

Mid·Atlantic

CHRISTIAN UNIVERSITY



2011-2012 Adult Learner Handbook



Letter from the President

Students,

Welcome to Mid-Atlantic Christian University where extraordinary leaders are educated for God's Kingdom! You are a part of something special.

Christian university is a wonderful option in higher education. Not only will you receive the best academic training in your chosen field, but you will receive outstanding training in God's Word.

"Do not let this Book of the Law depart from your mouth; meditate on it day and night so that you may be careful to do everything written in it. Then you will be prosperous and successful." Joshua 1:8

We are so glad that you, an adult learner, have chosen Mid-Atlantic as a place to continue your pursuit of a four-year degree. May your academic experience be even more helpful and exciting than you imagined. We pray, also, that you will continue to grow in the grace and knowledge of our Lord Jesus Christ, as well.

Our Vantage Point program within the College of Professional Studies is designed for you, the student who has some college-level experience but has not completed a four-year degree. We pray for your success as you complete studies in Organizational Leadership, Family Studies, Biblical Studies and/or Military Science.

This handbook is designed to serve you while attending MACU. It will help guide you successfully through some of the requirements and expectations of being a Mid-Atlantic adult learner.

I look forward to getting to know each of you at every possible opportunity. If I can ever assist you in any way, please let me know.

Serving Those Who Serve!

Clay

D. Clay Perkins, Ph.D.

President

Educating Extraordinary Leaders for the Kingdom



Forward

Mid-Atlantic Christian University is honored that you have chosen to be a part of its collegiate community. While here, you will be stretched to increase your academic knowledge and develop a network of associations that you will carry with you into the future. Mid-Atlantic Christian University's mission is to impact the world by transforming ordinary people into extraordinary Christian leaders. We recognize that this training occurs in the classroom as well as in everyday living. MACU also realizes that adults are balancing careers and families as they pursue a college degree. The Student Life department exists to provide an environment that will encourage growth spiritually, intellectually, and in your career of choice. The staff desires to assist you with various needs throughout your academic career.

We see God setting standards for his people to live by throughout the scripture to protect and train his people. Guidelines are the foundation for order in every community. This handbook contains the values of Mid-Atlantic Christian University. The standards for MACU students are based upon a Christian worldview and may have higher expectations than other communities you have experienced.

The goal of these guidelines is to enable success in your personal and professional lives. Enrollment at MACU binds you to understand and follow the standards of the Adult Learners Handbook. Please spend time reading and contemplating the implications of MACU's values.

Our prayer is that you will enjoy the rights, privileges, and responsibilities of being a MACU student as God continues to transform you for His service.

Dr. Ken Greene- VP for Enrollment Services

PHILOSOPHY OF STUDENT LIFE

Mid-Atlantic Christian University models its student life philosophy after the life of Jesus Christ (Luke 2:52). Just as Christ grew *in wisdom, in stature, and in favor with God and men*, the student life staff strives to create and maintain a living and learning environment that will enhance the spiritual, intellectual, social, and physical development of the student body. Student life is a team effort of administrators, faculty, staff, and student leaders who provide numerous activities, programs, and events to encourage students in their spiritual development.

PHILOSOPHY OF THE DISCIPLINARY PROCESS

The Mid-Atlantic Christian University *Student Handbook* contains the principles and rules for our community. Some of the guidelines are based directly on Biblical teachings; others, on scriptural principles. Some are simply preferences for our college community. As a Christian University student, you are held to a higher standard than the rest of society.

When a value infraction occurs, the disciplinary process followed is the one encouraged by the Apostle Paul: ". . . correct, rebuke, and encourage—with great patience and careful instruction" (2 Timothy 4:2). Any discipline resulting from a student's violation of rules is dependent on the nature of the violation, as well as the student's attitude and repentant heart. The purpose and goal of the entire process is restoration and progression in the Christian walk.

PHILOSOPHY OF AUTHORITY

Underlying any community standards for living together is the understanding that there is an authority—persons—invested with the power to see that appropriate values are established and obeyed and to establish and enforce appropriate penalties for violating those standards. Although the college recognizes that not everyone will agree with every principle in this handbook, it assumes that each student will strive to at least abide by them, even if he or she does not agree with them. There are also proper channels to pursue rule changes at MACU. See pg 22 for more information.

As a part of the goals for spiritual growth through the disciplinary process, Student Life personnel will seek to help students grow in their respect for and understanding and acceptance of authority, so that together all members of the college community may honor God, the source of authority and the One whom we seek to obey and reflect. (Romans 13)

The university humbly accepts its duty to act as an authority and prays that all—students, faculty, staff, administrators—will graciously yield to the appropriate authority in all cases, and especially to God Himself, The Supreme Authority.

STUDENT LIFE STAFF DIRECTORY

Student Life Office, Welcome Center

Andrea Strawderman, Student Life Administrator and Campus Minister for Women

334-2073

Chris Stanley, Campus Minister for Men and Adult Learners

334-2043



Mid-Atlantic Christian University Alma Mater

Words by Sarah P. BonDurant, 1948
Adapted by Sandra S. Perkins, 2009

Air: Annie Lisle

1. Hail to thee, our Al - ma Ma - ter, Mid - At - lan - tic hail!
2. Rea - son for the faith with - in us We have learned from thee.
3. God be with thee, Al - ma Ma - ter, in the fight for right;

5
Glor - ious vic - t'ries be thy por - tion, Ho - nor ne'er to fail!
Now u - pon the Rock un - sha - ken We shall e - ver be.
May His hand sus - tain and bless thee E - ver, day and night.

9
May we e - ver love and serve thee; May we faith - ful be

13
To the Gos - pel thou hast taught us; Hail, M. A. C. U.



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Calendar of Events 2011-2012

FALL SEMESTER

AUGUST

15-19	Mon.-Fri.	Early Fall Intensives
10-12	Mon. -Wed.	Resident Assistant Training
20	Friday	Dormitories open, new students, 11:00 a.m. New Student Competency & Placement Testing
19-21	Fri.-Sun.	New Student Orientation
21	Saturday	Dormitories open, continuing students, 12:00 a.m.
23	Monday	First student meal, lunch Final Registration (all students): 9:00-11:00 a.m.; 1:00-2:30 p.m. Classes begin, 5:00 p.m.
23	Tuesday	Convocation, 9:30 a.m.

SEPTEMBER

5	Monday	Last day for schedule changes
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OCTOBER

10	Friday	Midsemester break begins after classes Last student meal before break, lunch
17	Monday	Midsemester break ends before classes First student meal after break, breakfast
24	Monday	Early Registration for spring semester begins

NOVEMBER

4	Friday	Last Day to Withdraw from Courses (Grade W) Early Registration for spring semester ends
23	Tuesday	Thanksgiving recess begins after classes Last student meal before break, supper
28	Monday	Thanksgiving recess ends before classes First Student Meal after break, breakfast

DECEMBER

12-16	Mon.-Thur.	Fall semester exams
	Friday	Last student meal before recess, lunch
17	Saturday	Dormitories close for recess, 1:00 p.m.
15	Thursday	Intent to Graduate Application for May due

SPRING SEMESTER

JANUARY

9-13	Mon.-Fri.	Early Spring Intensive
13	Friday	Dormitories open, New students, 8:00 a.m.
14	Saturday	Dormitories open, Continuing Students, 8:00 a.m.
14-15	Sat., Sun.	New Student Orientation New Student Competency & Placement Testing
16	Monday	First student meal, lunch Final registration (all students): 8:00-11:00 a.m.; 1:00-3:00 p.m. Classes begin, 5:00 p.m.
31	Tuesday	Last day for schedule changes

FEBRUARY

MARCH

5	Friday	Mid-semester break begins after classes Last student meal before break, lunch
12	Monday	Mid-semester break ends before classes First student meal after break, breakfast
15	Monday	Intent to Graduate Application for August due
15-16	Thur., Fri.	Gospel Rally and Homecoming
26	Monday	Early Registration for summer intensives fall Semester begins
30	Friday	Last day to withdraw (Grade W)

APRIL

6	Friday	Early Registration for fall semester ends
9	Friday	Easter break begins after classes
11	Wednesday	Easter Break ends before classes

MAY

7	Monday	River Day
7-11	Mon-Fri.	Spring semester exams
11	Friday	Last student meal for semester, supper
12	Saturday	Commencement, 10:00 a.m.
13	Sunday	Dormitories close, 1:00 p.m.

SUMMER 2011

MAY

14-18	Mon.-Fri.	Summer Intensive
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New Student Orientation, Aug. 19-21

Provides numerous sessions that prepare new students for college life at MACU. It includes enrollment, freshman testing, a banquet, a trip to the beach, dining in faculty and staff homes, and getting acquainted with classmates, faculty, and staff.

Convocation, Aug. 23, 9:30 a.m.

Marks the formal beginning of the school year as we dedicate ourselves to the studies and activities of the year.

Gospel Rally/Homecoming, March 15-16

Alumni and friends of the college gather for a time of great preaching, music, and fellowship

River Day, May 7

Planned by the Student Life Committee, a day of competition and activities on the Pasquotank.

Commencement, May 12, 10:00 a.m.

The grand finale of our year as we honor and pay recognition to the Class of 2012.



Information

ABBREVIATIONS, INITIALS

A variety of abbreviations and initials are commonly used on campus. The following list will provide explanations of such. Entries are listed alphabetically by the first letter in the abbreviation.

AAS	Andrea Strawderman	FAFSA	Free Application for Federal Student Aid	OP	Old Presley
ABIIC	Albert Blanton III Campus Life Center	FAO	Financial Aid Office	PAP	Pearl A. Presley Hall
AD	Athletic Director	GDL	Garrett Lewis	PNA	Phillip Alligood
AEA	Gene Andrews	GG	Great Getaway	PRS	Phil Slocum
AHA	Amanda Avery	GPA	Grade point average	PSC	Professional Studies Chair
AKA	Alice Andrews	GR	Gospel Rally	QPA	Quality point average
ARC	Alumni Representative Council	GSC	General Studies Chair	RA	Resident Assistant
	Barbara Williams	HCT	Harold C. Turner Hall	RBR	Robert Reese
BTSC	Biblical & Theological Studies Chair	IE	Institutional Effectiveness	RBS	Rondal Smith
	Charlea Cormode	IEP	Individual Education Plan	RDP	Robbie Phillips
CAC	Cheryl Lindsley	IIB	Ivy Brothers	RHD	Residence Hall Director
CDL	Carol Stuart	ISIR	Institutional Student Information Record	RJL	Rich Lindsley
CMS	Campus Minister	I-TREC	Information Technology Resources Committee	RJW	Ronnie Woolard
CM	Chris McCarthy	JJ	Judy Jones	RWS	Bob Smith
CMM	Campus Minister for Women	JAF	Julie Fields	SACS	Southern Association of Colleges and Schools
CMW	Curtis Nordhielm	JBD	John Davenport	SAR	Student Aid Report
CWN	Clay Perkins	JCS	Chris Stanley	SEB	Beth BonDurant
DCP	Daniel Smith	JER	Jenny Rowland	SFA	Staff, Faculty, Associates
DCS	Director of Admissions	JUS	Joan Sawyer	SJR	Shelley Jones-Reed
DEM	David McCants	KCJ	Keith Jones	SLA	Student Life Administrator
DFM	Discipleship group	KNJ	Kelvin Jones	SLD	Student Life Department
D-group	Director of Institutional Research	KSG	Ken Greene	SRG	Shelley Greene
DIR	Dept. of Education	KWL	Kevin Larsen	SSP	Sandra Perkins
DOE	Don McKinney	LRA	Leon Adams	S-L	Service-Learning
DWM	Doug Carter	LAW	Lori White	TAB	Troy Backhuus
DWC	Donald Jenkins	LDD	Loren Deckard	TBB	Brent Brady
DRJ	Emergency Response Team	LMF	Lee Fields	TDB	Troy Barnes
ERT	Emmett Murphy	LSL	Sam Loveall	TPW	Teri Woolard
EPM	Financial Aid	LWP	Lisa Pipkin	VPAA	VP for Academic Affairs
FA	FA Administrator	MGA	Michael Anglin	VPD	VP for Development
FAA		MHB	Marina Henderson-Bates	VPES	VP for Enrollment Services
		MIL	Melissa Lewis	VPF	VP for Finance
		NAS	Nathan Stuart	WAG	William Griffin
		NOA	Neal Alligood		

PHONE NUMBERS

Shortly after classes begin, students will be given a list of phone numbers for staff and faculty offices and for campus residents. On rare occasions, classes are cancelled due to weather. Such cancellations—and, occasionally, other college news—can be found by calling the MACU Weather Hotline/ President's Message number: 252-334-2074.

In an on-going effort to provide campus security and campus awareness, the college has a "Phone Tree" notification system. In the event of a college closing or security infringement students will be notified via text message, email, or voice mail. Students are **required** to provide the appropriate phone numbers at the beginning of each semester. Phone numbers will not be published without prior permission from the student. The student's school email account will be used for email notification.



Student Services

ADMINISTRATION

The **President** is the chief administrator of the university. He is the one primarily responsible for establishing general policies, setting guidelines for personnel, effecting public relations, and raising and budgeting funds. He has delegated the responsibility for certain areas of college operation to other administrators.

The **Vice President for Academic Affairs** is the administrator of all matters related to university classes. He is the one primarily responsible for selecting instructors, scheduling courses, and receiving course evaluations and complaints.

The **Vice President for Development** is the administrator of all matters related to attracting gift income. He is the one primarily responsible for maintaining regular support and overseeing fundraising campaigns.

The **Vice President for Enrollment Services** is the administrator responsible for providing an environment that supports and encourages students in their academic progress and to assist students in their personal, social, and spiritual development. He is the one primarily responsible for scheduling student activities, enforcing school rules, and overseeing the dormitories, sporting events, chapel, and other student services.

The **Vice President for Finance** is the administrator of all matters related to finances. He is the one primarily responsible for determining and collecting student accounts, monitoring on-campus work, and receiving contributions.

Other faculty and staff positions are listed in the catalog. You are always welcome to visit any member of the faculty and staff to discuss matters that interest you. Each one will try to help you or direct you to the person who can.

If you have a question or complaint in any of the following areas, you should speak to the persons listed below:

Academic matters	VP of Academic Affairs (VPAA)	Jobs (ministries)	AEA, KSG
Announcement sheet	Student Life Director (SLD)	Lost and found	Lori White (LAW)
Cafeteria	VP of Finance (VPF)	Mail delivery	Business office
Calendar of events	VPAA, Student Life	Mailboxes	SLD
Career guidance	Program Advisor	Repairs	Receptionist
Chapel Schedule	SLD	Lock-Up	Nathan Stuart (NAS)
Chapel Service	Campus Minister (CM)	Scheduling events	VPES
Classes	Professor, VPAA	Scheduling Blanton Center	Receptionist
Counseling	Don McKinney (DWM)	Service-Learning	SLD
Discipline	VP for Enrollment Services. (VPES)	Sports	AD/VPES
Dorms	Residence Hall Directors (RHD)	Transcripts	Joan Sawyer (JUS)
Finances	VPF	Vending	Garrett Lewis (GDL)
Financial aid	Lisa Pipkin (LWP)		Ken Greene (KSG)
Dorm Housing	RHD (DCS)	Weather/school closing	President's Announcements, 334-2074
Housing (married students)	VPES		
Jobs (local)	VPES		

ACCIDENT OR ILLNESS

From the university catalog: *The University offers a medical insurance plan for students. Participation in this plan is mandatory for full-time students. Part-time students not having medical insurance are encouraged to enroll in this plan. The annual premium is added to the student's account. Students who are otherwise covered by health insurance may apply to have their participation in this coverage waived. (pg 18)*

ANNOUNCEMENTS

The Student Life Director (SLD) will issue an announcement sheet on Monday of each week. The deadline for submitting announcements to the SLD is Friday at 5:00 p.m. of the preceding week.

There are a number of bulletin boards on campus on which students may post announcements. **Announcements are not to be posted elsewhere in the public halls or on the doors.** All announcements should be neatly made in keeping with the attractive image we try to maintain in our facilities. If you would like to have your announcement returned to your box, write your name on it. Christian love encourages us to respect the property and communications of others.

Any announcements made during the chapel period **must** be submitted to the Campus Minister (CM) 24 hours in advance.

DINING HALL

If you will have several guests, please notify the dining hall manager in advance so that he/she can plan for the extra number. All dining hall food and beverages are to be consumed in the dining hall.

Meal cards are available to commuters at a discounted price.

Dining hall hours are posted at the cash register.

TECHNOLOGY

A computer lab is available to students as a service of the Academic Department. It is located on the second floor of Heritage Hall, Room 207. Guidelines for its use are available from Carol Stuart (CMS).

Although not required, Adult Learners are strongly encouraged to have a personal computer with internet access.

COMPUTER POSTINGS AND E-MAIL

Students are to use discretion when creating or editing web sites or when using blogs or social networks. The use of vulgar, profane, libelous, false, or malicious language or pictures is prohibited.

Each student will receive a MACU e-mail account. This e-mail account is for school related business only and thus should not be used as a blog. Professors, staff, and administration use this heavily to communicate with the students. It is the responsibility of the student to check his/her school account regularly. See page 31 for more information.

COUNSELING SERVICES

Mid-Atlantic has a pastoral counselor. Professor Don McKinney is available to assist students as they encounter problems with depression, anxiety, grief, relationships, self-image, and anger and other impulse control problems, as well as other personal issues. His office is located in the Counseling Center. In addition, the RHDs, RAs, Campus Minister, Student Life Director, and the VPES are available to assist students and are trained to make referrals when they are not able to provide the necessary assistance.

HOUSING FACILITIES

A limited number of on-campus apartments (from one to three bedrooms) are available to adult learners; those interested in renting these should contact the VPES.

LEARNING CENTER

Students may seek academic assistance in the Learning Center, located in Watson-Griffith Library. Hours of operation are listed in the library. Information about its use is available in the center.

LIBRARY

<http://macuniversity.edu/default.aspx?mod=article&id=1802>

The Watson-Griffith Library provides excellent resources and facilities. A library orientation and handbook, along with the library staff, will acquaint new students with its services during New Student Orientation. In addition, you may use the libraries of The College of the Albemarle and Elizabeth City State University, as well as the public library: Pasquotank-Camden Library, 335-2473, located at 205 E. Main St. Check with the MACU library staff for details on using the other libraries and resources available to you.

MAIL

Each student will be assigned a private mailbox in Heritage Hall to receive incoming mail, college notices, and graded papers. The SLD assigns boxes and keeps a record of combinations. Incoming mail will be put in student boxes by 3:00 p.m. each regular school day. Mail will be distributed on Saturdays, holidays, and school breaks if a staff member has opportunity to do so. If you receive mail too large to fit in your mailbox, a note will be put in your box.

A drop box for stamped outgoing mail is next to the mailboxes. Stamps are available in the business office.

Your incoming mail should be addressed in this manner:

Your Name
Mid-Atlantic Christian University
715 N. Poindexter Street
Elizabeth City, NC 27909

SCHEDULING ACTIVITIES

The Student Life Office will keep a calendar of college events and communicates these events through the weekly announcements and the 48 hour boards. Any item you want included on the calendar must be submitted to this office for approval.

STUDENT ACCOUNT OVERPAYMENT REFUND POLICY

When a student's account has a credit balance the student may fill out a refund request at the Business Office. All students are encouraged to have a local checking account, many branches offer free checking for students.



Student Life Activities

CHAPEL CREDITS

As part of the graduation requirements, students must demonstrate Christian character and spiritual development. The Student Life office uses two methods to gauge spiritual formation: chapel credits and church involvement.

Students are required to attend a set number of events throughout each semester based on their living arrangements and class schedule. The requirements are as follows:

- Dormitory Residents and Off-Campus students with class everyday are required to attend 32 events a semester.
- Off-campus students with class on Tuesdays and Thursdays are required to attend 21 events a semester.
- Off-campus students with class on Mondays, Wednesdays, and Fridays are required to attend 10 events a semester.
- The requirements of student who are dual-enrolled will be arranged with the SLD on an individual basis.

Every two weeks, the Student Life Director will update the students as to their attendance via a spreadsheet arranged by student ID numbers. It is the responsibility of the student to periodically check his or her attendance record and ultimately to meet the requirements. Extra chapel credits do not roll over to the next semester.

Students who do not complete the required chapel credits for one or two semesters have the remainder of their college career to make-up the missing credits. Students who do not complete the required chapel credits a third semester will be suspended for the following semester. The student may reapply after their suspension, but must demonstrate Christian character for acceptance. Graduating seniors who fails to complete all their chapel credits will have their diploma withheld until they complete the needed credits.

Students who are caught cheating (scanning and running, having someone else scan their card, etc.) will lose all of their credits for earned during that semester and have the remainder of their college career to make-up the missing credits. The Resident Assistants and those who assist in scanning will also be informed. Students who are caught cheating a second time will be suspended for the remainder of that semester.

Events that count for chapel credit:

Chapel- MACU students, faculty, and staff gather twice a week for chapel services. Students, faculty, staff, and guest speakers, will encourage and inform those who attend. Students who are 10 minutes late will not receive credit for their attendance.

D-groups- Discipleship Groups, or d- d-groups, are student and faculty led small groups that meet once a week for small group interaction. .

FRAZ- Students will receive one chapel credit for attending each FRAZ.

Missions Emphasis Week- During this week in the fall, chapels are focused on over-seas missions and evening sessions are scheduled to meet with the guest missionaries. Each evening session is equivalent to one chapel credit.

MACU Music or Drama Performances- Students will receive one chapel credit for attending a music or drama performance in either the fall or spring semester.

Spiritual Emphasis Week -During this week in the spring, chapels are focused on a set theme and evening sessions are also scheduled. Each evening session is equivalent to one chapel credit.

Gospel Rally- A weekend homecoming event for our alumni. Students will receive one chapel credit for each session they attend.

Graduation – Students will receive one chapel credit for attending graduation.

CHRISTIAN LEADERSHIP EXPERIENCE

As part of the graduation requirements, two units of Christian leadership experience are required for the baccalaureate degree and one for an associate. The University believes that participation in chapel is a vital part of the educational experience at Mid-Atlantic Christian University. Student led chapels provide students with the opportunity to develop and demonstrate some of the educational outcomes expected of the University's graduates. Students plan one of the weekly chapel programs, serving as speakers, song leaders, instrumentalists, and singers. Students receiving an associate degree are required to participate in planning a chapel their sophomore year. Students receiving a baccalaureate degree are required to participate in planning a chapel service their junior and senior year.

CHURCH INVOLVEMENT AND SPIRITUAL FORMATION

Mid-Atlantic believes it is imperative that each student be involved in a local congregation. Thus, freshmen and sophomores must report their church involvement on a weekly basis to the Student Life Office on the forms distributed by e-mail. Since we are concerned about a student's spiritual growth if he or she consistently misses such services, the VPES will want to talk to the student once he or she has had three or more unexcused absences during a semester. If the VPES feels that it is merited, he may ask the student to appear before the disciplinary committee.

Juniors, seniors, and those over the age of 23 are to write a Spiritual Formation Plan at the beginning of each semester outlining their intended church involvement and other steps in continued spiritual growth. At the end of the semester, these students are to reflect and evaluate their Spiritual Formation Plan, making appropriate revisions for the following semester.

CHRISTIAN SERVICE

Upon graduation, students in Vantage Point are required to complete 40 hours of Christian service. If completed in 2 years, a student will participate in 10 hrs of Christian service a semester. These hours can be completed through a course that utilizes Service-learning or through an approved and documented independent project.

The service-learning courses inform, clarify, illustrate, and stimulate additional thought about academic topics covered in the classroom. They also encourage students to value service and social responsibility to the community. Structured time for students to reflect on service experiences is provided through journaling or reflection papers, along with regular discussions with field supervisors and peers in class.

Students in Vantage Point, who are not enrolled in a Service-learning course for a particular semester, must seek approval from the Student Life Department to complete an independent project. These students will need to provide an explanation of the project and need for the project within the community. Upon completion of the project, the student will provide documentation from a supervisor that they have completed their hours. Approval and evaluations forms are located on the website.

The following are a few possibilities for independent projects:

- Teaching a Sunday School Class
- Serving as a youth sponsor

Volunteering at the local soup kitchen
Tutoring at the local school
Volunteering at a non-profit organization

COMMENCEMENT ACTIVITIES

The last week of each school year is designed to give a special send off to those who are graduating. They will have worked hard and we have worked along with them, encouraging them and praying for them. Thus, we encourage all of the student body to be involved in the activities of that final week.

The activities begin Monday morning with River Day which is held on campus. Baccalaureate is on Friday evening, and Commencement is on Saturday morning. We ask each student to plan his or her schedule so as to be able to participate in all of these events for the graduates.

Graduates may choose to send invitations. The Academic Office will inform the graduates how many reserved seating tickets they will receive for Commencement.

PROGRAM ASSOCIATION

Students will meet with their program advisors and fellow program peers periodically throughout the semester to discuss classes, college life, preparing for internships, career planning, registration, and other issues of like nature. Students are also encouraged to attend their program socials, hosted by their program advisors. There are different leadership conferences available that correlate with each program. Students are encouraged to attend these conferences as well (ex: Missionary Convention).

SPORTS

The Student Life Department will arrange for intramural competition among all students and staff who wish to participate. Any disagreements in an official's call in a game must be expressed through the team captain to the officials during normal stops in play. Any unsportsmanlike conduct in words or actions during a game may result in a technical foul. A player receiving a second technical foul during the season will be dismissed for the remainder of the season. Unruly players and spectators may be asked to leave the gym. (These guidelines are particularly suited for basketball, but will apply in principle to all of our sports.)

Students using the gym must refrain from hanging on or grabbing the rims or nets.

Tackle football is prohibited on campus.

Shorts worn during play must meet the dress code.

Students may check out a key to the tennis courts from the library or an RHD.

STUDENT LIFE COMMITTEE

Awesome This committee is recognized by the Leadership Team of the college and is granted the authority to provide a forum for students to make suggestions regarding student life and to plan events that will enhance life for the students. The committee is composed of student representatives and headed by the Student Body President. The Student Body President must be a Junior or Senior with a cumulative GPA of 3.0, exhibit a life of character and integrity; possess leadership abilities and not be one in violation of school rules and policy. The student body nominates candidates for the Student Body President and then votes on the eligible candidates at the end of each school year for the next. During the first committee meeting, the committee will choose a Vice President who will act as President in the President's absence. The Committee will meet on Fridays during the meeting time about once a month. If more meetings are needed, they will be scheduled by the Student Body President. Any member who is absent from two meetings a semester shall be replaced by a member of the class he/she represents. With the Campus Minister, the Student Body President will set a budget and calendar for the year. The Student Life Committee is responsible for planning the following events:

Fall Semester

Clash of the Classes
Event Concessions
Sneak Day
Spirit Week
Fall Banquet
Halloween Party
Class socials

Spring Semester

Clash of the Classes
Event Concessions
Homecoming Court
Spring Banquet
JR/SR Banquet
River Day
Class socials

Fall Banquet- This is to be held in the gym. Dress is formal or dressy (unless casual theme attire is approved in advance by the VPES) and **must meet dress code guidelines**. The committee may coordinate with the cafeteria, but is not required to. The committee is encouraged to coordinate with the fall production and make this banquet available to those who are attending the performance that evening.

Spring Banquet- The committee is to sponsor a spring banquet for all students and staff. Typically, this banquet coordinates with Valentine's Day and may be held in the gym or cafeteria. Dress is formal or dressy (unless casual theme attire is approved in advance by the VPES) and **must meet dress code guidelines**. The committee may coordinate with the cafeteria, but is not required to. The committee is to decorate appropriately and arrange a brief program. The committee may provide a photographer to photograph couples for a fee. Also, the committee may sell Valentine's Day Flowers.

Junior-Senior Banquet- Graduating seniors who are receiving four-year degrees are the honored guests. These seniors have their meals paid for by the Student Life committee and receive any special favors the committee choose to bestow. Seniors who plan to finish their academic work the first semester of the next year may choose whether to be honored this year or the next. A student may be honored only once. Each senior pays for his/her own guest.

Any student who has completed at least 60 semester hours and identifies with either the junior or senior class or is a candidate for a two-year degree will be an invited guest, as are the faculty, staff, and associates. Each in this category pays for his or her own meal and the meal of his/her guest.

In an effort to keep the size of the banquet manageable, one is not permitted to invite another guest if the person he would normally invite (spouse, girlfriend, boyfriend) is also eligible to attend and will be attending.

The banquet is to be held at a place of the committee's choosing within an hour of the campus (more distant locations must be approved in advance by the VPES). The location is to be announced at least 24 hours prior to the banquet, or 48 hours if the event will be held farther than 15 miles away. The banquet and program should not last more than two hours. Dress is to be formal or dressy **within the school dress code**.

Homecoming Court- Prior to Gospel Rally, the student body will nominate students from their class to be their two candidates for the homecoming court. Two weeks prior to Gospel Rally and during the lunch hour, the committee will put out containers, one for each candidate, and the student body will cast their votes for homecoming court, one penny equals one vote. A student may vote as much as they want for any one candidate. The committee is to post each day which three male and female candidates are in the lead. During the Alumni/Mustangs basketball game of the Gospel Rally, each candidate will be announced and the prince, princess, king and queen will be revealed.

Sneak Day- The seniors on the Student Life Committee will plan and organize a sneak day between the third week and the sixth week of the fall semester at a location within an hour of the campus. The committee keeps the date and location secret. They may awaken dormitory students any time after 4:00 a.m. Off-campus students may opt to be notified at the early morning hour or may find out when they arrive on campus that day. The committee will post signs around campus notifying students and staff it is sneak day and the location.



Student Development

STUDENT PLEDGE

Every student is required to sign the following pledge concerning conduct while enrolled at MACU.

I hereby agree to obey all the rules of conduct contained in the ADC handbook of Mid-Atlantic Christian University as long as I remain a student of the college. I understand that these guidelines apply while I am both on and off campus. However, *major* rule violations and consequences, as listed on page 16, are still applicable during all breaks that occur throughout my college career here.

I further agree to comply with all the academic regulations contained in the catalog of Mid-Atlantic Christian University as long as I remain a student of the college.

I understand that failure to comply with any of the rules contained in either the student handbook or catalog will make me subject to the disciplinary procedures stated in these documents even to the extent of suspension from school.

I also understand that the rules are in effect from the time I arrive for each academic semester until I leave the campus for the summer break.

Any student who disregards the rules of this university or the instructions of his/her parents or guardians assumes full responsibility for the consequences of his/her actions.

HONOR CODES

If students knowingly or inadvertently violate any MACU regulation, they are on their honor to report themselves to the VPES. If infractions by other students are known, students are expected to report those infractions to the VPES.

In academic matters, students are on their honor not to give or receive information on any exam or any other individual assignment given by a teacher. Plagiarism (using material without giving credit to the writer) is viewed as a most serious offense.

The honor codes are intended as redemptive devices and should not be interpreted to mean that the university encourages "tattling" for its own sake. The university believes that Christians share the responsibility of helping fellow Christians in personal spiritual growth.

STUDENT DEVELOPMENT

While intellectual development is a major part of the college experience, students are expected to develop other areas of their lives as well. Thus, Mid-Atlantic provides activities and services designed to promote physical, social, and spiritual growth.

Physical growth can be stimulated by:

- (a) Intramural sports (softball, volleyball, basketball, flag football)
- (b) Recreational programs (Sneak Day, Student Life Committee events, River Day)
- (c) Open facilities on campus and nearby (gym, tennis courts, basketball courts, golf course, weight room)

Social growth can be stimulated by:

- (a) Student Life Committee meetings (student leadership, committees, socials)
- (b) Student Life Committee projects (fund-raisers, Valentine banquet, junior-senior banquet, sneak day)
- (c) Music groups
- (d) Special productions (recruitment programs, theater productions)
- (e) Program meetings and socials

Spiritual growth can be stimulated by:

- (a) Chapel

- (b) Spiritual emphasis week
- (c) Church involvement
- (d) Discipleship groups
- (e) Mission emphasis week
- (f) Special university-sponsored programs (convocation, Gospel Rally, baccalaureate, commencement)
- (g) Christian service
- (h) Area programs and conventions
- (i) Faculty counsel and fellowship
- (j) FRAZ

Students are expected to be involved in as many of these activities as possible in order to promote their own personal development and to encourage the development of other students. The Student Life Department will attempt to monitor each student's total development and provide counsel as needed.

MARITAL SEPARATION

Married students are expected to live up to the terms of their marriage covenant as a part of the condition of good Christian character required for graduation from Mid-Atlantic. A married student who separates from his or her spouse for any cause other than adultery will not be permitted to continue as a student.

A married student involved in a separation not based on the spouse's adultery may petition the VPES to exempt him/her from the above rule if he/she meets the following criteria:

- 1) He/She continues to consider himself/herself bound by the marriage agreement even if the spouse does not.
- 2) He/She recognizes that divorce is contrary to God's will and is therefore to be avoided if at all possible even if the spouse does not agree.
- 3) He/She shows willingness to reconcile with his/her spouse by seeking appropriate counsel (either with his/her spouse or by himself/herself) and by altering targeted behavior patterns.
- 4) He/She makes observable data available to the disciplinary committee substantiating all of the above.
- 5) A student separated but not divorced is prohibited from dating until divorce is final.

In like manner, a single student may not date a separated person who is not yet divorced.

CONSIDERATION OF OTHERS

Each student should think more highly of his brother or sister than themselves. Be careful to avoid activities that unnecessarily disturb others, and listen to your brother or sister when he or she asks you to change a behavior.

The practical joker should expect to pay whatever penalty (fines, repairs, disciplinary action, clean up) is deemed appropriate for any harm done to feelings or property.

It is unlawful for any student in any university or school in the state of North Carolina to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Hazing is defined as "annoying any student by playing abusive or ridiculous tricks upon him, frightening, scolding, beating or harassing him, or subjecting him to personal indignity."

SAFETY AND SECURITY

Since we are concerned about each student's security and the security of his/her possessions, residents should not give key cards to anyone else. If a resident loses the key card, he/she must report the loss immediately to the SLA. A \$25 fee will be issued to those who lose a key card. By like token, a student must not enter anyone else's room, classroom, or any other area by use of any device (such as a credit card). Residents are not to make duplicate keys; if another key is needed, speak to the SLA.

Students are to enter and exit the dormitory by the water side entrance. The exits at the street end of the dorm are to be used only in case of an emergency.

Fire drills will be conducted one evening near the beginning of each semester; all fire alarms are to be taken seriously as a possible fire emergency. All resident students are expected to participate in the drill, exiting the dorms, following standard procedures for evacuating the dorm and assembling in the pre-assigned areas. The drill will conclude with an evaluation and dismissal by the RHD. Anyone who intentionally sets off a fire alarm or smoke detector will be fined \$30.00 and brought before the disciplinary committee.



General Regulations

Address all faculty and staff members by their school titles (President, Professor, etc), or by courtesy titles (Mr., Mrs., Miss, Dr.).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Illegally downloading music and movies is prohibited; and more broadly, illegal downloading, burning, or copying any medium is prohibited, except within the narrow confines of permissible academic use.

Unauthorized use and/or distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to appearing before the disciplinary committee as well as civil and criminal liabilities.

The university acknowledges that copyright ownership of any works created by a student belongs to the student. However, in the case of a work made for hire, the university will be considered the author unless the parties have expressly agreed otherwise in a written agreement signed by both parties.

Neither food nor beverages (other than bottled water) are permitted in the computer lab, chapel, or library. Professors have the discretion to allow drinks in spill proof containers and/or food in the classroom. Cleaning supplies are located in each classroom for the students to clean up accidental spills.

The use of cell phones or any other personal electronic devices is prohibited in the chapel and in classrooms. Laptops are permitted in the classroom at the professor's discretion for the sake of taking notes.

Housekeeping maintains a lost and found department. Items are always disposed of at the end of a semester.

Do not bring on campus any fireworks, explosives, materials used to make explosives, or weapons, including, but not limited to, firearms of any sort, BB guns, pellet guns, paintball guns, air rifles, air pistols, air soft guns, slingshots, leaded cane, bows, and metallic knuckles. Hunting and switchblade knives are prohibited; only knives with folding blades are permitted.

The university assumes no responsibility for injuries resulting from participation in water sports or activities. Students participate at their own risk. Swimming is not permitted in the river or the creek adjacent to college property. No water activities are to take place in the pond by Myers Village. Those participating in sailing, boating, canoeing, and such are to observe the following:

- a. Any launching of boats, kayaks, canoes, etc. should take place at the dock on East Campus.
- b. There must be life preservers for all persons in the boat.
- c. Someone competent in boating safety should be in the boat; in general, boaters should behave with restraint, not showmanship.
- d. Students must be in campus-appropriate attire when leaving for and returning from such activities.
- e. Sunbathing in acceptable attire is permitted on campus (see Student Dress, page 19.)



Parking

Like most campuses, parking space is limited. Thus, the following areas have been designated:

- a. Commuting students: back of Heritage Hall (except designated spaces) and Poindexter Street up to the crosswalk in front of HCT.
- b. On-campus dorm residents: Students may use available parking around PAP and HCT, except for designated spaces.
- c. On-campus married students: assigned spaces in front of Old Presley and Myers Village.

When the designated areas are full, extra parking places are available on the strip connecting the dorms and in the dorm lots. Always park at the angle designated by the lines. Driving on grass or sidewalks and squealing tires are prohibited. Parking tickets carry a \$30 fine for the 1st offense; \$50 for 2nd offense; and \$75 and summons before VPES for 3rd offense.

Any vehicle that is inoperable or belongs to a student who has graduated or withdrawn from school will be towed at the owner's expense after 30 days. Students who leave a vehicle on or adjacent to campus while away on a school break during the academic year should leave a key with the VPES in case the vehicle needs to be moved. Vehicles may not be left on campus during summer recess.



Social Conduct

The Mid-Atlantic Christian University community is a place for one to grow closer to Christ. Hence, we encourage students, in the light of Philippians 4:8, to spend time on things that build up rather than tear down one's relationship with Christ. At the same time, since we recognize that we are training people for leadership ministry, we urge our students to think about the examples they are setting for others as well as avoiding those things that are questionable.

Students are encouraged to use discretion in forms of entertainment, such as television, movies, music, and the Internet, students are expected to make their selections with the above principles in mind, particularly where no explicit instructions are given. They are also to avoid questionable establishments such as bars, pubs, and nightclubs. Similarly, students are to avoid working in establishments perceived to be nightclubs or primarily drinking establishments. Where there is a question, a student should consult the VPES.

Cursing, crude language, and racial or ethnic slurs (and similar "hate language") are prohibited on campus.

Students may not purchase, possess, or use tobacco products or alcoholic beverages on campus. Students may not purchase, possess, or use illegal drugs, nor engage in any other form of substance abuse.

Students are to refrain from gambling on and off campus.

Students are not to engage in any sexual activity outside the bounds of marriage, including such activities such as fornication, adultery, homosexuality, and implicit sexual intimacy.

Based on the assumption that visiting pornographic web sites is a spiritual problem, students are not permitted to possess or view any pornographic material, including NC-17 and X-rated movies and videos and pornography on the Internet. First offenders will be referred to the VPES for counseling. Revisiting pornographic web sites suggest the possibility that there is an underlying psychological addiction as well as a spiritual problem; therefore, repeat offenders will be referred to the college counselor. Continued visits to pornographic web sites in spite of counseling will be dealt with as a disciplinary problem.



Student Dress

Styles, trends, and fads come and go. But a Christ-like spirit and demeanor will last for eternity. “Set an example for the believers in speech, in life, in love, in faith, and in purity” (2 Timothy 4:12). In this spirit, MACU students will adhere to a standard of dress that is “modest” and “exemplary.” All students, including off-campus students, will follow these guidelines.

There are circumstances that demand a specific dress code. MACU has two categories: **Classroom** and **Special Occasions**. Please see the following descriptions for these categories:

CLASSROOM ATTIRE

Acceptable classroom attire includes wearing slacks, jeans, mid-thigh or longer shorts and casual tops. Exclusions include but are not limited to flannel/pajama-style pants and athletic shorts. Of course, you may be more “dressy” if you like, but it is not necessary. Make it your aim to be neat and clean in appearance. Individual professors may have additional requirements for their classroom.

SPECIAL OCCASIONS

There are events that call for more formal or dressy attire. These events include banquets, convocation, baccalaureate, commencement, and any leadership role during a university chapel service.

Attire will consist for men of a suit (optional), necktie, dress shoes/socks (not tennis shoes or sandals), dress pants, and dress shirt. Women will wear a dress, skirt and blouse, or dressy slacks and top and dress shoes on such occasions.

MISCELLANEOUS GUIDELINES FOR ATTIRE

- **Athletic attire** is permitted in chapel, class, and the cafeteria only if it is neat, clean, and classy. Examples of acceptable athletic attire are windpants, windsuits, nylon warm-ups, cotton fleece sweat pants, etc. Examples of unacceptable athletic attire in chapel, class, and the cafeteria are pajama-type pants, athletic shorts and items that are ragged, dirty, ripped, ill fitting, etc.
- **Tops: Men**--tank tops, muscle shirts, and sleeveless shirts are appropriate only on East Campus and the gym during athletic events. Elsewhere, they must be worn underneath or over another shirt. **Women**—Tops worn outside of the dorm, including the three lobbies in Presley Hall, must be at least 2 inches in width over the shoulder. Lingerie is not to be worn as outerwear.
- **Shorts** are to be modest and at least mid-thigh in length. Flannel/pajama-type pants or athletic shorts may not be worn to chapel, class, or the cafeteria. There may be other exclusions.
- **Dress/skirt length** should be no shorter than 2 inches above the knee.
- **Hats** or any other style of head coverings (such as do-rags, scarves, hoods, etc.) are to be removed while in the Davenport Chapel. In the classroom, it is the professor’s discretion if hats and/or head coverings are permitted. Variances may be made for religious and/or traditional cultural reasons. See the VPES.
- **Appropriate footwear** is required in classes, cafeteria, chapel, and library. Students are not to walk around campus without shoes.
- **Inappropriate public attire** includes bare midribs, spaghetti straps, low necklines that reveal cleavage, tight fitting clothes, and short shorts. Leggings are not to be worn under longer shirts (If you would not wear the outfit without the leggings then it is inappropriate). Also, those who wear skinny jeans that are tighter and more revealing (both male and female) may be asked to change. This list is not intended to be all-inclusive.
- **Dorm attire** may be casual and informal, but please use Christ-like discretion.
- **More “dressy”** attire is appropriate, but not required, for classrooms and chapel services.
- **Traveling groups and school activities** may require additional standards put forth by sponsors.
- **Spouses** are asked to follow dress expectations while on campus.
- **Hair** should be neat and clean.
- **Body piercing** Individuals representing the college in an official way may be asked to remove any or all piercings. Students with piercings should also use discretion regarding the culture of the church they may be attending.
- **Facial hair** on men should be neat and trim.
- **Inappropriate tattoos, clothing, or hair** will be removed, covered, or changed to the satisfaction of the university’s administration.

In summation, pursue modesty and moderation. The Vice President for Enrollment Services will provide appropriate counsel for specific situations when needed.



Disciplinary Policies and Procedures

Every student is obligated as a responsible Christian to warn fellow students before they violate university rules, to point out to fellow students where they have violated any rule, and report major rules violations to the proper personnel.

DISCIPLINARY MEASURES

Disciplinary measures may be used in an effort to help a student recognize the wrong of his actions and to serve as a deterrent from such action again. Sometimes, the action may be to benefit the rest of the college community. Inappropriate actions or behaviors on campus will be referred to the disciplinary committee.

DISCIPLINARY COMMITTEE

The committee is composed of the VPES (chair), a selection of faculty and staff, and two student representatives. The school counselor serves as a non-voting member. The letter regarding the committee's decision is sent to the student and/or parents and filed within the Student Life Office.

The committee meets upon the call of the VPES to hear and act upon cases that merit special attention. The VPES has also authorized the committee to enact any discipline or rules it considers appropriate for the remainder of a school year, but any such rule adopted by the committee will then be subject to due process (review by rules committee, approval by the administration). Only this committee can suspend a student for disciplinary reasons. The VPAA can suspend for academic purposes. The VPES has the authority to require a student to leave the campus prior to a meeting if he believes the offender to be a risk to the safety of the MACU community.

The VPES will call before the disciplinary committee any student whose actions he believes warrant the attention of the committee. This will usually involve:

- a) anyone whose actions have serious consequences
- b) anyone who refuses to comply with the disciplinary measures he/she has been given
- c) anyone who persists in misconduct despite warnings and disciplinary actions.

The VPES may choose to call before the committee anyone believed to have committed any of the following at the first offense. However, if he believes he can provide appropriate counsel and implement corrective measures, he may do so and thus waive the appearance. A second major rule infraction automatically results in an appearance before the Disciplinary Committee:

- a) purchase, possession, or use of tobacco products, alcoholic beverages, or illegal drugs on campus
- b) any other form of substance abuse
- c) sexual activity outside the bounds of marriage (fornication, adultery, homosexual activity, implicit sexual intimacy)
- d) exhibitionism (indecent exposure)
- e) entering a restricted area of a dorm of the opposite sex or having a member of the opposite sex in such a restricted area
- f) unmarried students spending nights with member(s) of opposite sex without proper supervision, as pre-approved by the RHD or VPES
- g) assault
- h) hazing
- i) vandalism
- j) committing a felony
- k) possession of X-rated videos or other pornographic materials
- l) on-campus possession of a weapon, firearm, explosive, or materials to make an explosive device
- m) intentionally setting off a fire alarm or smoke detector
- n) theft
- o) refusal to cooperate with university administration or law enforcement officers
- p) possessing an unauthorized key or using a key in an unauthorized way
- q) frequent or habitual rule-breaking
- r) misuse of prescription or non-prescription drugs

The committee will hear the charges and evidence presented by the VPES and question any witnesses it deems appropriate. The student will be permitted to speak in his own behalf and then be excused from the meeting. Neither a parent nor any other person may attend this meeting with the student in order for the student to speak for himself and to speak freely. The committee will then discuss the case, render a judgment, and determine appropriate action before recalling the student. In all cases, the committee may take any disciplinary action it deems appropriate if the majority is convinced that a violation has occurred.

A person who appears before the committee and is found to have committed a major rules violation will be subject to any of the disciplinary measures listed on page 21.

Each time the student is disciplined by the disciplinary committee, the VPES will send a letter to the parents of the student if he/she is single and under 23 years of age, informing them of the charges and the resolution of the case.

If a student chooses not to appear before the disciplinary committee, he/she forfeits the right to be heard and will accept the decision of the committee.

Procedure for Suspension

The suspension of a student on the same day he/she appears before the disciplinary committee requires a unanimous decision of the committee. A majority of the full membership may elect to suspend a student on a later day if the meeting occurs within one week of the meeting which rendered the judgment that an offense has occurred.

If a suspension is enacted, the VPES will immediately seek to notify by phone the parents of a single student under 23 years of age and offer to arrange a conference on campus for further explanation. He will follow up with a letter detailing the charges against the student. The student is to leave campus within 48 hours. At that time or later, the committee may restrict a student from re-entering the dorms and/or campus for a given length of time. A notation of suspension will be entered by the registrar on the student's permanent record.

A student suspended for a semester for disciplinary reasons or lack of spiritual/social progress will not be permitted to complete a MACU program of study by transferring credits from another college.

The university reserves the right to suspend or expel a student who shows insufficient maturity or progress in the areas of social or emotional interactions or Christian living.

Procedure for the Readmission of a Suspended Student

A suspension is in effect for at least one week. If a student is suspended for a semester and wishes to apply for readmission at the beginning of a new semester, he/she must send a written request to the VPES explaining how the behavior which prompted the suspension has been changed. The VPES will present the written request to the disciplinary committee for a decision. The committee may choose to interview the student in person. Readmission of a suspended student will require the approval of a majority of the full membership of the disciplinary committee, who may place stipulations on the returning student. In order to graduate, such a student will need to enroll for at least 12 credit hours and live on campus at least one semester, if under 23 years of age and single, or live in Elizabeth City if over 23 and/or married.



Rules Committee

This committee is composed of VPES (chair), a selection of staff and faculty, the four class presidents, and a representative for adult learners. All other faculty and staff members as well as the RAs and RHDs are invited to sit in on meetings and express opinions but without voting privileges. The chair will appoint a secretary.

The committee is authorized by the VPES to recommend to the administration any rules additions and revisions that relate to student life. Rules and regulations relating to other areas of student life (for instance, academics or finances) will be established and enforced by the appropriate personnel and committees. The VPES will determine which issues are major and should be brought to the attention of the rules committee.

The committee will meet each semester at which time the VPES will present all reasonable proposals for rules additions and revisions. All recommendations to the administration will be determined by a majority vote of the committee. The VPES may call a meeting of the committee at any time during the year if a major issue arises which requires a ruling before the scheduled meeting. The VPES has the authority to establish a new rule if he deems that an action poses a risk to the safety or well being of any student. Any such rule will be subject to the due process of review by the rules committee and submission to the administration.



Grievances

GENERAL

The university encourages students to make their complaints and grievances known by talking to the proper personnel as listed on page 8 of this handbook.

A complainant may, however, choose to write a letter. The letter must specify the grievance, date, and time, and must have the complainant's signature. A response will be made within five working days. Should one believe that his or her grievance has not been properly addressed, he or she may follow the procedure with the administrative vice president.

A final appeal, if necessary, can be made to the president, whose decision will be final. If a grievance involves a vice president, consult another vice president or the president. Should a grievance involve the president, consult a vice president.

ACADEMIC

Whenever a student has a question or complaint concerning course work, he or she should speak with the teacher involved. If the student believes the teacher has not responded adequately or if the student is unable to discuss the matter with him/her, the student is encouraged to speak to the VPAA. If the student feels that the VPAA does not adequately address the concern, he/she may appeal to the president. The decision of the president is final.

Though the university believes the best policy is to discuss any grievance with the teacher involved, the complainant may choose to write a letter stating the grievance. (See guidelines above.)

DISCIPLINE

Any student wishing to protest a disciplinary action taken against him/her should state his/her objections to the proper person(s) as outlined below:

- a) Regarding an action by a professor: See VPAA
- b) Regarding an action by the VPAA: See President
- c) Regarding an action by the VPES: See disciplinary committee
- d) Regarding a disciplinary committee action: See President

Disciplinary action can be overturned if the person hearing the grievance is convinced it should be. That person would then be responsible for notifying the one whose decision he/she overturned.

In the case of the disciplinary committee, any member of the committee can be approached with a grievance against the VPES. If any two committee members think that the grievance warrants the attention of the disciplinary committee, he/she may call a meeting of the disciplinary committee. The VPES must be present at the meeting. A disciplinary action of the VPES can be overturned if a majority of the committee present is convinced it should be.

Any student wishing to protest a decision of the disciplinary committee should state his objections to the president. That person would then be responsible for notifying the one whose decision he/she overturned.

DISCRIMINATION

Mid-Atlantic Christian University does not discriminate on the basis of race, sex, color, age, handicap, or national or ethnic origin in the recruitment and admission of students or in the operation of any of its programs and activities. Students who believe they have been discriminated against should take the following actions if discrimination has occurred in the area:

Admissions

Contact the chairman of the Application Review Committee (the registrar) to discuss reason(s) for denial. She can call the committee together to review application materials and will respond to the applicant within five working days of requests.

Should applicants disagree with the review provided by the chairman and/or the committee, they can appeal to the university president, who will respond within five working days after receiving the appeal. The decision of the president is final.

Student Programs/Activities

Students should file complaints with the VPES and explain who performed acts of discrimination and the manner of the discrimination. Within three working days, the VPES will meet with person(s) in charge of the activity or organization accused of discrimination and within five days will respond to complainants.

Should the persons filing complaints disagree with the vice president's decisions, they may appeal to the disciplinary committee, who will respond within five working days of notification.

Should those filing complaints not agree with the ruling of the disciplinary committee, they can appeal to the president of the university, who will respond within five working days. His decision is final.

Harassment

It is a violation of federal and state law, as well as Mid-Atlantic Christian University's policy, for a student or employee, male or female, to harass a student or employee by: 1)making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, a term or condition of any individual's academic standing or employment 2)making submission to or rejection of sexual harassment the basis for decisions affecting the individual and 3)creating an intimidating, hostile, or offensive environment for another individual through sexual harassment.

If verbal, non-verbal, or physical harassment or suspected harassment has or is taking place, see Institutional Policy 51 for details on the proper steps that should be taken.

Hate Crimes

According to the Department of Justice – Federal Bureau of Investigation, "A hate crime, also known as a bias crime, is a criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin." Any offense committed on campus that may be perceived as a hate crime will be dealt with to the furthest extent of the law, and will have additional institutional consequences.

Other

If a student believes that the university is not in compliance with the Criteria for Accreditation of the Association of Biblical Higher Education, he or she may write a letter identifying the section of the criteria in which the university is not in compliance. This letter must be signed by the complainant and mailed to: ABHE; 5575 S. Semoran Blvd., Suite 26; Orlando, FL 32822-1781; 407-207-0808; fax 407-207-0840; or <info@abhe.org>. If a student believes that the university is not in compliance with the Criteria for Accreditation of the Southern Association of Schools and Colleges, he or she can contact the Executive Director of the Commission on Colleges at 1866 Southern Lane; Decatur, GA 30033-4097. Phone: 404-679-4501. A copy of the criteria can be requested from the university's liaison.



Student Participation in Institutional Decision-Making

Mid-Atlantic Christian University values the input of her students in the decision-making process. Students' suggestions, ideas, and recommendations are encouraged and gathered through a number of avenues:

- a) Student Life Meetings
- b) Rules Committee
- c) ACT Student Opinion Survey
- d) student surveys
- e) student evaluations of courses/faculty
- f) student participation in the Institutional Effectiveness process, serving periodically on mission review teams and self-study committees

The presidents of the four classes serve on the rules committee; the presidents and vice presidents of the senior, junior, and sophomore classes serve on the Who's Who committee. In both cases, students have the same voting power as faculty and staff members.

It is the responsibility of the VPES to follow up on student input in areas (a) through (h). The nature of the suggestion determines the process he will follow. Simple matters can be handled by department heads; those that involve policy will be delegated to the Administrative Council; and those involving rules changes and/or additions will be addressed by the rules committee.

The VPAA will be responsible for initiating any changes regarding item (e). The Institutional Effectiveness Committee will assure continuing student participation on committees, item (f).



Emergency Response Plan

The emergency plan at MACU will allow for accurate response to emergency situations that may affect campus life. An emergency will be defined as: **"Any event that significantly affects routine campus functions. Emergencies may be minor to severe and may or may not imply immediate threat to life."** An emergency affecting only one part of campus will be handled by the Vice President for that area. A medical emergency affecting only one person will be handled by the closest person in authority (campus staff or resident hall staff). Campus wide emergencies will be handled by the Emergency Response Team (ERT).

EMERGENCY DEFINED

Emergencies fall into three categories:

Campus based

A campus based emergency indicates there is an unusual risk to safety of individuals on campus. Such emergencies may require assistance of local agencies (fire, police, etc.). Examples include fire, gas leak, bomb threat, hostage situations, medical emergencies, etc.

Local

Local emergencies may be weather related and require a response at a regional level. Response will be coordinated with local and regional agencies. Examples include hurricanes, snow, flooding, etc.

National

National emergencies affect a substantial portion of the country. Response will be coordinated with state and federal agencies. Examples include terrorism and power grid collapses.

PRIORITIES

1. Safety of students and employees
2. Effective communication
3. Resolution of incident to allow normal campus functions.

FIRST RESPONSE

The best way to respond to an emergency is to use caution, common sense, and remain calm. Individuals encountering an emergency situation or crisis should use the following steps.

1. Anyone with information concerning an impending or occurring emergency should notify the closest person of authority for that area.
2. Reasonable responses are encouraged. If a fire is visible, activate a fire alarm, call 911, or use a fire extinguisher (if containable).
3. The closest person in authority should determine if the emergency puts life at risk and the ERT should be activated.
4. The ERT should determine any additional safety measures to be taken.
 - a) possible campus wide notification
 - b) possible campus evacuation (partial or complete)
 - c) possible contact of local agencies
 - d) resolution of normal campus activities as soon as possible

PLACES OF SAFETY

Safety of students and employees is our first concern. An emergency situation may be changed by removing the threat or relocating students and staff. Removing a threat may require assistance from local agencies. Relocating may involve on-campus places of safety or off-campus locations.

On campus places of safety include

interior hallways at lowest levels (tornado)
the gym as a large gathering area
the parking area in front of the chapel

Off campus places of safety are to be determined

TYPES OF EMERGENCIES

Fire

In the event of a fire:

1. Pull nearest fire alarm or shout "FIRE"
2. Call 911
3. Find nearest extinguisher if fire is containable
4. If fire is not containable, alert others to evacuate

Pandemic Flu Outbreak

In case of a pandemic flu outbreak, the ERT will determine the steps to take in order to keep students, faculty, and staff under the best possible health conditions.

Some precautions individuals can take to reduce the spread of influenza include the following:

Wash hands frequently throughout the day
Cover mouth when coughing or sneezing
Carry travel size hand sanitizer and/or individual sanitizing wipes
Avoid drinking and eating after each other

If you come in contact with an individual who has the flu, avoid physical contact with them until they have recovered.

If you find yourself getting flu-like symptoms, set up an appointment with your physician, go to the local Urgent Care facility, or go to the hospital.

Hurricane / Inclement Weather

The university president, VPAA, and a chosen committee member will consult and make any needed decisions.

After consulting (before 6 am if possible) VPAA will make the decision.

All who are assigned any contact role should begin the assignment within 5 minutes of learning the decision.

VPAA will contact Frank Dodson to contact radio and TV stations.

President will call the weather number at MACU and change message as appropriate.

VPAA will call Carol Stuart who will update website and activate phone tree. VPES will inform residence directors. Maintenance & Grounds Supervisor will follow up with maintenance and housekeeping. All students, faculty, and staff may consult the web site or weather number for information about closings. More details available in inclement weather procedures as listed on MACU website.

Tornado

If a tornado WATCH is issued, monitor local conditions and listen for instructions.
If a tornado WARNING is issued, seek safety in the lowest hallway or most interior hallway. If outside, find lowest level of open ground and stay away from trees and power lines.
The ERT will cooperate with local agencies.

Medical Emergency

Stay calm. Call 911 and explain the type of emergency to 911 operator. Do not hang up on operator unless instructed to do so. Do not move person or give them food or water. Notify nearest person of authority. The ERT will determine if medical emergency concerns an outbreak or infectious disease.

Shooting

If persons are threatened by a weapon, secure a place of safety then call 911.
Notify the nearest person of authority
If gun shots are heard outside, approach the nearest building and notify the first nearest person of authority
If gun shots are heard inside a building, stay in the room you are in (if in a hall, go to the nearest room) and lock all doors. Lie down on the floor and call 911
The ERT will cooperate with local agencies

Bomb Threat

If a bomb threat is received:
Write down the time of call and phone number displayed on caller ID; record accurate statements of what was said; make note of caller's voice and background noises.
Attempt to question caller about nature and extent of threat
Immediately notify a campus person of authority and the ERT
The ERT is to determine if evacuation or lock down is necessary.
Members of facilities staff are to be contacted if parts of campus are to be searched.

Computer Network Threat

If such a threat will prolong or endanger campus functions, the ERT should determine all affected parties. Brief of scheduled network outages are not considered emergencies.

Earthquake

Stay indoors taking cover under heavy furniture or in a corner. Avoid mirrors or glass. If outdoors, keep clear of buildings and power lines. Stay alert for after shocks, and possible gas and water leaks.

Floods

If you notice flooding on a lower floor, move to upper levels. If outside, move to higher ground. Do not attempt to walk or drive through flooded area. Stay clear of electrical lines and outlets. Notify nearest person of authority.

National Tragedy

ERT will determine if classes are to be cancelled and an all-campus assembly is to be called. ERT will determine if nature of emergency requires local agencies or counseling opportunities.

Power Outages

If power outage occurs, notify nearest person of authority. The ERT will determine the nature and extent of the emergency. The ERT will determine if classes or buildings should be closed

Unspecified Threat or Disturbance

If a disturbance is noted, contact nearest person of authority. Seek to minimize disturbance or threat (if feasible) by asking person causing a disturbance to leave. Note description of such individual. Lock all doors once individual leaves. If weapon is noted, call 911

EMERGENCY RESPONSE TEAM

Members of ERT

Emergency situations will be handled by the emergency response team (ERT). The ERT consists of the university President, Vice President for Finance, Vice President for Enrollment Services, and Vice President for Academics. Vice Presidents will make suggestions for actions in particular departments. The ERT will approve all responses before activated. The Chair of the ERT is established to augment the team with further members at his and will document all ERT decisions.

Functions of ERT

Managing the university's response to emergency situations
Reviewing and approving all response plans
Coordinating on and off campus communications through the communication tree regarding conditions on campus
Coordinating the communication with outside agencies
Maintaining current and comprehensive lists of contact information
Identifying training opportunities to enhance readiness and response

Succession of Authority

The university president maintains final authority involving emergency procedures. In the event of the President's absence or unavailability final decisions will be made by a member of the ERT. The succession of authority will be as follows: (1) University President, (2) Vice President for Academics, (3) Vice President for Enrollment Services, and (4) Vice President for Finance.

In the event of an emergency, the ERT will meet and assess the situation, determine necessary information to assess situation, create a response scenario, identify and secure necessary resources to handle situation, assign responsibilities to carry out response, coordinate response plan with local, regional, or national agencies, oversee all communication regarding emergency (all communication requires the ERT permission and approval), activate pre-approved response protocol, and document all decisions, actions, and strategies.

To further assist the ERT, an emergency infrastructure may be activated. At least one person will be assigned to each campus building / area to assess conditions and provide communication to the ERT. All individuals will be removed from their post if there is a risk to personal safety.

EVACUATION

In the event evacuation is deemed necessary from residence halls or classrooms, the gym is designated as the campus shelter location. If it is determined that the entire campus must be evacuated, the ERT will consider releasing students to return to their homes or to an off-campus evacuation site.

RECORDS PROTECTION

Each Vice President will oversee his area to protect records and stored information on computers. Follow the procedures as detailed in the Inclement Weather Plan for evacuation.

Review of Policies

After each use of the ERT, a review will be conducted to ensure that all appropriate steps were taken during the emergency / crisis situation.

All emergency policies will be reviewed regularly by the ERT and modified as needed. All policies and procedures must be approved by the ERT to utilize.

Simulation will be used periodically by the ERT to assess campus readiness. The goals of this plan include communication and decisive action to protect students, staff and faculty.

SYNOPSIS

- I. First Response
 - A. Anyone with information about an emergency should take reasonable action (dial 911, pull fire alarm and etc.) then notify closest person in authority.
 - B. Closest person in authority should determine if emergency puts life at risk and if ERT should be activated.
 - C. The ERT should determine additional safety measures to be taken.

- II. Places of Safety
 - A. Safety of students and employees is first concern.
 - B. If removal or relocation is necessary, other locations may be considered.
 - 1. on campus places of safety
 - 2. off campus places of safety

- III. Emergencies and Response
 - 13 types of emergencies are defined under section "Types of Emergencies" (page 25)

- IV. Emergency Management Team
 - A. Team consists of President, Vice Presidents, Director of Enrollment Services and ERT Chair.
 - B. Team functions to determine and manage college's specific response to emergency situations.

AIDS

Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision (i.e. housing, university service, Service-learning, and classes.)

A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed of the student's physician, a public health expert or consultant chosen by the President of the University, the Director of Admissions, and the Vice President for Enrollment Services. If no agreement is reached by the screening committee, the matter should be referred to the President for further consideration and a decision.

The infected student is responsible for securing such regular medical evaluations, as determined by the Vice President for Enrollment Services, as to permit a reliable assessment of any change in the student's condition which might affect attendance and participation in school activities. Failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the student's continued enrollment.

A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

For more information concerning AIDS, see Student Life Policy number 20.



Appendices

APPENDIX A

Student Records: Confidentiality and Release

The maintenance and security of student records is of paramount importance at Mid-Atlantic Christian University. The following policy reflects that concern and also meets the requirements of the Family Education Rights and Privacy Act (FERPA) passed by Congress in 1974.

The university maintains two types of permanent files:

Academic: original transcripts; applications; SAT, ACT, AP, CLEP, and other appropriate test scores; transcripts from high school and other universities attended; the acceptance letter; and various forms and references submitted during the application process and disposed of according to policy stated later in this appendix.

Financial Aid: SAR, parents'/students' tax records, loan papers, financial aid awards.

I. Those who maintain files and have access in order to fulfill their responsibilities:

Academic

- a. The Registrar maintains each student's academic file. Files are maintained in Heritage Hall, Room 113.
- b. The Academic Affairs secretary assists the Registrar in maintaining the files.
- c. The Admissions Committee uses information from the files to determine whether an applicant is granted or denied admission.
- d. Faculty advisors use the information in their academic advising.
- e. The university counselor has access should a counseling situation arise that demands information from a student's file.
- f. The VPES has access so that he may counsel "at risk" students.
- g. Other university personnel authorized by the Registrar have access whenever the nature of their responsibility (e.g., awarding scholarships and special recognitions) requires access to student records.
- h. The President, as final authority and decision-maker, has access to the files.

Financial Aid

- a. The Director of Admissions and Financial Aid Administrator are authorized to maintain and secure the financial aid records of all students.
- b. Only the Director of Admissions and Financial Aid Administrator have access to all financial aid records.
- c. The Director of Admissions and Financial Aid Administrator will provide necessary information to the scholarship committee for the awarding of merit and other university-based scholarships.

II. These records are maintained, reviewed, and discarded according to the following guidelines:

Academic

- a. MACU acknowledges that parents and legal guardians of independent students eighteen years of age or older do not have a right to view student records, grades, test scores, etc., unless written consent is received from the student. Parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954 may review student records without the consent of the student.
- b. The grades of unmarried students under age 23 are sent to parents/guardians unless otherwise informed by the student.
- c. Reference forms accompanied by waivers of right of access letters of recommendation are removed from the student's permanent file upon admission of the student. They are archived for six years after enrollment.
- d. Personal health statements and emergency contact forms are forwarded to the VPES upon admission of the student. They are retained for five years beyond the date of graduation or the date of last attendance.
- e. Immunization records are retained for six years beyond entry.
- f. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the college or is in default on a student loan.
- g. Official transcripts will be forwarded only upon request from the student or alumnus.
- h. Written permission from the student is required before grades or records of students are released to faculty or to any agency, except as outlined in Section I. However, the VPAA will post a Dean's List at the end of each semester without the GPA listed.
- i. A professor may post test scores, final exam scores, and end-of-course grades provided numerical codes are used, unless the student notifies each professor five days before posting that he/she does not wish his/her grades to be posted.
- j. Students may request to see Student Life Policy 9, "Retention and Disposal of Records of Entering Applicants," available from the VPES.

Financial Aid

All records are currently saved.

III. Students have access to their records:

Academic

- a. Upon receipt of a written request from the student, the Registrar, within five working days, will
 - 1) Permit the student to inspect and review contents of the file.
 - 2) Provide the student with copies of materials at student's expense. Former students/alumni will pay \$5.00 for transcripts.
 - 3) Interpret the records to the student.
- b. The student can challenge, in writing, the contents of his/her file. The Registrar shall conduct a hearing, at which time any materials found to be inaccurate, inappropriate, or misleading will be corrected. A student will also have the opportunity to insert into his/her file any written explanation he/she deems appropriate.

Financial Aid

- a. Upon receipt of a written request from the student, the Financial Aid Administrator, within five working days, will
 - 1) Permit a student to inspect and review contents of his/her file.
 - 2) Provide the student with copies of materials at student's expense.
 - 3) Interpret the records to the student.
- b. Should a student notice a verifiable error, he or she will inform the Financial Aid Administrator, who will report the correct information to the appropriate parties.

IV. Disclosure of Student Information

As a rule, no personally identifiable information from a student's records will be disclosed without written permission from the student, with the following exceptions:

Under FERPA, the college, at its discretion, may disclose directory information. MACU classifies the following student information as "directory information": name, address including preferred phone number and college email address, previous institutions attended, major field of study, honors and awards received, dates attended and degrees conferred, graduation date, participation in recognized sports and activities.

Currently enrolled students may withhold disclosures of information under the Rights and Privacy Act. To withhold disclosure, written notification must be filed in the Registrar's office by the end of two-week drop/add period at the beginning of the academic year. Forms requesting the withholding of directory information are available in the Registrar's office. The college assumes that the absence of such request indicates individual approval for disclosure.

The College may disclose personally identifiable information from an educational record of a student without the consent of the student pursuant to FERPA if the disclosure is to a consultant, contractor, or other agent of the College. Such third parties must be engaged to perform services or functions for the College that the College would otherwise perform itself, but which has been outsourced to the third party because of its expertise, experience, or ability to perform the service for the College in a more efficient or effective way than the College could perform it. Confidential student information may be provided to the contractor or agent only to the extent necessary to perform a function that the College. Any such third party must also be bound by the confidentiality requirements of FERPA.

APPENDIX B

Responsible Use of University Computers

Access to the Internet and email is available on-campus. Access is a privilege, not a right. All users must respect other users and respect all pertinent license and contractual agreements.

MACU is a "Windows" based environment. We do not discourage individuals from using a "MAC"; however we can only offer limited technology support on performance and connectivity issues. MAC users are responsible for completing their assignments and checking email in a timely manner. Labs are available.

You will be assigned a user name and password. When you enter the University network, you leave your privacy at the door. Your email and Internet activity is public information and you should limit your activity accordingly. Your email can be read by people other than the party it is intended for. Internet traffic can be monitored by people outside of the MACU network as well as inside. Therefore, do not abuse Mid-Atlantic Christian University's good name to access, for instance, sexually explicit web pages. The owner of the computer will be held responsible for whoever uses his or her computer. Using your computer privileges for hacking someone else's computer is a criminal offense.

Responsible use of the university computer and network resources requires that you:

- Respect the copyright and license provisions as they apply to all programs and data made available on the campus computers and the Internet.
- Respect the copyright of all materials with respect to their incorporation into papers/assignments, software, presentations, multimedia applications and Internet servers.
- Respect the rights of others by not tampering with their accounts, passwords, programs or data.
- Use only those computers, IDs, and passwords for which you are authorized, and use them only for the purposes for which they are intended. Do not share your computer account or password with others.
- Avoid overuse of the network or printing resources of the central computers' processing power or disk storage.
- Preserve the privacy of personal or institutional data to which you may have access.
- Provide for the security of computers systems for which you are responsible. This includes, but is not limited to, adequate backups and virus protection software.

Student Labs. The student computer labs are equipped with computers primarily for the academic work of our students.

Those wishing to use student computers for recreation are welcome to do so as long as other students are not **disturbed, delayed or inconvenienced**. Recreational computer use **is not allowed** at times when students with academic work are waiting.

Any student working on a class assignment or student project has priority in the university computers labs, and any student using a computer for recreational use (games, correspondence, social e-mail, etc...) is expected to relinquish their computer promptly in response to a request from another student.

Loud or disruptive behavior is not tolerated in the student computer labs.

Students should only print one copy of a document using the laser printers. Students should make additional copies using a copier.

Food and drink are not permitted in the computer labs.

Free access to the network is a privilege that may be revoked at any time for abusive conduct.

Such conduct includes, but is not limited to:

- using the network for any purposes that violate U.S. or state laws;
- use of another person's account on the computer systems;
- tampering with network cabling or routing devices;
- tampering with the computer set-up and/or user interface
- use of software or hardware designed to disrupt the security of the network or devices on the network, or to spy on the network traffic of other users;
- knowingly and intentionally engaging in any activity that spreads computer viruses to campus computers or others computers on the Internet;
- visiting pornography websites (see below)
- use of abusive or otherwise objectionable language in either public or private messages;
- sending of "Chain letters" or lengthy unsolicited messages to lists of people;
- distribution of unsolicited advertising;
- and any other applications that cause serious congestion on the campus network and interfere with the work of others.

Disciplinary Action. Ultimate responsibility for proper use and misuse of any or all MACU technology lies with each individual user of the technology. The Information Technology Committee or other individuals within the University may be empowered to temporarily suspend some or all privileges associated with the technology use in cases of misuse or threat to the integrity of all or part of the University's technological resources. Alleged computer abuse or misuse of computing services by student, faculty, or staff will be referred to the appropriate Vice President. Violators of University policies are subject to the normal disciplinary procedures of the University.

Illegal actions are subject to prosecution by local, state or federal authorities.

APPENDIX C **Student Email Policy**

Email is considered an official method for communication at Mid-Atlantic Christian University. Official email communications are intended to meet the academic and administrative needs of the university. The university has the right to expect that such communications will be received and read in a timely fashion. To enable this process, the college ensures that all students can be accessed through a standardized, university issued email account.

While the university will continue to communicate through printed publications and written correspondence, it is expected that the university will increasingly use student email as a means of communication.

Assignment of Email Address

Each student, upon enrolling, is issued an email account with an address on the macuniversity.edu domain. The email account created by the university is the official email address to which the university will send electronic communications.

Accessing Email

To check your campus email, go to www.macuniversity.edu. At the top of the page, right side, there is an icon that says "Campus Email". Select the icon.

Username: MACU\joe.doe

Password: (it will be either 8 or 9 numbers and letters)

If your email account is not working, contact CMS immediately. She can be reached at carol.stuart@macuniversity.edu or 252.334.2010.

Redirecting Email

Students may elect to redirect messages sent to their Mid-Atlantic Christian University email address. Students who redirect email from their official address to another address (Hotmail, Yahoo, AOL, etc.) do so at their own risk. Having email lost as a result of redirection does not absolve students from their responsibilities associated with communications sent to their official email address.

Expectations Regarding Student Use of Email

Students are expected to check their Mid-Atlantic Christian University official email on a frequent and consistent basis in order to remain informed of school-related communications. The University recommends checking email at least twice per week.

Students are responsible for the consequences of not reading school-related communications sent to their official University email account.

Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding email, or email returned to the university with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official university communications via email.

Educational Uses of Email

Instructors may set policy defining how students use email in their class, including requiring students to check their email on a regular basis.

Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of Mid-Atlantic Christian University

APPENDIX D

Office of Learning Enhancement Services General Studies Division, Mid-Atlantic Christian University

The mission of Mid-Atlantic Christian University is to impact the world by transforming ordinary people into extraordinary Christian leaders. It is the goal of this institution to educate men and women to this end regardless of sex, race, age, physical handicap, or learning disability. MACU cannot guarantee that all students will be successful in their educational endeavor, but her faculty, staff, and administration are committed to providing the best education possible to all students.

The Office of Learning Enhancement Services exists to assist students with disabilities in achieving their highest level of performance while attending Mid-Atlantic Christian University. The school realizes that these disabilities, whether physical or learning, are real disabilities which both the student and the university must take seriously. With this in mind, the university is ready to serve the disabled student who can handle university work with or without the level of reasonable accommodations the college can provide.

A student wishing to receive reasonable accommodations may make this request through the Admissions Department, Student Life, or the Registrar, who will forward the request to the General Studies Chair (GSC), who oversees the program. Students may also make their requests directly to the GSC.

In order to receive reasonable accommodations, the student will need to furnish the college with an official diagnosis of the specific learning disability, an Individual Education Plan (IEP), or some other official document which identifies and prescribes help for the specific learning disability. It is important to remember that the responsibility rests with the disabled student to identify himself/herself to the appropriate college personnel and to provide adequate documentation.

Once a student has requested accommodations for his/her disability, he/she can expect to meet with the GSC and his/her program advisor to devise his IEP. This plan will consist of the reasonable accommodations prescribed by the student's diagnosis, available support services, and the student's responsibilities. A copy of the IEP (signed by the student, program advisor, and GSC) will be placed in the student's file in the Office of Learning Enhancement Services with a copy forwarded to applicable instructors. All files are handled with the utmost confidentiality.

Reasonable accommodations the university is prepared to offer are the following:

- Preferential seating
- Auxiliary aids such as the use of tape recorders or laptop computers in class (student's responsibility)
- Extended testing time
- Separate, quiet room for testing
- Alternate testing format
- Limited tutoring (math and writing center, plus six hours of tutorial in other classes depending on availability of tutors)
- Taped texts (student's expense)
- Copies of class notes (student's expense)
- Regularly scheduled meetings with instructors

In addition to these, developmental advising and personal counseling are available at the student's request from appropriate faculty. A Study Skills Seminar is also available each semester (one credit hour).

APPENDIX E

College-Level Examination Program (CLEP)

Mid-Atlantic Christian University is a "limited" CLEP center: the university offers, as an academic service to MACU students only, the administration of CLEP tests.

Testing dates are scheduled on an individual basis. The Academic Office has information about which tests are accepted for classes at Mid-Atlantic, minimum passing scores, and how to obtain study materials. To schedule a test, contact the Academic Office.

The CLEP process takes about five weeks from submission of the test application and fee; a CLEP test should be taken well in advance of the date the course credit should be earned (that is, before the semester during which the course you need is offered).

APPENDIX F

Welcome to Area Churches of Christ (*within approximately 30 miles*)

It is expected that you will attend one service a week of a local church. The following is a list of some of the nearby Churches of Christ/Christian Churches, along with schedules of their services.

Belvidere-Ryland Church of Christ (Take US 17 S about 13 mi.; turn right on Hwy 37; go through Windfall and Belvidere; bear left at the Y onto Drinking Hole Rd.; at stop sign, continue straight for 4 mi.; church will be on left. Tel. 221-6594). Sunday school, 9:45; morning worship, 10:30. Oliver Cartwright (330-5611), minister; Steve Colclasure (338-1344), associate minister.

Berea Church of Christ (Take US 17 S; go 1.7 mi. past weigh station and go left on Woodland Church Rd. Go 2 mi.; turn left on New Hope; church on right about 2 mi. Tel. 264-2181). Sunday school, 10; morning worship, 11; evening worship, 7; Wednesday night prayer and Bible study, 7.

Bethlehem Church of Christ (Less than 30 min. drive. Take second road to left beyond the big bridge on US 17 at Hertford, first left past Food Lion. Go to end of Wynne Fork Rd. and turn right on Pender Rd. Building is on right. Tel. 426-1555). Sunday school, 10; morning worship, 11; evening worship, 6.

Camden Church of Christ (Follow Rt. 158 E over the bridge; turn right at stoplight in Camden; building is 2 mi. on left on Rt. 343. Tel. 338-3292). Sunday school, 10; morning worship, 11; Wednesday fellowship meal, 6, and youth meetings, adult classes at 7. Mike Duffer, minister.

Cape Colony Church of Christ (Take US 17 S; turn left on Rt. 37; turn right at Mulberry Hill sign; church is on right about 1.5 miles. Tel. 482-5013). Sunday school, 9:45; morning worship, 10:45; evening worship, youth classes, 7; Wednesday night, 6 in the summer, 7 in the winter. Thomas Biggs (482-8908), minister.

Countryside Church of Christ (Take US 17 S to Exit #224; turn left at the top of the exit ramp; building is 1/4 mile on the right. Tel. 482-3788). Sunday school, 10; morning worship, 10:45; evening worship, 6; Wednesday night Bible study, 7. Jim Conner (home 335-4819), minister.

Elizabeth City Church of Christ (Four miles north on left of US 17. Tel. 335-4660). Morning worship, 10:30; Sunday school, 9:30; evening worship, 6:30; Wednesday night Bible study, 7. Greg Biggs (426-4713), minister; Curt Ashley, minister of outreach/youth.

Jarvisburg Church of Christ (Forbes Rd., Harbinger, NC. Take NC 158 E to Jarvisburg. Building on left behind Shell station. Tel. 491-8412). Sunday school, 9:45; morning worship, 11; evening worship, 7; Wednesday night Bible study, 7. Dennis Crehan (491-2600), senior minister.

Rehoboth Victory Christian Church (Meeting in the MACU Chapel), "*A place of another chance.*" Morning worship, 10; in-home Bible studies, 6. Darrell Hairston (338-3586), minister.

South Mills Church of Christ (100 Culpepper Rd. just off US 17 North. Tel. 771-5644). Sunday school, 10:00am; morning worship, 11; evening worship, 6:30; Wednesday Bible study, 10 a.m., 7 p.m.; Thursday Bible study, 10 a.m. Ron Stuart (338-2430, cell 207-8526), evangelist; Roy McLeod (771-8321, cell 202-4456), youth evangelist.

Towne South Church of Christ (Take Halstead Blvd. to Peartree Rd.; turn right. Tel. 338-2248). Sunday school and adult Bible studies, 9:30; morning worship, 10:30; various evening activities starting at 5:15—prayer time, fellowship meal, praise, Bible study at 6:30. Brad Giffin (cell 252-619-4303), Senior Minister. Jonathan Snoots (cell 252-619-3231), family life minister.

You can locate more churches by going to www.christianchurchtoday.org or www.crosslink.org



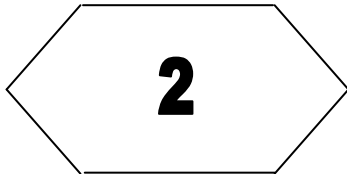
MACU Campus Map

**R
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Harold C. Turner Hall



Albert Blanton III Center



Pearl A. Presley Hall



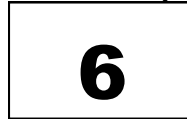
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Myer's Village



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Old Presley



Welcome



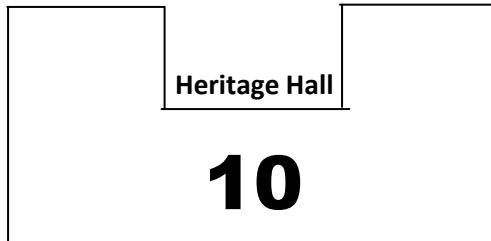
Wilkinson Hall



Faith Hall



Heritage Hall



W a l n u t S t

- 1 - HCT
- 2 - Chapel / Gym / Library
- 3 - PAP/Women's Dorm
Fitness Center- Second Floor
- 4 - Soccer field
- 5- Apartments
- 6- Apartments
- 7- Welcome Center
Admissions / Financial Aid / Counseling Center
- 8- Administration Building
Business-Finance/Development/President's Office
Boardroom
- 9- Faculty Offices
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