

**2013-2015**



IVY

CHRISTIAN

COLLEGE

# STUDENT HANDBOOK



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## MESSAGE FROM THE COLLEGE

Dear Students;

Whether you are a new student, still making preparations to join us on campus, or a returning student, on your way toward graduation—welcome! We are glad that you are part of our community and that we get to partner together during this season of your journey.

The faculty and staff of Ivy Christian College (ICC) are committed to helping our students become all that God has called them to be. To accomplish this, we endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where rich reflection and dialogue are always encouraged. We have also worked hard to cultivate a campus atmosphere that supports this process.

Your collegiate years are also a time for personal growth and enrichment, for making life-forming decisions and creating life-long friendships. I challenge you to make the most of your undergraduate experience by being an active member of our campus community. Take advantage of the abundant extracurricular offerings that exist on the ICC campus and in the surrounding communities. Make an effort to meet new people, join a student organization, participate in a sport, attend a play or lecture, or volunteer your time to a service organization. Being involved will enrich your ICC experience and help you learn more about yourself.

We believe that the policies presented in this handbook will enable us to accomplish our mission while providing a positive environment for each community member. These policies also provide for your safety and the protection of property.

Remember that along your academic journey, there are countless resources available to you, which are intended to help you have a fulfilling undergraduate experience. All of us at ICC are delighted that you are here, and we wish you all the best for a successful and fulfilling year.

We are excited about your time of study, ministry, and fellowship at Shepherd University. But even more, we look forward to a time in the not-too-distant future where we can release you into your calling! May your time here at Ivy Christian College help you to become the person; He has destined you to be.

Cordially in Christ

*Dr. David Pak*

President

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## HISTORY OF THE COLLEGE

The Ivy Christian College was founded by Jane Choi under the leadership of Dr. David Y. Pak, March, 2006 for the purpose of training qualified ministers wholly committed to the Word of God. The hope of the College is to launch a true ethnic Christian Theological training college with the aim of reforming Lord Jesus' churches in the USA.

The Ivy Christian College is approved by the State Council of Higher Education for Virginia (SCHEV) as Institution of Religious Exemption for expansion of the Kingdom of God in this world. In May, 2014, the ICC received accreditation from Transnational Association of Christian Colleges and Schools (TRACS), a national accrediting body for Christian institutions.

The ICC is related to the Baptist Churches in America through its church courts. Presently, the ICC is sponsored by and responsible to several Korea Church of the Baptist Churches in America. The ICC also works very closely with the Theological Seminary Program of the Southern Baptist Churches in the USA.

The VA Campus is located in Fairfax, VA. School offices are open from 10:00 A. M., daily Monday through Friday, except on holidays noted in the Academic Calendar. The School telephone numbers are (703) 425-4144 or (703) 425-4145 and The Fax number is (703) 425- 4148.

## ACCREDITATION

The Ivy Christian College received accreditation from the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)]. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## DOCTRINAL STATEMENT

The doctrinal position of ICC is historically that of conservative reformed theology, evangelical Christianity. Ivy Christian College rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great Doctrines of the historic Christian faith.



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Traditionally, ICC graduates stand for these great truths, and it is the desire of ICC to continue to provide personnel for service in these ranks. ICC will maintain its theological position. To guarantee that ICC will maintain its theological position, each member of Board of Trustee, Faculty, and Teaching Staff is required initially and annually to engage in and subscribe to the following Statement of Belief and Covenant. Also the Doctrinal Statement, which every board, administration, staff and faculty member must sign, is the following Statement of Belief and Covenant. The Board, Administration, and Faculty believe:

## **1. The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).

## **2. The Godhead**

We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit- co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13: 14).

## **3. The Person and Work of Christ**

We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary , in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2, 14).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 2:24).

We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).

## **4. The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14).

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We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

## 5. The Creation and Man

We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal, twenty-four hour days, as detailed in Genesis chapter one.

We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3, 12).

## 6. Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19).

We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).

## 7. The Eternal Security and Assurance of Believers

We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8: 1, 38; 1 Corinthians 1 :4-8; 1 Peter 1 :5).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13: 13-14; Galatians 5: 13; Titus 2: 11-15; 1 John 5: 10-13).

## 8. The Two Natures of the Believer

We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the

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moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).

## 9. Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12: 1-2, 14: 13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).

## 10. Missions

We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Matthew 28: 19-20; Mark 16: 15; Acts 1 :8; 2 Corinthians 5:19-20).

## 11. Ministry and Spiritual Gifts

We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10).

We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5: 14-15; 1 John 5: 14-15).

We believe in the autonomy of the local church (Acts 13: 1-4; 20:28; Romans 16:1;1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:1-4).

We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).

## 12. The Personality of Satan

We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).

## 13. The Second Advent of Christ

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We believe in that "blessed hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; 1 Thessalonians 1: 10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).

## 14. The Eternal State

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment {Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6; 22:12}.

We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord {Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1 Thessalonians 4:16-17; Revelation 20:4-6}. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1: 7-9; Jude 6- 7; Revelation 20: 11-15).

## MISSION STATEMENT

**Ivy Christian College exists to provide trained personnel for the global proclamation of the Gospel and for serving in leadership roles in Bible believing churches**

ICC seeks to fulfill its purpose by providing a variety of lifelong learning opportunities for individuals and churches, including adult continuing education classes, seminars, publications and media resources, as well as by providing theological leadership for the Christian community and world for glory of triune God.

In fulfilling this purpose, ICC seeks to develop the following competencies in its graduates. We believe that each of these competencies is intimately and necessarily related to others. Effective ministry requires spiritually sensitive application and integration of all of these competencies.

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## TO WALK WITH THE TRIUNE GOD

- Grace:** *Understands and is personally committed to the Gospel of grace as understood in our standards.*
- Lifestyle:** *Exhibits spiritual maturity and Christ-like character growing out of the love of Christ.*
- Servant hood:** *Demonstrates a heart to serve triune God and others in one's family, church, and world.*

## AND TO LEAD GOD'S PEOPLE

- Relational skills:** *Relates to others with evident respect, sensitivity, and concern to serve, even when there are differences of culture, belief, or values.*
- Leadership:** *Leads others in walking with God in accordance with gifts and callings (e.g., preaching, teaching, advising, evangelizing, mercy ministry) - modeling Christ's courage, love and humility.*
- Christ's Lordship:** *Seeks to bring Christ's lordship to bear in all areas of life and culture- individual and corporate, private and public.*
- Vision:** *Seeks to advance the cause of Christ among diverse peoples and cultures within North America and throughout the world for glory of the triune God.*

## PHILOSOPHY OF EDUCATION

1. The ICC is a Bible College; the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

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2. The doctrinal distinctive of the ICC (see Doctrinal Position), rooted in a proper exegesis of the Scripture, are regarded as “absolutes”, and they are to be upheld as such by the faculty and communicated clearly to each student.
3. We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples.

Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. We also believe that it is imperative for students to be involved in practical “hands-on” ministry and mission to complement their College studies.

4. A primary goal of ICC is to provide quality collegiate education. The ICC is a Christian academic community in the tradition of evangelical institutions of higher education. As such, ICC continues the philosophy of education which first gave rise to the College, summarized in the following proposition:

God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

## DISTINCTIVES OF ‘ICC’

Bible and the Confessional Standards of the church, the ICC is dedicated to the following distinctive principles:

1. Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice.
2. As a college that takes God’s Word seriously, the ICC is committed to the training of men and women in the original languages of Scripture, so that they can read the original

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text of the Word. Along with this emphasis attention is given to the study of Textual Criticism, so that the student can learn to make sound judgments about the original text of the Word. The ICC is also committed to instruction in the proper rules of biblical interpretation.

3. Belief that the biblical form of Church government is the Baptist form, which is essential to the well-being of the Church, though not necessary to its being. Belief in the Great Commission as the one and only mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

The Church, on the other hand, should not presume to enter into spheres of activity where it has neither calling nor competence. Christ gave but one Great Commission to the Church, namely to evangelize the world and to teach all things that He has taught us.

4. Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God (the Holy Spirit) so that he or she can be taught by the Holy Spirit. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.
5. Belief in a Strong Commitment to Missions; ICC is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.
6. Emphasis on the practical as well as the theological aspects of ministry. The ICC believes that learning “how” to minister is as important as learning “what” to minister, and therefore trains as well as instructs.

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, [even] unto the end of the world. Amen” (Mat.28: 19-20).

## INSTITUTIONAL GOALS OF THE COLLEGE

Based on its Mission Statement, Ivy Christian College will endeavor:

1. To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the college to understand and believe the gospel of Jesus Christ.

## EDUCATIONAL OUTCOMES FOR THE STUDENTS

Each graduate of Ivy Christian College will be able to:

1. Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.
2. Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.
3. Present a reasoned defense of one's beliefs that is intellectually and rationally sound.
4. Apply biblical principles in his lifestyle and ministry internship.
5. Communicate effectively the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling, whether at home or on the mission field.



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## CODE OF CONDUCT

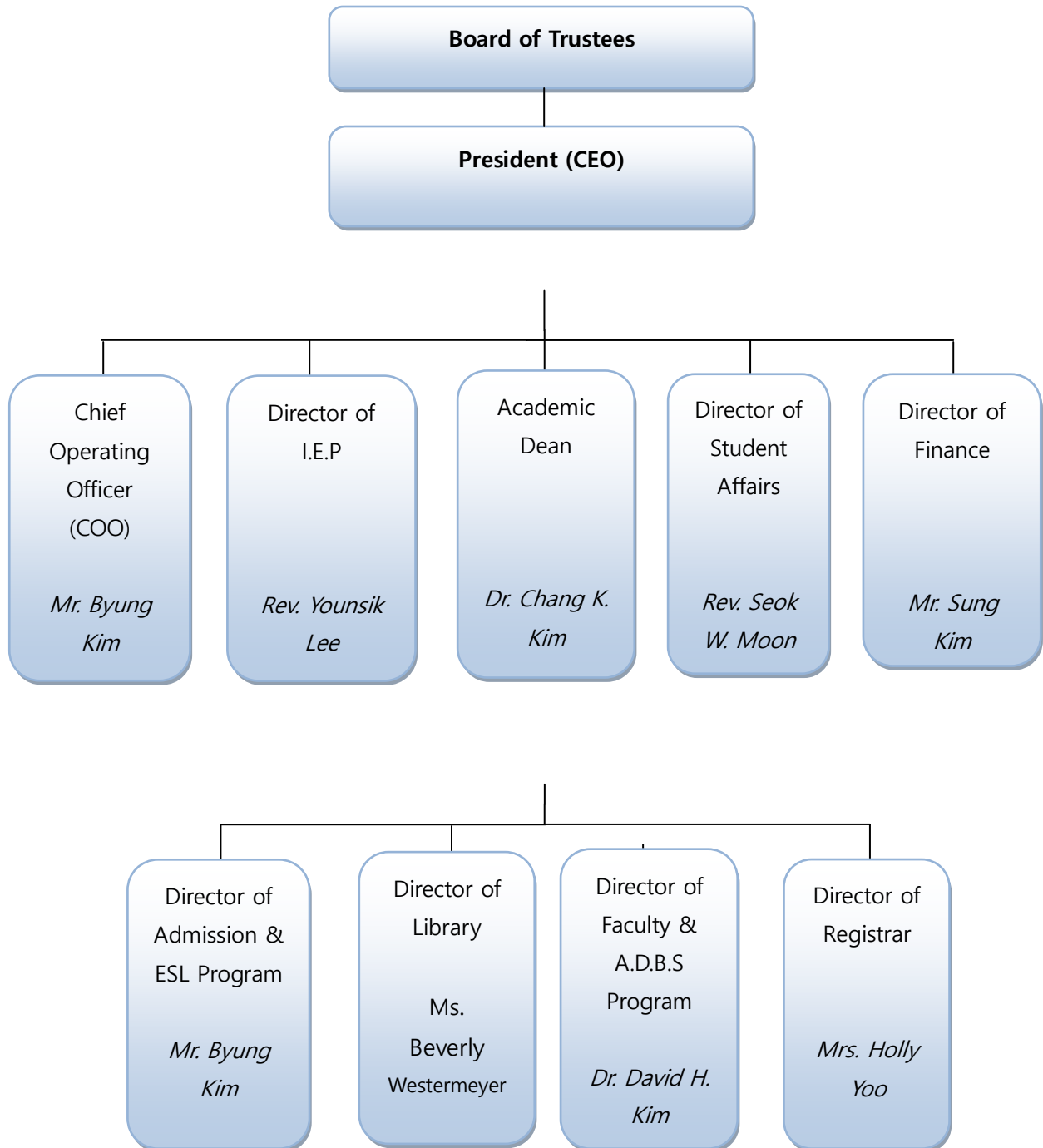
Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of ICC in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Ivy Christian College affirms that:

1. Each Christian is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ likeness does not come by observing certain outward expectations, but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Corinthians 3:18; Philippians 2: 12-13, 1 John 1:47).
2. Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:78).
3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).
4. Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from ICC (1 Thessalonians 5:14).

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## ORGANIZATIONAL CHART

### Organization & Administration



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## FACULTY OF 'ICC'

The faculty of ICC must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples for students for the glory of God. Every board, administrator, staff and faculty member must sign the Statement of Belief and Covenant or Doctrinal Position, Philosophy of Education, and distinctive principles of ICC.

Our faculty rest firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great basic doctrines of the historic Protestant Christian faith and the Westminster Confession.

Therefore, all faculty of the ICC will maintain its theological position. In addition to the General Regulation of the College, our teachers must have at least a master's degree in Theology, Divinity or a major related field and/or a doctoral degree in Theology or Ministry.

## FACILITIES OF THE COLLEGE

The Ivy Christian College campus is located at 9401 Mathy Dr. in Fairfax, Virginia 22031. Classrooms, offices, computer laboratory, auditorium, and library are housed in a modern building of approximately 6,000 square feet. The Ivy Christian College is close to the Washington DC, Fairfax, and 495 freeways, for the easy access from all the cardinal points.

Classrooms are spacious, carpeted and air-conditioned for the students comfort. The building, equipment, and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

## POLICIES, PROCEDURES

### 1. LIFE STYLE EXPECTATIONS

Members of Ivy Christian College are expected to demonstrate a positive and growing commitment to Jesus Christ as Lord by continued study and obedience to the Scripture in all areas of life. A regular experience of forgiveness and renewal, surrender to God the Holy Spirit,

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demonstration of Christian love and service to others, concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice, response to the needs of the poor and oppressed, and emphasis upon glorifying God, in all thought and action, are examples of behaviors which are endorsed and encouraged.

Certain practices are forbidden in Scripture and are not condoned in the lives of members of Ivy Christian College community. Sexual relationship outside of marriage, homosexuality, drunkenness, theft, dishonesty, and disobedience to the state (except in those rare instances that violate a biblically informed conscience) are example of practices which are unacceptable.

Other aspects of community life include a commitment to the pursuit of excellence, forbearance for one another, recognition of the Lord's Day as a day of worship and rest, a growing awareness and reflection of Christ in daily life, and a dedication to the concerns that motivated His life on earth.

We believe that a decision to become a part of Ivy Christian College implies a willing commitment to live in accordance with the teaching of the Bible, as well as a willing acceptance of the responsibilities and conditions of membership. It is our hope that those led by the Lord to become a part of the distinctive Ivy Christian College community and have already adopted a Christ-lifestyle.

## 2. DRUG FREE WORKPLACE POLICY

Ivy Christian College has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institutions workplace. The workplace is defined as any classrooms, hallways, restrooms, parking, or storage areas that are connected to the main campus at 9401 Mathy Dr. Fairfax, VA. 22031, or any location outside of the main campus where Ivy Christian College programs or courses are discussed or promoted. The unlawful possession, distribution and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the act into schedules ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1- 3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug- Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

- 1) Possession of a controlled substance classified in schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in jail for up to 12 months, a fine up to \$2,500 or both.

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- 2) Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500 or both.
- 3) Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to six months, a fine up to \$1,000 or both.
- 4) Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
- 5) Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
- 6) Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to 40 years and a fine up to \$100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and be fined up to \$100,000.
- 7) Possession of a controlled substance classified in Schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to one year, a fine up to \$2,500 or both.
- 8) Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days, a fine up to \$500 or both. Upon a second conviction, punishment is either confinement in jail for up to one year, a fine up to \$2,500 or both.
- 9) Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year, a fine up to \$2,500 or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in

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jail for up to one year, a fine up to \$2,500 or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to 30 years.

### 3. CRIMINAL SANCTIONS - ALCOHOL

The Ivy Christian College is a Christian school of diverse individuals who have come together for the purpose of education and glory of triune God. As with any community, the College must establish guidelines for behavior which will produce the type of environment necessary to best achieve its mission.

ICC reserves the right to develop and implement new rules, guidelines and student standards of conduct not presently included in this document. It is the responsibility of the College to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations.

Students are also expected to comply with College policies as these policies pertain to student conduct. Students who violate state laws, county laws, or city ordinances are subject to prosecution and also College disciplinary action.

#### 1) ICC Regulation of Alcohol.

“And do not drunk with wine, in which is dissipation; but be filled with the Spirit” (Eph. 5:18). In keeping with the goal of a drug-free campus, possession or consumption of alcohol anywhere on the ICC campus, including dormitory rooms, is not permitted. The Ivy Christian College prohibits the possession or use of alcoholic beverages on campus or at functions elsewhere held by the ICC or its organizations.

Public display, drunkenness, and misconduct are violations of the ICC conduct rules and those violating these rules will be disciplined in accordance with the seriousness of the violation. The ICC prohibits the possession, use or distribution of illegal drugs. Anyone apprehended using or selling on campus will be subject to immediate dismissal.

The ICC reserves the right to conduct an inspection of any classroom or automobile when it has good reason to believe that ICC regulations are being violated. The ICC also must reserve the right to request at any time the withdrawal of a student who cannot make the required progress toward graduation or whose conduct is detrimental his or her health or whose conduct is not satisfactory to its officials. A student may be asked to withdraw because of unsatisfactory conduct in the absence of any specific charge.

#### 2) Virginia’s Alcohol Beverage Control Act

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Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500 or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500 or both.

It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is being purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as item 2 above.

It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violation of the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

## 4. HEALTH RISKS

The illegal use of controlled substances has substantial and detrimental effect on the health and general welfare of American People. More than 25,000 people die each year from drug related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The health risks associated with the unlawful use of controlled substances depend on the combination used and the individual using them. The following are general categories of drugs and their effects:

1) **Alcohol** - Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium, tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

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2) **Amphetamines/Stimulants:**( speed, uppers, crank, caffeine, etc.) - Amphetamines speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, and death due to a stroke or heart failure.

3) **Anabolic Steroids** - Steroids affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

4) **Barbiturates/Depressants:** (downers, Quaaludes, valium, etc.) - Depressants slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

5)**Cocaine/Crack** - Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

6) **Hallucinogens:** (PCP, angel dust, LSD, etc.) - Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instincts. May be included speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

7) **Cannabis:** (marijuana, hashish, hashes, etc.) - Cannabis impairs short-term memory, comprehension, concentration, coordination, motivation and may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke.

8)**Narcotics:** (smack, horse, Demerol, Precedent, etc.) - Narcotics initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes while injecting such drugs may result in a higher risk of exposure to AIDS.

9)**Tobacco/Nicotine** - Nearly one in every five deaths in the United States is a result of smoking, making tobacco use the leading preventable cause of death. More than 440,000 deaths in the United States each year are attributed to tobacco use, resulting in more than 6 million years of potential life lost each year. Smoking during pregnancy causes more than 1,000 infant deaths per year.



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## 5. DANGEROUS PRACTICES IN CAMPUS

No student shall engage in any activity which shall endanger the lives or safety of that student or of others. This includes, but is not limited to, the following activities;

- 1) The use, possession or false reporting of fireworks, firecrackers, gunpowder or any dangerous chemicals or explosive materials.
- 2) Inappropriate or dangerous use of fires, open flames, candles, matches or other flammable materials.
- 3) Blocking or in any way preventing use of fire exit doors, handicapped ramps, hallway doors and building entrance.
- 4) Improper use of electrical appliances or wiring which creates a fire hazard.
- 5) No student shall intentionally or negligently damage/vandalize, attempt to damage/vandalize or participate in the damage of property belonging to another.
- 6) Damage, which is caused accidentally, should be promptly reported to an appropriate official. Failure to report accidental damage will be considered a violation of this policy.
- 7) No student shall cause or incite any disturbance including excessive noise in or near any building or any other property owned or operated by the College that interrupts the orderly operation of the College.

## 6. COMPUTER MISUSE IN CAMPUS

Any misuse of College network or computing resources or services is expressly prohibited. Examples of misuse include, but are not limited to, the following activities:

- 1) Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.
- 2) Tampering with files or information that belongs to someone else.
- 3) Using the computer to examine, modify or copy programs or data other than one's own without proper authorization. This includes plagiarism and/or violations of copyright.
- 4) Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures.

5) Depriving or attempting to deprive other users of access to computing/network resources or services.

6) Under no circumstances does the College condone or permit: the unauthorized copying of computer software or other copyrighted material; the use of another person's computer I.D., telecommunications account or access privileges; the unauthorized access or use of another person's files (whether inside or outside the computer system); the intentional abuse or interference with the operation of any College computer, network or telecommunications system; the intentional interference with the work of other users or wasting of computer resources. Using computing resources in other forms of misconduct such as harassment, invasion of privacy, libel, falsifying identity, etc. are violations of College standards of conduct and/or law.

## 7. SEXUAL ASSAULT

Sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent.

To constitute lack of consent, acts must be committed by force, intimidation or through use of the victim's mental incapacity or physical helplessness. Intoxication may indicate an inability to give consent. Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute harassment, which is also prohibited under College regulations and is specifically addressed elsewhere in this handbook.

## 8. HAZING OR PERSONAL ABUSE IN CAMPUS

In keeping with ICC's expectations for a positive academic environment, the College prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing, is defined as activities for the initiation or induction into an organization which include, but not limited to, calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or othersubstance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the College when a student has been found guilty of hazing.

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No student shall engage in any activity which disrupts, unfairly influences or obstructs Honor Council process of ICC. This includes, but is not limited to, the following activities:

- 1) Attempting to influence, intimidate or threaten any witness, council member or other participant involved in the preparation of a case or the procedures constituting a judicial or Honor Council proceeding.
- 2) Distributing, announcing or publishing judicial information, letters or decisions.
- 3) Giving false information to the Honor Council or to honor council coordinator.

**About Personal Abuse:** (1) No student shall threaten anyone with physical harm. (2) No student shall direct expressions at anyone that can be reasonably anticipated to provoke a violent reaction from that person.

## 9. PETS IN CAMPUS

Students shall not bring any pet belonging to them or under their control into any College-owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Owners must keep dogs on a leash at all times. All actions of any dog will be the responsibility of the owner. In or near classrooms, academic buildings, administrative buildings or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses or the owner cannot be found, the police will be called and appropriate action taken.

- 1) Students found with a pet in College housing will automatically be given notice that they are being charged for each pet and that they have 24 hours to remove the pet. Students failing to remove their pet within the 24-hour period will be charged an additional daily fine per pet. Continued failure to comply with this regulation may result in termination of the housing contract.
- 2) Students bringing pets into Campus of ICC will be assessed a fee for each occurrence.
- 3) A service animal (guide dog, or other animal individually trained to provide assistance to an individual with a disability) is permitted in any place that any student/customer is generally allowed.

## 10. SOLICITING, PETITIONING, SELLING, SURVEYING AND PUBLICIZING

No student organization shall engage in advertising or selling any goods, services or tickets; nor shall they solicit for any purpose whatsoever on College property or in College buildings without

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first obtaining the written approval of the coordinator of clubs and organizations. Sales and solicitation may only take place in the areas designated by the Director of Student Affairs

- 1) Students or student organizations must obtain written approval from the coordinator of clubs and organizations, before petitioning or surveying students. Surveys that are a part of an academic requirement must be approved by the instructor, department head and academic dean before approval will be given by the coordinator of student organization development.
- 2) No student, non-College-related organizations or individuals may sell or solicit on the campus for any purpose whatsoever without first obtaining the sponsorship of a recognized student organization. The sponsoring organization must then obtain the written approval of the coordinator of student organization development, make all arrangements for space, acknowledge sponsorship in writing and delineate the financial arrangements between the sponsor and the non-College organization or individual.
- 3) Sales or solicitation involving food items require additional approval by the dining services department. Sales or solicitation of merchandise require additional approval by the director of the College bookstore.
- 4) All students or organizations that solicit off campus on behalf of a group or organization associated with ICC must have the written approval of the Academic Dean for College advancement and the Director of Student Affairs.
- 5) All students or organizations planning to conduct programs on or off campus requiring a contractual agreement with non-College agencies must obtain the written approval of the Director of Student Affairs Unions and other pertinent College officials.
- 6) Posters, notices, announcements or other materials may only be displayed on general-purpose bulletin boards inside authorized College-operated buildings or on authorized College property. Materials with dimensions exceeding 11 inches by 17 inches will not be approved for posting. The Director of Student Affairs will define the authorized areas of display for such material. The exterior of academic and administrative buildings as well as all windows, doors and trash receptacles are specifically unauthorized display areas.
- 7) No student shall distribute or sell any drug apparatus in any building or on any property owned or operated by the College.
- 8) Using chalk to display messages or advertise events on campus sidewalks is prohibited without appropriate authorization.

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## 11. THEFT

“You shall not steal... You shall not covet your neighbor’s house...” (Exo.20: 15.17)

- 1) No student shall steal, attempt to steal or assist in the theft of any money, property or item of value not belonging to him or her.
- 2) No student shall illegally use or appropriate any property not belonging to him or her.
- 3) No student shall fail to report suspected theft of College monies.

## 12. EQUAL OPPORTUNITY; NON- DISCRIMINATION POLICY

All aspects of Ivy Christian College’s programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Ivy Christian College programs because of race, color, age, disability, citizenship, handicap or political affiliation.

The Ivy Christian College’s commitment is that participation in any program shall be open to citizens and national if the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

The Ivy Christian College’s commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Ivy Christian College’s programs.

## 13. SEXUAL HARASSMENT POLICY

Ivy Christian College is committed to providing students and employees with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated or condoned. Any person or group who commits acts of harassment based upon race, ethnicity, gender or disability on or off campus will be subject to disciplinary action, which could result in dismissal from the College. Behavior that constitutes sexual harassment, which is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act, includes but is not limited to unwanted sexual attention, requests for sexual favors and/or other verbal or physical contact of a sexual nature which negatively affects another person.

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## Reporting Procedure

Any student who believes that he/she has been the subject of harassment in any form should report the incident immediately to the Office of Student Affairs. The student will be given the opportunity to express his/her concerns and will then be appraised of the recourse available to him/her under school policy and local and state statutes.

## Penalty

Any student of Ivy Christian College, who engages in the aforementioned behavior(s), is subject to disciplinary action, which may result in community service or possible dismissal. Since the University takes such charges seriously, where the results of an investigation reveal a complaint of harassment/sexual harassment to be frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action.

## 14. RACIAL HARASSMENT

The Ivy Christian College is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. The College seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world.

The present and future course of the Ivy Christian College are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and in-directly feed the destructive forces of racism.

The Ivy Christian College is therefore committed to consistent efforts toward maintaining a Christ centered community free of all forms of racial harassment, and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution.

Racist and discriminatory conduct means verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: (1) has the purpose or effect of interfering with the education, the College related work, or other institutionally authorized activity of a student, employee, official, or guest; or (2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by this College.

Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include: (1) Physical contact or attacks for racist and discriminatory reasons. (2) Intimidation through the threat of force or violence. (3) Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes

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toward minority groups. Such behaviors may include name calling, racial slurs, slang references, and jokes. (4) Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion.

In any case of racist behavior, the offended person must report the incident immediately to the Academic Dean.

## 15. HARASSMENT GUIDELINES

Questions, assistance or violations related to this policy should be directed to Office of the ICC, 9401 Mathy Dr., Fairfax, VA 22031. (703) 425-4144.

1) If you believe that you have been harassed by a staff member or faculty member you should take one or more of the following actions: (a) discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive. (b) Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

2) If you believe that you have been harassed by a student, you should take one or more of the following actions: (a) Discuss the matter with the accused, explaining why a particular comment or action was offensive. (b) Bring a charge of harassment to the Office of ICC.

3) If a student employee believes that he or she has been a victim of harassment, he or she should take one or more of the following actions: (a) Discuss the matter with the accused, explaining why a particular comment or action was offensive. (b) Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question. (c) Contact the office of ICC for student. (d) Regardless of who the alleged harasser is, you may discuss the matter with the Ombudsman, the director of the Advisor. You will be advised of proper College procedures that can be pursued.

4) All complaints will be held in strict confidence and advising will be provided if requested. However, although you may wish not to be identified, the College has an obligation to intervene in the matter if sexual harassment has occurred. Remember, you may not be the only victim.

5) A student also has the option of filing a formal charge of harassment with the U.S. Department of Education. Its address and telephone number are available from the Office of ICC, 9401 Mathy Dr., Fairfax, VA 22031. (703) 425-4144

## 16. ACADEMIC FREEDOM

In institution of higher education, like Ivy Christian College, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Ivy Christian College and they are elaborated as follows:

- Faculty (Professor) of ICC is entitled to full freedom in research and in publication of the results; subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the College's officer or President of the College, provided it does not interfere with his/her duties at the College. Faculty (Professor) of ICC is entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner
- Faculty (Professor) members of ICC may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, the faculty member should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that (s) he is not speaking for the ICC.
- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Ivy Christian College and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of the College.

## 17. NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of a disability and provide for equal access to employment



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opportunities, admissions, educational programs and all other College sponsored programs and services. The Ivy Christian College is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the College's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the College.

Student requests for accommodations are handled by the Office of Disability Services. A student is responsible for informing the Office of Disability Services of the need for accommodation. The student is also responsible for documenting the disability and for cooperating with the College in attempting to identify effective and reasonable accommodations.

## ATTENDANCE POLICY OF STUDENT

It is the privilege of ICC to provide quality instruction in an environment where learning can flourish. In order to receive maximum benefit from the instructional program, students are expected to attend school regularly and be punctual each day and each class time of lecture for best learning. It is understood that good attendance positively impacts the learning process.

Good school attendance is so very important. School attendance very closely correlates with academic performance in schools; therefore, enforcing compulsory school attendance is everyone's job both law enforcement and schools. We, as attendance workers must work hand in hand with law enforcement to keep students in school. If allowed to continue violating school attendance law, student will sooner or later become a dropout statistic. Every student deserves an education, and we must see that they attend school to get an appropriate education. School attendance workers have an important part in building our future.

### 1. CLASS ATTENDANCE:

Regular and punctual attendance in classes is expected of all students at ICC. Each faculty member is to state in writing to all students in a class the attendance policy for that class. The faculty member is the judge of whether the student has met the stated attendance requirements of the course. Class attendance is considered essential to the educational process. The ICC subscribes to the philosophy that academic success is directly proportional to class attendance.

It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam.

- 1) The professor must receive the names of students from the office of ICC.
- 2) The professor must call attendance from those who have registered for every class.

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- 3) The professor must verify the student through their ID and attendance record the first day.
- 4) The professor must announce the class policy to their students for the attendance of class.
- 5) The professor will report to the school office on those students who have missed two or more classes.

Recognizing that situations may arise to prevent a student from attending a class, the ICC will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to the ICC Office according to the Withdrawal Procedures described in the ICC Catalog and Faculty Handbook.

Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attendees are at risk of alienation from education that can lead to decreased options for future pathways.

All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips, and certain religious holidays. If a student is absent from school, his/her family should call the School office at (703) 425-4144, report the absence. It does not alleviate your responsibility to provide a written excuse, as directed in this policy. A student shall not be absent from school or from any other required school hours except for illness or other providential cause, unless with written permission of the teacher, or other duly authorized school official.

## 2. ILLEGAL EXCUSE:

A student, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Students will be notified of their responsibility for their unexcused absences by the proper school authority; (a) the office of ICC will also send a notice by mail to the students who have accumulated three absences from the class of school, informing them of the attendance policy and inviting them to contact the ICC Office to discuss the matter. (b) An unexcused absence occurs when the student does not provide, within two (2) days after an absence, an explanatory note signed by the student or visitation by a physician, which satisfies the criteria for excused absence. After three (3) days unexcused absences from school or the class, an official notice of unexcused absence will be sent to the student. The notice will list the dates of unexcused absences and notify students that any further illegal absence constitutes a summary offense under the School Code.

## 3. EXCUSED ABSENCE:

Excused absences may be granted for: illness, quarantine, death in the immediate family,

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impassable roads, school-sanctioned educational trips, family trips, religious holidays, and exceptionally urgent reasons which affect the student and which do not include work at home. Absences for other reasons will be considered unexcused. For an absence to be excused, the student must send a note to the office of ICC within two (2) days after each absence or the day of absence. Instructor (Professor) s may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an F based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

#### 4. EARLY EXCUSE:

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or Academic Dean. If student wish to be excused early during the school day, student must present a note to the Academic Dean of ICC. The note should indict (1) the date and time of dismissal; (2) appropriate reason of absence; (3) signature of the student.

The secretary of ICC will issue an "early dismissal" slip to the student, which student must present to the teacher (for his/her signature) at the time of departure of the student. If student return to ICC on the same day, student are to report to the office or Academic Dean before going to class.

#### 5. APPEALS PROCESS:

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

#### 6. ASSIGNMENTS:

Students are expected to spend two-three hours outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day.

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The student alone assumes responsibility for all absences. A student who presents the instructor with an adequate and documented reason for an absence normally will be given an opportunity to make up the work missed. The responsibility for initiating the request to make up class work missed is vested in the student.

## EMERGENCY AND CRISIS PROCEDURES

ICC posted emergency map and emergency instructions each class rooms and each floor.

In case of Fire, Bomb Threats, all students and faculty must get out of the Building.

Detail emergency procedure is noticed at Student Orientation.

Ivy Christian College is concerned about the health, safety, and well-being of all students, faculty members, and staff. Administration office and AD Faculty office provide First aid. Emergency procedure instructions are available at all locations where classes are taught. The College also provides insurance through insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. Student health insurance would be helpful for many, and ICC has made plans to help uninsured student's secure basic insurance.

### 1. EMERGENCY OF BOMB THREATS

In the interest of protecting students, faculty, administrators and staff the following procedures shall be followed for all telephone or written bomb threats:

- 1) The individual receiving the call shall record in writing as much of the substance of the call as possible, noting the times of the call and the stated time and location at which a bomb is set to detonate. The called should be encouraged to give as much information as possible. An effort should be to keep the caller on the line. If a second employee is available an immediate call should be made to 911 Emergency Telephone Number or to the Police department. If a written threat is received, steps 2 through 4 below shall he followed.

- 2) The office of the President shall be notified immediately of the bomb threat. If the President is not available, the next ranking administrator shall be notified, i.e., the Academic Dean, the Administrative Dean. The Director of Administration shall also be notified as soon as possible.

3) The ranking administrator shall:

- a. Notify the Police Department; if that notification was not made while the bomb threat call was in progress
- b. Send messengers to all buildings on the College, notifying students, staff and visitors to evacuate ICC Building for a period of not more than 90 minutes, unless otherwise notified
- c. Contact maintenance personnel to unlock all doors on campus to permit a search by, police and College personnel
- d. Direct a search of buildings to visually identify any suspicious packages, boxes or equipment not normally observed to College operations
- e. Cooperate with authorities in the search process and report to the police without disturbing any suspicious objects identified in the search
- f. Observe that all students and staff, except those involved in search procedures, remain out of the buildings and away from any areas considered dangerous. The central quad area shall be vacated during and bomb threat episode

4) At the conclusion of the search the ranking administrator shall confer with the ranking police officer present and make a determination whether to authorize reoccupation of building areas. If a determination is made not to reoccupy, students, faculty, administrators and staff shall be notified to leave the College for the remainder of the day. If a determination is made to reoccupy, the normal activities scheduled at the time of reoccupation shall continue for the remainder of the normal school or work day.

5) The administrator listed in #2 above will be responsible for maintaining a list of volunteer employees within his area of responsibility to participate in the search activities. Only employees who have volunteered for searches required under this regulation shall remain in the buildings during the period required for search purposes

## 2. OTHER EMERGENCY OR VIOLENCE

### 1) CASE OF FIRE

If a fire occurs, GET OUT, STAY OUT and CALL for help.

- a. Remain calm
- b. If you smell smoke, activate fire alarm
- c. Follow exit route procedures for your location. Make sure to feel a door before

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opening. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in the room and call for help. Close the door on your way out to help isolate the fire.

- d. Assist those who are unable to exit the building on their own if it will not put you at additional risk
- e. Do not use elevators
- f. If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area
- g. If your clothes catch on fire immediately STOP, DROP and ROLL
- h. Once you are in a safe area, call for help

## 2) TRESPASS

a. Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible of trespass.

b. Any individual refusing to leave a residence hall room as directed by the occupant(s) of that room is responsible of trespass.

c. Any unauthorized individual entering or attempting to enter College property which has been closed, locked and/or posted shall be responsible of trespass.

## 3) UNAUTHORIZED USE OF COLLEGE PROPERTY OR DOCUMENTS

No student shall use, possess, or sell any parking decal, ICC Access Key, keys or official College documents issued by the College to another individual. Specifically, this prohibits the following infractions:

a. Use, possess, lend, or sell a parking decal which was not specifically issued to and paid for by the student holding the decal.

b. Use, possess, lend, or sell an ICC Access Key to obtain entry or services to which the individual is not entitled.

c. Use, possess, lend, or sell any College keys not specifically issued to the student.

d. Use of official documents or identifying information by a student not authorized to do so.

## 4) VIOLENCE TO PERSONS AND WEAPONS

“Be ye therefore followers of God, as dear children; And walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savor” (Eph.5: 1-2).

a. No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.

b. No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the College or in any vehicle on campus.

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- c. Realistic facsimiles of weapons are also specifically not allowed.
- d. Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the police station.
- e. Weapons used for hunting must be checked and removed from campus at the end of the appropriate hunting season.

## 5) WORKPLACE VIOLENCE POLICY

The Ivy Christian College is committed to maintaining an environment for its students and employees, who is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the College, vendors and those having no legitimate purpose to be on the College's campus.

To ensure a safe environment for employees and students, Ivy Christian College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within ICC facilities/ property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Ivy Christian College prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

## 3. EMERGENCY AND NON-EMERGENCY PROCEDURES

### 1) EMERGENCY PROCEDURES

Call Public Safety at 911 or local police station.

**Immediate Physical Danger** - (1) Get out of the area and away from the immediate threat. (2) Call Public Safety immediately after you are in a safe place

**Violence Committed** - Call Public Safety immediately if a person commits an act of violence against you or another person.

**Intimidating Situation** - Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the

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dispatcher all the facts, and remain on the line until the officers arrive.

## 2) NON-EMERGENCY PROCEDURES

If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

a. Report instances of intimidation or concerns about workplace violence to your direct supervisor. Determine with your supervisor if the issue can be resolved at this level. If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the ICC Investigation Officer (IO).

b. If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the ICC Investigation Officer (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought.

c. Upon receipt of the written complaint, the IO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the IO will determine what further investigative action is required.

d. After the initial discussion(s) with the complainant, the WVIO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- a) Interviewing the party(is) alleged to have committed the act;
- b) Interviewing witnesses identified by the complaining or accused party;
- c) Reviewing documents relevant to the complaint.

e. As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the IO will determine the appropriate actions to be taken.

f. The IO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the IO believes a violation of the College's Workplace Violence policy has occurred and whether or not resolution has been achieved. The IO's report shall be completed within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

g. If resolution is not achieved, the person accused of workplace violence may



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be subject to disciplinary action up to and including termination of employment.

h. Either party may appeal, in writing, the decision of the IO by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

i. All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the IO. Supervisors, the IO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the IO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the IO, and/or other necessary persons.

## COLLEGE AND STUDENT RIGHTS

As students transition into the world of higher education, you are presented with many challenges. Issues of freedom, choice, rights, and responsibilities are paramount during this stage. Because of this and current national events, increasing attention has been devoted to clarifying the role and duties of an institution of higher education regarding its students.

While Ivy Christian College strives to offer an excellent educational experience to our students, everyone needs to be very aware of the limitations the law and reality impose on the manner in which we operate as an institution of higher education. We have become even more mindful of the need to clearly define our obligations regarding the scope of care we are able to deliver within this environment while respecting and protecting your rights and responsibilities to manage your own affairs.

Because Ivy Christian College is an institution of higher education, you should know that it is not subject to all of the laws and regulations that apply to students in elementary, middle and high schools. For example, those schools are generally responsible for the welfare of the students entrusted to their care, and are typically obligated to provide services and plans that address their students' medical needs.

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That matrix of rights and responsibilities does not exist in a College, where the students are considered adults with their own rights of privacy and autonomy, are legally responsible for their own actions, and where individuality and differences are respected and encouraged. The principles of “in loco parentis” (in the place of the parents”) do not apply in the College environment and ICC does not assume parental responsibilities, rights or control over its students. Instead, the obligations ICC honors are those that apply to adults in general and those that are otherwise required by law.

This difference between high school and college is easy to see in many respects. Universities are not generally obligated to provide medical care or medical assistance to students with specific medical conditions, although such services may be offered. Universities are not obligated to create an Individual Education Plan for students with learning disabilities, and there are no statutorily-created appellate rights by which to challenge whether an education is ‘appropriate’. Parents no longer have the same right to access the educational or medical records of their children. Students have academic advisors, each degree program has its own requirements, and reasonable accommodations are made as required by law; but it is each student’s individual responsibility to exercise his or her own initiative to meet with the advisor, choose the courses, request accommodations, seek needed academic services, and satisfy the degree requirements.

The medical information the student shares with his or her health care provider is confidential and protected by federal and state privacy laws. With limited exceptions, such information is not generally known to the College. Other federal privacy laws, such as the Family Education Rights and Privacy Act, may also restrict the College from sharing information about a student with parents, spouses or significant others. Students can grant others access to that information by signing the appropriate form.

In higher education, students are treated as adults. At ICC, vast opportunities and great challenges await our students. The life of our students takes place in a fast-paced and rigorous academic environment, and students are expected to balance the many academic, employment, cultural and social opportunities available to them to get the most out of their college experience. We are delighted that you are interested in coming to ICC and want you to succeed in accomplishing your goals as an ICC student. Your success will depend upon how well you assume your responsibility to get the most out of your higher education experience.

## 1. COLLEGE RIGHTS AND RESPONSIBILITIES

- 1) The College has the right and an obligation to provide an open forum to present and debate public issues.
- 2) The College has the right to prohibit individuals and groups who are not members of the College community from using its name, finances, and physical operating

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facilities for commercial or political activities.

3) The College has the right to prohibit students from using its name, finances, and physical and operating facilities for commercial activities.

4) The College has the right and obligation to provide students with the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, finances, and office equipment and supplies for any political purpose at any time.

5) The College has neither the right nor the obligation to take a position in party politics and public issues, except on those issues which directly affect its autonomy, academic functions, financial support and the freedom of its members.

6) The College has the right and obligation to protect students and their visitors from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

7) The College has a right to require students to identify themselves by name and address. Additionally, visitors to the campus may be required to state what connection, if any, they have with the College.

8) The College has the right to set reasonable standards of conduct in order to safeguard the educational process and provide for the safety of students and protection of College property.

## 2. STUDENT RIGHTS AND RESPONSIBILITIES

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

1) The Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Ivy Christian College considers individuals as students upon receipt of deposit for admission.

2) The student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.

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3) The student as a citizen has a right to be considered equally for admission to, employment by and promotion within the campus in accordance with the provisions against discrimination in the general law. Ivy Christian College is no sanctuary from the general law; furthermore, the campus is a community of growth and fulfillment for all rather than a setting described in the concept of in loco-parentis.

4) All students of ICC have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation. These rights and responsibilities include the following:

- Each student has the freedom, dependent on level of competence to teach, learn and conduct research and publish findings in the spirit of free inquiry.

- Each student of ICC has the right to pursue normal curricular and co-curricular activities, including freedom of movement.

5) Students of ICC have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in College records.

6) Students of ICC have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.

7) Students of ICC have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his/her responsibilities, or if another member of the campus represents the work of others as his/her own.

8) Students of ICC who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.

9) The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests

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made by a faculty or staff member in an academic setting.

## 3. RIGHTS IN VIOLATION PROCEDURES

- 1) All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated College regulations.
- 2) Students have a right to expect that the procedures shall be structured to facilitate a reliable determination of the truth or falseness of the charges, provide a fundamental fairness to the parties and be effective as an instrument for the maintenance of order.
- 3) Students have the right to know in advance the range of sanctions for violations of College policies. The definition of adequate cause for separation from the College should be clearly formulated and made public.
- 4) Students charged or convicted of violations of a general law may be subject to College sanctions for the same conduct, in accordance with College policies and procedures, when the conduct is in violation of a College rule.
- 5) Ivy Christian College does not represent accusing faculty or staff members or students, but provides a process for fact finding and fair decision making.
- 6) Ivy Christian College reserves the right to hold students accountable for certain types of off-campus behavior.
- 7) Disciplinary action will result if a student's behavior compromises the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include, but not be limited to, crimes of violence, sexual assault and/or alcohol or drug violations, as determined by the Office of Student Affairs.

## 4. STUDENT RIGHT TO KNOW ACT

**1)The law provides students with the right to inspect and review information contained in their education record;** to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable.

2) The Academic Dean has been assigned by the College to coordinate the inspection and review procedures for student education records, which include admissions,

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personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

3) Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial 'hold' exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

**4) Students may not inspect and review the following:** financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

**5) Procedures to Amend Records and Request Hearings** - Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Academic Dean. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Academic Dean of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Academic Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at

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the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of the College.

Decisions of the hearing officer will be final; will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever therecordsin question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington D.C. 20201, concerning alleged failures of the ICC to comply with the Act.

## 5. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

**Educational records that are not governed by the Act and are not accessible to students include:**

- 1) Records kept by ICC personnel such as faculty, advisors and administrators, which are used only by the maker or his or her substitute and are not available to any other person.
- 2) Law enforcement records which are kept apart from the student are other educational records and are maintained solely for law enforcement purposes. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be disclosed to the personnel of the law

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enforcement unit

3) Employment records for College employees, which are kept solely for business reasons.

4) Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, and which are made, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

## ■ Directory Information

The following items are hereby designated as 'Directory Information', and as such may be disclosed or released by the College for any purpose, at its discretion:

a. The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, part-time/fulltime enrollment status, degrees and awards received and the most recent previous educational institution attended.

b. Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the dean of enrollment services by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

## 6. CRIME AWARENESS AND CAMPUS SECURITY ACT

The Department of Public Safety at ICC is a 24-hour law enforcement agency responsible for the safety and security of the ICC community. Responsibilities of the department include enforcement of college rules and regulations, village and county ordinances, and state and federal laws. In addition we provide traffic control, grounds and building patrol, emergency first aid and CPR, jump starts and vehicle key retrieval. Public Safety, by law, is the central repository for all Lost and Found items recovered and stored at the College. If you have found an item, regardless of value, it must be turned over to the Department of Public Safety for safekeeping. If you have lost



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an item, inquire about it with Public Safety Officers for safety of ICC have the same authority as municipal and state officers as well as sheriff's deputies. These duties include the authority to detain people, conduct investigations, gather evidence and make arrests. As such, all crimes and motor vehicle accidents that occur on campus should be immediately reported to the Department of Public Safety.

Crime statistics and information required by the Crime Awareness and Campus Security Act of 1990 are available at the Department of Public Safety which is located in the Public Safety Center. This same information is available at the Information Center, Student and Administration Center.

Emergency call boxes are strategically located throughout campus parking lots. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards. The call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the Public Safety dispatcher.

For emergencies, contact Public Safety at (703) 378-7497. For parking permits or non-emergency information call (703) 425-4144. Cellular telephone use (703) 819-0333

## ACADEMIC POLICIES

### 1. ACADEMIC DISHONESTY

#### 1) Academic Misconduct.

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un-administered test. Examples include, but are not limited to:

- a. Stealing, buying, or otherwise obtaining all or part of an administered or un-administered test. Selling or giving away all or part of an administered or un-administered test including questions and/or answers.
- b. Bribing any other person to obtain an administered or un-administered test or any information about the test; Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- c. Changing, altering, or being an accessory to the changing and/or altering

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of a grade in a grade book, on a test, a “change of grade” form, or other official academic records of the College that relate to grades.

- d. Entering a building or office for the purpose of obtaining an administered or un-administered test.
- e. Any buying or otherwise acquiring any theme report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.
- f. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

## 2) Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

- a. Copying from another student’s test paper.
- b. Allowing another student to copy from a test paper.
- c. Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member.
- d. Collaborating on a test, quiz, or other project with any other person(s) without authorization
- e. Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.
- f. Taking a test for someone else or permitting someone else to take a test for you.

## 3) Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

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- a. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- b. Listing sources in a bibliography not used in the academic exercise.
- c. Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- d. Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

## 4) Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- a. Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- b. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- c. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- d. Copying another student's essay test answers
- e. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- f. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

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g. Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

## 5) Withdrawal of a Degree

The College reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

## 2. ACADEMIC EVALUATION

Students are evaluated at the end of each term, based on the grades received by the deadline noted on the grade sheets. The rules for determining whether a student is in good academic standing are printed in the College catalog.

Review Committees Listings of ICC are generated by the Student Administrative Services Office to show which students are to receive warning letters, to be continued on, placed on, or removed from probation according to the rules governing academic evaluation.

The Ivy Christian College has a committee that reviews these cases, arranges for interviews with students when appropriate, considers petitions for readmission of students who have been dropped, and recommends appropriate action.

## 3. ACADEMIC STANDING (Satisfactory Academic Progress)

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended to be used to guide the student in his/her academic planning. In particular, a student placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

### 1) Good Standing

Good standing status is assigned to the term record of any associate program student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

### 2) Academic Warning

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Students who fail to maintain a minimum term or cumulative GPA of 2.00 in any term, not including the first quarter or receive an “F” in any course for any term will receive an academic warning. Students on academic warning are encouraged to meet their advisor and plan to have academic support.

## 3) Academic Probation.

Students will be placed on academic probation for 3 consecutive quarters in maximum when cumulative and term GPA fall below 2.00 or earn an “F” in any course after receiving academic warning. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA goals using the Veigel GPA calculator. Removal from probationary status requires that the student achieve both a term and cumulative GPA of 2.00 or higher in a subsequent term.

## 4) Dismissal

**a. Cumulative Grade Point Average** - An undergraduate student will be dismissed from the College when receiving an “F” in any course while on probation or his/her cumulative or term GPA remains below 2.00 at the end of their probationary period or unless an extended period is approved by his/her Director.

**b. Subject to Dismissal** - At the end of the probationary period (three consecutive terms or more only with approval), a student is subject to dismissal. The decision to dismiss a student who is subject to dismissal rests with the College or School and entails a thorough review of the student’s academic record, progress and plan. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress and plans.

**d. Right to Appeal a Dismissal Decision** - A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition to the Office of

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ICC or the Academic Dean. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from the College and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Standing Committee of his/her college or school in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Standing Committee before the Wednesday of the second week of the term. After that date, appeals will be considered for the subsequent term.

**e. Terms of Reinstatement after Dismissal** - Reinstatement to the College through the Academic Standing Committee of the ICC is subject to the following conditions:

■ For Full-Time Students

The student is expected to meet the Academic Standard of the College by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student must enroll in and complete no fewer than twelve (12). During the period of

reinstatement, a student cannot change his/her program of study or status. Inter-college transfer requires that a student is in good standing that is, above a GPA of 2.00 for such transfer to be considered unless the transfer is approved by the Deans/Directors of both units. A student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the GPA standard as established under the conditions of reinstatement (nominally 2.00), he/she will be dismissed from the College.

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## ■ For Part-Time Students

The student is expected to meet the Academic Standard of the College by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student can enroll in and complete no more than eleven (11) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the College. Failure to meet the above conditions will result in dismissal from the College. Such dismissal is considered final unless overturned by the Dean/Director of the College/School. A final dismissal decision may not be appealed.

***f. Final Dismissal*** - Students (a) who do not appeal the initial dismissal decision, (b) who receive a negative decision from the Academic (Standing) Committee, or (c) who fail to meet the conditions of reinstatement, are severed from the College. Such students may apply to ICC for reinstatement, but must complete twenty-four (24) transferable credits at another institution with a minimum GPA of 2.50 to be considered for reinstatement.

## 4. ENROLLMENT INFORMATION

### GRADING SYSTEM

Grades and grade points are assigned as following the 4.0 grade point system and requiring a 2.0 (C) average for graduation. Grades and their interpretation are as follows.

Grade Scale	Explanation	Grade Point
<b>A</b>	Superior 90-100	4
<b>B</b>	Excellent 80-89	3
<b>C</b>	Average 70-79	2
<b>D</b>	Acceptable, 60-69	1
<b>F</b>	Failed, 0-59	0
	<b>Explanation</b>	<b>Grade Point</b>

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Administrative Grading System		
<b>W</b>	Withdrawal prior to the mid-quarter point	0
<b>AU</b>	Audit	0
<b>I</b>	Incomplete	0
<b>Pass</b>	Achieved the passing score 60	0
<b>Fail</b>	Failed to achieve the passing score 60	0

**AU (Audit)** - Generally given to audit-status students. No credit is given.

**P(Pass):** In some courses, a “P” will indicate a satisfactory completion of that course. Numerical equivalents are not being assigned to “Pass/Fail” courses.

**I (Incomplete)** - An Incomplete grade may be issued by a faculty member in lieu of a final grade when course requirements have not been met by the end of the term. An Incomplete Grade Contract must be completed by the faculty member and signed by the student. Request for an “I” must be made prior to the due date of the work required. The student is responsible for removing an “I” from his record. This work must be completed within six weeks of the end of the term in which the “I” is received. Failure to meet this deadline will automatically result in an “F” for the course.

**Withdrawal (W)** - A student desiring to withdraw from the A.D program at any time should report that fact in writing to the Academic Dean, so that his records may be completed, and his transcript released. Failure to complete the proper withdrawal form will result in the non-release of the transcript.

**Examination** - All examinations must be taken at the time scheduled. Exceptions to this rule may be granted by the professor with the approval of the Academic Dean. Requests for such an exception must be submitted in writing prior to the set time

**Add** - During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, at the admission office.. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

**Drop** - Please note that “dropping” a course and “withdrawing” from a course are distinct actions and are governed by different policies. For undergraduate students, courses may only be dropped during the “drop period” lasting from the beginning of the enrollment period through the end of



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the second week of the term. Dropping a course results in the course being removed from the student's academic record without a "W" appearing on the transcript, specifically, neither the course nor the grade of "W" appears on the student's transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first term.

## 5. ICC HONOR SYSTEM

In an ICC community, there can be no doubt that honor and the pursuit of knowledge are intertwined. An honor system must be believed in, supported by and administered by the entire ICC community. Upon enrollment at Ivy Christian College, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing. The Honor System at ICC does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age or disability.

All academic work such as, but not limited to, examinations, papers and other written or electronically submitted assignments is submitted pursuant to the Honor Code, and shall contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work. The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

**The Honor Code** - Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

- 1) Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
- 2) Giving false or misleading information regarding an academic matter.
- 3) Copying information from another student during an examination.
- 4) Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be

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submitted for academic credit.

- 5) Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner
- 6) Selling or giving to another student unauthorized copies of any portion of an examination.
- 7) Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
- 8) Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
- 9) Falsifying material relating to course registration or grades, either for oneself or for someone else.
- 10) Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- 11) Taking an examination in the place of another student.
- 12) Making unauthorized changes in any reported grade or on an official academic report form.
- 13) Falsifying scientific or other data submitted for academic credit.
- 14) Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
- 15) Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.
- 16) Using computing facilities or library resources in an academically dishonest manner.

Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

## 6. ACADEMIC SUPPORT SERVICES

Ivy Christian College offers academic support services to the students who struggle with their

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studying in the program. The services include academic advising. Students who are qualified, may receive class/test accommodations

## 1) Academic Advising

Academic advising is an integral part of each student's educational experience and it takes many forms. Academic advisors provide students with information on academic requirements needed for degree completion, help students plan for future graduate study or a career, and serve as a research person. Academic advising is a shared responsibility between the student and the advisor.

- **Provide information on academic requirements needed for graduation.** Advisors assist students in developing an academic and career plan, monitor students in the major, and discuss how a course of study fits a particular academic or career interest. Advisors answer questions concerning a specific academic concern, such as problems with a particular class, and guide students through the registration process, including providing information on various registration blocks and what needs to be done to remove them.
- **Help students plan for future graduate study or career.** Advisers discuss how an academic major can prepare a student for his/her career, and what career options are available.
- **Serve as a campus resource.** Advisers assist students in obtaining support from other offices of the University. This includes informing students about possible scholarships or fellowships, and referring students to instructors for academic support.

## 2) Class/Test Accommodations

Students who request to receive class/test accommodations must meet and consult with the course instructor in order to identify the area of their academic struggle. After consultation, the instructor will complete the Class/Test Accommodation Form, and the request needs to have the Academic Dean's approval. The accommodations students can request and receive are as follows:

- Extended testing time
- Use of dictionary
- Modified assignment/materials
- Makeup assignments

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## 7. ABILITY-TO-BENEFIT POLICY

1. Definition of an Ability-To-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.
  
2. Test - Upon submitting an application for admission, applicants will be required to take a test created by Ivy Christian College. Applicants must achieve the minimum score of Reading 55 and Sentence Skills 60. These score will be admitted to ADBS and will be permitted to matriculate, but will not be eligible to apply for or receive financial aid. Students enrolled in an ESL or bilingual program at the time of high school graduation can take the ESL exam to qualify for acceptance to the College through Ability to Benefit, but will not be eligible to apply for or receive financial aid.
  
3. Recordkeeping - Institutions shall develop and retain the necessary recordkeeping documents, including records of tests administered, passing scores, student scores, counseling records, name of administrator, and records pertaining to each student's enrollment. These documents shall be retained for a minimum of six years following the student completion of the program.

## 8. ACADEMIC SCHEDULE

The *Ivy Christian College* operates on a quarter systems. Each quarter starts in January, April, July, and October. Each quarter is 10 weeks long including one week for examinations. Ivy Christian College conducts spring, summer, fall and winter sessions.

### ACADEMIC CALENDAR (2013 - 2014)

#### Winter Quarter 2013

<b>Classes Begin</b>	January 02 (Wed.)
<b>Last Day to Add &amp; Drop</b>	January 04
<b>Registration for Spring</b>	February 04–March 29
<b>Academic Holiday *</b>	January 21 (MLK Jr.'s Day) February 18 (President's Day)
<b>Final Exams Week</b>	March 06- March 07
<b>Winter Quarter Break</b>	March 08- March 29

#### Winter Quarter 2014

<b>Classes Begin</b>	January 06(Mon)
<b>Last Day to Add &amp; Drop</b>	January 09
<b>Registration for Spring</b>	February 03–April 04
<b>Academic Holiday *</b>	January 20 (MLK Jr.'s Day) February 17 (President's Day)
<b>Final Exams Week</b>	March 12– March 13
<b>Winter Quarter Break</b>	March 17- April 04

#### Spring Quarter 2013

#### Spring Quarter 2014

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<b>Classes Begin</b>	April 01 (Mon)
<b>Last Day to Add &amp; Drop</b>	April 05
<b>Registration for Summer</b>	May 06– Jun 28
<b>Academic Holiday *</b>	May 27 (Memorial Day)
<b>Final Exams Week</b>	June 05- June 06
<b>Spring Quarter Break</b>	June 07–June28

<b>Classes Begin</b>	April 07 (Mon)
<b>Last Day to Add &amp; Drop</b>	April10
<b>Registration for Summer</b>	May 05–July 04
<b>Academic Holiday *</b>	May 26 (Memorial Day)
<b>Final Exams Week</b>	June 11– June 12
<b>Spring Quarter Break</b>	June 16– July 04

## Summer Quarter 2013

<b>Classes Begin</b>	July 01 (Mon)
<b>Last Day to Add &amp; Drop</b>	July 05
<b>Registration for Fall</b>	August 05 - September 27
<b>Academic Holiday *</b>	July 04 (Independence Day Observed) September 02 (Labor Day)
<b>Final Exams Week</b>	September 05 -September 06
<b>Summer Quarter Break</b>	September 06- September 27

## Summer Quarter 2014

<b>Classes Begin</b>	July 07 (Mon)
<b>Last Day to Add &amp; Drop</b>	July 10
<b>Registration for Fall</b>	August 04– September 30
<b>Academic Holiday *</b>	July 04 (Independence Day) September 01 (Labor Day)
<b>Final Exams Week</b>	September 10– September 11
<b>Summer Quarter Break</b>	September 15–Oct 03

## Fall Quarter 2013

<b>Classes Begin</b>	September 30 (Mon)
<b>Last Day to Add &amp; Drop</b>	October 04
<b>Registration for Winter</b>	November 04- December 27
<b>Academic Holiday *</b>	October 14 (Columbus Day) November 11 (Veterans Day) Nov. 28& 29 (Thanksgiving)
<b>Final Exams Week</b>	December 04- December 05
<b>Fall Quarter Break</b>	Dec. 06 - Dec 27

## Fall Quarter 2014

<b>Classes Begin</b>	October 06 (Mon)
<b>Last Day to Add &amp; Drop</b>	October 09
<b>Registration for Winter</b>	Nov. 05– December 27
<b>Academic Holiday *</b>	October 13 (Columbus Day) November 11 (Veterans Day) Nov. 27&28 (Thanksgiving)
<b>Final Exams Week</b>	December 10- December 11
<b>Fall Quarter Break</b>	Dec. 12, 2014 - Jan. 02, 2015

**\* Other holiday will be announced at the university bulletin board.**

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## 9. FINANCIAL AID AND SCHOLARSHIPS

**1) Policies** - Assists students with financing their higher education through scholarships, grants. Students must be degree seeking and making satisfactory academic progress to be considered for financial assistance. A detailed description of financial aid programs and general related requirements are on the financial aid Web site.

**2) Scholarships** - The Ivy Christian College offers Five types of scholarship opportunities, and all Scholarship are the quarterly tuition.

(1) Academic Scholarship (Up to 50 % of the tuition)

This scholarship is for students who have earned all A's. It is limited up to five (5) students per quarter and is no more than one half of the quarterly tuition. A student cannot receive the award more than two consecutive quarters.

(2) President's Scholarship (Up to 100% of the tuition)

The President's Scholarship is not limited by the number of recipients, and the President appoints scholarship recipients.

(3) ICC Student or Alumni Family Scholarship (50% of the tuition)- If you are in one of the categories listed below, you are eligible to apply for Spouse Scholarship

(a) A wife or husband of a full time student or

(b) A son or daughter of a pastor

(4) Evangelical Scholarship (50% of the tuition) – If you are in one of the categories listed below, you are eligible to apply Evangelical Scholarship.

(a) A pastor or an evangelist of a local church

(b) A missionary.

(5) Alumni Scholarship (10% of the tuition) – This scholarship is awarded to a child of ICC alumni or a student referred by ICC alumni.

For more information, please contact the director of student affairs.

**3) Outside Aid** - Outside aid can be scholarships (ICC or private), tuition waivers, veteran benefits, etc. A recipient of financial aid at ICC should notify the Office of ICC for Financial Aid and Scholarships in writing of any other form of outside financial assistance received during the period for which aid is granted.

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All outside scholarship checks forwarded to ICC should contain instructions on which quarter(s) they should be applied. Scholarships received with no instructions will all be applied to the quarter in which they were received. In some situations, federal and state regulations will require the Office of Financial Aid and Scholarships to modify an existing financial aid package based on a student's receipt of outside aid. The potential exists for students to be required to repay financial aid funds already received.

**4) Satisfactory Academic Progress** - Minimum standards have been established governing satisfactory academic progress that a student must meet to be considered for financial aid. If aid is denied and the student has extraordinary circumstances, a letter of appeal may be submitted. Appeal forms and a copy of the satisfactory academic progress policy can be found in the Office of ICC.

## 10. ADMISSION OF INTERNATIONAL STUDENTS

Ivy Christian College is authorized under federal law to enroll international students. Any person desiring international admission should allow 3-6 months to complete the admissions process. All applicants from non-English speaking school must supply official transcripts from the school with a certified English translation. Students who have a primary language other than English must certify that they are proficient in the English language.

### 1) Documentation for Students in F-1 Status

International students in need of F-1 status must reach final acceptance by completing the initial admissions process and submit the following documentation prior to receiving the I-20:

- Student Visa (I-20) Application
- Affidavit of Support (notarized) or Letter Sponsorship
- Verification of Funds from Student or Sponsor  
(Note: We cannot accept faxes or unofficial photocopies of financial letters or bank statements. All financial information must be statements with dates no older than 2 months prior to the I-20 application date.)
- Copy of Valid Passport
- Copy of Current Student Visa (if applicable)
- Copy of I-94 Card (if available)
- I-901 fees processed

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All students accepted into the ESL, Associate Degree program must make a minimum deposit sufficient to cover 1 year of tuition for their first year. Only Cash or Certified Bank Check (USD) will be accepted for this payment

## 2) Important Information for Students in F-1 Status

- a) All F-1 students should be enrolled as full-time students each quarter throughout their entire program. Students in the bachelor program must maintain four classes each quarter (12 credits), and student in the certificate program must be enrolled in 180 hours each quarter. These hours must be maintained and verified to avoid being out of proper USCIS status.
- b) On Campus Courses: Student is required to take a minimum of 12 hours on campus; students must complete 16 hours on campus (A.D.B.S).
- c) Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone, etc.) The students must also submit US Government form AR- 11 to report the change.
- d) A student may be recommended for off campus employment after the student has completed one year in his program of study and proves a financial need. Student in F-1 status with a work permit may work twenty hours per week while classes are in session and forty hours per week during vacation periods. Immigration laws prohibit dependents from securing employment.

*Note: If you are currently a student at another institution and already have an F-1 visa, you need a new I-20 issued by ICC. Therefore, you must submit the I-20 application packet, transfer clearance form, a copy of current visa, I-20, passport, and I-94, along with all other admissions requirements.*

*Caution:* Prospective Students are cautioned not to come to the United States on a visitor's Visa and then attempt to get this changed to a Student Visa once they arrive in this country. The US Immigration Service considers this as coming to the US on false pretenses and may not approve such a request. The only exception is if individuals indicate to the US Consulate in their country in writing that the purpose of a visit to the US is to select a college.

## 3) Transfer Students



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Transfer students from other acceptable seminaries who seek to complete their theological studies at ICC must meet the requirements set forth in the catalog. Transfer applicants will be considered for acceptance by the Admission Committee upon presentation of satisfactory transcripts from accredited colleges and universities.

Credit will be given for courses completed in other accredited institution when such courses are comparable to those offered in this institution. The following also apply:

- (1) The grades of D or F are not transferable.
- (2) Credits with grades of C or higher and are appropriate for a degree at ICC are transferable from accredited colleges and universities.
- (3) All transfer students for the associate degree must complete at least one full year of work (48 credit hours) at this College to be eligible for graduation.

## 11. INTERNATIONAL STUDENT - GENERAL

Ivy Christian College is authorized under federal law to enroll non-immigrant alien students. International students seeking admission to the college should write to the Admission Office several months in advance of the quarter requesting current information about the schools admission policies. Many of the forms needed to enter the U.S. or change status are available online at <http://www.uscis.gov>

While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigration law, the student should be familiar with the following requirements

### 1) Address Change

All international students are required by law to maintain an up-to-date permanent and local address with ICC DSO and/or official and to update The College and the U.S. Department of Homeland Security of any address changes within 10 days.

### 2) Change of Status

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**Within the U.S.** (Fees will be changed without prior notice. Please check USCIS website for details)

To apply for a change of status while in the U.S., be prepared to present the following documents.

- I-901 SEVIS Fee (\$200-effective from 10/27/2008)
- Completed form I-539
- \$300 I-539 Application fee for Change of Status to F-1(\$200 I-539 Application fee for Change of Status to F-2 dependent)
- Check made payable to Department of Homeland Security or USCIS
- Explanation why electing to change status
- Copy of I-94 card (Front & Back)
- Copy of spouse's I-94 if dependent on his/her visa status
- Copies of valid/current passport and visa pages
- Copies of passport & visa pages for spouse if dependent on spouse's visa status
- Graduation Certificate & Official Transcript
- Affidavit of support, bank statement, assistantship agreement or other proof of sufficient funding.
- Original I-20
- Copies of spouse's F-2 dependent I-20 or other if dependent on spouse's visa

**Outside the U.S.**

Application is made for a new visa for the new status at a U.S. Embassy or Consulate.

### 3) Financial Requirements

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International students who are or will be in F-1 visa status are required to show proof of adequate funding for at least one year before an I-20 form can be issued. Financial requirements are calculated on the basis of tuition and fees (for one academic year), living expenses (\$1000/month) and miscellaneous expenses (\$50). An additional \$1,000 will be added for accompanying spouses and \$1,000 for each child. Students must submit the Financial Certification Form along with appropriate attachments.

■ The following documents are accepted as financial certification:

a) A current (less than six months old) bank statement or certification from other legal financial institution, along with an official letter (affidavit of support) from the sponsor. The letter should include the student's name, sponsor's name, and his /her relationship to the student (parent, sister, friend, etc.), the amount of support and the time period for which it will be provided, and a stated willingness to cover the student's expenses.

b) Written confirmation from the sponsoring institution of a scholarship, fellowship, assistantship or other type of funding.

c) In case of personal funds, a bank statement or statement from any legal financial institution that includes the student's name, and the amount available. Please note that photocopies and statements older than six months are not acceptable.

d) Financial certifications have to reach ICC by the 30 days before the class start date.

If you need further information about the College's tuition and fees, please contact the Business Office.

## 4) Insurance

International students are not required to have active health insurance during their stay in the United States. International students are permitted to register or to continue enrollment at ICC without demonstrating compliance with the insurance requirement.

## 5) Maintaining Status

In order to maintain your F-1 visa status, you must:

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- a) Attend the school and degree program indicated on your I-20. Request a new form if there is any change in your degree level or major.
- b) Carry a full course of study (12 credit hours for undergraduate Students and 180 hours for ESL students). Exceptions can be approved by the Academic Dean and designated School Officer.
- c) Keep your I-20 form valid at all times. Check the expiration date in item #5 on the I-20 to make sure that it is still valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program, dependent).

Follow the required procedures (with the help of the Designated School Official/ International Advisor) when:

- a) Applying for extension of program or stay
- b) Transferring to or from another school
- c) Withdrawing from the school
- d) Traveling outside of the country (abroad)

Refrain from off-campus employment without ICE or school authorization. Off-campus work permission disapproved ONLY by ICE in case of an extraordinary circumstance. It is illegal to work without authorization and you are subject to deportation.

Keep your passport valid at all times.

## 6) Reinstatement

An F-1 student who has overstayed his/her period of stay or has otherwise failed to maintain status may be reinstated to lawful F-1 status at the discretion of the U.S. Citizenship and Immigration Services (USCIS) District Director. You should assemble the following documentation:

- a) Copy of I-94 (Front & Back)
- b) Copy of passport and visa
- c) Copy of all previous issued I-20's

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- d) Official Transcripts from all last attended schools in the U.S.
- e) Form I-539
- f) Reinstatement I-20
- g) Evidence of financial support
- h) Check for \$300.00 made payable to “Department of Homeland Security or USCIS”
- i) Letter addressed to INS from the student stating the reasons for being out-of-status

Reinstatement Application should be submitted to the address given at:

USCIS California Service Center

P.O. Box 10539, Laguna Niguel, CA 92607-1053

or filed electronically at <http://www.uscis.gov>

## STUDENT LIFE

### 1. CHRISTIAN SERVICE

ICC recommends that ICC students have at least 20 Christian service hours [quarterly] at a local church, a Christian organization include IVY CC, or a volunteer work which could provide community service hours except the other religious group. (Total 6 quarters)

Any Christian service has to be approved by the Director of Student Affairs before it starts. If any student starts before approved by the Director of Student Affairs, could not get any Christian service hours.

### 2. CHAPEL AND PRAYER

Acts and thoughts that ascribe “worship” or worthiness to divine. “The chief end of man is to glorify God and to enjoy Him forever” (Westminster Shorter Catechism). The roots of worship are knowledge, emotions and will. Worship is not a mystical experience; it is at best a spiritual experience. Christianity is concerned not only with the end, but also with the means to an end. In the worship service, we first serve Triune God and offer praise to Him. Worship not only serves

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God, but it also meets the needs of those who worship.

The Ivy Christian College provides meaningful worship service for students once a week. Chapel services feature worship services as well as messages by members of the ICC's faculty and other outstanding Christian leaders. Chapel attendance is required.

Students and faculty come together for a day of prayer once each quarter. A worshipful communion service climaxes this spiritual highlight.

### 3. DAY OF EVANGELISM

Periodically a day of evangelism is planned during which students gather in small groups to share the gospel in surrounding communities. In the Scripture it is an act of worship which covers all soul in its approach to God. Supplication is at the heart of it, for prayer always springs out of a sense of need and a belief that God is a rewarder of them that diligently seek Him (Heb 11:6).

It will be seen that as an order in the ministry, the evangelist precedes that of the pastor and teacher, a fact which harmonizes with the character of the work each is still recognized as doing. The evangelist has no fixed place of residence, but moves about in different localities, preaching the gospel to those ignorant of it before. As these are converted and united to Jesus Christ by faith, the work of the pastor and teacher begins, to instruct them further in the things of Christ and build them up in the faith. At a later time, the name of "evangelist" was given the writers of the four Gospels because they tell the story of the gospel and because the effect of their promulgation at the beginning was very much like the work of the preaching evangelist.

**STUDENT AFFAIRS COMMITTEE** hosts numerous prayer meetings, discussion groups led by mission leaders, and chapels to keep the student body aware of spiritual needs around the world and to urge students to consider missionary service. The fellowship particularly encourages students to participate in a Missionary Summer and Winter Internship.

### 4. SPIRITUAL FORMATION

Each first- and second-year students are reassigned to a student support group that meet weekly for prayer, Bible study, fellowship, character assessment, career planning, and spiritual development.

Also available for interested students are ISI (Iron Sharpening Iron) groups. These student-led groups meet weekly for encouragement, fellowship, and prayer. Academic departments also hold meetings periodically with departmental majors for advice and fellowship.

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## STUDENT SERVICE

### 1. LIBRARY

#### 1) Library Hours

Week	Library Room
Monday	12P.M. ~ 8 P.M.
Tuesday	10 A.M. ~ 6 P.M.
Wednesday	10 A.M. ~ 6 P.M.
Thursday	12P.M. ~ 8 P.M.
Fri.	10 A.M. ~ 6 P.M.
Sat. Sun. Holidays	Closed
	Lunch: 1 P.M. ~ 2 P.M

attendant will be on duty each morning, afternoon, and evening, with some minor exceptions due to illness and mandatory meetings. A librarian assistant will be working the evening hours and when the librarian is not available. The librarian assistant maintains the same library procedures that the librarian will require during normal business hours.

The Library will be closed on weekends, legal holidays (Thanksgiving, Christmas, New Year's Day, etc.), during authorized all-school activities, and special all-school events.

#### 2) The Articulation Agreement with Washington Bible College.

ICC student could use the library of Washington Bible College.

<http://www.bible.edu/Library/Home>

(More detail see Library Handbook)

### 2. ADVISING OF STUDENT AND DEVELOPMENT

**1) Advising is available to students through several means** - Director and Advisor of

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Institute for Christian Advising (ICC), and the faculty. Those whose needs might require a longer period of advising may make use of the Advising Services department for free per session with the initial session free of charge. Hardship cases will be given special consideration.

**2) Services of Advising** - Services are free to all full-time students currently enrolled at ICC. Appointments can be made in person or over the phone. The ICC is staffed by a group of experienced mental health professionals dedicated to the personal, social, and academic development of ICC's students. A limited number of clinical services are also provided by trainees.

Advising at the ICC involves the concerns of normal students experiencing normal college problems. Common issues include relationship problems, self-esteem, depression, anxiety/stress, eating and body image concerns, and difficulty adjusting to college life. The fact that so many people use our services (well over 800 last year alone) reflects just how common these issues are.

**3) Personal Advising** - Individual advising provides students with the opportunity to freely explore any personal problems or concerns which have a negative impact on the quality of their lives. Due to the high demand for services, students are limited to ten sessions per year and to a total of forty-sessions during their enrollment at ICC. Students who request or require longer-term treatment are referred to community resources.

**4) Group Advising** - Each quarter, students may participate in small group (6-8 students) experiences on issues related to their needs (e.g., depression, eating disorders, anxiety, grief, etc.). There is no limit to the number of group sessions available to a student.

**5) Substance Abuse Advising** - Screening, assessment, referral, education, individual advising, and group advising are available to students struggling with alcohol or other drug issues.

**6) Consultation** - In person or over the phone, the ICC provides consultation to students, faculty, staff, and others who are concerned about the unusual, problematic, or potentially harmful behavior of others. The ICC attempts to protect the anonymity of individuals who request consultation. However, if there are significant concerns about the well-being of either the student or others, the ICC may have a professional obligation to act on the information.

**7) Peer Mentor Program** - Designed to help first year and transfer multicultural and international students make a successful and rewarding transition from high school to the College. Students are provided with the opportunity to meet other multicultural and



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international students who have similar experiences and interests. The peer protégé connection provides an academic, cultural, and social support network for students seeking academic excellence and satisfaction.

**8) Policies** - Advising is confidential, and the ICC's records are kept separate from academic records. Except as required by law, the ICC does not disclose information to anyone without written consent of the client. Even the fact that a student is being seen at the ICC is considered confidential

## 3. STUDENT CAREER ADVISING

### 1) The Office of Student Affairs Provides Three Things

- a. Career advising services to ICC students who are seeking a job on and/or off campus. Job openings announced by ICC, a church or an organization in the related field will be posted on the bulletin board located on each floor of the school. Students' resume can be posted on the school website for a potential employer or recruiter.
- b. Two tests which are a test of founding spiritual gifts, and people puzzle test(Personality Test).
- c. Assistance for students seeking professional positions with ICC, churches, other Christian organizations.

## 4. CHRISTIAN MINISTRY OPPORTUNITIES

Metropolis gives students opportunities to apply what they are learning in the classroom. Many churches welcome students to teach Sunday school, lead youth groups, and minister in other ways. Missions, jails, Christian youth organizations, and hospitals in the city provide choice fields for service. Advanced students may find openings in Christian education, church music, and sometimes a pastorate.

## 5. HEALTH SERVICES

Ivy Christian College recognizes the need and obligation to provide first- aid treatment to students and staff who become ill or are injured while attending class or performing their job functions. However, referral of individuals for first-aid treatment should be limited to those circumstances that actually require first aid. Health related circumstances not requiring first aid should be handled through other procedures.

Injuries should be referred to the ICC Office. For all other non-emergency type health situations, the main office should be contacted for referral to the parent or guardian. If a student is under

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doctor's care and must take prescription drugs or treatments, this must be identified at the office of the Director of Full-Time Programs, where confirmation and a plan for administration can be developed with the individual student. There may be times when a student needs emergency medical treatment while at school or away from school while on a school trip.

The parent or custodian of a minor must authorize in writing the person having the care of a minor and authority to consent to emergency medical treatment and hospital care for the minor. Such written authorization must be dated and signed. In the event that there is no written authorization and parents cannot be located, a school official may consent to emergency medical treatment for a minor needing treatment because of an accident and/or illness. Student medical information will be kept in the office of the Director of Full-Time Programs.

## 6. TELECOMMUNICATION NETWORK SERVICES

### 1) Purpose

The purpose of this policy is to set forth guidelines for implementing a plan for acceptable use of District-provided computers, equipment, software, computer networks, telecommunications resources, related services, and the Internet, hereinafter called "District computing resources."

### 2) Definitions

Computers, computer networks, cabling, hubs, file servers, telecommunications services, and equipment owned or leased by ICC Technology Center.

### 3) Policy of General Computer Use

It is the policy of the Technology Center (District) of ICC that District computer usage complies with: Federal and State laws and regulations, Internet policies and procedures, and other related Board of Education policies.

District computing resources are intended for administration, education, training, academic research and planning purposes only. No student, client or guest may use computers in a classroom, lab, workshop or office unless supervised by an instructor or other appropriate District employee present.

District computing resources shall not be used for unauthorized purposes such as, but not limited to: transmission, creation, uploading, downloading or viewing of materials that are considered offensive, solicitation, or creation of commercial or personal activities, promotion, or distribution of political and lobbying materials.

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A diskette or CD-Rom from an outside source may not be used in an ICC office classroom, and labor workshop without first being checked by an instructor or appropriate staff member for computer viruses and copyright compliance.

No operating system or application software that interferes with network operations or the Internet may be installed on any District computer, workstation or file server.

Specific training is required before users will be allowed access to the Net Work System, or the Internet. Basic computer training will be made available to all users. More advanced training will be made available as needed.

Use of electronic communications (such as e-mail, voice mail or systems with similar functions) to send fraudulent, harassing, obscene, indecent, sexually explicit, intimidating, ethnically inflammatory, biased or other unlawful information or material is prohibited.

It is the policy of the ICC that any User who willfully or through gross negligence destroys or damages any District computing resources may be held financially responsible for the repair or replacement of those resources.

Illegal installation of copyrighted material is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned by the District without written consent of the copyright holder. Software programs that are not owned by District or downloaded software programs and data may not be installed or executed without permission of an instructor or systems administrator.

## 4) Internet Use

The District will utilize filtering software or other technologies to prevent adults and students from accessing visual depictions that are (1) obscene, (2) child pornography, or in the case of minors, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Use of chat rooms, online gaming (including text-based role playing) and online

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gambling are prohibited. It is a violation of this policy to use the District computing resources or the Internet to gain unauthorized access (checking to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

All users who have access to the District Wide Area Network or the Internet will be assigned a USER ID and a PASSWORD. A computer logged into the District Wide Area Network or the Internet should not be left unattended. Users are responsible for all transactions made under their USER ID and PASSWORD. Safeguarding of the PASSWORD will be the responsibility of the individual user. The individual user will be held 100% responsible for safeguarding his/her USER ID and PASSWORD.

## 5) Electronic Mail (E-Mail)

The e-mail system is the property of the District and is intended solely for carrying out District business. It is not intended for use by students. Reasonable effort must be made to protect confidential information transmitted by e-mail. Confidential information as defined by the "Privacy Act" shall not be forwarded to individuals inside or outside the District unless the individuals are authorized to receive such information.

E-mail messages should not be left on the computer screen unattended. E-mail or attachments considered offensive shall not be transmitted. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself.

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. Use for private commercial activities is prohibited. Use for product advertisement, dissemination of religious material or political lobbying is prohibited.

## 6) Security

All reasonably available physical security measures will be taken to safeguard district computing resources. District computing resources shall be secured by the user when

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not in use or when unattended. The District has the right to restrict user's access to the District Wide Area Network by restricting the locations and workstations from which the user may log in, limiting the times at which the user may log in, or by denying or limiting access to programs and files. The administration or faculty of the District may request a system administrator to deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

## 7) District Standards

Computer hardware or software utilized on the District Wide Area Network or any local area network must comply with District standards.

- a) No hardware or software which interferes with the network shall be utilized on the District Wide Area Network or any Local Area Network.
- b) Netiquette: Users are expected to abide by generally-accepted rules of network etiquette. These include, but are not limited to: Be polite. Your messages should not be abusive to others (courtesy is contagious).
- c) Use appropriate language.
- d) Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
- e) Do not reveal your personal address or telephone number or those of other persons.
- f) No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
- g) Do not disguise the point of origin or transmission of electronic mail.
- h) Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
- i) Illegal activities are strictly prohibited.
- j) The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- k) No charges for services, products, or information are to be incurred without appropriate permission.

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l) Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated. Delete obsolete mail regularly in order to free disk storage space.

## 8) Disciplinary Action

The use of District computing resources is a privilege not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action. If Federal or State laws are violated the offender will be reported to the proper authorities. System administrators will deem what is inappropriate use of District networks under their jurisdiction. Computer Vandalism will result in cancellation of District computing resource privileges and/or other disciplinary action.

## 9) Acceptable Use Agreement

Users will sign an acknowledgment that they received a copy of the policy and procedures and agree to comply with the policy and procedures. Use Agreements shall be maintained in the appropriate administrative office.

## 10) Cell Phone

Cell Phones are to be used legally and responsibly. Cell phones shall be turned to off or silent during class hours to minimize disruption. Misuse of cell phones is a disciplinary matter and may result in loss of cell phone privilege and/or confiscation of cell phone.

## **STUDENT AFFAIRS AND STUDENT AFFAIRS COMMITTEE**

### STUDENT AFFAIRS

The purpose of the Office of Student Affairs shall be to facilitate interactions between the student body and the institution and to serve as a clearing house for student problems and activities.

### STUDENT AFFAIRS COMMITTEE

This committee evaluates the student life and service. The committee is responsible for the

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administrative oversight of the student personnel life, student government, non-academic advising, and student health service.

This committee is in charge of:

- 1) Make recommendations to the faculty regarding orientation, graduation extracurricular student activities and discipline.
- 2) Evaluate the student's policies of the College regarding non-academic areas.
- 3) Receive applications for institutional scholarships and award the scholarships in accordance with established criteria

## 1. THE STUDENT BODY OF ICC

The student body of ICC is all currently enrolled students.

**1) Multicultural Student Services** - Assists the College in its continuing goal of promoting diversity at all levels on campus. It offers various programs and support services, such as leadership development, recruitment and retention, cultural programming and awareness, and student support. It serves the multi-ethnic population by increasing awareness, accepting difference, and celebrating diversity.

**2) Allocation and Disbursement of Student Fees**—Every fall quarter, the SGA finance committee holds hearings for organizations that want to receive front-end budgeting. A portion of student fees is set aside, making up the fund from which these organizations receive their funding.

## THE STUDENT GOVERNMENT ASSOCIATION (SGA)

Student Government is a student-run, campus-wide organization developed to provide students at Ivy Christian College with a voice in the decision-making processes of the College. Student Government members are the link between students and the administration of ICC. SGA of ICC members are encouraged to discuss their opinions, criticisms, and expectations to promote a student-friendly environment and uphold the general welfare of the student body.

Through service in SGA, members improve communication, enhance leadership abilities, hone critical thinking and problem solving skills, and learn how to work with a variety of people, including the Ivy Christian College has an active student government. The student council serves primarily to integrate all phases of extracurricular life of the student body. Officers are elected by the student body and a representative is elected from each of the student meeting.

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No student shall in any way tamper with or illegally influence voting or vote counting procedures or regulations as set forth by the Student Government Association for any campus election.

The student government association of ICC consists of a president, a secretary, and a treasurer.

## THE OFFICIAL PROCEDURES OF FORMING THE SGA.

Each quarter, student government officers are elected by the student body. The president, a secretary, and a treasurer are recommended by students. Candidates are given an opportunity for a 5-minute long speech one day before the voting date. The candidate who gets at least more than two-third of the vote, he or she becomes an officer of SGA for the appropriate position. The term of the office of SGA is one year. The president is allowed to serve only one term and the other SGA officers can be re-elected in the following year.

## Student Complaint Procedures

1) The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable.

2) The Academic Dean has been assigned by the College to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

3) Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial 'hold' exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not



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accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

4) Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

5) Procedures to Amend Records and Request Hearings - Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Academic Dean. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Academic Dean of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Academic Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of the College.

Decisions of the hearing officer will be final; will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

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Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington D.C. 20201, concerning alleged failures of the ICC to comply with the Act.

## 2.STUDENT GRIEVANCE PROCEDURE

Students who feel aggrieved in their relationship with the College, with its Policies and Procedures, its practices and procedures, or its faculty, staff, and other students should submit their grievance in writing to the Academic Dean. A response to the grievance shall be made as quickly as possible. Should the student feel aggrieved with the Academic Dean, a written petition should be submitted to the President of the College for his action. In the handling of student grievances (to include investigations of alleged wrong doing or violation of the College Policies and Procedures) the Academic Dean may request input and participation of the Academic Council. Actions taken by the Academic Dean with or without consultation with the appropriate council of the College shall be provided to the involved individual in writing. Students sanctioned by disciplinary actions, either academic or administrative, can appeal their status with the College by providing to the President with a written appeal within 10 working days of the receipt of the disciplinary action. The written decision provided by the President shall be final.

An aggrieved student has the right to direct his/her unresolved issue or grievance to the SCHEV or TRACS

### 1) State Council of Higher Education For Virginia (SCHEV)

101 N. 14TH St., James Monroe Bldg.Richmond, VA 23219  
Tel: (804) 225-2600 Fax: (804) 225-2604

[www.schev.edu](http://www.schev.edu)

### 2) Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road, Forest, Virginia 24551

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## ALUMNI

### 1. Membership

All A.D program graduate students of ICC.

### 2. The Alumni Scholarship

When a child of the ICC alumni applies and is accepted to the program, they will be receiving the alumni scholarship. For more information, please contact Rev. Seok-won Moon, the Director of Student Affairs.

### 3. ICC Alumni News

Please, check ICC website: [www.icavausa.org](http://www.icavausa.org)

### 4. Alumni Office Address

9401 Mathy Drive, Suite 380 Fairfax, VA22031 U.S.A.

### 5. Office Hour:

10:00am - 6:00pm, Monday - Friday

