



# STUDENT HANDBOOK

**REVISED for Fall 2025**

LUMBEE RIVER CHRISTIAN COLLEGE  
P.O. BOX 248  
SHANNON, N.C. 28386  
(910) 843 – 5304

Revised October 2007

Approved by Board of Directors: Fall 2007; Updated May 31, 2008; June 2010;  
October 9, 2010; February 21, 2011

REVISED for FALL 2018

REVISED for FALL 2019

REVISED for FALL 2020

REVISED for SPRING 2021

REVISED for FALL 2021

REVISED for FALL 2022

Current Revision 8-15-2022

Current Revision 5-10-23

Revised for Fall 2023

Revised for Fall 2024

Revised for Fall 2025

## GREETINGS FROM THE PRESIDENT

Welcome as a student at Lumbee River Christian College. Lumbee River Christian College is the place in which you can be trained and educated to be all that God wants you to be. It is my privilege to encourage you to fulfill God's call in your life. LRCC offers a quality education in a spiritual atmosphere.



Lumbee River Christian College is a place for you to grow and thrive in your spiritual life. The college's focus is on God. His Spirit is welcome and moves mightily in daily chapels. We strive to be the best; it is God we must honor.

The Bible is the *focus* of our education. We train men and women to be pastors, evangelists, educators, missionaries, those who are called to other types of ministry, and even those who study for their own personal enrichment. For a person to be all he or she can be for God requires being qualified and trained to help build His Kingdom. I believe Lumbee River Christian College is the place for you.

This *Student Handbook* is provided so that you can better acquaint you with the rules of the College so that we can have the best relationship possible. There are many privileges contained herein, too. Take time to read this Handbook carefully. Please call on any of our faculty or administrators. We are here for you.

May God bless you abundantly.

*Esa Ontermmaa*

Esa Ontermmaa

## **PREFACE**

General student conduct is governed by the ideals and standards of the *Student Handbook*. Each student is expected to observe these ideals and standards of conduct, whether the student is on the campus or away, as long as the student is enrolled at Lumbee River Christian College.

The College reserves the right to modify, at any time, the standards set forth in the *Student Handbook*. The College also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

Each student enrolled at Lumbee River Christian College is required to read the *Student Handbook* and know its content.

<b>Purpose Statement</b>	7
<b>Objectives</b>	7
<b>Philosophy</b>	8
<b>Statement of Faith</b>	8
<b>Living in Community at LRCC</b>	9
LRCC community ideals	9
Scriptural Principles	9
Some Specific Applications	10
<b>Student Life</b>	10
Purpose of Student Life	10
Administrative Area	10
Student Life Committee	11
Faculty Advice	11
<b>Personal Spiritual Disciplines</b>	11
Personal Devotions	11
Class Prayer	11
Chapel Attendance	11
Church Attendance	11
<b>Chapel</b>	12
Purpose of Chapel	12
Campus Pastor	12
Chapel Committee	12
Student Chapel Participation	12
Guidelines for Worship Leaders	12
Chapel Attendance Required	12
<b>Christian Service</b>	13
In the Local Church	13
Christian Service Reporting	13
In the Local Community	13
In Missions	14
<b>Student Organizations</b>	14
World Missions Prayer Groups	14
Yearbook Staff	14
Student Council	14
Function of Student Council	14
Student Council Procedures	15
When the Student Council is Inactive	15
<b>Missions Committee</b>	15
<b>The Practicalities of Living in Community</b>	16
Student Conduct	16
A Knowing Presence	16

Student Dress Code	16
Key Principles	17
Applying these principles to daily life	17
Entertainment	18
Movie Copyright Laws	18
Dating and Engagement	19
Student Concerns	19
<b>Miscellaneous</b>	19
Mail	19
Employment	19
Firearms and Fireworks	20
Pets	20
Transportation	20
Use of Cell Phones	20
Placement Service	20
School Closings	20
Student Orientation	20
<b>Buildings and Facilities</b>	21
Break Area in the Academic Building	21
Student Union Rules	21
Cafeteria	21
<b>Residence Hall Life</b>	21
Residence Hall Closings	21
Residence Hall Lobby Hours	22
Residence Hall Handbook	22
<b>Student Disciplinary Process</b>	22
Background	22
Minor variations	22
Serious variations	23
Very serious variations	23
The nature and purpose of sanctions	24
Standards of evidence	24
The basis for any appeal	24
Record of the disciplinary process	24
<b>Grievance Policy</b>	25
<b>Sexual Harassment</b>	25
Reporting and Initial Investigation	26
Formal investigation and Resolution	26
<b>Campus Map</b>	28

## **PURPOSE STATEMENT**

It is the purpose of Lumbee River Christian College of the Assemblies of God (LRCC) to equip Christians, particularly Native American Christians, through collegiate education in a Pentecostal environment to be effective in ministry to God, the Church, and the world.

## **OBJECTIVES**

Upon graduation from Lumbee River Christian College, the student should:

1. Demonstrate a comprehensive knowledge of and deep appreciation for the Bible as the infallible and inspired Word of God, affirming the Bible as the only infallible guide for Christian faith and practice, possessing habits of devotional Bible reading and private prayer, and being able to share God's Word with both the saved and unsaved.
2. Embrace a Christian worldview predicated on a working knowledge of contrasting philosophical and religious views, and become a mature, informed, and effective Christian leader in a complex and diverse society.
3. Identify and understand personal spiritual gifts and use his or her gifts effectively in the ministry, developing ministry skills and determining personal ministry strengths and gifts, and giving evidence of skills for effective spiritual leadership.
4. Exhibit a commitment to holy living, undergirded by an understanding of Pentecostal theology, producing one who is a committed Christian growing in Godly character, personal discipline, and spiritual discernment, obedient to the Word of God, and driven by a passionate heart to serve God in life and ministry.
5. Possess career goals in accord with one's life's calling, whether in credentialed or lay ministry, and demonstrate a commitment to minister to the spiritual, physical, and social needs of others for the betterment of humanity.
6. Exhibit skills and knowledge necessary for lifelong learning in all fields of thought, both secular and religious, having a foundation in general education, Bible, and theology in order to serve a diverse religious, ethnic culture.

## **PHILOSOPHY**

Lumbee River Christian College understands that building up the kingdom of God is the goal of all Christian endeavors. The education LRCC provides should therefore advance the Kingdom. Specifically, the education LRCC provides should help enable servant leaders to be better able to advance God's kingdom. LRCC focuses on cultivating growth in these leaders spiritually, intellectually, and socially. LRCC understands that for any real advance of the Kingdom, leaders must be empowered by the Holy Spirit.

## **STATEMENT OF FAITH**

Lumbee River Christian College is a regional college of the General Council of the Assemblies of God and, as such, adheres to the Statement of Fundamental Truths of the Assemblies of God as delineated in Article V of the Constitution and Bylaws. LRCC is bound by the General Council of the Assemblies of God statements and practices as shown in its Constitution and Bylaws.

In summary, we believe:

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, Creator of heaven and earth and all that is therein, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the blessed hope – the rapture of the church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism of the Holy Spirit according to Acts 2:4 is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by who's indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **LIVING IN THE COMMUNITY OF LRCC**

### **LRCC community ideals, standards, and expectations of conduct**

The following ideals, standards, and expectations of conduct govern general student behavior. Each student is expected to observe these ideals, standards, and expectations of conduct whether he/she is on or off campus, while he/she is enrolled at Lumbee River Christian College. The college reserves the right to modify at any time ideals, standards, and expectations of conduct. The college reserves the right to use its discretion in the interpretation and enforcement of its ideals, standards, and expectations of conduct however communicated.

Membership in an academic community, particularly a Christian one, carries with it a unique, demanding, and privileged responsibility. As a Christian college, LRCC seeks to relate Biblical Christianity to co-curricular activities, to one's personal life, and to society in general. Lumbee River Christian College assumes that a member is both committed to Christ and desirous of meaningful involvement in education in a Christian context. The student, by virtue of his/her enrollment, therefore, agrees to accept the responsibilities of membership in the college community.

### **Scriptural Principles:**

Scripture establishes the basic principles that should guide the development of Christian character and govern all Christian behavior.

1. The Lordship of Christ over all of life and thought involves wholehearted obedience to the moral law of God as taught in the Old Testament and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual and spiritual growth; and the care of our bodies as temples of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbor as our selves. This means that unselfish love should be the motive in all life's decisions, actions, and relationships.
3. The responsibility to seek after righteousness, to practice justice in our dealings with one another and in our social institutions, and to help those in need.
4. The need to exercise our freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assembly of God Fellowship at large and to other communities of which we are a part.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires of us.

### **Some Specific Applications:**

Practices that are known to be morally wrong by Biblical teaching are not acceptable for members of the college community. Included are specific acts such as stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, use of drugs or alcohol, use of tobacco or vaping, pursuit of romantic involvement with an unbeliever, etc.

All forms of sexual sin (e.g., premarital sex, adultery, homosexual behavior, viewing pornography, etc.) are condemned by Scripture and are considered grounds for dismissal from LRCC. Marriage is defined as between one man and one woman. Premarital sex includes sexual activity such as erotic contact between two people involving stimulation of the genitals and breasts and oral sex.

Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, ungodly anger, an unforgiving spirit, a rebellious attitude, and harmful discrimination and prejudice such as that based on race, sex, or socioeconomic status. While these attitudes may be difficult to detect, they are as subject to the judgment of God as are outward forms of disobedience to Him. The college community is obliged to repudiate these, seek God's forgiveness, and help so that each individual may grow in grace and righteousness.

LRCC reserves the right to dismiss students because of low standards of scholarship, because of poor physical or mental health, or because of conflict of their attitudes and standards of behavior with those that the school seeks to maintain. A student who does not fit into the community, with the aims and ideals of the school may be dismissed whenever the general welfare demands it. Refusal to conform to rules and regulations of the school may result in dismissal without refund of both tuition and board.

## **STUDENT LIFE**

### **The Purpose of Student Life Administrative Area**

The Student Life Administrative Area deals primarily with the student's spiritual and ministry development, specifically Christian service and Chapel. Other areas of the student's life are addressed as needed to support spiritual and ministry development. The Student Life Administrative Area also includes oversight of the campus including residence halls, cafeteria and the Student Council. Student Life Administrative Area leaves to the student the primary responsibility of family, employment, and transportation as needed to evidence a lifestyle that can support effective ministry.

## **Student Life Committee**

The Student Life Committee of the Faculty, chaired by the Vice President for Student Life, oversees the programs and policies of the Student Life Administrative Area.

## **Faculty Advice**

The faculty members are available to students for advice and consultation with problems that may affect school life. If problems arise concerning course load, studies, or any academic matters the student should ask a faculty member for advice and direction. Questions about classes meeting program requirements should be directed to the registrar.

If the Faculty member believes that, a student needs professional counseling services they should refer the student to the Vice President for Student Life who will recommend a professional counseling service. A student who experiences a problem or is unhappy or troubled is urged to ask for help.

## **PERSONAL SPIRITUAL DISCIPLINES**

### **Private Devotions**

Each student is expected to faithfully maintain his/her own personal daily time of devotional Bible reading and private prayer. Success in Bible College will depend largely on maintaining devotions and a personal relationship with God.

### **Class Prayer**

Classes will generally begin with a time of prayer. In evening classes, this time will be expanded to allow the sharing of needs and prayer one for another as well as brief testimonies. The purpose of this expanded prayer time in the beginning of evening classes is to promote a sense of community among students who would only occasionally be in chapel services.

### **Chapel Attendance**

All students are welcome in chapel. Full-time students and some others are expected to attend chapel daily based on the attendance standards. Those arriving late for a night class should join any chapel then in progress.

### **Church Attendance**

Early in the school year, each student is to select a church to consider this his/her "home church" during the school year and faithfully support its program. Students should support their chosen church by weekly attendance. Assemblies of God students are encouraged to attend Assemblies of God churches unless otherwise cleared by the Vice President for Student Life. The College dress code is to be followed for church attendance.

## CHAPEL

### **The Purpose of Chapel**

The purpose of chapel at LRCC is to worship God, assist in the spiritual formation and professional development of students, and promote a sense of community among students, faculty, and staff. The Campus Pastor will have primary responsibility for chapel.

### **Campus Pastor**

LRCC provides a designated Campus Pastor to assist students and faculty/staff in role similar to the assistance that would be provided by a local church pastor. The Campus Pastor will seek to build relationships throughout the college community to facilitate the provision of support to people in times of pain, loss, anxiety, triumph, joy, and victory. A student who experiences a personal problem or is unhappy or troubled is urged to ask for help from the Campus Pastor or any other faculty member. The Campus Pastor has the primary responsibility for scheduling and leading chapel services.

### **Chapel Committee**

The purpose of the Chapel Committee of Lumbee River Christian College is to advise and assist the Campus Pastor in organizing and scheduling chapel services. It will meet as needed during the school year. The members of the Chapel Committee shall consist of the Campus Pastor as chair, additional faculty and staff members, and student representative(s) appointed by the Campus Pastor; the Vice President for Student Life is an ex officio member of the committee.

### **Student Chapel Participation**

All students are encouraged to actively participate in chapel services according to their gifts and abilities. Specific opportunities and details will be given in the student orientation session or in person by the Campus Pastor.

### **Guidelines for Worship Leaders, Musicians, Singers, and Speakers**

Guidelines will be provided by the Campus Pastor for those leading chapel. Those leading should arrive ready in all respects for whatever role they have undertaken. All platform participants must adhere to the dress code.

### **Chapel Attendance Required**

All full-time day students are required to attend day chapel services. Attendance will be taken at each service. Part-time day students are expected to attend chapel, if they have a class immediately before and immediately after

chapel. The Vice President for Student Life must approve any exceptions.

#### Attendance Standards

1. Students are allowed seven [7] absences each semester.
2. Each student will receive an attendance grade; "S" (Satisfactory) or "U" (Unsatisfactory) at the end of each semester according to his chapel attendance record. More than-seven (7) absences constitute unsatisfactory. If a student receives a "U" at the end of a semester, he/she will be placed on probation. When a student has received two (2) consecutive "U's" he/she will not be permitted to re-enroll.
3. An appeal for re-enrollment may be made in writing through the Admissions Office.
4. A student is tardy if he arrives more than five (5) minutes after chapel has begun. A student who is tardy four (4) times will be charged with one (1) absence.
5. Students living in a residence hall are expected to attend chapel whether or not they are full time.
6. All exemptions from chapel attendance must be pre-approved by the Vice President for Student Life

### CHRISTIAN SERVICE

#### In the Local Church

At the beginning of each semester, forms will be provided to the students so they can report where they intend to serve that semester. All students should find a way to actively serve in their local church.

#### Reporting Christian Service

Students must report their active service in ministry on the Monthly Christian Service Report form. They should use the form to report how they are serving and what they may be learning through their service. Lead pastors are exempt from monthly reporting. These requirements are intended to help students in developing ministry skills and determining personal ministry strengths and gifts.

At the end of each semester, the Campus Pastor will report to the Registrar whether each student's Christian service was satisfactory or unsatisfactory based on the reports that are received. Those not turning in report forms will be deemed to have failed the Christian service requirement for that semester.

Students are reminded that satisfactory completion of the required semesters of Christian service is a graduation requirement.

### **In the Local Community**

Students are encouraged to find ways to serve their local communities.

### **In Missions**

Students are encouraged to participate, as the opportunity becomes available, in missions' trips organized by their local churches. The Vice President for Student Life assisted by the Missions Committee may from time to time, as interest and funds permit, organize missions' trips to take groups of students to locations outside the area of LRCC for the purpose of promoting Christ.

## **STUDENT ORGANIZATIONS**

### **World Missions Prayer Groups**

The Missions Committee shall, as numbers and interest permit, promote Prayer Groups to support the missionaries and missions work through prayer. As numbers permit, separate groups will be formed for North America and each of the other World Missions Area. The groups will select a leader at the beginning of the year. They are to meet monthly for the purpose of prayer. When mission's conventions are held, each group should prepare a display promoting their area. At least one faculty member will be assigned to each prayer group.

### **Yearbook Staff**

The purpose of the LRCC yearbook is to give a pictorial review of the events of the school year. The possibility of a yearbook will be investigated when there are at least three [3] students who express a willingness to participate. The Yearbook Staff shall be activated when these or additional students commit to the labor of preparing a yearbook. Alternately a staff member may undertake publication of a yearbook. This person should seek student assistance.

### **Student Council**

The Student Council shall be activated whenever there are at least five [5] students who express a willingness to participate. The Vice President for Student Life represents the administration on the council and represents the Student Council to the administration. The Vice President for Student Life shall attend Student Council meetings and have voice but no vote. The Council shall have snack sales and sale of promotional items for its primary support.

### **Functions of the Student Council**

1. The Student Council fosters school pride, promotes school spirit, and builds school loyalty. This includes the sale of promotional items.
2. The Student Council represents the student body to the faculty and

administration in matters pertaining to student life. It serves as a vital tie between the faculty and student body, interprets student opinion, and submits to the college administration student suggestions for the welfare and improvement of the school.

3. The Student Council is expected to plan most of the school's student social and some spiritual activities.

### **Student Council Procedures**

When a minimum of five [5] students express a willingness to participate in Student Council at the beginning of a school year they will be the Student Council. If more than five wish to participate, an election shall be held. The five students receiving the highest number of votes will be elected. Those elected shall select the officers from their numbers and the remaining member[s] shall serve as representative[s] at large. If a council member is unable to continue in office during the school year, the council shall nominate a replacement. The administration may then choose to confirm the nominee or request that the council nominate a different student. The quorum for a student council meeting shall be three [3] but any action taken by the council shall always require at least three [3] affirmative votes. Students on academic or disciplinary probation are not allowed to serve.

### **When the Student Council is Inactive**

At times when the Student Council is inactive its functions shall be delegated as follows: The office of the Vice President for Student Life shall attempt to fulfill the 1<sup>st</sup> and 3<sup>rd</sup> functions, the 2<sup>nd</sup> function shall be addressed by reminding the faculty regularly at faculty meetings to listen and inquire about student concerns and then bring those concerns to Student Life.

### **Missions Committee**

It is the purpose of the Missions Committee of Lumbee River Christian College to promote interest in world and U.S. missions through monthly mission's chapel services, through world prayer groups, as well as through other missions events/activities.

The members of the Missions Committee shall consist of a faculty member as chair of the Missions Committee, a faculty/staff representative to represent the faculty/staff, and at least one student appointed by the chairperson of the missions committee-

The Missions Committee shall organize missions services once per month. This includes the following:

(1) Prayerfully plan the details of the services: worship leader, speaker, and/or presentation, person to challenge students/faculty/staff toward giving and to receive the offering, etc.

(2) Invite missionary speakers, usually two for the fall semester, and two for the spring semester, as missions funds allow.

(3) Receive missions offerings for the missionaries to whom the College has made a commitment and/or for any special missions appeals.

(4) Organize a special missions emphasis about once each semester.

The Vice President for Student Life shall be responsible to oversee any other missions events/activities at the College. The Missions Committee will assist the Vice President for Student Life as requested.

## **THE PRACTICALITIES OF LIVING IN COMMUNITY**

### **Student Conduct**

General student conduct is governed by LRCC community ideals, standards, and expectations of conduct.

### **A Knowing Presence**

Our presence should encourage faithful behavior, not sinful behavior.

A “knowing presence contribution” is defined as, behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring choose to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate community ideals, standards, and expectations of conduct may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

### **Student Dress Code**

The Biblical foundations for the principles that LRCC students are asked to follow in their dress and wearing of jewelry are found in the following Scriptures:

- (i) John 3:30 “He [Christ] must increase, but I *must* decrease.”
- (ii) I Corinthians 10:31 “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”
- (iii) 1 Cor 9:22 “I have become all things to all men so that by all possible means I might save some.”
- (iv) 2 Cor 6:3 “Giving no offence in anything, that the ministry be not blamed”

## Key Principles

Our first responsibility is to honor Christ ahead of ourselves. Applied to dressing this means that dressing in a manner that glorifies ourselves over Christ is wrong. Examples might include excessive finery or immodest attire.<sup>1</sup>Tim 2:9-10.

Our second responsibility is to honor others, especially other believers. Applied to dressing this means a respect for community standards, which can vary widely. Specifically in some churches it would be offensive for a man to be on the platform without wearing a suit and tie or a woman in anything other than a very physically modest dress. In other churches the customary platform dress could be blue jeans and a collared shirt. An effort must be made to adapt to the local customs, especially to avoid offending brothers and sisters. In places you do not know the group or community standards dress up to business formal, and be prepared for a higher level. You can always relax from there if needed. You are an ambassador of Christ. Dress, act, speak and behave accordingly.

Our third responsibility is to the LRCC community which is established for the purpose of developing leadership for the church community or family. Persons involved in the LRCC community are expected to respect and reflect the values of the community. What you wear speaks before you say any words and reflects upon the entire community.

## Applying these three principle in daily life

We all spend time in a wide variety of settings, and this makes it a little more difficult to describe a standard. Shorts that are simply too short or too tight, shirts that are designed or worn in a way that reveals more of “me” than demonstrates a respect for “my” Creator and Savior draws attention away from the proper and intended business of a person preparing specifically for ministry for Christ. May we reveal Christ, his love, his forgiveness, and His Lordship instead of revealing a lifestyle that often represents the flesh and the world or at least distracts persons from Christ. Questions like, “are my shorts long enough”, “does my shirt cover enough”, and “will this outfit/clothing choice pass the rules” miss the point. Muscle shirts that are very helpful to stay a little cooler when in the woods cutting down trees with an axe miss the point on a campus with air conditioning and generally lacking the use of manual labor.

In general, show that you understand that necklines are not supposed to be close to the hemlines of shorts, dresses, or skirts. Consider how you will be perceived by other believers and unbelievers. Our community choices are to demonstrate Christ, not to show off “outstanding” body characteristics.

Dressing to highlight physical characteristics is more an imitation of secular society than a demonstration of a Christian Walk. It does not contribute to the community concerned about Christ, his sacrifice to live on earth, the persecution He suffered, or his death to deliver us from the sin of the world.

When preparing yourself for casual interaction around campus, visiting a church where you represent LRCC, or in a formal event, focus on your message, the one you preach first with your appearance. This presentation (clothes, accessories, hair-head and face, etc.) begins communicating far ahead of your voice being heard.

### **Entertainment**

Members of the LRCC community are expected to practice discretion and restraint in the participation in all forms of entertainment. Questionable entertainment and activities, including those that diminish a person's moral sensitivity, are to be avoided. If any person present is uncomfortable with the content of entertainment, all persons present should respect that person and desist from viewing or listening to the material. As a general rule entertainment that contains any unbiblical values and conduct is discouraged.

This standard applies to all entertainment including live theater, television, movies, videos, video games, radio, computer usage, concerts, and music. The possession, viewing, or listening to any form of media on or off campus with the following rating is prohibited: parental advisory, M and MA (mature), R (restricted), NC-17, or X. Music that contains immoral content or explicit lyrics is strictly forbidden. Gambling is prohibited.

### **Movie Copyright Laws**

Viewing a movie in one's room with friends is permitted; however, without a license or written permission from the copyright holder, copyright law prohibits movies to be shown in public areas. The owner of the copyright in a motion picture has the exclusive right to permit the copyrighted work to be shown publicly. Lobbies and the Student Union are considered public areas because they are not private living areas. Anyone who shows a motion picture publicly by using a VCR, DVD, or by an unauthorized interception of a cable TV transmission without first securing permission from the copyright owner violates the Copyright Act. The penalties for copyright infringement may include substantial fines from the governing authorities and imprisonment and appropriate College disciplinary action.

## **Dating and Engagement**

A great concern to single students is finding God's choice as their lifetime marriage partner. Students desiring to become engaged during the school year must be willing to receive two months of weekly marriage advisory sessions with an assigned advisor prior to engagement.

Couples who involve themselves in romantic relationships must be willing to receive counseling. Couples are not to spend time socializing during specific study periods, work periods, or ministerial trips. No public or private display of affection inappropriate to modesty and Christian testimony is allowed. Violation of this standard will result in disciplinary action.

Dating unsaved persons is discouraged (2 Corinthians 6:14). Students who deliberately and knowingly pursue romantic relationships with unsaved persons are in violation of LRCC community standards will be subject to disciplinary action when the relationship becomes known to the college leadership.

## **STUDENT CONCERNS ABOUT SCHOOL BUSINESS**

When a student expresses a serious concern regarding “school business” to an administration/faculty/staff member, they should be directed to the Vice President for Student Life. At the student’s discretion, a ‘Student Concerns Form’ will be used to summarize the conversation. The Vice President for Student Life shall retain a copy of the completed and signed form and submit a copy to the Registrar’s Office for filing in the student’s academic file. If the Vice President for Student Life believes action is necessary, she or he may then address the concern informally, present the concern to the faculty senate, or the Student Life Committee as seems appropriate.

## **MISCELLANEOUS**

### **Mail**

Students living on campus may use the College mailing address while enrolled at LRCC. The address is P.O. Box 248 Shannon, NC 28386 or 355 Albert Currie Road, Shannon, NC 28386. Please be aware, though, that the US Postal Service has these addresses listed as a business and mail will not be forwarded once the student leaves LRCC. Students also have the option of renting a P.O. Box from the local Post Office for mail delivery.

### **Employment**

The start of college is a time requiring many personal adjustments. Due to this, beginning students who plan to work part-time while in school are advised to come to LRCC with sufficient funds to pay their first semester's expenses. Students should carefully consider how many hours they can work while

maintaining adequate time for study, Christian service, and family obligations. Students working off campus must provide their own transportation to and from work.

### **Firearms and Fireworks**

All firearms and fireworks are prohibited on campus.

### **Pets**

Pets are not allowed in any buildings on the LRCC campus.

### **Transportation**

The college does not provide transportation services except for group transportation for ministry or class purposes.

### **Use of Cell Phones**

Use of cell phones distracts class and chapel time. Phones should be silenced during class and chapel time and should not be answered until a break between classes or between chapel and class.

### **Placement Service**

Pastors and district officials are encouraged to contact the school about ministry openings. When possible, the college will help students arrange personal interviews. Graduating students are asked to keep the registrar apprised of their contact information so that any inquiries for them can be properly answered.

### **School Closings**

In the case of inclement weather or other emergency, the administration may decide to close the college. In general, if Robeson County schools close due to weather conditions the college will also be closed. If a student wishes to be notified of school closings, they must provide a number through Populi capable of receiving a text message. LRCC will attempt to send out notifications to these numbers when school closings occur. Closings will also be posted on the LRCC Populi website.

### **Student Orientation**

All students are required to attend the orientation sessions held at the beginning of the fall semester. Students will be introduced to current services and procedures. New students will take entrance evaluations. A library orientation is offered for all students during student orientation. Those failing to attend the scheduled orientation may be taken from class for a makeup orientation. An orientation for students starting at mid-term will be scheduled in January.

## BUILDINGS AND FACILITIES

### Break Area in the Academic Building

A break area is maintained in the academic building for the comfort and convenience of students and staff. Snacks are made available by Student Life.

### Student Union

The Student Union is provided for student recreation and activities at the west end of the men's dorm. Consideration for others is primary. Students should consider others carefully, because, one may want to play games, another may need to study or read, and others may be having a discussion. Access is through the porch door facing Albert Currie Road. The entrance code number will be posted in the student break area.

1. The Student Union is open from 7 A.M. to 11 P.M. weeknights and 7 A.M. to 12 P.M. Friday and Saturday nights.
2. All games need to be in harmony with Christian ideals and local culture.
3. Guests are allowed to use the Student Union if invited and accompanied by a student.
4. Guests must sign in on the guest sign-in sheet.
5. The LRCC dress code applies to everyone using the Student Union.
6. Cleanliness is everyone's responsibility. Please dispose of paper, soda cans, and trash. Put away games and other items. Move furnishings back to where they belong.

### Cafeteria

The cafeteria serves daily meals on days when classes meet, and bento boxes and breakfast foods will be provided for meals when the cafeteria is closed. Meals are not provided during breaks such as Spring and Fall break or over the Thanksgiving and Christmas holidays when the Residence Halls are closed.

## RESIDENCE HALL LIFE

All unmarried students under 21 are required to live in the college residence halls except where the student is living with his/her parents or immediate relatives, or where a work situation makes it necessary for him/her to "live in" at the place of work. All off-campus housing arrangements for single students under 21 must be approved in advance by the Vice President for Student Life.

### Residence Hall Closings

The residence halls are closed during the spring and fall breaks and during the

Christmas holidays. The school reserves the right to close residence halls during Thanksgiving. It is each student's responsibility to arrange for alternate housing when the residence halls are closed. Any exceptions to this policy must be approved by the office of the president.

### **Residence Hall Lobby Hours**

Lobby hours are 7 A.M. to 11 P.M. Sunday through Thursday and weeknights or 7 A.M. to 12 P.M. Friday and Saturday nights.

### **Residence Hall Handbook**

There is a separate Residence Hall Handbook provided for those who live in the residence halls. It contains information and details specific to residence halls.

## **STUDENT DISCIPLINARY PROCESS**

### **Background**

General student conduct is governed by LRCC community ideals, standards, and expectations of conduct. Because LRCC believes that it is responsible for not only the intellectual and spiritual, development of its students, but also for their moral development, every effort is made to cultivate a positive, constructive approach to Christian living and behavior.

When a student's actions conflict with LRCC community ideals, standards, and expectations of conduct, LRCC must act to help the student either return to a pattern of behavior that is within the LRCC community ideals, standards, and expectations of conduct or ultimately accept that the student has chosen to leave the LRCC community. It is the intention of LRCC to be fair and consistent throughout the disciplinary process. The intention of LRCC in the disciplinary process is to deal with variations from LRCC community standards, and expectations of conduct at the lowest and least disruptive level possible.

### **Variations from LRCC community ideals, standards and expectations of conduct**

#### **Minor Variations**

In the give and take of daily living and the process of maturing in Christ small violations of community ideals, standards, and expectations of conduct are likely to occur. Generally, the staff or faculty can address these quietly with the student or students involved. If the student or students accept this and take corrective action, no further action is needed by LRCC.

#### **Repeated Minor Variations**

When a student engages in a pattern of repeating small violations of LRCC community ideals, standards, and expectations of conduct ignoring quiet correction, the Vice President for Student Life may become involved. If the

pattern of violations continues after the involvement of the Vice President for Student Life, the pattern of behavior is understood to be rooted in a rebellious attitude. A rebellious attitude is a serious variation from LRCC community standards and expectations.

### **Serious Variations**

When a student appears to have engaged in serious variations from LRCC community ideals, standards, and expectations of conduct, the Vice President for Student Life will meet with the student to determine what has happened. Students deemed to have seriously varied from LRCC community ideals, standards, and expectations of conduct are subject to having sanctions such as ineligibility to participate in leadership functions and uncompensated hours of service to LRCC.

The Vice President for Student Life may impose minor sanctions such as ineligibility for any student office, committee, or chapel leadership as he or she deems necessary to encourage moral development and to cultivate a positive, constructive approach to Christian living and behavior. Alternatively, or in addition, the Vice President for Student Life may impose a set number of hours of service to LRCC in cleaning, yard work, or similar tasks. Failure to complete assigned hours of service will be considered a persistent rebellious attitude. A persistent rebellious attitude is a very serious variation from LRCC community ideals, standards, and expectations of conduct.

If a student believes that the Vice President for Student Life has unfairly treated them, they may appeal to the President and then the President's Council, which is the final court of appeal.

### **Very serious variations**

The President and Vice President for Student Life together will deal with very serious variations from LRCC community ideals, standards, and expectations of conduct. Students deemed to have very seriously varied from LRCC community standards and expectations of conduct are subject to having sanctions imposed upon them by LRCC up to and including expulsion without refund.

Possible examples of what constitutes a very serious variation from LRCC community ideals, standards, and expectations of conduct might include but are not limited to: violence against another student or staff member, immorality, use of pornography, use of drugs or alcohol, a persistent rebellious attitude, theft, and pursuit of serious romantic involvement with an unbeliever. These are examples and not an exhaustive listing. Any variation from LRCC community ideals, standards, and expectations of conduct deemed by the Vice President for Student Life to require more serious sanctions such as suspension from classes or expulsion shall be dealt with as a very serious variation.

Students deemed to have very seriously varied from LRCC community ideals, standards, and expectations of conduct are subject to having sanctions imposed upon them by LRCC such as suspension from classes without opportunity for make up or the requirement that they leave the campus for a specified period. Sanctions may be escalated from these examples up to and including expulsion without refund. The police will be contacted if the student's conduct also violates the law.

If a student believes that they have been unfairly treated by the President and Vice President for Student Life, concerning very serious variations from LRCC community ideals, standards, and expectations of conduct, they may appeal to the President's Council. This is the only court of appeal.

### **The nature and purpose of sanctions**

Sanctions are acts of discipline imposed on students so that the student may recognize the wrongness of his or her behavior and take corrective action. When LRCC imposes sanctions, it is to help the student recognize the wrongness of their actions and return to a pattern of behavior that is within the LRCC community ideals, standards, and expectations of conduct. If the student does not choose to bring their behavior into compliance with LRCC community ideals, standards, and expectations of conduct, additional sanctions may be imposed to help the student do so.

The disciplinary process including the use of sanctions accepts that a student by her or his actions may choose or have already chosen to leave the LRCC community and provides for an orderly exit.

### **Standards of evidence in the disciplinary process**

The LRCC disciplinary process is not a court of law, and the standard shall be "more likely than not" with the internal appeals process being the sole arbiter of this determination.

### **The basis for any appeal must be one or more of the following:**

1. Evidence that the treatment of the student was prejudicial, arbitrary, or capricious.
2. New and significant information has become available.
3. The sanction imposed was unfairly disproportionate to the variation from LRCC community ideals, standards, and expectations of conduct.

### **Record of the disciplinary process**

Whenever the disciplinary process results in sanctions being imposed on a student, a written record will be made including student information, the administrators involved, the reason for the disciplinary action, and the

sanctions imposed. This written record will be kept by the Vice President for Student Life and by the Registrar in the student's permanent record.

### **GRIEVANCE POLICY**

Students are protected against unjust and arbitrary penalties or dismissal under the provisions of the grievance policy. Students who feel they have received unjustified or arbitrary penalties from a faculty or staff member or have received improper, inappropriate, or unwarranted treatment from a fellow student, have the right to grievance proceedings. The student should take action as listed below.

- Informal discussions should be undertaken with the faculty or student involved as the first course of action to resolve any grievance.
- All parties involved shall be guided by Christian principles and conduct themselves at the highest level of courtesy and respect.
- If informal actions do not solve the grievance, then one should submit a written complaint to the Vice President of Student Life. The Vice President of Student Life will acknowledge receipt of the complaint in writing within ten working days. Depending upon the nature and severity of the grievance, the Vice President of Student Life will either:
  1. Personally investigate and mediate the grievance.
  2. Establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action, or
  3. Refer the case to the President's Council for investigation.
- If the parties involved are not satisfied with the decision of the Vice President of Student Life, he/she may appeal to the President and then, if still not satisfied, to the President's Council. Decisions made by the President's Council are final.
- A written response to the grievance will be made within thirty (30) days of receipt of a written grievance.

Students who do not believe the College has addressed their grievance properly may contact the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Ste. 130, Orlando Florida 32822, and Telephone: 407-207-0808.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. LRCC believes each student, staff, or faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, national origin, or disability. Sexual harassment or discrimination against students, staff, or faculty by any member of the LRCC community will not be tolerated. Sexual

harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when:

- 1) Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or
- 2) Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
- 3) The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance, or of creating an intimidating, hostile, or offensive work or learning environment. Grievance policy of a complaint is as follows:

### **Reporting and Initial Investigation**

- Any student, staff, or faculty member experiencing or observing sexual harassment or discrimination as described in any of the above categories should report the incident immediately to the Vice President for Student Life.
- A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of the reputation and integrity of the involved individuals. Names, facts, and any written information regarding an investigation will be kept confidential.
- One should try to resolve the issue between the individuals involved if possible. If informal efforts fail to solve the issue, formal procedures exist so that an individual has an opportunity to pursue their allegations without fear of retribution and seek relief from harassment. Alleged offenders will have an opportunity to defend themselves and clear themselves of the complaint. Proven offenders will be subject to disciplinary actions, which may include dismissal from the school.

### **The process for investigating and resolving a complaint is as follows:**

- The complaint shall be reported to the Vice President for Student Life. If the complaint can be resolved at this level, then the Vice President for Student Life shall file a report to the President so that the school will be aware of any pattern of harassment by a particular individual and be aware of all complaints concerning harassment or discrimination. The report shall detail the complaint and the resolution.
- If the complaint cannot be resolved informally, then the Vice President for Student Life will file a report within ten working days of when the incident was first reported to him/her. A sexual harassment committee will be appointed to formally investigate and resolve the

complaint. The committee will include, but is not limited to, a faculty member chosen by the President and a student chosen by the Vice President for Student Life. The committee will confirm the name and position of parties involved, thoroughly ascertain all the facts, and determine the type of alleged harassment, dates, and location(s) when the incident(s) occurred, and identify any witnesses to the event, and report their findings to the President.

- The investigation will begin within fifteen (15) working days from the time the complaint is referred to the committee. The committee will report its conclusions within thirty (30) working days of its reception of the complaint.
- The President will take any disciplinary action deemed necessary upon receiving the committee's report.

# LRCC CAMPUS MAP

