

# MANHATTAN



## CHRISTIAN COLLEGE

*Educating, Equipping and Enriching Christian Leaders since 1927*

# **STUDENT HANDBOOK**

## **2011-2012**

1415 Anderson Avenue  
Manhattan, Kansas 66502  
[www.mccks.edu](http://www.mccks.edu)

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# WHO WE ARE

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Manhattan Christian College exists to educate, equip, and enrich Christian leaders. MCC is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With a conviction that every member of the body of Christ is a minister, the college seeks to foster in students a worldwide vision of the mission of the church, provide opportunities to produce spiritual growth toward Christian maturity, and promote the restoration ideal of becoming Christ's church as revealed in the New Testament. Students come from across the United States and around the globe desiring to make a difference for Christ in whatever career they choose, whether in vocational ministry or as volunteer leaders and workers in the church with other vocational preparation.

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness, establishing an integrated Christian world view. The majority of the college's specialized majors prepare students for professional, church-related leadership and service. Cooperative degree programs with Kansas State University and Manhattan Area Technical College enable students to learn how to utilize other careers to meet the needs of people around the world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

# WHAT WE BELIEVE

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Manhattan Christian College pleads for unity of all believers on the common ground of commitment and obedience to the lordship of Christ.

Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God's Son and man's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in Scripture.

When asked, "What do you believe?" It is tempting to hand one the Bible and suggest, "This is what we believe." However for those not familiar with Manhattan Christian College, it may be helpful to identify those foundational doctrines taught in our classes based on our understanding of Scriptures:

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

# ACADEMICS

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**Vice President for Academic Affairs: Randy Ingmire**  
**Assistant Registrar: Lauren Heskett**

## **ACCREDITATION**

North Central Association of Colleges and Schools (NCAHLC). Manhattan Christian College is accredited with The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and reaffirmation was received in 2005.

North Central Association of Colleges and Schools  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1413  
Telephone: (800) 621-7440  
[www.ncahlc.org](http://www.ncahlc.org)

and

Association of Biblical Higher Education (ABHE). Manhattan Christian College was initially accredited in 1947 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

Association of Biblical Higher Education (ABHE)  
5850 TG Lee Blvd., Suite 130  
Orlando, FL 32822  
407.207.0808  
[www.abhe.org](http://www.abhe.org)

Students who have a complaint against the college may contact in writing or call NCAHLC or ABHE.

## **ACADEMIC INTEGRITY POLICY**

A student is expected to demonstrate the highest Christian character in academic integrity. The student is expected to do personal work and to acknowledge the source of another person's words, ideas, statistics, or other materials.

### **Definition of Academic Dishonesty**

Academic dishonesty includes cheating, plagiarism, falsification of credentials, and any other means of taking credit for academic productivity that is not one's own. Plagiarism is offering the work of another, published or unpublished, as if it were your own.

### **Consequences of Academic Dishonesty**

When a student practices academic dishonesty, the professor has the option of:

1. Requiring the test or assignment be redone for full or partial credit.
2. Giving a failing grade for the test or assignment.
3. Giving a failing grade for the course.

Severe or repeated academic dishonesty by a student may become a matter of disciplinary action leading to dismissal. A written report made by the professor becomes part of the student's permanent record. A student may appeal the professor's judgment of academic dishonesty and the assessed penalty to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs may be appealed to the entire faculty, whose decision is final. The Vice President for Academic Affairs may conduct a hearing to determine the academic integrity of the student, using an ad hoc faculty committee of three uninvolved professors. Guidelines for the appeal process have been defined to ensure due process.

## **Appeal Process Guidelines**

The following guidelines will be adhered to during all disciplinary decision-making processes:

1. Due process will be granted to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
2. If the decision-making process involves a hearing, the student will be notified in writing as to the alleged violation and the time and place of the hearing. The student has the right to have another person present for any hearing.
3. In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
4. No person or student will be forced to be a witness.
5. The student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures before any disciplinary action can be enacted.

## **ACADEMIC PROGRAMS INFORMATION**

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Ministry degrees, a fifth-year Bachelor of Theology degree, an adult student degree completion program, both via the classroom and online, and a one-year certificate. At the bachelor's level, the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives.

Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to the other institution. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review KSU or MATC curriculum materials and meet with a KSU or MATC advisor to obtain the most up-to-date and specific requirements for a KSU or MATC degree.

An MCC degree program may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

1. Completing degree requirements for the program undertaken when entering MCC.
2. Completing degree requirements for the program adhered to at the time of graduation.
3. Fulfilling degree requirements for any complete degree program in between entering MCC and graduation. A student may not mix requirements from two or more catalogs.

# CONTINUATION & GRADUATION POLICIES

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## **ACADEMIC PROBATION/DISMISSAL POLICY**

### **Probation**

At the end of a semester, a student who does not attain the cumulative minimum 2.0 GPA will be placed on academic probation for the next semester of enrollment, except for a student failing to attain a cumulative minimum 1.0 GPA in the first semester at MCC which results in academic dismissal of that student from the college. A student who is placed on academic probation may not engage in extracurricular activities (e.g. varsity or intramural athletics, student government, gospel teams, music ensembles, etc.). In addition, a reduced course load may be advised or required. Students on academic probation will be automatically removed from probation at the time they earn a cumulative 2.0 GPA.

### **Dismissal**

If, after being placed on academic probation, a student continues on academic probation at the end of the next semester of attendance, that student will be disqualified and dismissed from MCC unless the GPA for the most recent semester of enrollment was above the previous cumulative GPA, in that case the student may be placed on continuing probation.

A student who does not attain a cumulative minimum 1.0 GPA in the first semester at MCC will be academically dismissed.

A student who is academically dismissed will not be allowed to attend MCC for a minimum of one semester. If the student desires to return to MCC at that time, the readmission process must be followed. The Vice President for Academic Affairs may stipulate other conditions for the student's return to MCC. A student readmitted on academic probation who does not attain the GPA of 2.0 by the end of the first semester will be dismissed from MCC.

### **Reinstatement**

After being dismissed, a student may submit a letter petitioning the Vice President for Academic Affairs to receive reinstatement. A student who has been reinstated is placed on academic probation for the subsequent semester. Petitions to appeal a denial of reinstatement to MCC should be directed to the Student Academic Appeals Board, which consists of the director of student development (chair), each academic department head, one student from a traditional degree program, and one student from a nontraditional degree program.

## **CHARACTER REQUIREMENTS**

Since students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character. As noted in the Student Life section of this handbook, the standard of conduct at MCC is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in the scriptures. The goal is for such a quality of living as will provide the fruit of the Spirit in students' lives. Representative scriptural guidelines are found in Philippians 4:8; I Corinthians 6:12; 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11.

A student integrity support system has been formed through the partnership of academic affairs and student development to provide accountability and to promote growth in the area of Christian integrity development. Should a student's integrity become such that the privilege of graduating from the college will not be granted, the student may appeal the decision to the president of the college.

## **COMMENCEMENT & AWARDING OF DIPLOMAS**

The college encourages all graduates to participate in commencement. Diplomas will be mailed to students when all graduation requirements are met and all financial obligations to the college have been cleared with the Office of Business Affairs.

## ***GRADUATION HONORS***

At graduation a student may qualify for various honors awarded during the commencement ceremony. These awards are based on achievement in all course work taken at MCC. Further, only course work taken at MCC is used in determining graduation honors.

Each year Latin graduation honors recognize approximately 20% of graduating students. A student must have a minimum cumulative GPA of 3.60 to qualify for consideration of Latin graduation honors. The awards are:

Top 3% Summa cum laude

Next 7% Magna cum laude

Next 10% Cum laude

## ***GRADUATION REQUIREMENTS***

In order to graduate the student must petition the faculty for graduation by completing and submitting the required form obtainable from the Registrar's Office. Deadlines for petitioning and other graduation related dates will be provided to the student by the Registrar's Office prior to the beginning of each semester. To graduate the student must fulfill all financial obligations to MCC and all courses required for the degree or certificate and have on record with the Registrar's Office official transcripts of all postsecondary institutions attended. The student must attain a cumulative GPA of 2.0 and have sufficient Christian Service credits.

## ***RESIDENCY REQUIREMENTS***

To receive a degree from MCC the student must earn a minimum of 32 credit hours of course work at MCC. These are normally the last hours earned. Usually, these hours include at least 3 hours of theology, 12 hours of Bible, and 12 hours of professional studies.

## ***WITHDRAWAL PROCEDURES***

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. If all course work is terminated before the end of the semester ("dropped"), the student is responsible for officially withdrawing from all courses. At the time a student's enrollment at MCC ends, the student's academic record is closed, with all incomplete grades converting to "F" and statements of personal and/or academic standing being made on the transcript, as appropriate.

# ENROLLMENT INFORMATION

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## **ADVISING & REGISTRATION**

The degree programs listed in the college catalog are for the benefit of students and their advisors. The student is advised to study carefully the programs and the graduation requirements. While there are certain core courses common to all the degrees, there are also some significant differences that the student should have clearly in mind. Faculty advisors seek to aid the student in clearly understanding program requirements.

Registration packets and a faculty advisor are provided for the student at the time of registration. Course numbers are for the most part arranged so that the student may progress from one year to the next in an orderly sequence. Non-sequential arrangement of courses can create scheduling conflicts, which may make additional time necessary in order to meet graduation requirements. Every student should check with the faculty advisor on these matters.

Students may proceed through the enrollment process, which includes enrollment in classes, payment of tuition, fees, and other costs after receiving advisor approval for courses of study. No student is officially enrolled in classes until the student's admission is completed, all enrollment forms are approved, and all fees and charges are paid.

After a student has been admitted to the college, the student must provide a working e-mail address and phone number. One week prior to the course start date students will be sent an e-mail with instructions about registering on the MCC *Online* software, as well as any additional necessary information. Students will be given a MCC e-mail account after enrollment is completed.

Once the student has logged into MCC *Online* the first time they will have access to the course material and the internal messaging for the course.

Students must also complete the necessary enrollment forms from the Registrar's Office. This may be done in person or by phone with the program coordinator or the student's academic advisor. Forms may also be sent by MCC or returned as e-mail attachments or provided by fax.

## **LATE ENROLLMENT POLICY**

A late fee shall be assessed by the Business Office for any student not completing enrollment by the end of the student's scheduled enrollment period for a semester. The amount of such late fee shall be determined annually.

In recognition that there may be circumstances which may make it impossible for a student to complete enrollment during the scheduled enrollment period, some exceptions to the assessment of an enrollment late fee may be made.

Such as:

- The Registrar's Office may waive the enrollment fee for any student that contacts the Registrar's Office prior to the scheduled enrollment period regarding circumstances beyond the student's control. Such circumstances include, for example, death in the family or family emergency (family vacation does not count). For these exceptions, the decision of the Vice President for Academic Affairs shall be considered final.
- The Business Office may waive the enrollment late fee for any student that contacts the Business Office during the enrollment process regarding financial circumstances beyond the student's control. For these exceptions, the decision of the Vice President for Business Affairs shall be considered final.

Part-time non-degree student walk-ins enrolling for six hours or less are exempt from late fees.

## **AUDITING A COURSE**

To audit a class a student must attend at least 80% of the class meetings. The student is not required to take tests or turn in homework. If the student changes from credit to audit after six weeks, 80% of the remaining classes must be attended. No withdrawal or change from credit to audit is permitted during the last four weeks of the semester.

## **CLASS ATTENDANCE POLICY**

Because the classroom experience is a valuable part of the educational process and to promote the development of good habits in the life of a Christian leader, a student is expected to attend class, participate in class discussion, and complete course requirements. Because of the variety of class sizes and objectives, instructors have authority for attendance and any effect that unexcused absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus. At the end of the first week of class an instructor may drop a student from a course if the student has not attended or contacted the instructor to express intent to take the course.

To receive an excused absence, the student communicates with the professor regarding the reason for the absence and completes make up work as assigned by the professor. Excused absences may include debilitating illness, a college-sponsored activity in which the student is a participant, ministerial responsibility, a family emergency or grief.

## **LEAD ATTENDANCE POLICY**

One absence, the student may pursue one of the following options:

1. Do immediate make-up work, working out the details with the instructor.
2. Request to retake the module with another group, doing the make-up module concurrently with student's regular schedule. A drop/add form must be completed and submitted in the proper time frame.
3. Arrange with the instructor to complete the module with a 45 day extension by submitting an Incomplete form.

Two absences, the student is required to repeat the entire module. A timely drop/add form must be submitted. Additional tuition charges may be assessed.

Due to the concentrated scheduling and the emphasis upon participatory learning, attendance is imperative both for class content and class participation. Class discussion and participation are an important part of each course grade. All absences are unexcused in the sense that every absence has penalties, at least in the participation grade.

## **CREDIT BY DISTANCE LEARNING**

Manhattan Christian College accepts a maximum of 36 semester hours of distance learning toward a traditional, on-campus degree. Distance learning courses include written correspondence, video correspondence, internet, and DVD courses. All distance learning credit must originate from an accredited college or university.

### **Traditional Students**

Distance learning courses are available for traditional students unable to enroll in classroom work due to location, time conflicts, schedule overloads, or other special circumstances. Students in traditional degree programs may enroll in only one distance learning course at a time unless given special permission by their advisor and the Registrar.

### **Adult Education Students**

Distance learning courses are available for adult education students who need additional hours to fulfill degree requirements. Permission to enroll in a distance learning course must be obtained through the LEAD office.

### **Non-degree Students**

Distance learning courses are available for any non-degree student who desires to further his/her learning. Permission to enroll in a distance learning course must be obtained through the Registrar's Office.

Students in traditional degree programs may enroll in only one distance learning course at a time unless given special permission by their advisor and the Registrar.

Distance learning courses from other post-secondary institutions for transfer of credit will undergo the same evaluation as any course required for transfer.

## **CREDIT BY EXAMINATION**

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), DANTES Subject Standardized Test (DSST), International Baccalaureate (IB), and other recognized credit by examination credits for equivalent general education courses. Credits by examination may be transferred to MCC if applicable to the student's specific degree program, but will be limited to not more than 30% of the total hours required for the degree. The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with a high school advisor or the MCC Registrar's Office.

## **CREDIT HOURS & SEMESTERS**

The traditional academic calendar is based on two semesters, each composed of approximately sixteen weeks of classes and final examinations. Courses are offered on a credit-hour (or a semester-hour) basis. One semester hour (or one credit) signifies that a course meets for one fifty-minute period per week for sixteen weeks, with additional outside assignments including a final examination period. Adult education courses and distance learning courses are offered in accelerated formats with additional outside assignments including a final examination period.

Eighteen semester hours are considered the maximum load. Special permission to enroll in additional courses beyond this maximum must be secured through the student's advisor and the Vice President for Academic Affairs. Additional fees must be paid for course work in excess of eighteen hours. Those who find it necessary to work to help meet college expenses should plan to reduce their semester hour loads. It is recommended that students who work more than 12 hours per week reduce their study load one semester hour for each three hours given to self-support.

# **DROP/ADD POLICY & PROCEDURES**

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Each student is responsible for enrollment maintenance.

## **TRADITIONAL 16-WEEK COURSES**

### **Policy**

1. **Drop during the first three weeks of class:** The course will not be recorded on the student's permanent record.
2. **Drop between the fourth and twelfth week of class:** A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not calculated into the grade point average.
3. **Drop after the twelfth week:** The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### **Procedure**

1. Consult the Office of the Registrar and fill out a drop/add form.
2. Get a signature of approval from the advisor.
3. Get a signature of approval from the professor.
4. Return the signed drop/add form to the Office of the Registrar.

## **LEAD COURSES**

### **Policy**

1. **Drop before the second class meeting:** The course will not be recorded on the student's permanent record.
2. **Drop after second class meeting and before the next-to-last class meeting:** A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not used in calculating the grade point average.
3. **Drop after the next-to-last meeting:** The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### **Procedure**

1. Consult the Office of the Registrar or the Adult Education Office and fill out a drop/add form.
2. Get a signature of approval from the advisor or Adult Education Office personnel.
3. Return the signed drop/add form to the Office of the Registrar or the Adult Education Office.

A student who does not follow the above procedure to drop a class, but instead just "walks away" from a course, will receive a grade of "F" for the course. The policy for dropping courses varies depending upon the length of the course.

## ***DISTANCE EDUCATION COURSES***

### **Policy**

1. **Add a course by Wednesday (by day 3) by completing the add form:** Courses may not be added after Wednesday (day 3) without instructor permission. Courses cannot be added after the first week of the course (day 7).
2. **Drop by the end of the second week of the course (day 14):** The course will not be recorded on the student's permanent record.
3. **Drop between the third and sixth week (by day 42):** A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not calculated into the grade point average.
4. **Drop after the sixth week:** The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### **Procedure**

1. Consult the Distance Education Office by phone or e-mail to complete a drop/add form.
2. Distance Education office will complete the form and contact the instructor for approval.
3. Completed form will be submitted to the Registrar's office by the Distance Education office.

# GRADING

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## ***CHANGE OF GRADE POLICY***

A change of grade may be made after a final grade has been submitted only when the case involves a grade calculation error by the instructor.

## ***DEAN'S LIST & HONOR ROLL***

A full-time student who has a semester GPA of 3.60 or above will be listed on the Dean's List for outstanding achievement. A student with a semester GPA of 3.25-3.59 will be listed on the Honor Roll. The student must complete at least 10 hours of work at MCC in a given semester to qualify for either the Dean's List or the Honor Roll. An incomplete or an unofficial withdrawal from a course enrolled in for credit at the beginning of the semester may disqualify the student from either honor. A student in their final semester may qualify for the Honor Roll or the Dean's List with fewer than 10 hours.

## ***GRADE REPORTS***

Grade reports are provided at the end of eight weeks and at the end of the semester. They serve as a basis for objective counseling and guidance. Semester grades become a part of the student's permanent record.

## ***GRADING SYSTEM***

Grades will be determined by individual professors as outlined in course syllabi. The college uses the following grade points to compute a semester GPA and a cumulative GPA. The cumulative GPA is computed on the basis of all credits attempted at MCC. The only exception is courses that are retaken and are not used in the calculation process.

Letter Grade	Suggested Numerical Value	Quality Points
A	96-100	4.0
A-	94-95	3.7
B+	91-93	3.3
B	88-90	3.0
B-	86-87	2.7
C+	83-85	2.3
C	80-82	2.0
C-	78-79	1.7
D+	75-77	1.3
D	72-74	1.0
D-	70-71	0.7
F	69 or below	0.0

- A Signifies work of distinctly superior quality. Recitations and examinations indicate mastery of the course content and competent correlation of facts and principles. This grade should be given only when the student demonstrates scholarship, initiative, a positive attitude, and cooperation in the class.
- B Is assigned for work of above average quality. The student is interested, thorough in preparation and fulfillment of assignments, and observes directions regarding form, organization, and quality of content in written work. Recitations and tests give evidence of mastery of course content and of the ability to express oneself clearly. This grade should not be given when the essential work of the course is missing or done in a careless fashion.
- C Indicates work of satisfactory character. The student is able to understand the basic elements of the course. Assignments are prepared promptly and are written in correct English. A grade of C should indicate the capability of the student to continue to the next advanced course in the field.
- D Indicates that while the work for the course is not adequate for mastery of the content of the course, it is passing. A grade of D may be given when assignments are not completed and individual comprehension or improvement in the field is not evident.
- F Indicates failure to comply with course requirements or a definite inability to comprehend the basic elements of the course.
- W Indicates withdrawal without assignment of a grade.
- CR Indicates credit for a course for which only credit rather than a letter grade is given on the transcript.
- NC Indicates no credit for a course for which only credit rather than a letter grade is given on the transcript.
- AU Indicates credit for an audit course when there is at least 80% attendance.
- I Indicates an incomplete which is given only when extenuating circumstances prevent completion of work during the semester.

## **INCOMPLETE GRADE POLICY**

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last class period. Any conditions for receiving an incomplete grade and completing the course are set by the instructor and agreed upon in writing by the student at the time the incomplete is granted. A deadline for completing the course will be determined by the instructor: (a) for traditional courses the deadline may not exceed 45 days following the end of the semester, (b) for nontraditional courses (e.g. LEAD) the deadline may not exceed 45 days after the last class date, (c) for distance learning courses the deadline may not exceed 14 days after the course end date.

To give a student an incomplete grade in a course, an instructor submits a grade of "I" on the final grade sheet. When the student has completed the work, the professor then submits a final grade. After the deadline for completing has passed, any incomplete not replaced by a final grade submitted by the instructor will be administratively converted to the grade of "F" by the Registrar's Office. Courses that are considered credit/no credit will receive a grade of "NC" if the deadline has passed for completion of the incomplete agreement and a final grade of "CR" has not been submitted. Courses with a grade of "I" will not be used in calculating a student's GPA.

## **RETAKE POLICY**

A student may repeat enrollment in a course because of a low or failing grade. Retakes can be accomplished only by re-enrolling in and completing a MCC course. If a course is retaken, the original course and grade line is marked as "retaken" on the transcript and removed from the grade point average as long as the most recent course grade is equal to or higher than the previous grade. The higher grade will be used in the grade point average computation.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course. A total of five courses may be considered as retaken for grade point average purposes during the student's academic career at MCC. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Additionally, any course retaken after completion of a bachelor's degree will not affect the credits or the grade point average applied to that degree.

## LIBRARY RESOURCES

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The B.D. Phillips Memorial Library, located in the newly renovated Jolliffe Hall, contains more than 53,000 volumes, 2,600 bound and unbound journals and 5,000 electronic books. As a specialized collection, the library is tailored to support a Bible, Theology, and Christian Ministries oriented curriculum, and includes a special commentary collection.

Key services to students include OCLC interlibrary loan services, a special commentary collection, reference assistance, photocopy services, and print capabilities.

The Library's Internet home page has connections to several databases, many with full text, as well as the library's catalog. All databases are accessible online for on-campus patrons and most are available off-campus as well.

Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system.

## OTHER ACADEMIC POLICIES

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### **CHRISTIAN SERVICE**

The MCC philosophy of Christian service is based on the idea that both academic preparation and practical service activities are valuable in the college experience. Christian colleges have recognized and practiced this philosophy since Bible college accreditation began. A total of seven semesters of Christian Service is required for graduation in the traditional bachelor degree programs. A total of three semesters of Christian Service is required for graduation in the LEAD and distance bachelor degree programs.

Christian Service is service for the glory of God, but it is also an integral part of the education program. Conversely, academic preparation is first of all directed toward future goals, but it is also presently strengthening the student's daily experiences and present forms of ministry. The idea might well be stated in this way: "Preparation is service and service is preparation."

The Christian Service program is guided by the faculty Christian Service Director and Committee. Student participation in Christian Service activities is placed in one of three categories:

1. CHR 101: Ministry or service in a local church
2. CHR 111: Volunteer within a community or organization
3. CHR 121: Ministry or service in an MCC or KSU organization

The Christian Service program is guided by the Christian Service Committee which is represented by faculty, staff, and students. Student participation in Christian Service activities is placed in one of three categories: (a) student ministries among the churches/para-churches as a minister, youth minister, minister of education, musician, secretary, or teacher; (b) community and benevolent services or those services that benefit the neighborhood and our community; and, (c) MCC, KSU, or other higher education campus ministries that represent Christ and the college. Each full-time traditional student is required to complete at least one semester in each of these three areas.

Semester commitment and evaluation forms are kept on permanent file and are subject to faculty review before degrees are granted. Each student receives a Christian Service Handbook at the beginning of their school year.

## **FINAL EXAMINATION SCHEDULE**

All students are expected to take final examinations at the time scheduled. Only in cases of extreme emergency will published examination schedules be broken.

Personal plans for after school activities, including weddings, do not constitute emergencies. Faculty members are expected to meet with the students according to the published final period schedule. They should not make exceptions either for themselves or individual students. In case of emergency, the student should clear absences with the professors involved.

At the option of the professor, a student's final examination may be waived on the basis of exemplary grades, attendance, and participation. The availability of this alternative and its conditions are to be specified in the course syllabus. This option is a matter of professorial discretion and is not a prerogative of the student.

## **STUDENT RECORDS POLICY**

### **Introduction**

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

### **Definitions**

"Student" is defined as one who has attended or is attending Manhattan Christian College.

"Educational records" do not include files retained by individuals that are not accessible to any other person except a substitute faculty/staff member.

"Directory information" is defined as a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

"Confidential information" is the remainder of the student record that is not defined as "directory information."

"Record" means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, file, microfilm, microfiche, and computer.

## **RELEASE OF DIRECTORY INFORMATION**

The Registrar's Office releases directory information to anyone upon inquiry. A student may request that directory information be withheld by submitting a request for nondisclosure to the Registrar's Office. A request for nondisclosure of directory information form is available in the Registrar's Office and must be received one week after registering for classes. The Registrar's Office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

## **RELEASE OF CONFIDENTIAL INFORMATION**

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record. Please see the following people for the appropriate item:

**Academic Records:** Registrar

**Admissions Records:** Director of Admissions

**Financial Aid:** Director of Financial Aid

**Business Records:** Assistant to the Vice President for Business Affairs

**Alumni/Donor Records:** Assistant to the Vice President for Institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, or (f) to the US Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.

2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the Office of the Registrar or other record offices except in circumstances specifically authorized by the Registrar or the custodian of the other records.
6. Parents of a dependent student may receive transcripts, grade reports, or student financial records upon request and proper identification. The definition of dependent students is found in Section 152 of the Internal Revenue Code of 1954. If a student is not a dependent their grades and transcripts will be sent to their parents only with written permission of the student.
7. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
8. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The Registrar will decide validity of the study as it applies to education and the privacy rights of students.

### ***WHEN RECORDS MAY BE WITHHELD***

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts, loan defaults, or official disciplinary action. Removal of the hold only occurs when the Registrar's Office receives written authorization from the official who originally requested the action.

### ***REVIEW & CHALLENGE OF RECORDS***

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the Registrar's Office to gain approval for the inspection. The student must conduct the examination of the academic record in the Registrar's Office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the Vice President for Academic Affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The Vice President for Academic Affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the Vice President for Academic Affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the President, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

## **COMPLAINTS**

A student who believes that the college has not complied with federal law or regulations may send a written complaint to:

The Family Educational Rights and Privacy Act Office  
Dept. of Education  
400 Maryland SW  
Washington, D.C. 20202

# STUDENT LIFE

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Vice President of Student Life:	Rick L. Wright, Ph.D.
Director for Student Development:	Eric Sanford
Student Development Coordinator:	Ben Grogg
Retention & Learning Skills Coordinator:	Lindsey Morford
Men's Residence Hall Supervisor:	Larry Olson
Women's Residence Hall Supervisor:	Marisha Boyle
Administrative Asst. to the VP of Student Life:	Serginho Sandy

The main purpose of Manhattan Christian College is to educate, equip, and enrich Christian leaders. The purpose of the Office of Student Development is to help each student develop an understanding that regardless of vocational goals each one of us is a minister of the gospel of Jesus Christ. Our desire is to implement programs that will deepen each student's relationship to Christ through worship and small group ministry, as well as to encourage a climate for the continued discipleship of each student. In addition, we want to equip each student to utilize his or her gifts through leadership opportunities.

## **ORIENTATION**

Freshmen and new students must participate in Orientation. The purpose of Orientation is to begin to help the student easily transition into college life and develop relationships with their peers. MCC's orientation process seeks to integrate a new student into the life of the institution. Each new student is involved in small groups and activities from their first day on campus that are led by upper-class students.

College Orientation Seminar class is held for all new students the first semester of enrollment. This one credit course is a requirement for all freshmen and new students who have not previously been through Orientation. Orientation must be fulfilled during the student's first year at Manhattan Christian College before taking upper level courses.

## **PRINCIPLES OF CONDUCT**

Each student enrolled at Manhattan Christian College will be expected to live according to Christian principles at all times. Our standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in the scriptures. We wish for such quality of living as will provide the fruit of the Spirit in our lives. Representative scriptural guidelines are found in such passages as:

Philippians 4:8  
I Corinthians 6:12; 10:23,31  
Galatians 5:16-25  
Colossians 3:17  
I Thessalonians 4:1-8  
Philippians 2:1-11

A student, by their voluntary membership in this Christian community, assumes responsibility to *abide by all the regulations of the college*, and must remember that they represent Christ and MCC wherever they are. They are expected to maintain lives of integrity and reflect the character of Jesus Christ at all times.

## **DRESS**

Wearing apparel at Manhattan Christian College should always carry the dignity of Christian college students and should bear witness to a serious commitment.

Each student is expected to dress appropriately when leaving the residence halls to go to any other part of the campus, or to leave the campus. The basic concern is that clothing of all types be characterized by neatness, appropriateness, and above all, modesty. Faculty and staff will help encourage appropriate and modest dress.

## **BIBLICAL, SOCIAL & MORAL CONDUCT**

### **Alcohol, Tobacco, Drugs**

Manhattan Christian College is a smoke-free environment. No student who is enrolled at Manhattan Christian College may use tobacco in any form, alcoholic beverages, narcotics, or drugs (unless prescribed by a physician). Any student found engaged in the use of these after enrollment may be subject for dismissal from the college.

### **Other Behavior Issues**

MCC prohibits any hazing-type behavior.

MCC defines this behavior as any activity which endangers the physical well-being of the individual or produces physical or mental discomfort.

Allegations concerning this type of behavior may be filed in the Student Development Office. Any student proven to have committed such activity will be subject to discipline proceedings. Punishment may include, but is not limited to, the following: suspension, dismissal, and/or other remedial educational plans.

### **Dating Relationships**

Each student is expected to conduct themselves as Christians at all times. Public display of affection is not held in good taste. The behavior of couples in the lounges, as well as in the classrooms, library, or Campus Center must be becoming of Christian college students. While dating, a Manhattan Christian College student is to remember their role as members of this college family, whether or not their dates are from the student body.

We expect that which Scripture sets before us as the standard for sexual behavior on or off campus.

### **Immoral Behavior**

"Immoral Behavior" refers to illicit sexual behavior, illegal behavior consisting of misdemeanors and felonies.

### **Discipline**

Ideally, the Christian should live by principles, not by laws. The key to a well-adjusted, mature Christian character is self-discipline under the authority of Christ. Realistically, however, we recognize that for successful group living on a college campus, some regulations are necessary. Individual liberties will be limited by the rights of others and the welfare of the group.

The Vice President of Student Life, Director of Student Development, Residence Hall Supervisors, and Resident Assistants (RAs) hold the major responsibility in matters relating to student decorum. Students also participate in the discipline of other students. It is expected of students that confrontation of those involved in sinful activity and acts which question their integrity be expressed in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process attempts to confront misconduct, that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. Possible courses of disciplinary action are listed under levels of disciplinary action.

Students should note that most of the regulations of the college are preventative in nature. Those of a punitive nature

apply after the student has violated some guideline designed for his/her welfare and the welfare of the whole community. MCC recognizes the benefits of student development that can occur in an environment balanced between challenging situations for students and support from the institution and therefore an attempt will be made in all situations for disciplinary measures to be of an educational nature. Ordinarily when a student is wholeheartedly committed to the cause of securing a Christian education in a wholesome environment, there will be understanding and acceptance of the few limitations imposed.

It is understood that a student's career at Manhattan Christian College may be terminated at any time when behavior is considered inappropriate.

## **FORMAL DISCIPLINARY ACTION**

1. If there has been a violation of residence hall policy, the Residence Hall Supervisors and Resident Assistants (RAs) will determine the proper discipline. The student may appeal to the Residence Hall Supervisors, or the Vice President of Student Life, or the Director of Student Development as outlined in "The Right of Appeal" section below.
2. If there has been a violation of a stated school policy, the Vice President of Student Life, and/or the Director of Student Development, will determine the proper discipline; or, upon his/her recommendation, the standing disciplinary committee appointed by the Vice President of Student Life will determine the discipline. The student may appeal under the guidelines listed in "The Right of Appeal" section below if dissatisfied with the disciplinary action.
3. For incidents of "Immoral Behavior" the following "Staged Discipline Policy" will come into effect. Any "Immoral Behavior" could result in immediate dismissal, but if the student is not dismissed, the "Staged Discipline Policy" will be followed:

### **FRESHMEN:**

- a. Disciplinary probation and suspension from all leadership roles for the remainder of the semester.
- b. Suspension and/or camping for a period of time when determined by the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.
- c. Such other actions as the Vice President of Student Life and/or the Director of Student Development deems necessary to help the discipline have a redemptive effect, including but not limited to, calling parents, obtaining counseling, making restitution, doing campus/community service or being disciplined by a more mature partner.

### **SOPHOMORES:**

- a. Disciplinary probation and suspension from all leadership roles for the remainder of the semester.
- b. Suspension and/or camping for a period of time when determined by the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.
- c. Such other actions as the Vice President of Student Life and/or the Director of Student Development deems necessary to help the discipline have a redemptive effect, including but not limited to, calling parents, obtaining counseling, making restitution, doing campus/community service or being disciplined by a more mature partner.

### **JUNIORS & SENIORS:**

- a. Intermediate dismissal or suspension proceedings shall be enacted. Suspension will be for a period of time when determined by the Vice President of Student Life or the Director of Student Development verifies the immoral behavior actually occurred. Dismissal shall be for the rest of the semester and the following semester regardless of the date on which the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.

b. A structure is to be offered to the student for help in achieving the appropriate spiritual maturity necessary to be a serious student in preparation for leadership in the Kingdom of God. This is to be redemptive and may include but not be limited to such things as spiritual counsel, psychological counsel, guidance through taking responsibility for consequences of making restitution.

### **SPECIAL CIRCUMSTANCE:**

In the event of pregnancy occurring outside of marriage, for those involved, both male and female, item #3 under Formal Disciplinary Action shall apply for the immoral behavior. The students will be required to go home where the consequence of pregnancy and birth can be handled within the structures and relationships of their families. If the students desire to return to MCC, they return under the tenets of #3 under Formal Disciplinary Action.

### **DISCIPLINARY GUIDELINES**

The following guidelines will be adhered to during all disciplinary decision-making processes:

1. Due process will be available to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
2. If the decision-making process involves a hearing, the student will be notified in writing as to the alleged violation and the time and place of the hearing. The student has the right to have another person present for any hearing.
3. In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
4. No person or student will be forced to be a witness.
5. The student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures before any disciplinary action can be enacted.

### **Levels of Disciplinary Action**

Disciplinary action can range in severity from a warning to dismissal from the college. Possible courses of disciplinary action include, but are not limited to, admonition and warning, accountability partnership, restitution for damage to property, fines levied in the form of time or money, restriction of privileges, campusing, disciplinary probation, suspension and dismissal.

Disciplinary probation, suspension, and dismissal may only be imposed with the approval or consultation of the Vice President of Student Life and/or the Director of Student Development, or his/her designee.

### **Restriction of Privileges**

Restriction of privileges is necessarily flexible in order to make the penalty fit the violation. It may involve earlier curfew for freshmen, the suspension of privileges for upperclassmen, or another loss of privileges as determined by the disciplinary agent.

### **Disciplinary Probation**

Probation is administered by the Vice President of Student Life, and/or the Director of Student Development, but may be recommended by student development personnel or student governing bodies. The probation may include restrictions.

### **Suspension**

Suspension is the temporary severing of the student's relationship with the college. It allows the student the privilege of returning, with conditions, at the end of a stated period of time. Suspension is administered by the Vice President of Student Life and/or the Director of Student Development.

### **Dismissal**

Dismissal completely severs the student's relationship with the college. This separation is not necessarily permanent. The student may apply for readmission to the college after the term of dismissal.

## **The Right of Appeal**

A statement of appeal must be in the office of the Vice President of Student Life within 48 hours of receiving the written decision of sanction.

A student may appeal any level of disciplinary decision. The following guidelines will be adhered to during the process of appealing:

1. The student will be notified in writing as to the time and place of any appeal hearing and has the right to have another person present for any hearing.
2. The student's appeal will be heard before the College Appeals Board and the student will have the right to call witnesses and introduce evidence.
3. Due process will be available to a student before MCC will impose disciplinary action.

## **COUNSELING/VOCATIONAL COUNSELING**

Advice or guidance from a professional counselor is available to all students free of charge. Private sessions may be arranged to help students deal with specific personal problems such as life transitions, emotional problems, premarital counseling, or counseling in areas of personal growth.

Our counselor is also trained to help a student become aware of their spiritual gifts, temperament and personality characteristics, as well as vocational strengths and abilities. Assisting students to better understand their strengths and weaknesses helps them realize their ministry and career options.

## **CHAPEL SERVICES**

Chapel services are held Tuesday mornings. Chapel provides an opportunity for the college as a community to come together and worship. Speakers from the area and across the country, missionaries, and college personnel present messages to challenge students in their faith. Chapel attendance is required of all students.

## **STUDENT COUNCIL**

Student Council (STUCO) provides the function of student government at MCC. Representatives from each class are elected each year and meet regularly to conduct business pertaining to student life and to represent the best interests of the student body. STUCO members serve as student advocates to college officials as well as serve on several student-led committees. Student council works closely with the Student Development Office to develop effective student programming.

## **CAMPUS ACTIVITIES/MASTER CALENDAR**

Banquets, receptions, and other school functions are scheduled throughout the year on the master calendar. Maintained by the Registrar's Office, the master calendar is the only official schedule of events. Students and organizations who wish to schedule an event must complete a "calendar request form" and submit it to the Registrar's Office prior to the 15th of the month. Event requests are then taken to the calendar committee who evaluates priorities and makes judgments on conflicts. Approved events are added to the appropriate day and published on the next printing of the master calendar.

For events on campus, students, faculty and staff must reserve the room for the event at the receptionist desk in the Business Office and leave contact information in case of a problem.

# ATHLETICS

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**Athletic Director:** Shawn Condra

**Assistant Athletic Director:** Larry Olson

Manhattan Christian College participates in the Midwest Christian College Conference and the National Christian College Athletic Association. Teams and individuals representing the college regularly compete in seven sports at the varsity level (men's basketball, men's soccer, men's baseball, men's cross country, women's soccer, women's basketball, women's volleyball, and women's cross country). All participants must show evidence of adequate medical insurance coverage. Participation in MCC athletics is regulated by the conference. All athletes must fulfill conference, as well as institutional academic requirements, to be eligible for participation. All athletes must maintain a cumulative 2.0 grade point average to be eligible for varsity athletics. A list of other requirements may be obtained from the Athletic Director.

## RESIDENCE HALLS

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**Kenoyer Hall Residence Hall Supervisor:** Marisha Boyle

**Johnson Hall Residence Hall Supervisor:** Larry Olson

Residence hall living provides unique opportunities for personal growth as well as many small group experiences that compliment and support the mission of the college. Research demonstrates that living in residency has a significant impact on a student's college experience. In comparison to their commuting classmates, resident students on average are more satisfied with college life, less likely to drop out, more likely to participate in student and recreational activities, and have more interaction with other students, faculty and staff. Because of the role residential living plays in the success of the undergraduate experience, all students who are enrolled in six or more credit hours are required to live in the residence halls. The only exceptions to this rule apply to students who are married, 21 years old, have been in college for two years, or have parents who reside within the city (in this case, you must live in your parent's house). These students must notify the Student Development Office of their intentions at the end of the semester preceding their move out of the residence hall. Members of the opposite sex are not permitted to live together. Marriage and living with an immediate family member are the only exceptions. Freshman and Sophomore full-time students have first priority in residence hall housing. Juniors, Seniors, and part-time students will be permitted only when space allows. (The student must take at least six hours per semester at MCC to live in the residence halls and adhere to all MCC policies) .

### Residence Hall Staff

Residence Hall Supervisors work to encourage residents in their Christian growth as well as to maintain the best possible conditions for living and study. They plan weekly devotions and social activities and oversee discipline within the residence hall as well as provide many other services and programs. The residence hall supervisors are available to the students to assist them in problems associated with college transitions as well as personal issues. These supervisors report directly to the Vice President of Student Life and/or the Director of Student Development.

The Resident Assistants (RAs) are upperclassmen who have applied and been selected to serve in this leadership role. They work with the residence hall supervisors in the management and implementation of the residence hall life program and are also available to the residents for assistance in college transition and personal issues.

### Residence Hall Rules

1. Students are responsible for the care of their own rooms and furnishings. The residence hall supervisors have the right to inspect the rooms at any time. Regular inspections will be made weekly and residents will be assigned cleaning responsibilities. (Trash is to be placed in one of the college dumpsters.) Students are also held responsible for their use of all college properties and facilities.
2. Students may socialize in the lounge of each residence hall. Members of the opposite sex are not allowed in the halls or in individual rooms.
3. Visitors must obtain permission from the residence hall supervisor in order to remain overnight.
4. All residence hall furniture must remain in the student's room.
5. Personal furniture may be used in a student's room after obtaining permission of the residence hall supervisor. No bikes are allowed inside the residence halls. Bike racks are available outside each residence hall.
6. Nails are not allowed. To hang posters and pictures, use sticky-tack or 3M Command Strips.

7. No pets are allowed in the residence halls. The only animal allowed is fish in a clean aquarium.
8. No weapons of any kind are allowed in the residence halls.
9. Stereos are permitted if the sound is confined as much as possible to the room where the equipment is being used.
10. Residence hall supervisors will check each room at the beginning of the year and then again before students leave. Failure to properly check in and out will result in forfeiture of the security deposit. If the room is left clean and in excellent condition, the room deposit will be refunded. If the room is found to be untidy or damaged, the deposit will be used to return it to its proper condition. Students who change rooms during the year should follow the same procedure.
11. While televisions are permitted in residents' rooms, cable connections are not available.
12. Residents who desire to have a phone must be responsible for setting up the phone connection with the phone company of their choice.
13. The college is not liable for losses of personal property. Each student should secure their own insurance on personal items. MCC stresses the importance of protecting personal property through encouraging students to lock their doors whenever they are out of their room.
14. City ordinance requires that screens remain on windows at all times. Please do not remove the screens. If you should have a problem with your screen contact maintenance.

### **Residence Hall Curfew and Quiet Hours**

All freshmen students are to be in their residence hall according to the following schedule:

Sunday-Thursday: Midnight  
Friday and Saturday: 1:00 AM

This curfew is in effect throughout the fall semester and in the spring semester until spring break.

School activities that preclude keeping this schedule may be considered valid and will be left up to the discretion of the residence hall supervisor. Generally, students will be expected to be in the residence hall at the conclusion of the activity.

Coffin Hall will be locked daily at 5:00 p.m. For information, please contact the receptionist in the administrative wing of Coffin Hall. All other campus facilities will be locked at the time designated above for freshmen hours. After these hours, activities on campus must not interfere with another person's right to privacy and peace. Violators will be disciplined by the residence hall supervisors, the Vice President of Student Life and/or the Director of Student Development.

After residence hall hours, opposite sex visitors are not allowed anywhere in the residence halls.

### **Violation of Hours**

Freshmen entering or leaving the residence hall after hours without permission.

**1. First offense:**

Standard discipline will be a one-day camping plus residence hall work detail.

**2. Second Offense:**

Two days camping plus residence hall detail.

**2. Third Offense:**

Referral to the Vice President of Student Life and/or the Director of Student Development.

Anyone who aids another student who does not have the privilege to enter or leave the residence hall after hours will be disciplined initially by the respective residence hall supervisors and potentially the Vice President of Student Life and/or the Director of Student Development.

## **Residence Hall Devotions**

Residence hall devotions are held Monday evenings at 10:00 p.m. These are mandatory for all freshman and sophomore students.

Students who miss or are late to devotions will be fined \$10.00. Other campus activities are not to interfere with devotions.

## **Meningitis Policy:**

Following the recommendation from the Centers for Disease Control and Prevention, MCC requires all new students residing in campus housing to be vaccinated for meningitis or to sign a waiver indicating that you refuse to take the vaccine. You must have a medical provider complete your record or sign the waiver that is attached to the Residence Hall Application. Residence Hall Applications will not be processed until this information is received with your application and security deposit.

## **Discipline**

In most cases, misconduct involving a student or students living in the residence halls should be dealt with satisfactorily by the residence hall supervisor and/or the resident assistants. Serious or repeated incidents may be referred to the Vice President of Student Life and/or the Director of Student Development.

## **Campus**

Campus is the withdrawal of social privileges. Campus may be imposed by the residence hall supervisors, the resident assistants, the Director of Student Development, or the Vice President of Student Life. Special allowances or restrictions may be given in certain cases. Campus will be for a specific time, i.e., one night, one weekend, one week, etc. During this time the student is required to be in their residence hall room at all times except for the following times:

1. Class, chapel, church or Christian Service.
2. If a student is enrolled in choir (or other courses) for credit and a field trip is required for receiving the credit, the student may participate if a written statement is submitted to the residence hall supervisor from the faculty member making the assignment. The same exception applies for athletic events with approval of the Athletic Director.
3. Anything granted by special permission of the Vice President of Student Life or Director of Student Development.
4. Employment necessary for continued enrollment in school.

No exception shall be made for the following:

1. Attendance at athletic events.
2. Participation in social or cultural activities or attendance of them.
3. Participation in any group or extracurricular activities unless they are necessary for credit as indicated above.

## **Security Deposit**

We require a security deposit to be submitted with every application in order to start your housing assignment process. This deposit is for cleaning, any damage incurred, and keys. Refunds will be mailed at the end of the year after the rooms are inspected by supervisors and checkout sheets are returned to the Business Office. If you plan to continue living in the residence halls the following year, the deposit will be held over. If, during the course of the summer, you decide not to return to MCC, you must notify the Student Development Office by June 1 or you will forfeit your deposit. Make checks payable to: Manhattan Christian College.

## **Security Deposit Fee**

The security deposit fee is \$125.00 until June 1. A late fee of an extra \$50 will be charged for those applications received after June 1 for a total of \$175.00.

## **Keys**

Non-duplicable keys will be issued to each student living in the residence hall. All keys will be turned in at the end of the year. Those residents who have lost their keys during the school year will be fined \$50.00 for a room key and \$50.00 for an outdoor key for a replacement. If key(s) are not returned by the time of check-out, students will lose \$50 per key.

## Holiday Privileges

The residence halls will be closed during Thanksgiving, Christmas and Spring Break as well as over the summer months. Authorization to stay in the residence halls during other holidays is possible. However, the following will apply:

1. The door will be locked at all times when you are entering or leaving.
2. You are not authorized to have guests in the residence hall during the holiday period.
3. No members of the opposite sex are allowed in rooms.
4. A charge for staying in the residence hall may be imposed at the discretion of the Vice President of Student Life and/or the Director of Student Development.
5. Students wishing to stay in the residence halls during a holiday must notify their residence hall supervisor several days in advance of the holiday period.
6. You are expected to keep your room, lounge area, and bath area clean, just as you normally would during the school year.
7. Violation of any of the rules above may result in a loss of residence hall privileges.

## Prospective Students/Guests

Prospective students will be provided residence hall space (if it is available) and food service privileges at no cost to the student as follows:

1. Coordination of room availability must be made in advance with the Director of Admissions and the residence hall supervisors.
2. Meal tickets must be obtained from the Admissions Office in advance of the visit.
3. Extended visits (in excess of two days) will require the payment of \$10.00 per night per bed.

Rooms are not available for parents or visitors unless there is adequate space.

## Laundry

Student laundry facilities are available in the residence halls. Residents are required to have a laundry receptacle for soiled clothing in their rooms.

# DINING SERVICES

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**Director of Dining Services:** Lauren Sanders

All freshman and sophomore students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. A 15-meal option allows the student to eat 15 meals each week (including Saturday and Sunday PM) whereas the 10-meal option allows the student to eat 10 meals each week (including Saturday and Sunday PM). Once a meal plan option has been chosen, it may not be changed throughout the semester. Meal options may not be traded or shared with other students or guests visiting. Those not living in a residence hall may purchase meals individually. The last meal served each semester is lunch on the last day of MCC finals.

The dining facilities offers meals during the following times:

### **Crusader Café Breakfast**

Monday-Friday

Hot Breakfast: 7:00 AM to 8:30 AM

Cold Breakfast: 7:00 AM to 9:00 AM

### **Cafeteria/Crusader Café Lunch**

Monday/Wednesday/Friday

11:00 AM to 1:00 PM

Tuesday/Thursday

12:00 PM to 1:00 PM

### **Cafeteria Supper**

Monday-Thursday  
4:30 PM to 6:30 PM

### **Crusader Café Supper**

Monday-Thursday  
5:00 PM to 7:00 PM  
Friday  
4:30 PM to 7:00 PM

On Saturday and Sunday lunch will be served from 1:00 PM to 2:00 PM and supper will be served from 5:00 PM to 6:00 PM. If your class or work schedule does not allow you to eat during serving hours, you may request "take out" meal in advance by visiting with the Director of Dining Services.

MCC dining services will make every effort to provide all foods needed for special diets. A student requiring a special diet must submit a list of allowable foods signed by a physician to the Director of Dining Services. If, for any reason, your special diet needs cannot be met then the student may meet with the Vice President of Student Life regarding other options.

### **Campus Center**

Each student is expected to help keep these areas clean by disposing of all litter properly. No one should abuse the furniture.

### **Building Hours**

Monday 7:00 AM-10:00 PM  
Tuesday-Friday 7:00 PM-11:00 PM  
Saturday-Sunday 1:00 PM -10:00 PM

The Board Room may be reserved for meetings, seminars, etc. Reservations must be made through the Business Office Receptionist.

## ***EVENT ANNOUNCEMENTS***

Due to a limited amount of display space, all posters and publications must be approved by the Student Development Office or Director of Support Services before they can be posted around campus.

Posters and publications are not to be displayed on walls, windows, or doors. The use of hanging any item with scotch tape is prohibited on walls, windows, or doors. All publications must be hung using thumb tacks on the bulletin boards provided around campus.

## ***KANSAS STATE UNIVERSITY FACILITIES***

An MCC student may use the K-State library, Student Union, and recreational facilities. A small fee is required to use the Chester E. Peters Recreation Complex (which offers racquetball, basketball, indoor jogging, tennis, exercise/fitness rooms, and volleyball), and many outdoor walking and jogging paths. The facilities-use card may be obtained at the Recreational Services Office in the Peters Recreation Complex.

# **BUSINESS AFFAIRS**

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**Vice President for Business Affairs:** Lori Jo Stanfield

## ***CAMPUS FACILITIES***

Our campus has been provided by the generous contributions of many individuals and churches. We rely on everyone to help keep it clean, neat, and in good repair. Put trash in trash cans. Clean up any spills. Turn out lights when you are the last one to leave the room. Posters and flyers are restricted to bulletin boards. Requests for repairs should be emailed to [maintenance@mccs.edu](mailto:maintenance@mccs.edu).

### **Use of Facilities**

Buildings are generally open according to the following schedule:

Monday-Thursday: 8:00 AM-10:00 PM  
Friday: 8:00 AM-5:00 PM  
Saturday: Limited hours in the afternoon  
Sunday: 6:00 PM-10:00 PM

The Board Room in the Campus Center may be reserved for meetings, seminars, etc. Classrooms are generally available for use outside of scheduled class times. Reservations for facility use are made through the Business Office.

### **Parking**

Administration of parking matters is handled by the Business Office. Vehicles parked on MCC owned property must have the appropriate permit. Permits may be purchased at enrollment or throughout the semester in the Business Office. MCC reserves the right to fine, wheellock and/or tow vehicles as deemed appropriate.

## ***TORNADO PROCEDURES***

### **Warning Plan**

The city of Manhattan has a storm warning system to assist citizens of this community should a tornado occur. The take-over warning will be sounded in three-minute intervals by the city sirens.

No matter what building you are in during a severe weather storm, please stay away from windows and exterior doors.

The following is a list of recommended areas of safety within each building at MCC:

#### **Johnson Hall**

The basement offers the best protection, especially the rooms in the northeast corner. The hallway (preferably the basement hallway) is also considered to be one of the better areas. Closets can provide a measure of protection.

#### **Rebekah House**

The basement offers the best protection.

**Coffin Hall**

The first floor hall on the west end of the building provides the best protection. If one is in the east end of the building, the first floor area in the northeast corner of the building will provide the best possible protection.

**Campus Center**

This building is considered to be a significant hazard area in severe weather. The free-span roof of this building lends itself to possible roof failure and subsequent showering of debris on people huddled below it. Another danger is the glass contained in the exterior walls. The basement on the north end of the building is the best place for safety. The restrooms will also provide some protection.

**Apartment Houses**

The choice location is always the basement. Interior walls in the northeast corner and the bathroom provide the next best protection.

**Kenoyer Hall**

Go to Johnson Hall or Campus Center basement if time permits, or to the first floor hallway of Kenoyer Hall.

**Jolliffe Hall**

The basement offers the best protection.

**SPECIAL NOTE**

In all cases, if you cannot reach one of the recommended areas of safety, follow these suggestions:

1. Pick rooms in the northeast corner.
2. Avoid windows, doorways, and areas containing a great deal of glass.
3. Interior hallways running east and west, and bathrooms are considered desirable areas.
4. Hallways running north and south, with an outside entrance facing south can become "wind-tunnels." Avoid these areas.
5. Debris moves horizontally through corridors. It is vital for people caught in such areas to sit, crouch, or lie flat, and cover their heads.
6. Interior corridors facing north are the safest, followed by those facing east.
7. Stay away from load-bearing walls where the roof and the floors depend on the walls for their support.
8. A place on the lowest floor in the interior building is most desirable.
9. In all instances, a blanket or other covering for the head is highly desirable. Try to protect the body from falling debris by getting under desks, tables, etc. Turn over an upholstered couch or chair and crawl under it.

***FIRE PROCEDURES***

1. Warning and recommended actions:
  1. Should a fire occur, the alarm will sound.
  2. Depart the building as rapidly as possible by the nearest exit. Remain calm and orderly. Most injuries in a fire are caused by panic.
2. Acquaint yourself with the various exits in all facilities:
  1. Jolliffe Hall  
If you are on any floor when the fire occurs, you should use the exterior fire escape located closest to your location of the building. The EXIT is clearly marked (window). If you are on the second floor, you may use the exterior fire escape next to the lecture hall or the regular stairway. It should be remembered that fire extinguishers are located in every building on each floor; please acquaint yourself with this.
  2. Campus Center and Residence Halls  
Exits are clearly marked and fire extinguishers are located on each floor.
  3. Coffin Memorial Hall  
Go to the nearest exit. Exits are marked by exit signs in each area of the building. Familiarize yourself with where each exit is located. In case of fire, do not use the elevator.
3. How to use the fire extinguisher:
  1. Pull ring pin.
  2. Stand 8 feet back, no closer. (If the extinguisher is held too close, it will cause the fire to spread.)
  3. Hold extinguisher upright and aim at the base of the fire.
  4. Squeeze lever and sweep from side to side.

## ***MAILROOM***

**Director of Support Services:** Sue Neal

All students enrolled at MCC will be assigned a mailbox; these are accessed through the student lounge. It is the responsibility of the student to remember their combination. Incoming mail is distributed Monday through Friday. Packages are also distributed through the mailroom. There is no mail delivered to the college on Saturday, Sunday or public holidays.

Internal mail is distributed daily, provided it is received in the mailroom by 8:00 AM; large internal mailings are done as time allows. Time sensitive material needs to be presented well in advance, and brought to the attention of the mailroom staff. Homework and tests are normally returned to students through their mailboxes.

Stamps can be purchased in the mailroom or at the front desk. Mail is taken to the post office every day at 5:00 PM. No provision is available for students to mail packages. The area behind the counter is off limits to students and all supplies such as card stock, pens, paper, etc. are for faculty and staff use only.

# FINANCIAL INFORMATION

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**Assistant to the Vice President for Business Affairs:** Brenda Larrabee

## ***BILLING & PAYMENTS***

Payment of fees, check cashing, and questions concerning student financial records should be directed to the Accounts Receivable Office in Coffin Memorial Hall.

### **Check Cashing**

There is a \$40 non-sufficient funds charge for each check that bounces. Bounced checks to the college could result in loss of check privileges.

## ***TUITION & FEES***

2011-2012 tuition is based on the following payment schedule:

1-11 hours \$509 per credit hour  
12-18 hours \$6,200 flat fee per semester

### **Yearbook Fee**

All students seeking a degree in the traditional program must pay the yearbook fee.

### **Housing/Dining Fee**

This fee is based on the number of meals you purchase for the week. See Dining Services section.

### **Technology Fee**

Internet and e-mail service is provided for all degree-seeking students. This fee underwrites infrastructure (i.e. equipment in the classrooms, books on-line, etc.) which makes services available to students on and off campus.

### **Student Council Activity Fee**

This fee helps to underwrite the class functions, activities, and ministries Student Council oversees. See Student Council section.

### **Parking**

Available for a fee. See Parking Section.

## Health Service Fees

Any full-time student must choose one of the following options:

1. Enroll in the student medical insurance plan provided through Student Assurance Services.
2. Pay for KSU/Lafene Health Center clinic services.
3. Submit proof of health insurance coverage.

The college is not responsible for doctor, hospital, prescriptions, or any medical expense incurred by the student.

## Kansas State University Fees

MCC will provide courtesy payment to KSU for tuition and fees (this does not include special fees for a specific program such as art or business) for students enrolled at both MCC and KSU if students receive federal aid at MCC. MCC must be reimbursed in full for KSU charges at registration. No MCC grants or scholarships may be used to pay for KSU charges. The student must notify the Assistant to the Vice President for Business Affairs at MCC after pre-enrolling at KSU of the desire for MCC to provide courtesy payment to KSU. Students who have not pre-enrolled at KSU must take a letter from the Assistant to the Vice President for Business Affairs with them when enrolling at KSU to take advantage of the program.

## Additional charges

See the College catalog for a description of other charges which may be assessed under certain circumstances.

## Terms of Payment

All semester charges are due by the date of registration. However, at the discretion of the Vice President for Business Affairs, semester expenses in excess of student financial aid awards (college work study not to be included) may be paid in four and five monthly installments with the first payment due at registration. A \$50 administration fee will be assessed to the first payment.

## Refund Policy

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College. Refunds of tuition and housing/dining charges are made based upon the following schedule in the case of withdrawal from a specific course or from the institution:

On or before the first day of class	100%
1-10% of semester completed	90%
11-25% of semester completed	75%
26-50% of semester completed	50%
51-60% of semester completed	25%

Books and those fees not specifically referred to above are nonrefundable.

Refund policies for short term programs, including but not limited to intersessions, correspondence courses, and distance learning courses may have different refund policies. Such policies are stated in the enrollment materials for these programs.

In the case of total withdrawal during the first 60% of a semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student.

## Return of Federal Financial Aid Funds:

Students receiving federal financial aid (excluding federal work-study money) who withdraw from the institution during the first 60% of a semester are subject to federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester's aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant

6. Federal SEOG Grant
7. Other federal, state, or private assistance programs.

Pell grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC from the student.

For more information regarding the required return of funds and for specific examples on the return of funds process, see the Director of Financial Aid.

The refund tuition as calculated by the MCC refund policy is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal.

The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as described under “Withdrawal Procedures” in the Academic Information section of the MCC catalog. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

Please note that all refund and return of funds schedules and policies are subject to revision.

### **MCC Paycheck Procedures:**

I would like to have someone else pick up my paycheck.

1. Obtain an Alternative Paycheck Issuance Form from the receptionist.
2. Fill out the appropriate section.
3. Sign the form in the presence of the receptionist.

I would like to have my paycheck mailed for certain pay periods.

1. Obtain an Alternative Paycheck Issuance Form from the receptionist.
2. Fill out the appropriate sections. Pay periods end on the 15th and 30th days of each month. The second pay period in February obviously ends on the 28th or 29th day of the month.
3. Sign the form in the presence of the receptionist.

I lost my paycheck. What do I do now?

1. Obtain a Lost Check Form from the receptionist.
2. Complete as much of the form as possible.
3. Sign the form in the presence of the receptionist.
4. Receive a re-issued check at the end of the next pay period. If the amount of the paycheck is less than the stop-payment fee the bank charges, the paycheck will be re-issued in the full original amount. If the amount of the paycheck is more than the stop-payment fee the bank charges, the paycheck will be re-issued in the original amount less the stop-payment fee.

I lost a check MCC issued to me other than a paycheck. What do I do now?

1. Obtain a Lost Check Form from the receptionist.
2. Complete as much of the form as possible.
3. Sign the form in the presence of the receptionist.
4. Receive a re-issued check the following Wednesday. If the amount of the check is less than the stop-payment fee the bank charges, the check will be re-issued in the full original amount. If the amount of the check is more than the stop-payment fee the bank charges, the check will be re-issued in the original amount less the stop-payment fee.

### **Federal Trade Commissions**

Manhattan Christian College falls under the Federal Trade Commissions Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Therefore, access to financial records may require a picture I.D.

# FINANCIAL AID

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**Director of Financial Aid:** Margaret Carlisle

Student financial aid is available in a variety of forms. Not only does the college award scholarships, but most students are eligible for some type of federal financial aid. Therefore, we encourage that students also complete the Free Application for Federal Student Aid (FAFSA) to ensure that they receive all the federal financial aid for which they qualify. For a FAFSA or more information concerning financial aid opportunities at MCC, students should see the financial aid counselor.

# STUDENT CONSUMER INFORMATION

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Since Manhattan Christian College participates in federally funded financial aid programs, we are required by regulation to provide all students with this information.

The current graduation or completion rate at Manhattan Christian College is 48 percent.

## **DEPARTMENT OF EDUCATION DRUG-FREE SCHOOLS AND CAMPUSES ACT**

MANHATTAN CHRISTIAN COLLEGE PROHIBITS THE UNLAWFUL POSSESSION, USE, AND/OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES.

As a Christian college, we have always had this policy. MCC is required by law to provide you with this information. THE LAW REQUIRES US to make you aware of the dangers of drugs on campus.

DRUGS can:

1. Make you feel able to do things you really cannot do.
2. Make you careless and likely to forget important safety habits.
3. Throw off your sense of time, space, and distance.
4. Cause absenteeism and tardiness.

What SPECIFIC ILLEGAL DRUGS can do:

Marijuana

1. Slows your physical reflexes.
2. Cuts your mental powers.
3. Makes you forgetful.
4. Throws off your judgment of space and distance.

Cocaine

1. Causes a temporary feeling of almost superhuman power, impairing your judgment and decision making ability.
2. Causes emotional problems, mood swings, lack of dependability.
3. Damages your respiratory and immune systems.
4. Causes malnutrition, seizures, and loss of brain function.

Heroin

1. Causes total disinterest in safety or anything else except drugs.
2. Expense leads to crime.
3. Damage in interpersonal relationships.
4. Overdose causes coma and death.

Hallucinogens (PCP, LSD, etc.)

1. Causes hallucinations.
2. Loss of memory and concentration.
3. Causes sudden, bizarre changes in behavior.

What SPECIFIC LEGAL DRUGS can do:

#### Alcohol

1. Causes loss of concentration.
2. Causes loss of judgment.
3. Causes tardiness and absenteeism.
4. Produces the inability to deal realistically with problems.

#### Amphetamines (Speed, Uppers)

1. Can make you rush around wildly and carelessly.
2. Can cause you to push yourself beyond your physical limits.

#### Sedatives

1. Slows your mental processes and reflexes.
2. Disrupts your interpersonal relationships.
3. Can cause liver and kidney damage.

Possession or selling of illicit drugs and alcohol under local, state, and federal law can result in sanctions involving fines, court and attorney costs, treatment, counseling, probation or jail time. If you are convicted in a court of law of criminally violating our drug-free campus rules, within 30 days of hearing of it, we must either:

1. Expel you from college.
2. Offer you any help available to combat your involvement with drugs.

In addition, if you are receiving a federally funded Pell Grant, you will forfeit the grant until released by the Department of Education.

**YOU ARE RESPONSIBLE FOR BEING AWARE OF OUR DRUG-FREE CAMPUS POLICIES.**

If you are experiencing a problem with drugs, you can get help by calling:

**1-800-662-HELP**

This is the number of the DRUG ABUSE HOTLINE. They will give you information about treatment centers in the Manhattan area.

*The content of this handbook is subject to change when deemed necessary by Manhattan Christian College to meet the evolving needs of students, the community, and the institution.*