP, net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the agency's net assets and changes shall be classified as unrestricted, temporarily restricted, or permanently restricted.

The CFO shall prepare and present the Monthly Financial Statements and present them to the College President and Board President for review.

Audit: Kingdom College will have its financial statements audited annually, within 4 months of the end of each fiscal year. A firm of independent CPAs shall complete the audit. The CFO shall be directly responsible for overseeing the annual financial audit.

KC 400.7 – Line of Credit and Credit Card

Last Revision/Approval Date: 03/02/2023

Line of Credit

As of August 21, 2020, Kingdom College has completed applying for a \$25,000.00 Line of Credit. The process actually began in 2019 but was not pursued until 2020.

The Line of Credit will not be utilized unless a financial emergency arises. A withdrawal from the line of credit must initially be requested by the CFO, approved by the President, and require a minimum of four (4) Board members.

Paying back the Line of Credit will be a priority item on Expenses.

Credit Cards

The Board will approve all credit card applications. The procedure will be for the CFO to request the President; the President will review and present to at least four (4) members of the Board for approval.

KC 400.8 – Investment Policy

Last Revision/Approval Date: 11/17/2025

Kingdom College maintains an investment account with Edward Jones, Headland. This account is open for donations of various types of stocks/funds, etc. The CFO and Kingdom College President will have direct access and accountability for this account. Still, the Board must approve the sale of investments for operating expenses or major purchases. Kingdom College will do its best to make informed decisions about the types of stocks/funds, etc., it purchases, ensuring they are not out of line with what God would have us be a part of. Kingdom College retains the right to sell any donation of stocks/funds received that are not aligned with a Godly character.

KC 400.9 – Authorization of Signers and Financial Limits

Last Revision/Approval Date: 11/20/2025

Purpose

The Board of Kingdom College must assign/approve signers for all financial accounts and set and review financial limits for one or more signatures.

Objective

To ensure the Board and staff know who can sign and authorize Kingdom College's financial documents.

Policy

- Checks exceeding \$1,000 require approval from a second authorized signer. Exceptions include expenses previously approved by the Board, such as rent, payroll, or credit card charges for budgeted items.
- The CFO and the College's President will be issued credit cards to use when using a paper check is inefficient. The same limits will apply.
- Any notes or lines of credit will require prior board approval and a minimum of authorized signatures or the number of signers the bank requires.
- Each year, at the first meeting of the Board of Kingdom College, the board must review/approve signers, as well as limits on all financial accounts.

Current Authorized Signers:

Dr. Virginia Mayer
Sylvia Shepherd
Laurie Summerlin
George Mayer

KC 400.10 – Cash Receipts / Accounts Receivable

Last Revision/Approval Date: 11/17/2025

Cash Receipts/Accounts Receivable: Cash receipts (checks or cash) should be recorded by any staff receiving the funds in a deposit ledger. The original receipt will be given to the person paying/donating the funds, and the copy should remain in the book. The staff receiving the funds should make a copy of the receipt and give it to the CFO's Office along with the funds. The original checks should be photocopied. Cash should be verified by the documentation that accompanies the cash receipt. Copies of checks and cash documentation should be attached to each deposit record. Deposits Receipts should be deposited to a Kingdom College account at least once weekly. A copy of each item's deposit record and the corresponding check or cash documentation should be retained. At the end of each bank statement cycle, the CFO's Office will reconcile the deposit register and deposit records to the bank statement. Bank statements are to be reconciled to the account/check register monthly. Reconciliations will be performed by the CFO or other staff designee and reviewed by the Board President.

All donors of Kingdom College will receive a donation letter by January 31st of each year.

Students will be billed through QuickBooks Online for all semester/class fees and tuition. The students can pay through QuickBooks Online or via check and the funds will be handled as listed above.

KC 400.11 – Contributions and In-Kind

Last Revision/Approval Date: 11/17/2025

Contributions

There are three classifications of contributions for Kingdom College. The first class is unrestricted, meaning the donor donates with “no strings attached.” The donor is leaving the use of their funds to the discretion of the Board of Directors and management. The second class is temporarily restricted. Temporarily restricted gifts mean that the donor has placed a restriction on the gift, which will either be fulfilled by the act or by the passage of time. The final class is permanently restricted. Permanently restricted donations are more commonly known as endowments. The fund's principal will never be spent; only the income generated from the fund's investment can be used.

Kingdom College will provide donors with a timely acknowledgment letter for income tax purposes that outlines the date, description, and value of the gift. For contributions for which the donor did not receive anything in return, we will use the following language in the body of the acknowledgment letter: “The Internal Revenue Service requires us to notify you that you received no goods or services in return for your contribution. You should keep this written acknowledgment with your tax records.” If the donor received something in return for their gift, the item would need to be valued and deducted from the amount of their donation.

It is considered good practice to provide a donor with a receipt for any donation, regardless of the amount. Still, the IRS requires that a written receipt be provided to donors who contribute amounts exceeding \$250. If the donor requires a donation letter at the time of the donation, one will be provided. Still, a "summary of donations" letter will be mailed to donors giving over \$100 each year in January.

In-Kind Contributions

In-kind contributions are non-cash donations of goods or services. When documenting in-kind contributions, it is critical to record both the donation and its value.

The in-kind donations of services dictate that there must be one of the two criteria below must be met before the contribution is recorded in the accounting records: (1) The service must create or enhance non-financial assets, or the services must require specialized skills, which are provided by individuals possessing these skills, and (2) would have typically been purchased by the organization. If either of these conditions is met, then the Kingdom College will record the value of the services as a donation.

The value of the contribution will be determined based on the fair market value of the good or service being provided. If Kingdom College lacks a solid foundation for estimating fair market

value, an outside expert opinion should be sought. When determining the value of a donated service, it is critical to assess the service being provided and what they would have to pay for it, not based on the individual's skills.

The contribution letter must document the donation date and location, as well as a detailed description of the item/service. The letter will also include the donor's name and address. The donor is responsible for determining the fair market value of the in-kind donation for tax deduction purposes. Once the information is complete, the donation should be recorded in the accounting records as revenue and as the corresponding expense, allowing us to show the value and expense of the donation, but in the end, it should show a zero net.

KC 400.12 – Disbursement of Cash / Accounts Payable

Last Revision/Approval Date: 11/20/2025

The Kingdom College President, the CFO, the Board President, and one other Board member shall be designated as signatories on Kingdom College accounts. All invoices are subject to budget authority. Checks for invoices exceeding \$1,000 require approval from a second authorized signer. Invoices of \$5000 or greater must have written authorization from the Board. An exception to each of these limits is allowed when the expense has been previously budgeted and approved by the Board of Directors. Payroll checks and any other disbursement to the Kingdom College President should be signed by signatories other than the Kingdom College President.

Currently, purchases do not require a PO, but daily purchases over \$100 must be approved by the Kingdom College President or CFO.

The CFO will have access to and authority to transfer funds between bank accounts to support the daily operations of Kingdom College and for all approved purchases.

KC 400.13 – Grants Accounting

Last Revision/Approval Date: 03/02/2023

The grant policy is designed as a post-award reference tool for all sponsored awards. Sponsors typically require periodic administrative and financial reports and have strict expenditure guidelines. Most awards are funded by a federal, state, or private agency, either directly or through a flow-through from another agency.

This policy will allow the President, the Chief Academic Officer, and the CFO to conduct the proposed activity while complying with the sponsor's associated rules and regulations. Given their responsibilities, the Executive Director and CFO should be familiar with the agency regulations applicable to each grant.

The grant will not be established in the accounting system until it is fully executed by both parties and funded. Each Grant will be accounted for with a separate line item in QuickBooks. Once established, the project's success depends on the staff's ability to carry it out through proper stewardship of funds; therefore, proper support and oversight are essential.

The staff's responsibility is to ensure that routine administrative and financial matters are completed in accordance with the sponsor's policies. Day-to-day management should include, but is not limited to, the following:

- Establishing, communicating, and enforcing policies and procedures consistent with federal, state, sponsor, and the College's regulations;
- Facilitating budget activities of the grant, including approval of expenses based on the allowability of the expense according to grant rules and the reasonability of an expense to ensure good stewardship;
- Preparing and submitting administrative and financial reports and invoices as stipulated by the sponsor in a timely manner;
- Following up with the sponsor on any delinquent payments;
- Maintaining a federally mandated after-the-fact effort reporting system;
- Closing out expired projects, including submission of final administrative and financial reports and disposition of remaining balances;
- Retaining award documentation and financials for the required timeframe after closeout. Three years after the fiscal year-end, the award closed out, or longer, per sponsor guidelines.

KC 400.14 – Travel Reimbursement

Last Revision/Approval Date: 03/02/2023

Kingdom College's policy reimburses employees and volunteer board members for pre-approved travel-related expenses, including transportation, hotels, and food. These expenses must be reasonable, necessary, job-related, and pre-approved by the President.

Kingdom College will only reimburse pre-approved travel-related expenses when the employee provides documentation of the expense, including receipts for purchases or other verifiable documentation.

Employees seeking reimbursement must complete the Travel Reimbursement Request form from the HR Director. The form must be fully and accurately completed and submitted to the President. All receipts should be scanned and attached to the form.

Kingdom College will reimburse employees for using their personal automobiles in accordance with the federally approved mileage rate for business use.

Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.

For out-of-area travel, Kingdom College will reimburse all pre-approved travel-related actual costs, such as hotel accommodations, transportation to and from the destination (including airline, train, or bus tickets), taxicab fares, meals, and gratuities. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip.

KC 400.15 – Scholarship Accounting

Last Revision/Approval Date: 03/02/2023

The Scholarship policy is designed as a post-award reference tool for all sponsored awards. Sponsors typically require periodic administrative and financial reports and have strict guidelines regarding awards. Private agencies or individuals fund the majority of awards, which could be state- or federally funded.

This policy will allow the President and CFO to conduct the proposed activity while complying with the sponsor's associated rules and regulations. Given their responsibilities, the President and CFO should be familiar with the requirements for each scholarship.

The scholarship will not be established in the accounting system until it is fully executed by both parties and funded. Each scholarship will be accounted for with a separate line item in QuickBooks. Once established, the project's success depends on the staff's ability to carry it out through proper stewardship of funds; therefore, proper support and oversight are essential.

The staff's responsibility is to ensure that routine administrative and financial matters are completed in accordance with the sponsor's policies. Day-to-day management should include, but is not limited to, the following:

- Establishing a name for the scholarship through working with the sponsor, communicating, and enforcing policies and procedures consistent with federal, state, sponsor, and the College's regulations;
 - Facilitating activities of the scholarship, including approval of expenses based on the allowability of the expense according to scholarship rules and the reasonability of an expense to ensure good stewardship;
 - Preparing and submitting administrative and financial reports and invoices as stipulated by the sponsor in a timely manner;
 - Following up with the sponsor on any delinquent payments;
 - Maintaining a federally mandated after-the-fact effort reporting system;
 - Closing out expired scholarships, including submission of final administrative and financial reports and disposition of remaining balances;
 - Retaining award documentation and financials for the required timeframe after closeout.
- Three years after the fiscal year-end, the award closed out, or longer, per sponsor guidelines.

KC 400.16 – Fraud and Abuse

Last Revision/Approval Date: 12/16/21

Kingdom College is committed to conducting its affairs ethically and in accordance with applicable laws, rules, regulations, policies, and procedures. Each member of the KC community is committed to the responsible stewardship of our resources and maintaining a comprehensive plan for detecting, preventing, and correcting fraud, waste, and abuse. Each community member is expected to share this responsibility and encourage any individual aware of or suspecting acts of fraud, waste, or abuse of KC resources by any provider with any entity that KC contracts with to report such acts. Kingdom College has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse.

Purpose

The purpose of this policy is to:

- prevent, deter, and detect fraud, waste, and abuse;
- assign responsibility for implementing appropriate internal controls to prevent, deter, and detect violations of this policy; and
- establish the appropriate reporting mechanisms to be used for notification of known or suspected fraud, waste, or abuse.

Scope

This policy applies to any situation of fraud or suspected fraud, waste, or abuse, involving KC employees, students, customers, vendors, contractors, consultants, or other parties related to KC.

Policy

Individuals shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud, waste, or abuse. All individuals are responsible for reporting suspected or known violations of this policy. KC will investigate allegations of fraud, waste, or abuse in accordance with established policies and procedures.

Definitions:

- Fraud - a false representation of a matter of fact intended to deprive the college of property or legal right to property. Fraud is also a willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. A fraudulent act may be illegal, unethical, improper, or dishonest.
- Theft - the taking of college assets that result in a loss to the college.

- Waste - the expenditure or allocation of resources in excess of need that is often extravagant or careless. Waste is also the thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the college to the detriment or potential detriment of the university.
- Abuse - the intentional, wrongful, or improper use of resources. Abuse can be a form of wastefulness as it entails the exploitation of “loopholes” to the limits of the law, primarily for personal advantage. Extravagant or excessive use as to abuse one’s position or authority.

Leadership:

Administrators with supervisory responsibility at all levels within KC, are responsible for establishing the appropriate tone of intolerance for fraud, waste, and abuse by establishing a culture founded on integrity and high ethical standards and principles. Each administrator is responsible for the adequacy of financial and other internal controls within her/his area of responsibility. This responsibility requires acting prudently and inquisitively while being aware of activities and locations where violations of this policy are likely to occur.

Reporting:

Employees, students, and other individuals associated with KC who become aware of or have a reasonable basis for believing that fraud, waste, or abuse has occurred shall promptly report the suspected activity.

Reports can be made to:

- KC employees’ supervisor, or via the website at www.kingdomcollege.net, Anonymous, and available 24 hours a day, 365 days a year. It is not necessary to have proof of wrongdoing at the time of reporting suspected violations of this policy; however, anyone reporting such activity should have reasonable grounds for doing so. No disciplinary or retaliatory action shall be taken against any KC employee who, in good faith, reports or causes to be reported suspected fraud, waste, or abuse or who assists in an authorized review of alleged fraud, waste, or abuse. The prohibition against disciplinary action does not extend to disciplinary action for self-reported violations.

Disciplinary action:

KC employees engaging in fraud, waste, or abuse, as defined by this policy, may be subject to disciplinary action. KC employees suspected of perpetrating fraud, waste, or abuse may be placed on administrative leave during the course of the investigation. The violation will be reported to the appropriate law enforcement organization if it is identified as a crime. Criminal investigations will be conducted separately from any internal investigation. Information obtained by the internal investigation will be made available to law enforcement to assist in the criminal investigation.

Fraud policy should include these key elements:

- An explicit definition of actions that are deemed to be fraudulent
- Allocation of responsibilities for the overall management of fraud
- A statement that all appropriate measures to deter fraud will be taken
- The formal procedures which employees should follow if a fraud is suspected
- Notification that all instances of suspected fraud will be investigated and reported to the appropriate authorities
- An unequivocal statement that all fraud offenders will be prosecuted and that the police will be assisted in any investigation that is required
- A statement that all efforts will be made to recover wrongfully obtained assets from fraudsters
- Encouragement to employees to report any suspicion of fraud
- The steps to be taken in the event a fraud is discovered and who is responsible for taking action, including:
 - procedures staff should follow
 - assigning responsibility for an instant response to the occurrence recovering funds
 - dealing with the media
 - preserving evidence and reporting to the police

KC 400.17 – Purchase Order Process

Last Revision/Approval Date: 3/7/2024

(Currently Kingdom College does not require purchase orders. Guidelines established in KC400.12 will be used until such time as the decision is made to begin utilizing purchase orders.)

Purchase orders may be written by departments with the Director of that department's approval and submitted to the Chief Financial Officer for action if the purchase is under or up to \$100.00. If the acquisition is over \$100.00, the purchase order request must first be submitted to the President by the Director of the department for approval by the President. If the President signs off, then the Director can proceed to give the purchase order to the Chief Financial Officer for action. If the request is not approved, the Director will keep the purchase order on file until funds are available.

KC 400.18 – Record Retention and Destruction

KC 400.18

Record Retention and Destruction Policy

Last Revision/Approval Date: Fall 2018

Purpose — The purpose of this policy is to ensure necessary records and documents are adequately protected and maintained, and further to ensure that records that are no longer needed by Kingdom College are discarded at the proper time and in an appropriate manner.

Policy — This document sets out Kingdom College's policy on the retention and disposal of records and electronic documents pertaining to finances.

Administration — Attached is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Kingdom College and the retention and disposal of electronic documents. The CFO is the officer in charge of administering this policy and implementing processes and procedures to ensure the Record Retention Schedule is followed. The Administrator is also authorized to do the following: Make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for Kingdom College; annually review the record retention and disposal program; and monitor compliance with this policy.

Suspension of Record Disposal in Event of Litigation or Claims - In the event Kingdom College is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Kingdom College or the commencement of any litigation against or concerning Kingdom College, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator at such time shall take such steps as is necessary to promptly inform the President and all staff of any suspension in the further disposal of documents.

Applicability — This policy applies to all physical records generated in the course of Kingdom College's operation, including both original documents and reproductions. It also applies to the electronic documents described above. This policy was approved by the Board of Directors of Kingdom College in the fall of 2018.

Accounting and Finance

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years

Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	2 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years
Contracts	
Contracts and related correspondence (including any proposal that resulted in contract and all other supportive documentation)	7 years after expiration
Corporate Records	
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and permits	Permanent

Correspondence and Internal Memoranda

General Principle — Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records supporting a particular project be kept with that project and retain the retention time of that project's file. Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories as follows:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded within two years. Some examples include, but are not limited to the following:
 - a. Routine letters and notes that require no acknowledgement or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - b. Form letters that require no follow-up.
 - c. Letters of general inquiry and replies that complete a cycle of correspondence.
 - d. Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change)
 - e. Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
 - f. Chronological correspondence files. Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.
2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

Electronic Documents

Electronic Mail — Not all email needs to be retained, depending on the subject matter.

All emails, whether internal or external, are to be deleted after 12 months.

Staff will strive to keep all but an insignificant minority of their email related to business issues. Staff will take care not to send confidential/proprietary Kingdom College information to outside sources.

Electronic documents — including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

PDF documents — The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files that the employee considers vital to their job should be printed and stored in their workspace.

Text/formatted files — Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five (5) years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files that the staff deems vital to their job performance should be printed and stored in their workspace. Kingdom College does not automatically delete electronic files beyond the dates specified in this policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

Each day, Kingdom College will back up all electronic files (including email) on its servers. This backup is a safeguard to retrieve lost information within a 1-year (1) retrieval period should network documents experience problems. The backup copy is a safeguard for the record retention system of Kingdom College, but is not an official repository of Kingdom College records. All backups are stored offsite in The Cloud. In certain cases, a document will be maintained in both paper and electronic form. In such cases, the official document will be the electronic document.

Grant Records

Record Type	Retention Period
Original grant proposal	7 years after completion of grant
Grant agreement and subsequent modifications	7 years after completion of grant
All requested IRS grantee correspondence including determination letters and "no change" in exempt status letters	7 years after completion of grant
Final grantee reports, both financial and narrative	7 years after completion of grant
All evidence of returned grant funds	7 years after completion of grant
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant
Report assessment forms	7 years after completion of grant
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant

Insurance Records

Record Type	Retention Period
Annual loss summaries	10 years
Audits and adjustments	3 years after final adjustment
Certificates issued	Permanent
Claims files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group insurance plans active employees	Until plan is amended or terminated
Group insurance plans for retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance policies (including expired policies)	Permanent
Journal entry support data	7 years
Loss runs	1() year
Releases and settlements	25 years

Legal Files and Papers

Record Type	Retention Period
Legal memoranda and opinions (including all subject matter files)	7 years after close of matter
Litigation files	1 year after expiration of appeals or time for filing appeals
Court orders	Permanent

Payroll Documents

Record Type	Retention Period
Employee deduction authorizations	4 years after termination
Payroll deductions	Termination + 7 years
W-2 and W-4 forms	Termination + 7 years
Garnishments, assignments, attachments	Termination + 7 years
Labor distribution cost records	7 years
Payroll registers (gross and net)	7 years
Time cards/sheets	2 years
Unclaimed wage records	6 years

Personnel Records

Record Type	Retention Period
Commissions/bonuses/incentives/awards	7 years
EEO 1/EE02 Employer information reports	2 years after superseded or filing
Employee earnings records	Separation + 7 years
Employment contracts — individual	7 years after separation
Employment records, correspondence with employment agencies and advertisements for job openings	3 years
Employment records all non-hired applicants (including all applications and resumes whether solicited or unsolicited, results of post offer, preemployment physicals, results of background investigations, if any, related correspondence)	2 —4 years (4 years if file contains any correspondence which might be construed as an offer)
Forms 1-9	3 years after hiring, or 1 year after separation if later

Property Records

Record Type	Retention Period
Correspondence, property deeds, assessments, licenses, rights of way	Permanent
Original purchases/sale/lease agreement	Permanent
Property insurance policies	Permanent

Tax Records

Record Type	Retention Period
Tax-exemption documents and related correspondence	Permanent
IRS rulings	Permanent
Excise tax records	7 years
Payroll tax records	7 years
Tax bills, receipts, statement	7 years
Tax returns income, franchise, property	Permanent
Sales/Use tax records	7 years
Annual information returns — federal and state	Permanent
IRS or other government audit records	Permanent

Contribution Records

Record Type	Retention Period
Records of contributions	Permanent
Documents evidencing terms of gifts	Permanent

KC 400.19 – Property and Equipment / Fixed Assets

KC 400.19

Property Equipment/Fixed Assets Records Policy

Last Revision/Approval Date: 12/1/2025

Kingdom College will maintain a detailed list of property and equipment. Property and equipment, also known as Fixed Assets, are assets with a value of over \$1,000. Examples of property and equipment are land, buildings, motor vehicles, furniture, fixtures, office equipment, and computers. Each item listed has a useful life beyond the current year and will be retained by the organization until its useful life expires.

Because the life of equipment is often long-term, it is essential to maintain detailed records of its purchase, not only for accounting purposes but also for management replacement purposes. Property and equipment is depreciated according to guidelines established by GAAP. Depreciation is the process of allocating the cost of equipment over its useful life.

1. Records must be maintained in detail that includes a description of the property.
2. Physical inventory must be taken and results reconciled with the property records at least once every two years.
3. A control system is in place to safeguard property against loss, damage, or theft. Any loss or damage should be investigated.
4. A maintenance system is in place to maintain the property in good condition.
5. If authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

KC 500.1 – Computer Usage

COMPUTER USAGE POLICIES AND PROCEDURES

Last Revision/Approval Date: 03/02/2023

COMPUTER USAGE POLICY

Kingdom College's computer usage policy is, in essence, about being a good and wise steward of technology. The following standards address all areas of stewardship but do not 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 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 can access computing, video, and voice networks, and ID cards. No student is allowed to give 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 on technology are also in effect at Kingdom College.
- All technology and network usage must comply with federal, state, and local law and Kingdom College policies. For example, students may not use technology to harass others, plagiarize, send emails through false user names, steal other students' or staff passwords, distribute copyrighted material illegally to others, or 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 consideredate of others. The messages should include the sender's name and title. Mass messages are sent only if they pertain to Kingdom College business and will be sent as blind copies.
- 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 you need to be accessible for emergencies, please make

sure your cell phone is set to “vibrate only” and that you respond to calls outside the classroom. As a matter of courtesy, if you may need to leave the room during the class period, please sit close to the exit to minimize disruption to fellow students.

- You may bring your laptop or other technology to class and use it to take notes. However, if the use of your laptop/technology becomes disruptive or if it impedes your ability to attend to the 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 and legal actions, if necessary, in response to computer and technology usage violations.

KC 500.2 – Library Collection Development

Library Collection Development

Last Revision/Approval Date: 12/16/21

COLLECTION DEVELOPMENT

This document contains general principles and specific guidelines for the collection development librarian and faculty to use as they systematically develop the collections at Kingdom College.

Collection Development Goals and Kingdom College

The Kingdom College Library supports the mission of Kingdom College by providing information resources in various formats and providing library services to Kingdom College students, faculty, staff, and, to a lesser extent, to the local church and community.

To support the KC mission, the collection development goals are:

- To provide information resources in print and electronic formats in support of the College's curriculum, specifically academic and scholarly resources;
- To provide information resources to support the spiritual and personal growth of the KC community;
- To provide information on the integration of the Christian faith with the various academic disciplines;

Responsibility for Selection

The development of the Library collection is the joint responsibility of the faculty and the collection development librarian. Faculty may recommend materials in their subject areas, especially those supporting coursework. The Librarian has the ultimate responsibility for the overall development of the Library collection.

Selection Guidelines and Criteria

The Library focuses on adding newly published materials that are authoritative and/or ground-breaking in their fields; however, retrospective selections may be made to fill gaps in the collection according to curriculum needs.

The Library's Mission Statement guides selections.

Gifts and Donations

The Library is pleased to consider donations of materials that support current KC curriculum and research needs. Donated items are the property of Kingdom College Library and may be disseminated as best determined by the collection development librarian.

Gifts are accepted with the understanding that the library may add them to the collection at its discretion or dispose of them if they do not meet selection standards. Generally, gift books will be added to the collection based on the same criteria as purchased material. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations for the use or disposal of all gifts. The library assumes no responsibility for the appraisal of gift items, nor can the library accept items under restricted conditions.

Gifts of monetary honor are graciously welcomed for contributing to the Library's role in building distinctive collections, preserving rare materials, and pioneering new programs and services.

Gifts and donations are tax-deductible, and Kingdom College recognizes donors.

De-Selection

To maximize the usefulness of the Library's collections and space, de-selection, or weeding, is an ongoing collection development practice. De-selection is based on the titles' irrelevance to the current curriculum. Items that no longer support the KC mission or goals are eliminated. The Librarian has final judgment on collection selection and deselection.

Duplicates

Kingdom College Library does not generally purchase duplicates; however, justified requests may be considered.

Formats

The Library seeks to purchase resources in the format most useful to KC faculty and students.

Textbooks

According to the Library Gift and Donation policy, textbooks may be donated to the collection.

Print Journals

Because of the popularity and expense of journal databases, print journal single title requests will be considered with two criteria: 1) not duplicated in current databases, and 2) recommended or required for specific coursework.

Special Collections and Archive

Titles may be placed in storage per the librarian's authority.

KC 500.3 – Records Management, Retention, and Disposal

Last Revision/Approval Date: 12/16/21

“Title 34: Education

PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Subpart B—What Are the Rights of Inspection and Review of Education Records?

§99.10 What rights exist for a parent or eligible student to inspect and review education records?

(a) Except as limited under §99.12, a parent or eligible student must be given the opportunity to inspect and review the student's education records. This provision applies to—

- (1) Any educational agency or institution; and
- (2) Any State educational agency (SEA) and its components.

(i) For the purposes of subpart B of this part, an SEA and its components constitute an educational agency or institution.

(ii) An SEA and its components are subject to subpart B of this part if the SEA maintains education records on students who are or have been in attendance at any school of an educational agency or institution subject to the Act and this part.

(b) The educational agency or institution, or SEA or its component, shall comply with a request for access to records within a reasonable period, but not more than 45 days after receiving the request.

(c) The educational agency, institution, or SEA or its component shall respond to reasonable requests for explanations and interpretations of the records.

(d) If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency or institution, or SEA or its component, shall—

- (1) Provide the parent or eligible student with a copy of the records requested; or
- (2) Make other arrangements for the parent or eligible student to inspect and review the requested records.

(e) The educational agency, institution, or SEA or its component shall not destroy any education records if there is an outstanding request to inspect and review them under this section.

(f) While an education agency or institution is not required to give an eligible student access to treatment records under paragraph (b)(4) of the definition of *Education records* in §99.3, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

(Authority: 20 U.S.C. 1232g(a)(1) (A) and (B))

[53 FR 11943, Apr. 11, 1988, as amended at 61 FR 59296, Nov. 21, 1996]

§99.11 May an educational agency or institution charge a fee for copies of education records?

(a) Unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, an educational agency or institution may charge a fee for a copy of an education record that is made for the parent or eligible student.

(b) An educational agency or institution may not charge a fee to search for or retrieve a student's educational records.

(Authority: 20 U.S.C. 1232g(a)(1))

§99.12 What limitations exist on the right to inspect and review records?

(a) If a student's education records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

(b) A postsecondary institution does not have to permit a student to inspect and review education records that are:

(1) Financial records, including any information those records contain, of his or her parents;

(2) Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and

(3) Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if:

(i) The student has waived his or her right to inspect and review those letters and statements; and

(ii) Those letters and statements are related to the student's:

(A) Admission to an educational institution;

(B) Application for employment; or

(C) Receipt of an honor or honorary recognition.

(c)(1) A waiver under paragraph (b)(3)(i) of this section is valid only if:

(i) The educational agency or institution does not require the waiver as a condition for admission to or receipt of a service or benefit from the agency or institution; and

(ii) The waiver is made in writing and signed by the student, regardless of age.

(2) If a student has waived his or her rights under paragraph (b)(3)(i) of this section, the educational institution shall:

(i) Give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and

(ii) Use the letters and statements of recommendation only for the purpose for which they were intended.

(3)(i) A waiver under paragraph (b)(3)(i) of this section may be revoked with respect to any actions occurring after the revocation.

(ii) A revocation under paragraph (c)(3)(i) of this section must be in writing.

(Authority: 20 U.S.C. 1232g(a)(1) (A), (B), (C), and (D))

[53 FR 11943, Apr. 11, 1988, as amended at 61 FR 59296, Nov. 21, 1996]”

For purposes regarding maintaining of and disposal of records, Kingdom College will also abide by the requirements within the “Alabama Commission on Higher Education Functional Analysis and Records Disposition Authority, pgs. 18-28.”

KC 500.4 – Public Information and Communication

Public Information/Communication

Last Revision/Approval Date: 12/16/21

These guidelines will assist in interpreting the integrity and responsibility requirements of Kingdom College regarding public information/communication.

Guiding Principles

Kingdom College representatives should provide accurate information in all outreach attempts.

Kingdom College representatives should abide by local, state, and federal laws (e.g., confidentiality and incentive compensation) and Kingdom College policy applicable to the outreach method.

Content Areas

- 1) Publications and other Promotional Literature
- 2) Relationships with vendors and other partners

Publications and Other Promotional Literature

All advertising, publications, and other promotional literature will accurately represent educational programs and services offered by Kingdom College.

- Kingdom College representatives will distribute materials and presentations to the public that accurately represent practices and policies, maintaining compliance with SACSCOC Advertising and Student Recruitment policy.
- Prospective students receive marketing information through print media, print publications, the Kingdom College website, presentations, and electronic media.

Relationships with vendors and other partners

Kingdom College employees interact with vendors, other agencies, and non-profit organizations in a variety of settings. The purpose of such interactions is to inform college representatives about products and services available to the college and its students, and to help vendors improve their offerings. Kingdom College may receive financial support from public and private entities. The items below should assist with separating support for college activities and outreach, admissions, and recruitment.

- Kingdom College employees will conduct responsibilities fairly, transparently, free from bias caused by their own financial interests or the financial interests of persons who have supported them.
- All college representatives are expected to conduct themselves with integrity, keeping in mind our vision to equip His people for works of service.
- Acceptance of the services, resources, or other benefits from a vendor or for-profit party can help Kingdom College to provide accurate information to prospective students. The college should not accept quid pro quo incentives (i.e., the promise of future business or another benefit in exchange for a gift) with potential vendors.
- Proposals for approval of events must determine how the event will create a relationship between Kingdom College and that vendor.
- Admissions employees should be able to demonstrate that any resources or complimentary items received from a vendor do not result in preferential consideration of that vendor in decision-making by removing themselves from any decision-making associated with that particular vendor to avoid real or perceived conflicts of interest.
- Relationships with other non-profit entities that share the same principles as Kingdom College are acceptable. Organizations may be contracted to provide information about Kingdom College and its admission requirements.

KC 500.5 – Advertising and Recruitment

Advertising and Recruitment

Last Revision/Approval Date: 12/16/21

These guidelines will assist in interpreting the integrity and responsibility requirements of Kingdom College regarding advertising and student recruitment.

Guiding Principles

Kingdom College representatives should provide accurate information to assist prospective students in making informed application and enrollment decisions. For example, admissions, costs, and other information will allow students to determine whether Kingdom College is a “good fit” for them.

Kingdom College representatives should abide by local, state, and federal laws (e.g., confidentiality and incentive compensation) and Kingdom College policy applicable to the outreach, recruitment, and admission process.

Content Areas

- 1) Advertising and Recruitment Material
- 2) Student Recruitment
- 3) Incentive Compensation

Advertising and Recruitment Material

All advertising, publications, and other promotional literature will accurately represent educational programs and services offered by Kingdom College.

- Kingdom College representatives will distribute materials and presentations to the public that accurately represent practices and policies, maintaining compliance with SACSCOC Advertising and Student Recruitment policy.
- Prospective students receive marketing information through print media, print publications, the Kingdom College website, presentations, and electronic media.

Student Recruitment

Kingdom College ensures that recruitment, selection, and admission policies and procedures are fair, transparent and inclusive.

- Kingdom College representatives (employees, volunteers, etc.) are qualified and have a defined affiliation with the college.
- Independent Contractors and volunteers are held to the same principles, and Kingdom College employees
- Kingdom College follows federal guidelines regarding compensation for student recruitment (see *Incentive Compensation*) and admission activities (see *Relationships with vendors and other partners*), avoiding the following practices:
 - Assuring employment unless arrangements have been made and can be verified
 - Misrepresenting job placement and employment opportunities for graduates
 - Misrepresenting program costs
 - Disparaging comparisons of secondary or postsecondary institutions
 - Misrepresenting the abilities required to complete the intended program
 - Offering money or inducements other than educational services of the institution in exchange for student enrollment. (Except for awards of privately endowed restricted funds, grants or scholarships are to be offered only on the basis of specific criteria related to merit or financial need.)

Incentive Compensation

Kingdom College will maintain compliance with the regulations set forth in Title IV—Student Assistance of the federal Higher Education Act of 1965 (HEA).

- Kingdom College employees may not receive incentive compensation for recruiting and enrolling students. Kingdom College complies with Title IV of the Higher Education Act and “...will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.” (34 CFR 668.14(b)22(i))
- All Kingdom College representatives should guarantee that Kingdom College employees provide no incentive compensation to recruit and enroll students. Any and all representatives of Kingdom College are subject to this provision. Kingdom College does not pay commissions bonuses or merit pay to an employee based on recruitment or admissions responsibilities. Such staff is compensated on a salary basis.

KC 500.6 – Community Involvement

Community Involvement

Last Revision/Approval Date: 3/7/2024

It is essential to the growth of Kingdom College to be an active, participating member of the local community. This process is achieved by participating in local community events, such as the Headland Fall Festival and Christmas of Lights. Further, it is important that Kingdom College develop events in which community members can engage with faculty, staff, and students of the college, e.g., local presentations to schools, community awareness sessions on Bible study and community mental health information, and speaking engagements at local churches on Christian education. The process of developing activities generally revolves around the community's perceived needs at the time; this information is gathered from business and industry through membership in the local chambers of commerce, local church connections, or local school connections. Staff and faculty assemble programs and present them to the community as needed. Kingdom College staff, faculty, and students are asked to participate in local community events organized by others. These types of activities keep Kingdom College fresh and growing to make the community a healthy, thriving setting for everyone.