

2009

MID-  
SOUTH  
CHRISTIAN  
COLLEGE

# STUDENT HANDBOOK



Department of Student Services



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## **Introduction**

Welcome to Mid-South Christian College, where we are striving to equip global ministers through innovative programs. As professors and staff members we want to help make your time with us as meaningful and memorable as possible, so this book contains important guidelines for academics, residential life, use of the library and computers, and other aspects of our life together at the College. Please take the time to read the handbook and ask us about anything that is unclear.

Our vision is:

*“to glorify God and fulfill the global vision of Christ by cooperating with Christian Churches in raising up men and women who feel called by God to extend His kingdom in today's changing culture by facilitating their academic, practical, and spiritual preparation towards that purpose.”*

As God has placed a desire in your heart “to extend His kingdom in today's changing culture,” we wish to partner with you to make that a reality. The aim of the student services department is to provide an appropriate campus climate conducive to academic study, positive social development, and physical well-being. We want to help produce a graduate who is a committed Christian, and growing spiritually; who is obedient to the word of God, and driven by a passionate heart to serve God in life and ministry. Welcome to the challenge! Welcome to the calling! Welcome to Mid-South Christian College!

## **ACADEMIC - CLASS REGULATIONS**

### **Class Attendance**

Regular class attendance and participation are ABSOLUTELY essential to the proper completion of a course. **Absences due to college-sponsored**

**activities are the ONLY excused absences.** All unexcused absences will result in the lowering of grades and may result in additional work.

After absences equal three (3) weeks of class time the student must petition the faculty to remain in the class as a credit student. For example, a student enrolled in a two (2) hour semester course would have to petition the faculty after being absent six (6) class hours. If the class met for two (2) one (1) hour sessions per week, that would be six (6) absences. However, if the class met for one (1) two (2) hour session per week, that would be three (3) absences. Absences in excess of 25% of the total class hours will result in automatic failure of the course.

A student is considered tardy if he/she arrives in class after the instructor begins to call roll, after class has begun, or leaves before the class is completed. Four tardies equal one (1) absence.

Absences immediately preceding or following school holidays will be counted as two (2) absences.

## **ACTIVITY ATTENDANCE**

Special College-sponsored activities, such as Convocation, Graduation, Ladies' Day, Men's Retreats, Youth Gatherings, Community Awareness Projects, weekly Chapel, special Seminars, etc., are planned for the entire MSCC family. ALL students, single and married, are expected to attend these activities. Prior permission for absences should be obtained from the Dean.

Absences from weekly chapel services can lead to loss of essential credits necessary for graduation, which will demand additional classroom hours. Chapel participation will be graded on the basis of:

0-1 absence per semester = A

2 absences per semester = B

3 absences per semester = C

4 absences per semester = F

## **LATE WRITTEN WORK**

All class work is to be completed as assigned. No work will be accepted after the day of the final examination unless the student has filed for an extension before that time. An "Incomplete Request Form" is available in the Academic Dean's office upon the payment of a \$25.00 fee. This form entitles the student to an extension of 30 days in which to complete all class assignments. Failure to complete the work within that extension will result in a grade of "F".

When applying for an extension, it is the student's responsibility to be certain the instructor receives the work and notifies the Dean's office of the grade change. Remember most of our instructors are part-time and some live more than one hundred (100) miles away. This makes it impossible for them to keep daily office hours. The responsibility is on the student to see that late work reaches the instructor in less than thirty (30) days, even if it must be mailed. Unsatisfactory classroom performance is sufficient reason for dismissal from MSCC.

## **LATE EXAMS**

All quizzes, tests, and examinations, noted on each class syllabus, should be taken when scheduled. Failure to do so will result in a \$10.00 late fee. The student must obtain a form from the Business Office upon paying the fee and present it to the instructor before the test is administered. Tests not made up will result in a zero.

## **WITHDRAWAL & CLASS CHANGES**

Careful consideration of course selections and scheduling is urged during registration. Students who desire to make course changes must do so within the first two weeks of the semester. In order to withdraw from a class or change classes, a student must secure written approval from the registrar and from the class instructor. Withdrawal from a class is permitted without penalty (except financial as outlined in the financial section of the catalog) during the first three weeks of the semester. After three weeks, the grade WP or WF will be given and entered on the student's transcript. After 6 weeks, a student is not permitted to change a class from credit to audit. After 10 weeks, a student is not permitted to withdraw passing from any course. Withdrawal from a course without written approval from both the registrar and the instructor results in an "F" grade.

## **INCOMPLETE GRADE**

Students who have received an "I" (incomplete) grade have only thirty (30) days to change the Incomplete to a letter grade. It is the responsibility of the student to see that the necessary work is completed. An incomplete grade will automatically become an "F" grade at the end of the succeeding semester if work is not finished. An Incomplete grade is the only mark that can be changed once recorded by the Registrar.

## **GENERAL REGULATIONS**

### **PERSONAL APPEARANCE**

All students married or single and on or off campus, should keep in mind two words when the student graces the MSCC campus: “modest” and “appropriate.” The styles of clothing choice should be becoming of Christians and consistent with the teachings of the Scriptures. Neatness and cleanliness are expected at all times by all students. Therefore, no shorts or tank tops are permitted in the classrooms. This creates an environment unsuitable for adequate learning. Professors may make exceptions to these limitations during the hot summer months.

## **SHARED FACILITIES:**

### *Admin/Class Building & Library*

**Food and Drink:** Absolutely no food or drink is to be taken into the Library, Computer Lab, or Chapel. Exceptions, up to the instructor's discretion, can be made in the classrooms for students who may be just getting off work.

**Student Lounge:** Students are encouraged to use the Student Lounge area for socializing as well as having snacks before and between classes. A commons area next to the kitchen has also been provided for this same purpose.

**The kitchen** in the main building is a shared resource. Students may use the sink, stove, and microwave. Do not use any food you find in the kitchen unless you have brought it in for your own use. One (1) refrigerator is reserved for faculty/staff while another is available for student use during class sessions. Please label and date anything you bring in. If it's not labeled or if left for more than seven (7) days, it will be discarded.

When using the kitchen, it is important for you to understand the following:

1) Thaw food properly. 2) Cook at temperatures that will not burn food or leave unpleasant smells. 3) Use only personal pots, pans, cups, plates, bowls, glasses, and utensils. When finished, clean them up and take them back to your living quarters. 4) Clean up stoves, sinks, and countertops when finished. 5) All trash must be placed in the receptacles. 6) Take nothing belonging to the kitchen back to living quarters.

Failure to comply with these stipulations will result in up to two (2) warnings. If a third is given, student will lose their kitchen privileges.

**Library:** Students are not allowed in the Library without the Librarian's knowledge. No books are to be taken from the Library without following proper check out procedures. Remember some books are designated "reserve" meaning they don't leave the Library at any time. This is to guarantee their availability at all times to anyone needing them. Fines will be assessed to all late returns or improper checkouts. Improper checkouts constitute stealing.

**Telephone:** Students using the telephone in the main building during business hours must limit their conversations to five (5) minutes. During evening classes, it is proper to consider others who may need to use the phone. Long distance calls must be made via calling cards.

**Administration building:** Some areas of the Administration building are considered "limited access" to students. These usually are office/work areas or personal residences. Students are not to roam through these areas. If you need conference with a faculty/staff member, appointments can be made through the receptionist.

All administrative buildings will be vacated by 11:00 PM. Students are expected to leave the building's premises better in appearance than when they found it. If any problems occur, Judi Adams is to be contacted. Brent Linn or Mike Sullivan may be contacted if Judi is not available. Their numbers follow:

Judi Adams home 901.547.1860 cell 901. 834.1899

Brent Linn home 662.781.4516 cell 419.377.6306

Mike Sullivan home 901.365.8120 cell 901.653.6834

Administration buildings are protected by an alarm system that is set at 11:00 PM and turned off at 7:00 AM each day, except for Saturday and Sunday. On Saturday the alarm will be turned off at 9 AM and on Sundays at 2 PM. If you are responsible for triggering the alarm, you must proceed to

the phone in the kitchen area and answer the phone call from the security company. Let them know you are a student and by accident set off the alarm and they will contact Judi Adams to confirm. DO NOT leave to find someone to turn off the alarm, answer the phone and explain the circumstance. If you do not answer the phone you will be expected to pay the alarm fee after your second offense.

No items are to be removed from the Administration Building including, but not limited to, furniture, audio/video (AV) equipment, computers, appliances, dishes, videos, books, etc.

## **COMPUTER USE POLICY**

1. Students may bring a personal computer to MSCC for use in their dorm room. Such computer is the responsibility of the student not the college. The college reserves the right to inspect any computer at any time for any reason.
2. Computers are provided for student use in the computer lab and designated computers in the library. No student is to use any office computer unless assigned work in the office requiring computer use. No student is allowed access to the office file server unless required by employment with the college.
3. No person, including students, faculty and staff, are allowed to attach any computer device to the MSCC network or any computer without prior approval from the MSCC IT Department. This includes zip drives, hard drives, mp3 players, iPods, USB drives or any other device. Before such approval is given the IT Department will thoroughly examine the unit and also make any necessary modifications to hardware and/or software at the student's expense. Because we are working with mostly donated equipment you will find it is often limited in its capability compared with the most recent computers available. These units will not do everything the new ones claim to do so don't expect speed and frills. They will help you complete your assignments for class.
4. Only enrolled students will have computer privileges. Computers are not available for friends from off campus just visiting here. Students will need to use a proper username and password to log onto a computer. Each student will be assigned a unique username and password. Passwords will be changed from time to time. Students should protect their password and not give it to or share it with others.

5. There is a printer in the Computer Lab and library for students to print their assignments. These computers also contain MS Word or OpenOffice for student use. Work can be brought to and from the Lab or library on a floppy disk.
6. If you have problems with your password, a computer or the printer, please leave a note in the office for the IT Department describing the nature of the problem so that it can be looked into.
7. All computers allow Internet access. You may use these to do research for classes and check your web-based email. The use of email to exchange illegal, copyrighted or morally offensive material is forbidden and will result in disciplinary action.
8. MSCC is a Christian college believing strongly in the moral values given to us by God in the Bible. Therefore we expect our students and staff to use proper discretion regarding the web sites they visit. Any student found visiting pornographic sites would be in violation of the guidelines laid out in this handbook and dealt with accordingly.
9. No student is to add programs or modify any computer on campus. This includes Instant Messaging, games and peer-to-peer networks. Downloading copyrighted materials without proper permissions or fees paid is a criminal offense.
10. Caution: Do Not save your material on the hard drive of any MSCC computer. It may not be there when you return. If you are assigned a storage location then only save your work in that location. Such material must be removed by the end of exam week or it may be deleted during system maintenance. If you do not have an assigned file folder for storage then obtain a floppy disk to keep your work.

11. No computer equipment is to be moved from its current location by any student.

## **DISCIPLINARY POLICY AND PROCEDURE**

**Purpose:** The purpose of the disciplinary policy is to ensure that Mid-South Christian College (MSCC) resolves disciplinary problems effectively and the student cited receives due process in their defense.

**Policy and Philosophy:** The College is committed to creating a working environment where productivity, learning, and institutional image are enhanced. MSCC also desires to encourage students in their professional and spiritual growth. This policy concerns clear violations of any of the rules of MSCC which hamper the working environment or image of the institution, or any conduct found to be in detriment to the testimony of the student cited, the College, or the Church, and is to be distinguished from a grievance.

1. Inform the Director of Student Services (DSS)
  - 1.1. The person reporting the citation should fill out an Infraction Form detailing the citation, which will be filed by the DSS. A copy will be filed by the College and another copy given to the student cited.
  - 1.2. In emergency cases the reporter should contact the DSS personally, and the form should be filed within two (2) business days.
  - 1.3. The DSS will review the citation and come to a finding of guilty or not guilty.
  - 1.4. If the student is found not guilty the DSS will indicate NOT GUILTY on the Disciplinary Infraction Form, place the form in the student's file, and notify the student of the decision.
  - 1.5. The DSS may determine to refer the case to a Disciplinary Committee for further review (see step 2 below).
  - 1.6. If the student is found guilty the DSS will indicate the finding of Guilty on the Disciplinary Action Record along with any punishments, restrictions or restitutions placed on the student cited (see 4.3.1 below).
  - 1.7. The DSS must notify the student of the decision within (2) business days after receiving the citation.
  - 1.8. The student may appeal the decision of the DSS if he or she feels that they are not guilty or that the punishments are

excessively harsh. The student cited must indicate to the DSS their intent to file an appeal and submit a written appeal to the DSS within two (2) business days after receiving the notification.

2. Committee Review

2.1. The DSS will form an ad hoc committee consisting of at least, but not limited to, two (2) other members of the staff or faculty of the College, but should not include the President of the College. These will review the case and schedule a hearing with the student cited.

3. Hearing

3.1. The DSS will schedule a hearing which must be held within ten (10) business days of the submission of the citation. During this hearing the student cited will be given the opportunity to plead guilty or not guilty, or guilty with a statement, and to state their defense. In the event that the student is unable to attend this hearing due to scheduling conflicts, he or she may submit a written statement of their defense to the DSS prior to the hearing.

3.2. The hearing will include the DSS and an ad hoc committee as specified in 2.1.

4. Verdict and Resulting Actions

4.1. After the student cited has been given the opportunity to state their case, the committee will privately deliberate and come to a finding of guilty or not guilty.

4.2. If the student is found not guilty, Not Guilty shall be indicated on the Disciplinary Action Record and it shall be placed in the file of the student cited.

4.3. If the student is found guilty, the committee shall indicate the finding of Guilty on the Disciplinary Action Record along with any punishments, restrictions or restitutions placed on the student cited.

4.3.1. Punishments, restrictions and restitutions may include but are not limited to:

4.3.1.1. Verbal reprimand

- 4.3.1.2. Loss of privileges such as over-night stays, living in the dorms, and working past curfew.
- 4.3.1.3. Added restrictions such as an earlier curfew, earlier lights out, and campus restrictions.
- 4.3.1.4. Restitution for anything the student has damaged
- 4.3.1.5. College Community Service
- 4.3.1.6. Fines
- 4.3.1.7. Expulsion

5. Appeals

- 5.1. The student cited may appeal the decision of the committee if he or she feels that they are not guilty or that the punishments are excessively harsh. The student must indicate to the DSS their intent to file an appeal and submit a written appeal to the DSS within ten (10) business days of the hearing.
- 5.2. The DSS will then attach the appeal to the Disciplinary Action Record along with the findings of the committee and submit it to the President of Mid-South Christian College within five (5) business days of receiving the appeal.
- 5.3. After reviewing the appeal and the Disciplinary Action Record, the President may either grant or deny the student cited an appeal before the President, notifying the student of the decision within two (2) business days. After an appeal is heard, the President will notify the accused of his or her decision within five (5) business days of receiving the appeal.
- 5.4. Should the student cited file an appeal to the President, he or she must still abide by any punishments or restrictions placed upon them by the committee until the President has granted an appeal hearing and overturned the decision of the committee.
- 5.5. The student cited may request that expulsion be postponed until after the appeal process, however the DSS may deny this request if he or she deems the violation was severe enough or that the presence of the accused would be a danger to the personnel or to the testimony of the College.
- 5.6. The student cited may file a written complaint to the Board of Trustees of MSCC if he or she feels that they are not guilty or that the punishments are excessively harsh. This complaint must be given to the President within two (2) business days notification of

the President's decision, and the President is required to present the complaint in the next regularly scheduled Board meeting.

- 5.7. A complaint may be filed directly to the Association of Biblical Higher Education (ABHE) (5575 S. Semoran Blvd., Suite 26, Orlando, Florida 32822-1781: Telephone number: 407-207-0808: Email: [info@abhe.org](mailto:info@abhe.org): Web Site: [URL: http://abhe.gospelcom.net/](http://abhe.gospelcom.net/)). In this case a copy of the complaint must also be sent to MSCC.
- 5.8. The complaint may also be made directly to the Tennessee Higher Education commission (404 James Robertson Parkway, Suite 1900, Nashville, TN 37243: Telephone number 615-741-3605: <http://state.tn.us/thec/>). In this case a copy of the complaint must also be sent to MSCC.

## **TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

All students and members of married students' immediate families are to refrain from the use of tobacco, alcoholic beverages, and controlled non-prescribed substances (drugs) while they are enrolled at MSCC. Guests of students are not to use these substances anywhere on campus, whether in or outdoors. Students who have invited or accepted these people on campus will be held accountable if their company is guilty of an offense. MSCC is a Christian College that will not tolerate behaviors that might damage her witness for Christ. MSCC aims to be a shining light in the Memphis community and her students are to reflect this light.

## **SOLICITING**

Students are not to solicit funds for the College unless prior approval has been received from the President.

## **AUTOMOBILES**

It will be understood that the use of a car on campus is a special privilege given by the College with certain guidelines. All dorm students must register their cars with the Business Office so that knowledge of proper insurance is verified. Students will also be made aware of the responsibilities connected with operating a vehicle on campus.

### **General Regulations:**

Cars must be operated in conformity with state and local laws.

Cars must have adequate insurance coverage policies on record with the Business Office.

The College assumes no responsibility for these vehicles, even if the student is on "College Business."

It is strongly advised that ONLY the car's owner drives.

All cars should be parked in designated parking areas. Cars of residential students must be in place by the stipulated curfews unless special permission is granted for an extension.

Additional restrictions will follow if a student is under Academic or Disciplinary Probation.

All cars are required to have a parking pass easily viewable in the windshield. These passes may be obtained during registration or in the Business Office. Cars can and at times will be towed at owners expense if parking permit is lacking.

Vehicles that are inoperable (broke down) may not be parked on College property for over three (3) days.

Students are not permitted to perform maintenance work on vehicles if there is a chance that oil or other fluids might stain the pavement or

property. All maintenance work not falling under this category should be completed within 24 hours. Cars are not to be washed on campus

There is a speed limit of 20 mph when driving on campus.

## **STUDENTS TRAVELING FOR MSCC**

Students are to remember that they represent more than just MSCC, but the Lord Jesus. The example we leave to our world is crucial if any viable testimony is to be given concerning Christ or this College. MSCC wants her students to be instrumental in painting the right impression for people as to leave them feeling good about the work being done here. Remember, some people will form their entire opinions concerning MSCC based only from what they see in her students. Therefore, students are expected to put on their best when representing the Lord Jesus through the work they do for MSCC.

### **General Regulations:**

When guests in a home or camp, eat what is prepared and served. Do not ask for what is not offered. Be considerate of others while doing this, taking no more than one portion at a time. Use good table manners, even if you're on a picnic.

Always accept the room assigned to you and keep everything neat and clean.

Always follow host's schedule for going to bed and getting up. Do not take over the TV. If conversation is made available, leave TV off.

Students will find that teenagers will develop crushes on different members of the College Travel Team. Do not encourage these feelings when perceived. Keep your hands off others as outsiders can misinterpret your actions as sexual harassment, perversion or other offenses. Swimming situations are very dangerous and should be met with extreme caution.

Sports should be played with good sportsmanship remembering the younger ages of participants. Bad attitudes can easily dampen a young person's spirit.

Only members of the MSCC family will be permitted to travel in College vehicles on promotional trips.

Only previously authorized drivers will be allowed to operate College owned vehicles.

## **FINANCES**

Some have called money "a necessary evil." The love of money (covetousness) is the root of all kinds of evil, and can be used to measure the sincere character of a person. How you use your money says a lot about you, for the person controlled by God uses their resources in a way that honors Him, not self. Money is a tool, nothing more or less, and should be used for the greater good of God's kingdom.

Within the College, everyone should realize their own personal responsibility to conserve supplies and eliminate waste. Needless repairs and replacements of goods are very costly to a college our size. Lights should be turned off when leaving a room and thermostats left at the settings ordained by the College. Lack of cooperation in these areas on the part of the student are grounds for fines and dismissals because the money MSCC receives from her supporters is to carry out her calling in the world: "Equipping Global Ministers." These supporters give through devoted sacrifice and it is a shame for us to use these gifts in areas not usually intended. You, the student, can help make this right.

The entire College family should be aware of her financial needs. Students, especially, should note their responsibility to pay their College bills promptly, along with their other bills. Doing this even when it means sacrificing something you might otherwise want to do is a sign of integrity. The prompt settlement of your financial obligations is basic to all success, but especially in Christian ministry as it relates to your honesty and integrity.

Borrowing money or belongings from friends has often proved to be an unwise choice and is strongly cautioned against.

We must make every effort to live within our means. Discipline in money matters paves the way for wisdom in every other area of life. Jesus talked about money more than any other subject in the Bible because He knew where a person's treasure was their heart would also be there. If God has

our money, He has our heart as well. This means you are available to meet financial needs He brings to your attention concerning His kingdom work. Considering the needs of others is vital to your development in financial stewardship as God calls us to give out of a cheerful spirit. Everything we have and use must be for His glory and honor.

### **General Financial Regulations:**

All financial arrangements concerning tuition, rooms, and fees are explained in the College Catalog.

During their course of preparation, students undertaking financial burdens that interfere with paying College bills will jeopardize their standing as students.

Transcripts of student's grades and credits will not be finished or sent to other institutions until all College bills are paid in full. This includes fees, tuition, fines, and property damage.

Accounts of graduating seniors must be paid in full prior to time of graduation. No one will be permitted to receive their diploma until all College bills have been paid.

Personal financial irresponsibility may result in an application for re-admission being denied.

### **Local Banks:**

Am South Bank (901) 762-5945 5969 Winchester Rd Memphis, TN

Bank Of America (901) 366-3900 2710 S Mendenhall Rd Memphis, TN

Suntrust (901) 367-4180 4700 Knight Arnold Road Memphis, TN

Regions (901) 580-4000 4805 American Way Memphis, TN

## **FIREARMS**

The possession and use of firearms on Mid-South Christian College's campus is strictly prohibited. Any student owning a firearm should make arrangements for its safe storage off campus.

## **SOCIAL REGULATIONS**

While relations between students are considered vital in preparing for Christian leadership and service, these same relationships (especially between couples) may be the source of great concern. Students are encouraged to exercise extreme care so that their social relationships do not prove detrimental to their academic achievement, personal development, or spiritual growth. Members of the faculty and administration will gladly offer counsel about such matters.

Social engagements should be limited to the hours before curfew (Mon-Thurs 10:30 PM; Fri-Sun 12:00 AM). Each student should be aware of these hours and conduct all dates within these time periods.

Students are expected to conduct themselves as Christians at all times. Any behavior between students, which is embarrassing to others or offensive, will be considered out-of-line with these mandates. Behavior that is deemed improper for Christians will result in counseling or disciplinary action.

If a student is confronted with an improper situation, he/she should use Matthew 18:15-17 as this model for action.

# **COLLEGE HOUSING**

## **GENERAL GUIDELINES**

All single students must live in College-approved housing. Freshmen must live in College-provided housing (dorms) unless they commute from home daily.

Living on the college residence is a privilege not to be abused or taken lightly. Students must take at least nine (9) semester hours and maintain a 2.0 GPA to live on campus. Full time students (12 semester hours or more) will be given first priority. An entrance deposit for dorm residents is a non-refundable fee of \$50. A key deposit of \$10 will be charged when the key is received. That fee will be returned when the student returns his or her key. If the key is lost, a non-refundable fee of \$100 will be charged to help defray expenses. For married students' housing an entrance deposit equal to one month's rent will be required for residence at time of registration. This deposit will remain on the student's account until he/she moves out. It will be returned to them at that time provided that it is not needed to repair damage to the living space. All students renting college-owned apartments, both married and single, are required to sign a dorm contract at the beginning of each semester. Residence is on a semester-by-semester basis. MSCC reserves the right to revoke any student's dorm residence privilege due to disciplinary action, cleanliness problems, too few semester hours, or low GPA.

Dorm residents will be expected to attend regularly held dorm meetings with the Dorm Supervisor and administration.

The physical properties of the College housing units are the principle responsibility of the Business Office. Each room is provided with furnishings that are not to be removed from the room where they are assigned. Furniture is not to be rearranged without approval. The Dorm Supervisor

must approve any additional furniture before it can be moved into the dorm. Students living in each room are responsible for the care and upkeep of that room and its furnishings.

Students are at MSCC to study and train for ministry. Excessive use of TV, Internet, and video games can seriously interfere with studies, grades, and personal spiritual growth. The administration strongly discourages installing cable, satellite, or DSL services in dorm rooms. If a student arranges such services, the total cost and responsibility will belong to the student. A form must be obtained from the office and written permission received before the service is installed. Such service can only be used during the school year and must be disconnected by the last day of classes. Married students renting on a monthly basis will disconnect any service before moving out.

Damage to any equipment or furnishing will be repaired at the student's expense. The walls, floors, and doors of the room are not to be defaced. Rooms are not to be painted, either in whole or in part, unless permission is granted by the administration. Please do not add anything that would be considered a permanent fixture to the dorms. No locks or slide bolts are to be installed in the dorm rooms, since slide bolts on the inside or the outside of the dorms violate fire safety regulations.

When TVs, radios, or other sound equipment is in use, volumes should be adjusted as to not disturb other residents.

*Fire regulations will not permit stoves, ovens, or hot plates to be used anywhere in the dorm.* The stove in the main building's kitchen is provided for your use. Food that is prepared in dormitories must be put away immediately after use with all cooking supplies cleaned and stored.

Do not tamper with the smoke detectors!! Violation of this rule could result in immediate expulsion from the dorms!!

**No Visitors** are allowed in single students' dorm residence. This includes the living room, kitchen, as well as bedrooms. The student lounge is available

for socializing until curfew each night. In this regard, the Student Handbook of previous administrations contained the following:

“In regard to the particular rule banning persons of opposite sex from entering dorm rooms, I do not anticipate this rule will ever change, as it is founded on very sound Biblical precepts. The Bible instructs young ministers to “set an example to the believers in speech, in life, in love, in faith, and in purity” (1 Tim 4:12; 5:2). A man who invites a woman, other than his wife, into his bedroom has damaged her reputation and exposed her to slander, even if the purpose was for prayer or Bible study. If he is a normal male, he has opened himself to temptation, which the Scriptures teach to flee. Therefore, we are convinced that this particular rule is founded on solid Christian tenants.”

We need to remember that people from the surrounding area including Park Village Christian Church see people entering and leaving the dorm. Our witness for Jesus is tarnished when single men and women are seen entering and leaving the same room. These bystanders may not know which door is a bedroom, commons area, general living room, student lounge, or family dwelling due to the make up of our building. So we must be very careful. We do not want to give the brush of our sinful culture the opportunity to paint us with colors that would hurt our testimony.

The dorm closes after the last week of classes. No personal belongings or food are allowed to be left, unless student is traveling with the College Camp team. Other than these, anything left will be disposed of and a \$100.00 fee will be charged to the student. If excesses are overly abundant in the cleaning department, penalty fees can reach as much as \$300.00.

## **Leaving Campus**

Any student who will be gone more than five (5) hours at any time for any reason (other than their regular job or church attendance) must sign out giving their destination and approximate hour of return on the sheet provided in the dorm. If student is taking a weekend trip, a contact number must be included.

## **Dorm Hours**

To facilitate the attainment of a successful study life, the following hours will be observed in the dorms. Each evening, Sunday through Thursday, all students must be in their dorms by 10:30 PM; quiet hours begin at 11:00 PM. During quiet hours the common room needs to be empty and all students are to be in their OWN bedrooms, and stereos, televisions, and other sound equipment must be played at a low volume level. Other students should not hear these in their living quarters. In Christian love, be considerate of those around you (Phil 2:3-5).

It is also important that students respect the privacy of others. If you are asked to leave someone's room, do so. (This is true at any time.)

On Friday and Saturday nights, all students should be in their dorms by midnight, 12:00 AM, with quiet hours beginning at 1 AM. Certain exceptions can and will be made for College-sponsored events or to accommodate certain student's work schedules. Students should remember Matthew 18: 15-17 when it comes to confronting other students on breaking curfew.

If a job requires you to be out after curfew or to leave before 6:00 AM, inform the Dorm Supervisor of your schedule. This is for security reasons.

## **Room Inspection**

Room inspection will be made periodically. Besides regular scheduled inspections, there will be surprise inspections from time to time not only by the Dorm Supervisor, but also by other College personnel. Therefore, rooms should be kept neat at all times. To pass inspection:

1. Bedrooms must have beds made, clothes picked up, and floors vacuumed.
2. Bathrooms must be cleaned, swept, free of trash, and mopped daily.
3. Kitchens must be swept and free of dirty dishes, trash, and food.
4. Living rooms must also be vacuumed, straightened, and free of trash and food.
5. The refrigerator and microwave must be wiped clean, inside and out, and each person's shelf should be orderly. The kitchen floors must also be mopped daily.
6. If inspection is not passed, a warning will be issued once. A \$10.00 fine will be assessed for each offense thereafter.

Bedrooms are the responsibility of the students who live in them while the Common Area is the responsibility of all residents. These areas are to remain clean as outlined above. The easiest way to do this is to pick up immediately after yourselves. General cleaning chores will be shared on a rotating basis, with scheduling being organized by resident students. If you need help doing this, consult the Dorm Supervisor or Resident Assistant.

Rooms and apartments at all times should be suitable for unexpected visitors such as prospective students, parents, and/or MSCC supporters. The College reserves the right to enter and search all rooms and contents including computers at anytime.

## **Laundry Room**

This is a common area that all those living in the dorm will need to share. It is to be used only by currently enrolled students, not for anyone not living on campus currently. Please be respectful of other people's clothes. When doing your wash, try to be prompt in moving clothes from washer to dryer and out when dry. Each student will choose a time slot on the laundry schedule sheet that will be their set times for laundry chores. These times can be interchanged with other willing students. In the past, students have been known to forget their clothes for hours, overnight, or even for days. Leaving clothes in a washer or dryer will prevent others from getting their wash loads done. Clothes left passed your scheduled time will be removed from the machines. If these habits persist, you will be fined \$10.00 per offense.

Each student living on campus is assigned a cubby closet to maintain his or her wash supplies. This keeps the laundry room free of access clutter. Students should respect the property of others in not using their supplies unless permission is given. If enrollment is up, some students might have to share cubbies. If you are found to be stealing, restitution will be made and disciplinary action taken. Continuation of stealing constitutes grounds for dismissal.

## **Visitors & Overnight Guests**

Students are to receive all visitors in public spaces. The student lounge in the main building or dorm lounge is available for use. Visitors are required to leave the campus at the beginning of quiet hours. Visitors are not allowed in the dorm rooms. All visits must be in public areas.

Prior permission must be secured from the Office before a student can invite any guests over. No guests are to be housed unless they are registered with the Business Office or Dorm Supervisor. Guests are expected to leave all rooms clean and orderly. Use of any gymnasium, open field, or property is forbidden unless guest is registered with Business Office and accompanied by MSCC students.

Any guest should be advised that it would be necessary for him/her to provide beddings toiletries, towels, etc., during their visit.

All guests are to heed College regulations concerning the restricted use of drugs, alcohol or tobacco on campus. This also includes any obscene materials such as pornography.

## **Pets**

No pets of any kind are allowed in dormitories.

## **Travel**

Students are under the legal jurisdiction of parents or guardians between the time they leave campus and the time they return.

At the conclusion of the weekend or vacation period, all single students are expected to immediately notify the College if their return plans change.

All student travel must conform to the highest standards of safety and Christian conduct.

Any student leaving the dorm overnight must sign out on the dorm's Location Sheet and notify the Dorm Supervisor of their plans.

## **Devotional Life**

Personal devotions are the backbone of spiritual growth and development. Private Bible readings and prayer sessions are strongly urged...nothing can replace them. Personal devotions may be supplemented by group devotions. A prayer room is provided in the Administration Building.

All students must be diligent in their church attendance. Tuesday chapel services are required (7:00 PM) and mid-week church meetings should also be visited, as they will encourage greatly the student's spiritual development. Nothing should take precedence over these gatherings, as knowledge will be imparted through each experience.

## **Recreation**

MSCC offers plenty of avenues to stay physically fit and active. A full court basketball court is provided in the gymnasium, while a softball field can be found immediately to its side. This field could also be used for soccer, ultimate Frisbee, assimilation games, football, and/or kickball. Also, due to the College's area church connections, participation in church league basketball and softball teams are available.

The Student Lounge provides weights, exercise equipment, ping-pong, movies, and video games. All rated "R" movies must be approved by the Administration. Students using the weights are required to have someone else work out with them due to the amount of injuries reported each year in this area of activity.

## **Illness**

Illness or injury of any degree should be reported to the Office. For this reason MSCC requires proper medical insurance information to be on file for immediate use. Emergencies can happen at any moment, so it's best to be ready.

All medical attention that requires a stay in the hospital where service from doctor is received and prescriptions or recovery devices are issued will run at the student's expense.

### **Local Hospitals and Emergency Clinics:**

#### **Baptist Minor Medical Centers**

4539 Winchester Rd Ste 1 (901) 226-3627  
Memphis, TN 38118

#### **Baptist Memphis**

6019 Walnut Grove Rd (901) 226-5000  
Memphis, TN 38120

#### **Saint Francis Hospital**

5959 Park Ave (901) 685-1161  
Memphis, TN 38119

## **MARRIED STUDENTS**

### **General Guidelines**

Married students must realize that being married does not bring immunity from the MSCC regulations. They are to abide by the exact same rules as the other students, except in regards to being together alone behind closed doors. However, public displays of affection are to be held at a minimum as not to create a stumbling block in the minds of MSCC's single students.

Married students living in resident housing may arrange for a private phone to be installed. They are wholly responsible for the cost of installation and all calls made on that line. The College will in no way be responsible for charges made to this private line.

## **Conduct of Married Students**

Married couples are expected to conduct themselves in a manner worthy of Christ, following all guidelines currently stated in the Student Handbook.

## **Worship for Married Students**

Married students and their families are expected to attend a local church regularly. These worship opportunities also include the Tuesday evening MSCC chapel services. Our lifestyles ultimately resemble the real and true worship God wants, when we honor Him in all we do.

## **Discipline of Married Students**

Married students should uphold the policies of the College in a greater way than single students as a natural maturity and responsibility level is assumed to have been reached on the married couple's part. Critiques of regulations, if made in the presence of other students, could lead to a negative spirit or lack of compliance on the part of those single students. Some of these students will look at married couples as role models. Therefore, you are to live in such a way as to show proper respect for the governing authorities. Remember that Jesus, when on earth, gave the perfect example of living in subjection to the Father's will, with which He was genuinely equal (Phil 2:5-12).

## **CHRISTIAN SERVICE OPPORTUNITIES**

Experiences gained through Christian Service opportunities are priceless. However, it is necessary to advise our students that their time spent in these activities must be carefully guarded lest it interfere with their studies. Remember that Christian Service zeal is no excuse for academic delinquency.

### **SPECIFIC MINISTRIES FOR SERVICE**

The Administration will be able to provide the student with possible ways to work within the framework of area churches. These opportunities for service include preaching, teaching, youth work, song leading, and nursery care. Visiting the elderly, shut-ins, the homeless, and jail inmates also present possible service areas. MSCC has a Christian service program that will help each student develop his/her Christian service potential. Here's a list of these ministries:

- Memphis Inner City Outreach – Pastor Don Todd heads this wonderful work which focuses on reaching the homeless and prison inmates with the gospel's truth. Pastor Don's cell is 901.483.4011 or home 901.829.2773.

Service in Local Churches:

1. Central Christian Church (Covington, TN). They are always welcoming to student involvement, through youth activities and supply preaching.. The church's number is 901.476.6858 Please Note: This church is about 60-75 minutes away from MSCC.
2. Christview Christian Church (Southaven, MS). We have former students who attend this church (about 15-20 minutes away) and they are very open to MSCC students becoming involved. Southaven is one of the fastest growing places in the nation right now so varieties of ministry are great.
3. Crestview Christian Church (Memphis, TN). This church (15-20 minutes away) borders Bartlett, TN, and has many needs. They would love for

anyone to help them grow their ministry. This would be a good church for someone who has a church plant mentality. The number is 901.382.1430. There is also a Hispanic ministry meeting at Crestview.

4. Eastwin Christian Church (Memphis, TN). This church (10-15 minutes away) is near Collierville, TN and Olive Branch, MS. It is one of the bigger churches in our brotherhood. This church has tons of opportunities to serve. Reach them at 901.757.0921.
5. New Hope Christian Church (Bartlett, TN). This church (15-20 minutes away) is the largest Christian Church in the area. Again, ministry opportunities exist. Call them at 901.386.0211.
6. Olive Branch Christian Church (Olive Branch, MS). This church (15 minutes away) is in a booming place with population growth happening all around. Olive Branch is ten minutes from Southaven. The number is 662.895.6850.
7. Park Village Christian Church (Memphis, TN). This church is located on the campus of MSCC. This church has had good success in the areas of race relations and Hispanic outreach. There currently is a Hispanic Church meeting regularly at Park Village. The number there is 901.363.1114.

## **STUDENT COUNCIL**

The Student Council of Mid-South Christian College exists:

**1) to serve as a liaison between the student body and the school administration, providing a means for student statement in school affairs while fostering a spirit of cooperation among students and faculty;**

**2) to serve as leaders for the student body, sponsoring and organizing social activities and school and community service projects while keeping the best interest of the school at heart;**

**3) to serve as role models and ambassadors to the community-at-large, representing the highest standards of conduct and character;**

4) to encourage student involvement in all matters relating to the school and foster a spirit of unity between students and staff.

5) to coordinate student representation to the various intramural committees and extramural organizations requesting such representation.

Service on the Council is a great opportunity to serve your peers and gain insight into some of MSCC's operations. The Student Council has input on student affairs and can be instrumental in bringing about desired changes requested by other students. This truly would be a Christian ministry to enjoy if your taste buds crave the spice of a little politics.

For the academic year, the Student Council Officer Elections will occur during August and September with the term of office to run from election to the end of July or August. The Student Council Representative Appointments shall occur during May with the term of office to run from appointment to the end the proceeding May.

In subsequent years, the Student Council Officer Elections (except for freshmen) will occur during April with the term of office to run from the

beginning of May to the end of the proceeding May. The Student Council Representative Appointments shall occur during May with the term of office to run from appointment to the end of the proceeding May.

## **IMPORTANT UNIVERSAL NOTE FOR DATING COUPLES:**

Dating couples that desire to work together should be extremely careful of their conduct, not begrudging service if for some reason they cannot work together. Couples should always be discreet and remember it just might not be God's will for them to be together on every project.

# **Student Grievance Policy**

## **Mid-South Christian College**

### **Purpose:**

The purpose of this policy is to provide MSCC students a mechanism for lodging and resolving grievances. Students should read the policy and procedure carefully and seek advice from the Student Services Department or a member of the teaching staff if they are unsure of the process.

### **Policy and Philosophy:**

It is the conviction of Mid-South Christian College that its students have the right to competent classroom instruction and an environment free from disruption. They have the right to withdraw from instruction and receive prorated refunds in accordance with the stated refund policies as detailed in the College catalog. Students also have the right to due process when they feel they have a grievance.

### **Definition**

A grievance is here defined as a perceived injustice or source of distress that serves as grounds for complaint. Grievances addressed by this policy may include personal issues such as sexual harassment, theft, abuse, fraud, and extreme interpersonal conflict. Examples of grievances may also be of an academic or institutional nature such as dissatisfaction with the educational services provided by the college, disputes about tuition and fees, experiences of discrimination, dissatisfaction with the physical facilities, and misrepresentation of facts regarding any aspect of the college's public image. This policy and procedure applies to any academic or non-academic matter, which causes a student serious concern or distress in relation to their studies or in relation to their student life experience.

### **Procedures:**

1. Students are strongly urged to first attempt to resolve the issue themselves before making a formal complaint. The offended person

should go to the person who has committed the offense and attempt to rectify the situation in the spirit of Matthew 18:15-17. In making the decision to carry his or her complaint to the next level, the student should take into account the fact that all complaints brought to the Office of Student Services will remain a permanent record of the college and any complaint that may pertain to activities of a criminal nature will be referred to local authorities for investigation and possible prosecution.

2. Students wishing to file a formal complaint should contact the Director of Student Services (3097 Knight Road, Memphis, TN, 38118; Phone: 901. 375.4400, Ext. 19). Complaints must be submitted in writing and must include the date of the incident, names of those involved, and a short description of what happened. The complaint should be submitted to the Director of Student Services as soon as possible and no later than 60 calendar days after the incident that provoked it.
3. The Director of Student Services will investigate the relevant facts regarding the issue and, within fifteen (15) calendar days of receiving the complaint, will render a decision regarding any response the college will make to the student's grievance.
4. If the aggrieved student is not satisfied with the decision of the Director of Student Services, he or she can appeal that decision by submitting a formal appeal request to the Office of Student Services. The Director of Student Services will then organize a Student Grievance Committee and refer the complaint to that committee.
5. The Student Grievance Committee (SGC) is an ad hoc committee formed to hear, and attempt to resolve, student grievances of a non-academic nature. The Student Grievance Committee will be comprised of the Director of Student Services (chair), a faculty representative, and two student representatives who will be appointed by the Director of Student Services to address the student's grievance. Complaints that are academic in nature should be directed to the Office of the

Academic Dean. If a member of the SGC was involved in the dispute, the President will appoint a replacement who is not employed in the administrative office or academic division with which the complaint takes issue.

6. Upon review of issues related to the complaint, the SGC will conduct an investigation, as may be appropriate, and make a recommendation concerning actions that may be taken to help the student come to a satisfactory resolution. The SGC's response will be communicated in writing to all involved parties within fifteen (15) calendar days after the appeal was filed.
7. If the student feels that his or her grievance has not been resolved by the SGC, he or she may appeal to the President of Mid-South Christian College within seven (7) calendar days after receipt of the SGC response. After reviewing the case, the President will either grant or deny the student's appeal, notifying the student of his decision within two (2) business days after receiving the appeal.
8. In the event that the President has granted the appeal, he will meet with the student within seven (7) calendar days after approval of the appeal to discuss the complaint and possible resolution.
9. Within seven (7) calendar days after the meeting, the President will respond in writing with a final resolution of the complaint.
10. If the student is still not satisfied with the college's resolution of the issue, he or she may make a formal appeal to the Board of Trustees (BOT). Such an appeal must be filed in writing and given to the President who will add it to the Agenda of the next BOT meeting. During that meeting, the BOT will render a decision regarding the college's response to the student's grievance. This decision will be communicated to the student within the seven (7) calendar days following the conclusion of the meeting of the BOT.

### **Additional Information**

At any time, students may register their concerns with either or both of the following supervising institutions:

The Tennessee Higher Education Commission, Nashville, Tennessee 37243-0830. Telephone: 615.741.3605.

The Association for Biblical Higher Education, 5575 S. Semoran Boulevard, Suite 26, Orlando, FL 32822-1781, Telephone: 407.207.0808.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. The college will take affirmative action to ensure that such behavior is not tolerated. Any student, faculty, or staff of MSCC who is proven guilty of harassing or otherwise punishing a student because he or she has filed a formal grievance complaint will be disciplined up to and including dismissal and the loss of any accrued benefits.

