

# The Guide

2006-2007

## **Philosophy of Student Requirements**

Clearwater Christian College is committed to developing students who obey God because they are personally accountable to Him and His Word. Our policies regarding student conduct are divided into two categories. The first category, *Biblical Mandates*, are specific commands from God's Word which apply to all believers; therefore, they are commands that should be obeyed whether a student remains enrolled at CCC or not. The second category, *College Policies*, is requirements designed by the college administration to facilitate an educational environment which honors the Lord.

As a spiritual and academic community, Clearwater Christian College requires students to adhere to both the *Biblical Mandates and College Policies* while school is in session or at any time they are representing CCC in an official capacity (i.e. mission trips, college tours, concerts, sporting events, etc.). During college breaks (Thanksgiving, Christmas, Spring Break, Easter vacation and summer vacation) the College expects all students to adhere to the *Biblical Mandates*.

By signing that they have read and agree to follow the Guide, students are committing themselves to live within the framework of the *College Policies* while school is in session or while participating in any college-sponsored program. While a student's personal convictions and standards may differ from the *College Policies*, the choice to become a part of the Clearwater Christian College community involves the commitment to willingly abide by these policies; a commitment that, by virtue of signature, falls under the Biblical mandate to submit to authority. At CCC, the mission is to disciple students toward the goal of having every aspect of their lives governed by the Word of God without reliance upon the rules of men. As part of this discipleship mission, students are

taught to give diligent attention to honoring the authority of their parents, church leaders and employers in matters of personal preference.

## **Biblical Mandates**

Clearwater Christian College is committed to lovingly and humbly confronting sin in the lives of students and to consistently encouraging them to walk circumspectly. Galatians 5:16-23 reminds us that there is an ongoing struggle in a Christian's life that is characterized by a sinful flesh that wars against the Spirit. The Bible references the evidences of this struggle as fruits of the flesh and the fruit of the Spirit. There are many times when the flesh desires one action or response, but the Spirit desires another. The students at CCC are admonished to diligently study and apply the Word, and to earnestly pray for God's enabling grace so that they may walk in the Spirit in a manner that gives outward testimony to inward transformation. The following is a list of Biblical mandates for students to keep in mind as they seek to honor and obey the Lord:

- **Love One Another**

*Students are called by God to love, honor, and respect other members of the CCC family, esteeming them as more significant than themselves. (Col. 3:13-14)*

- **Submit to Authorities**

*Students are called by God to obey all authorities, including parents, school faculty, staff and administration, and civil government. (Rom. 13:1-7)*

- **Practice Good Stewardship**

*Students are called by God to honor Him by being good stewards of their own and other's property, talents, and resources such as time and money, as well as good stewards of the College's facilities and resources. All are gifts from God. (Prov. 3:9)*

- **Possess a Spirit of Modesty**

*Students are called by God to exhibit modesty that is expressed through an attitude of submission rather than pride; a modesty that is displayed in speech, in action, and in choices of clothing and personal appearance. (I Peter 3:8)*

- **Put Away Wrath**

*Students are called by God to put away sinful anger and unbridled outbursts that can come when personal needs and desires are not granted. The calling is to denounce selfish pride that demands personal satisfaction. (Gal. 5:20, Phil. 2)*

- **Speak the Truth**

*Students are called by God to set aside lying and deception that reveals itself in untruths spoken in order to make self and others look better, in the hiding of truth in silence, and in the spreading of lies about others. (Eph.4:25)*

- **Speak Wholesome and Gracious Words**

*Students are called by God to speak wholesome words that build others up instead of tearing them down. They are called by God to shun sensual joking and to avoid speech that is profane, vulgar and coarse. (Eph. 4:29)*

- **Work, Don't Steal**

*Students are called by God to labor, and not to steal. In a college setting, there exist many opportunities to steal others' property, money, or academic work. It is crucial that this commandment of God be remembered and honored. (Ex. 20:15)\_*

- **Abstain From Fleshly Lust**

*Students are called by God to abstain from fleshly lust that reveals itself through ungodly sexual desires, material desires, and desires of pride. They are also called to love others by setting aside dress, speech or possessions which will tempt another believer to lust. (I Pet. 2:11)*

- **Embrace Sexual Purity**

*Students are called by God to possess their physical bodies in sanctification and honor, not in lustful passion as those who don't know God. He forbids sexual involvement outside of marriage, calling for purity and holiness with both desires of the heart and actions of the body. (I Thess. 4:3-5)*

- **Remain Spirit-Controlled**

*Students are called by God to remain sober minded and to remain controlled by the Spirit of God. He calls the Believer to reject those things that defile the body and control the mind and behavior.*

**With these Biblical mandates in mind, the administration of Clearwater Christian College asks all students to:**

--Abstain from possession or consumption of any and all tobacco products and alcoholic beverages, and all illegal drugs.

--Abstain from possession and/or viewing any pornographic material. This includes pornographic videos, movies, internet sites, video games or printed materials. For the purpose of establishing responsibility, if this material is in a student's possession, they are deemed to possess ownership.

--Abstain from dancing.

--Abstain from attending bars, clubs, and raves.

--Abstain from gambling.

## **Philosophy of Discipline**

In the Bible, the word *discipline* only appears one time. It is found in the book of Proverbs and it is a Hebrew word which carries several meanings. The system of discipline at Clearwater Christian College seeks to implement all the aspects of this biblical word.

### **Instruction**

Above all else, we want to *instruct* our students in biblical principles which will transcend their brief time at the College. With every policy, we put strong, intentional emphasis on these principles, for it is our overwhelming desire to focus the attention of students on righteousness, not regulations. A disciplinary system has been established that is centered squarely on the Word of God, and it is designed to effectively support the mission statement of the College.

### **Chastisement**

One of the most valuable biblical lessons a Christian learns is that choices result in consequences. As one wise man said, “we can choose our actions, but we can’t choose our consequences.” Clearwater Christian College is committed to teaching this lesson; therefore the College has chosen to implement a well-structured demerit system which is outlined on the following pages. Although the demerit system applies external consequences, it is tool designed for internal growth and spiritual instruction of the heart. Therefore, at various levels of demerit accumulation, students will meet with both student and staff leaders to discern and identify spiritual needs.

### **Warning**

Our desire is to use our system of discipline to *warn* students of potential spiritual dangers. At the heart of discipleship is love for brothers and sisters in Christ. We would be amiss in our love for our students if we didn’t identify areas of spiritual danger and wave red flags of warning. We are committed to seeing students grow in grace as they are disciplined toward a better understanding and application of the Word of God.

### **Love**

Underlying our entire disciplinary system is a *love* for our students. A disciplinary system that is nothing more than rules and regulations enforced by fear, punishment and retribution is hollow and vain. It is the commitment of Clearwater Christian College that we will love our students, and that this love will be clearly evidenced by the consistent and compassionate exercise of our disciplinary system with the ultimate goal of yielding the peaceable fruit of righteousness.

## **Demerit System**

When students choose not to follow College policies they are reported to the Office of Student Affairs on an infraction report. Any faculty member, staff member or student proctor may submit infraction reports. Student may appeal demerits assigned to the Student Court within two weeks of the date the demerits were assigned.

### **Demerit Check Points**

#### **50 Demerit Check Point**

Students accumulating fifty demerits during a semester will be campused for a period of two weeks, and they will be assigned a period of counseling.

#### **75 Demerit Check Point**

Students accumulating seventy-five demerits during a semester will be campused for five weeks. If he/she has already served two weeks then an additional three weeks will be assigned. Weekly meetings with a counselor will also be assigned. He will also be placed on disciplinary probation. (See section below)

#### **100 Demerit Check Point**

Students accumulating one hundred demerits may be brought to an Honor Court called by the Vice President for Student Affairs. This court may award demerits, expel the student, or take whatever action is determined needed. A graduating senior who accumulates one hundred demerits at the end of exam week will not be permitted to march with his/her graduating class.

**Demerit Reductions** – Students desiring to reduce their current demerit total may work off twenty demerits per semester. Five demerits will be removed for each hour worked. Demerits may not be worked off once campusing is assigned.

**Fines** – Fines are administered for the following reasons:

\*\*\*Serve as a deterrent to violators

\*\*\*Teach students that inappropriate behavior has consequences.

\*\*\*Allows the resident community to be compensated for violations of community standards.

Curfew violations and room cleaning violations will result in fines being charged to the student.

- Curfew Violations will be assessed a twenty-five (25) cents per minute charge. Fines must be paid to the Dean's office within 48 hours or the fine will double. Fines not paid by the end of the semester will result in exam permit being withheld.
- Room cleaning violations will be assessed a fifty (50) cents fine. Fines must be paid to the RA within 48 hours or fine will double. Fines not paid by the end of the semester will result in exam permit being withheld.

Fines must be paid first and then may be appealed to the student court. The student court may order a refund of the fine.

### **Courts**

The demerit system is administered at three levels. The College is committed to a fair and consistent process as detailed below:

### **Student Court**

- Consists of at least two members: a student and member of the Student Affairs staff.
- This court hears the student side of an infraction report and may adjust the demerit penalty or fine accordingly.

### **Honor Court**

- Meets only when called by the Vice President for Student Affairs.
- Consists of the Vice President for Student Affairs (Chair), the Dean of Men, Dean of Women, at least one Residents Advisor and two students.
- Hears cases when a student has accumulated one hundred demerits or when the possibility of receiving enough demerits to result in expulsion exists.
- This court may take such action as it deems proper to handle the situation.
- Decisions not resulting in expulsion are final.
- Expulsions may be appealed by written request to the Appeals Committee. Such request must be made by the student within three days of the Honor Court decision.

### **Appeals Court**

- Made up of one Vice President (Chair), one faculty member, one staff member and one male and one female student. (None of whom served in the case at another level.)
- The court considers written letters of appeal from students who have been expelled or suspended.
- Appeals must be received by this court within three days of the student's notification of the Honor Court decision.
- The criteria upon which the Appeals Court will make its decision will be: The processes followed, whether or not the Honor Court acted consistently with College policy and/or whether all evidence was presented and heard.

**Student Restrictions** – Certain disciplinary actions may lead to the following consequences for the students involved:

#### **Campusing**

This means being restricted to campus for a set amount of time. The student will be permitted to leave campus only for church services, regular off-campus work or Christian service activities.

**Socialing** – Most dating infraction penalties will include a social penalty. The length of time the social penalty will be in force will be determined by an Honor Court or the Deans. Socialing means the following:

- No off campus dating
- The couple may not attend on-campus social or athletic events together, eat meals together, sit in chapel together, attend fine arts events together.
- The couple may not ride to or sit together in church off-campus.
- The couple may not walk or sit together on campus.

#### **Disciplinary Probation**

- Students receiving seventy-five or more demerits will be placed on disciplinary probation and will be notified by letter of that probation.
- The student will not be eligible to serve as officers in student organizations, serve as a DDL or proctor or participate in intercollegiate sports, school sponsored groups or major fine arts events.

- These restrictions last for ten weeks and can carry over to the next semester.
- Seniors placed on disciplinary probation in their final semester may find a reflection of their behavior in letters of recommendation sent out from the College.

#### **Disciplinary Suspension**

- Students receiving seventy-five or more demerits for a second consecutive semester or for any three semesters will be placed on disciplinary suspension. They will not be permitted to enroll in classes for a minimum of one full semester.
- Any student accumulating 100 or more demerits in the final week of classes may, at the discretion of the Vice President for Student Affairs, be placed on disciplinary suspension for a minimum of one full semester.
- Letters confirming suspension will be sent by registered mail.
- Students placed on disciplinary suspension may appeal in writing to the Appeals Court within three days of their notification.
- An updated pastoral recommendation will be required for re-admission.
- Any student placed on disciplinary suspension for a second time will be denied future enrollment to the College.

#### **Administrative Evaluation**

- Should the College feel that a student's attitude, spiritual desire or behavior is incompatible with the College philosophy, purpose or mission the student may be notified that his/her continued attendance may be in jeopardy and is under evaluation.

#### **Right to Deny Re-enrollment**

- Any actions which would prevent a student from being accepted by the College may also prevent re-enrollment even if the actions occurred during breaks and/or vacations.
- Enrollment and attendance at Clearwater Christian College is a privilege, not a right; therefore, the College reserves the right to deny re-enrollment to any student whose actions and/or attitudes are deemed incompatible with the College's philosophy, purpose, or mission.

### **Clearwater Christian College Policy on Hazing**

Hazing is defined as any activity resulting in physical injury, public humiliation, emotional trauma and/or sexual harassment. Hazing is considered a serious violation and is a criminal offense. It is the policy of Clearwater Christian College that such activities are not promoted nor allowed by any student, student groups, Greeks or athletic teams. Students who participate in activities determined to be hazing will be subject to discipline determined by the Vice President for Student Affairs, the Dean of Men and/or Dean of Women.

# College Policies

## Philosophy of Dress Code

Dress codes are a part of life, with every culture carrying certain expectations as to what is appropriate for specific occasions. While we all possess differing tastes and personal standards of dress, there are specific biblical principles which apply to every believer. Clearwater Christian College has chosen to focus on two key principles, *modesty* and *propriety*, in establishing its dress expectations.

### Modesty

The biblical mandate of modesty was laid forth in a previous section of the Guide. For the sake of clarity, an exposition of the mandate may be helpful in understanding the individual aspects of the dress code.

What exactly does it mean to be modest? In I Timothy 2:9-10 Paul addresses several doctrinal issues including the behavior of women in the church. In this passage women are told to adorn themselves in proper clothing. The word “adorn” is from the Greek word *kosmeo*. We get our word “cosmetic” from this word. While we often think of this in terms of make up, etc. it literally means “to arrange, to put in order, to make ready.” Paul was teaching the women of the day that before they went into a public setting, particularly as they went to worship, they should think carefully about what they should wear. The first lesson we should gather from this is that, as Christians, we need to put *thought* into what we wear, and our appearance should reflect the fact that we have considered our outward appearance.

In this passage, Paul identifies specific ways women of that day were drawing attention to themselves rather than reflecting a humble and worshipful spirit. He mentions their braided hair, gold, pearls and costly garments. He is not forbidding these things, rather demonstrating how women were using these adornments to draw attention to themselves. Though these specific accoutrements may not be the attention-grabbing items of our day, we have our own lavish and indecent adornments that draw wrong attention. *Modesty* involves choosing clothing that reflects a humble spirit rather than wearing clothing that is designed or worn to draw attention to ourselves.

In some translations, the word “modesty” is joined by the word “discreetness” which is the Greek word *aidos*. When the two words are used together it refers to a person’s humility and concern for others, concern about not causing another to sin (the temptation to lust). This is a particular concern with women’s dress. Paul’s teaching is clear that when we select our clothing it should be done with concern for others. Modesty involves selecting and wearing clothing in such a way as to not cause a brother to be tempted to lust. The great lesson here is that our personal preferences for clothing must be secondary to our concern for others just as our desires to be fashionable must be subject to the Word of God. Neither personal preference nor fashion can be allowed to *dictate* our clothing choices, for they must never compromise our character. Proper clothing draws attention to a humble spirit and godly character, not to the physical body. The teaching of Paul is

very clear that *modesty* is a command to all believers to direct attention to their Lord rather than to their bodies. As members of a college community of believers, our students are called to modesty in dress, appearance and actions.

(See Appendix B for more on Modesty Principles)

## **Propriety**

I Timothy 2:9 calls Christians to sobriety. Sobriety is from a Greek word which is interpreted in various translations as “propriety.” The actual meaning of the Greek word infers proper behavior in all things, including dress. In other words, Christians should wear clothing that is appropriate for the setting and occasion, and they should wear clothing in the proper way.

Clearwater Christian College recognizes the diversity of dress standards and cultural backgrounds of our student body, and it understands that the specifics of modesty and propriety are subjective. Although the dress code of the College is based on the biblical teachings of modesty and propriety, the administration has had to prayerfully make determinations as to what is modest and appropriate for our particular campus. There are multiple factors that can be considered when determining proper clothing for various occasions. The factors the administration has considered are setting, ambassadorship (representation of the College), modern culture, climate and occasion. Students are not asked to agree with these determinations, but they are asked to honor them while school is in session.

In Philippians 1:10 Paul calls believers to “approve those things which are excellent.” In modern terminology, we might use the phrase “shoot for the best.” Since the Bible is clear that all things are to be done orderly, our appearance should not be slovenly or unkempt. God looks on the heart, but man does look on the outward appearance. As ambassadors of Christ and of CCC, we call our students to neatness and propriety when they appear in any public venue.

**We call our students to follow the dress guidelines on the following charts:**

# 2006-2007 Dress Code Charts

(Changes highlighted in RED)

2006-2007 MEN'S DRESS CODES

SUNDAY DRESS	Worn for:	Note:
<ul style="list-style-type: none"> <li>Dress slacks, belt</li> <li>Tie</li> <li>Dress shirt with collar</li> <li>Dress shoes with dark socks</li> </ul> <p><b>**Jackets are optional except at Artist Series, College Banquets and evening CLC services. Churches may require jackets for certain activities or areas of service.</b></p>	<ul style="list-style-type: none"> <li>All Sunday services and Sunday breakfast and lunch</li> <li>7:00 p.m. fine arts events</li> <li>Convocation and commencement</li> <li>Annual banquets</li> <li>Evening CLC Services</li> </ul>	<ul style="list-style-type: none"> <li>No boldly colored or mismatched outfits may be worn for Sunday dress</li> <li>Ties must be tightened and close to the neck. Ties should not be removed or lowered until after the noon meal on Sunday.</li> </ul>
STANDARD DRESS	Worn for:	Note:
<ul style="list-style-type: none"> <li>Slacks or khaki-type pants with belts</li> <li>Collared shirts /tucked in. <b>If long sleeves, sleeves must be buttoned or rolled up</b></li> <li>Sweaters</li> </ul>	<ul style="list-style-type: none"> <li>Classroom sessions</li> <li>All of campus before 4:30</li> <li>Meals Mon.-Fri.</li> <li>Visiting the Café and Bookstore before 4:30 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>No athletic shoes, athletic-style shoes, or sandals should be worn as standard dress</li> <li>Greek t-shirts (tucked in) may be worn on days of Greek meetings—all other clothing should be standard dress.</li> </ul>
CASUAL DRESS	Worn for:	Note:
<ul style="list-style-type: none"> <li>T-shirts with sleeves</li> <li>Khaki-type pants</li> <li><b>Loose fitting jeans</b></li> <li>Athletic shoes and socks are permitted</li> <li>Sandals</li> </ul>	<ul style="list-style-type: none"> <li>All athletic events</li> <li>Campus socials</li> <li>Around campus after 4:30 on weekdays, all day Sat., <b>Sun. afternoons</b> and after Sun. evening services</li> <li>Library and non-class meetings in Dambach after 4:30</li> <li>Meals on Sat. and Sunday evening after church</li> <li>Shopping, restaurants, and such activities as bowling, miniature golf</li> </ul>	<ul style="list-style-type: none"> <li>Socks are always required with dress shoes, athletic shoes, or tennis shoes.</li> <li>Pants should not be sagging. Pants must be worn so that underwear is not showing.</li> <li><b>Jeans may not be torn or patched.</b></li> </ul>
ATHLETIC DRESS	Worn for:	Note:
<ul style="list-style-type: none"> <li>Athletic pants, shorts (see guidelines for shorts)</li> <li>Sweats, track, and warm up pants</li> <li>T-shirts with sleeves</li> <li>Sandals, athletic shoes and socks</li> </ul>	<ul style="list-style-type: none"> <li><u>Participating in</u> recreational activities on or off campus</li> <li>Participating in activities on the athletic field, in the gymnasium, and on the track</li> <li>Pants should be worn over shorts when visiting the Café</li> </ul>	<ul style="list-style-type: none"> <li>Swimsuits must be conservative and of a boxer style.</li> <li>Swimsuits must be long enough so that the bottom of the shorts is within three inches of the top of the knee when standing.</li> <li>Men are required to wear shirts at all times except while at the beach.</li> </ul>
Guidelines for wearing shorts:		Note:
<ul style="list-style-type: none"> <li>Shorts may be worn at the beach for games and activities. Shorts may also be worn on the soccer field or in the gymnasium when participating in activities, or when running, biking, and/or roller-blading.</li> <li>Men may wear cargo or khaki style shorts to the knee to outdoor athletic events on the CCC campus only. This does not apply to away games. Men may also wear cargo or khaki style shorts to watch home soccer games. They may also wear shorts to volleyball games when the volleyball games are running concurrently with a soccer game. In this situation, men may also visit the Café wearing appropriate shorts. This privilege ends when soccer season ends.</li> <li><b>Shorts may be worn when in direct transit to participate in an off-campus athletic event, but should a stop be required, pants should be worn over the shorts.</b></li> <li><b>Shorts may be worn to and from the gym or athletic fields and/or from the dorm to jog off campus.</b></li> </ul>		<ul style="list-style-type: none"> <li>Shorts must be long enough so that the bottom of the shorts is within three inches of the top of the knee when standing.</li> <li>Athletic shorts, board shorts or Biker shorts are not acceptable attire for outdoor athletic events.</li> <li><b>Appropriate shorts may be worn in an off campus job if required by employer. If shorts are worn to work they may be worn to a restaurant to eat during work hours only.</b></li> </ul>
Other Appearance Guidelines:		Note:
<ul style="list-style-type: none"> <li><b>Men must be clean-shaven daily. Married students may wear neatly trimmed beards. They must be fully grown in by the start of the fall semester. The administration reserves the privilege of asking any student to trim his beard.</b></li> <li>Sideburns may come no lower than the middle of the ear.</li> <li>Thickness and height of hair should not be extreme.</li> <li>Hair must be above eyebrows, ears, and the collar</li> <li>No extreme hair coloring or bleaching is permitted.</li> <li>Men are not permitted to wear necklaces, bracelets, or earrings. <b>“Livestrong-type” bracelets are not considered jewelry. Those enrolled or enlisted in ROTC may wear their dog tags under their shirts.</b></li> <li>Men are not permitted to acquire tattoos while enrolled in CCC.</li> <li>Body piercings are not permitted, including earrings.</li> </ul>		<ul style="list-style-type: none"> <li>Hairstyles deemed inappropriate will not be permitted.</li> <li>If a student gets a tattoo prior to coming to CCC, the administration reserves the right to require he keep the tattoo covered if visible.</li> <li>Hats or caps should never be worn to class, chapel, or meals.</li> <li><b>The only writing permitted on shirts is brand names and designer logos. No slogans are permitted. Shirts deemed inappropriate will not be permitted.</b></li> </ul>

## WOMENS DRESS CODE 2006-2007

<b>SUNDAY DRESS</b>	<b>Worn for:</b>	<b>Note:</b>
<ul style="list-style-type: none"> <li>• Dresses or dressy skirts and blouses</li> <li>• Dress shoes</li> <li>• Appropriate sandals</li> </ul>	<ul style="list-style-type: none"> <li>• All Sunday services and Sunday breakfast and lunch</li> <li>• 7:00 p.m. fine arts events</li> <li>• Convocation and Commencement</li> <li>• Annual banquets</li> </ul>	<ul style="list-style-type: none"> <li>• Denim material, jersey material, or khaki skirts are not suitable for Sunday dress</li> <li>• Flip-flops are not part of Sunday dress</li> </ul>
<b>STANDARD DRESS</b>	<b>Worn for:</b>	<b>Note:</b>
<ul style="list-style-type: none"> <li>• Dresses or skirts and blouses</li> <li>• Appropriate shoes and sandals</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom sessions</li> <li>• All of campus until 4:30 Mon.-Fri.</li> <li>• Meals Mon.-Fri.</li> </ul>	<ul style="list-style-type: none"> <li>• No athletic shoes or athletic-style shoes are part of standard dress</li> <li>• No jean dresses, skirts or jumpers are permitted for standard dress except Friday evening and Saturday meals</li> </ul>
<b>CASUAL DRESS</b>	<b>Worn for:</b>	<b>Note:</b>
<ul style="list-style-type: none"> <li>• Skirts</li> <li>• Capris</li> <li>• Slacks</li> <li>• Loose-fitting shirt or t-shirt</li> <li>• Loose fitting jeans</li> </ul>	<ul style="list-style-type: none"> <li>• All athletic events</li> <li>• Campus socials</li> <li>• Around campus after 4:30 on weekdays, all day Sat., Sun. afternoons and after Sun. evening service</li> <li>• Library and non-class meetings in Dambach after 4:30</li> <li>• Meals on Sat. and Sunday evening after church</li> <li>• Shopping, restaurants, and such activities as bowling, miniature golf</li> </ul>	<ul style="list-style-type: none"> <li>• If clothing is molded to the body with no loose fabric, the garment is too tight.</li> <li>• Jean dresses, skirts, or jumpers are permitted for Friday evening meals,</li> <li>• When working an off campus job, it is permissible for students to wear their work attire to go to a restaurant to eat.</li> </ul>
<b>ATHLETIC DRESS</b>	<b>Worn for:</b>	<b>Note:</b>
<ul style="list-style-type: none"> <li>• Gym wear</li> <li>• Athletic pants</li> <li>• Track and warm up pants</li> <li>• Loose fitting T-shirts (No tank tops)</li> </ul>	<ul style="list-style-type: none"> <li>• Participating in recreational activities on or off campus</li> <li>• Participating in activities on the athletic field, in the gymnasium, and on the track</li> <li>• Visiting the Café for getting a drink or food to go</li> </ul>	<ul style="list-style-type: none"> <li>• Swimsuits must be one-piece and modest for wearing at the beach, pools, or on the Paden sundeck</li> <li>• When traveling to and from activities, pants and t-shirts must be worn over swimsuits.</li> <li>• Shorts and a tank top may be worn for sunbathing only ( in place of a bathing suit), BUT may not be rolled or removed at any time.</li> </ul>
<b>Guidelines for wearing shorts:</b>		<b>Note:</b>
<ul style="list-style-type: none"> <li>• Shorts may be worn at the beach for games and activities. Shorts may also be worn on the soccer field or in the gymnasium when participating in activities, or when running, biking, and/or roller-blading</li> <li>• Shorts may be worn when in direct transit to participate in an off campus athletic event, but should a stop be required, pants should be worn over the shorts.</li> <li>• Shorts may be worn to and from the athletic fields or gym. Shorts may also be worn from the dorm to jog off campus.</li> </ul>		<ul style="list-style-type: none"> <li>• Shorts must be long enough so that the bottom of the shorts is within three inches of the top of the knee when standing.</li> <li>• Athletic shorts, board shorts or Biker shorts are not acceptable attire for outdoor athletic events.</li> </ul>
<b>Other Appearance Guidelines:</b>		<b>Note:</b>
<ul style="list-style-type: none"> <li>• Hair should be feminine in style. Hair should not be extreme in color or style and should not be spiked. Hairstyles deemed inappropriate will not be permitted.</li> <li>• Jewelry should not be extreme or excessive. Other than the ears, no body piercings are permitted.</li> <li>• Dress in private homes needs to be modest. Appropriate dress would be skirts, loose-fitting jeans, capris or pants that meet our dress requirements. Rules regarding swimming attire are always in affect.</li> <li>• Robes and nightwear are not permitted outside the residence hall units.</li> <li>• All dresses and skirts must be below the bottom of the knee when the student is standing and must be loose fitting. Slits must be sewn so that the top of the slit comes no higher</li> </ul>		<ul style="list-style-type: none"> <li>• If a student gets a tattoo prior to coming to CCC, the administration reserves the right to require she keep the tattoo covered if visible.</li> <li>• Baseball caps should never be worn to class, chapel, or meals.</li> <li>• Narrow straps and/or tank tops are permitted only when worn with a blouse/shirt underneath or with a jacket/sweater. Sleeveless blouses, shirts,</li> </ul>

than the bottom of the knee.

- Acceptable tops must be loose fitting, not cupping under the breast; have necklines that are no lower than four-finger widths below the collarbone; be long enough so that when the student bends over or when she reaches her hand high in the air, no skin in the midriff area will be visible.

and dresses must cover from the neck to the edge of the shoulder and should be close fitting under the arm.

- The only writing permitted on shirts is brand names and designer logos. No slogans are permitted. Shirts deemed inappropriate will not be permitted.

## Philosophy of Social Relationships

One of the most enjoyable gifts that the Lord gives us is relationships shared among believers. This is especially true of the relationship shared between members of the opposite sex. It is part of God's plan that men and women have the potential to meet, date and possibly marry someone from the opposite sex. For men and women to enjoy each other's company and companionship is not only good, but also it is part of His Sovereign design.

There are pitfalls that can come with these social relationships, however; therefore care must be taken to make sure that these social relationships remain holy and pure. In a world that is bombarded with sexually explicit temptations, great care must be taken to safeguard our lives against satanic attack. The wise Christian will take steps to make sure that he doesn't put himself in positions of temptation. The Clearwater Christian College policies regarding dating are established to aid our students in the battle against the flesh.

### Dating Standards

Our students are called to follow these guidelines that pertain to dating relationships:

- Single hand holding is the only physical contact permitted. Hand holding is not allowed in class, in chapel or in the library.
- Students are not to hold hands when attending local churches.

### On Campus Dating Regulations

- Couples may not be alone in any campus building including the practice studios and gymnasium.
- After dark, couples should remain in front of all perimeter buildings.
- Students are not permitted in the residence halls of those of the opposite sex.
- Couples should always exit cars as soon as they are parked.

### Off-Campus Dating Regulations

- For the purposes of clarity, if the number of students in a group is one man and one woman, dating regulations apply.
- Students who are at least a sophomore may single date off-campus; **however, any student who is under the age of 20 must have a letter of permission from his/her parents to single date off-campus. Under no condition may a**

**freshman single date off-campus. Sophomores are students who have successfully completed at least 30 hours of college credit.**

- Students who are twenty years of age may single date without a letter of permission.
- For purposes of clarity, a double date is defined as two couples or one couple with a third party.
- The double dating couple or couple with a third party must stay within physical conversational distance at all times.
- No physical contact other than single hand holding is allowed on off-campus dates.
- Men and women may not be together while swimming or sunbathing.
- Students leaving campus in mixed groups or gathering in mixed groups off-campus must complete an Off-Campus Notification form. This notification must be dropped off at the Security Building as you leave campus.
- All other off-campus regulations are listed under **Resident Life: Off-Campus Permission.**

## **Academic Life**

### **PHILOSOPHY**

The academics at Clearwater Christian College are based on and integrated with God's Word and biblical principles. The Bible clearly teaches that everything we do should be done to the honor and glory of the Lord, resulting in our constant improvement of the academic standards and expectations for students at CCC. Students are diligently taught that each test, project, and assignment is an offering to the Lord. Through a strong liberal arts education, CCC provides students with a broad spectrum of knowledge and with an ability to adjust in occupation and ministry to the changing world around them.

### **MISSION STATEMENT**

The mission of the Office of Academic Affairs is to develop and deliver quality academic programs within the liberal arts tradition and the college's mission and founding purpose.

### **CLASSROOM POLICIES**

- Before students record any class sessions (audio or visual), they must obtain permission from the class professor.
- Cell phones must be turned off and properly stored in book bags or purses. Having a cell phone out in class is a violation of classroom policy.
- Students are required to have textbooks for each class within the first week of classes.
- Students who wish to drop a class must complete a withdrawal form and have it signed by the professor of the class. If the professor has to withdraw a student from

class because of absences, the student will receive a grade of “WF.” Appeals for reinstatement may be made to the Vice President for Academic Affairs.

- Students may seek academic help from their professors, advisors, and Alpha Chi. Request forms for Alpha Chi tutoring are located outside the Office of Student Affairs.

### **RESEARCH PAPERS**

- The Modern Language Association (MLA) style is approved by the faculty. Any work utilizing research will be written in this form, unless otherwise specified by the professor.
- The MLA manual is available in the bookstore.
- Grading standards for the College are posted on the Cougarweb under *Student Policies and Procedures*.

### **CHEATING AND PLAGIARISM**

- Clearwater Christian College subscribes to turnitin.com, a plagiarism prevention service.
- Cheating is a serious offense in any academic situation. Copying any assignment is considered cheating, as is turning in someone else’s work as your own. Students will receive a “0” on an assignment involving cheating or plagiarism, and the student will be referred to the Vice President for Student Affairs for further disciplinary action.
- Not giving proper documentation for other’s words or research is plagiarism.
- Properly cite all research. Use proper documentation for direct quotes as well as information restated in your own words. Only general knowledge should not be cited.
- Double check your reference/bibliography page to ensure all materials cited have been included and that the listings are done correctly according to the *MLA Manual*.
- Collaboration: The student who affixes his or her name to the paper must be the sole author of the paper. Students may consult with the teacher at any point in composing a paper. Other persons may read the paper and note errors, but they should not identify or correct specific errors. A typist or significant other may not ghost write, proofread, or correct the paper.

### **CLASS ATTENDANCE POLICY**

Students are reminded of the importance of regular class attendance. The College administration and faculty discourage all unnecessary class absences. Absences from class are not categorized as excused or unexcused, but personal or college-sanctioned.

#### **Personal Absences**

- Students are permitted a certain number of personal absences based on the number of weekly class meetings. (See chart below.)

- Personal absences include illness as well as other reasons students miss class. Illness of three consecutive days or less is considered personal days, with or without a doctor's excuse.
- Visits to graduate schools or seminaries are counted as personal absences.

**Personal absences allowed before withdrawal:**

Class meetings Per Week	1	2	3
Total Personal Absences Permitted	1	3	4

Once a student exceeds the allotted number of personal absences, he or she will be withdrawn from class and receive a grade of "WF."

**College-Sanctioned Absences**

- College-sanctioned absences include absences required by the college such as administrative requests, athletic events for team members, class field trips, and fine arts commitments.
- The college will grant college-sanctioned absences for an extended leave due to surgery and/or medical emergencies of more than three days, accompanied by a doctor's excuse. The doctor's excuse must be submitted to the Office of Academic Affairs within two days of the absences.
- Students who experience a death in their immediate family will be granted a college-sanctioned absence. For the purpose of this policy, the college defines "immediate family" as spouse, parents (including step parents), children (including step children), siblings, and grandparents of the student. Students must notify the Office of Academic Affairs before leaving campus.

Students who have college sanctioned absences must still be aware of the total number of absences from each class (personal and college sanctioned). Together, these cannot exceed 20% of the total class meetings or the student will be withdrawn from class and receive a grade of "WF."

**20% of Total Class Meetings:**

Class meetings Per Week	1	2	3
20% Total	2	6	9

Students withdrawn from class may appeal to the Vice President for Academic Affairs for reinstatement. Appeals may be granted in exceptional cases of extended illness or injury.

**Tardies**

- Students who arrive late or leave early are considered tardy.
- Three tardies equals one absence.

**Double Absence Days (Gray Days)**

Students are urged not to miss double absence days. Absences on these days will count as two absences plus whatever academic penalty is incurred from missing class. Days before and after holidays are considered double absence days and count as two absences when missed.

### **Summer School**

No absences are permitted from summer school classes. Each day is equivalent to one week of classes.

### **FACULTY LATE TO CLASS**

- If a faculty member is late to class, the students will wait. If the professor is not going to be in class, the faculty secretary or an administrator will dismiss the class after attendance is taken if the class is to be cancelled.
- There is not a ten or fifteen minute rule at Clearwater Christian College.

### **COLLEGE CATALOG**

The College Catalog represents an agreement with the student concerning academic requirements for graduation. A student is under the Catalog requirements for the year in which he or she enters CCC. If a student declares a change of major, he or she must complete the requirements of the Catalog in effect at the time of the change of major. Students who interrupt their enrollment for two or more consecutive semesters will be required to meet the course requirements of the intended degree program as stated in the Catalog in effect at his or her return.

### **ADVISING AND REGISTRATION**

Students will be notified by the Registrar's Office of their classification and of the week that is assigned to them for both advising and registration. The student is responsible for making an advising appointment with his or her advisor during the assigned week. After being advised, the student will submit the registration form to the Registrar's Office during this same week. If the student does not submit a registration form during the assigned week, or notify the Registrar of intent not to return to CCC, then an **electronic call slip** is sent to the student via the Cougarweb. If the call slip displays in green, a response is mandatory by the given deadline. Failure to reply to the call slip will result in demerits from the Registrar.

### **MATRICULATION**

Prior to the beginning of classes, all students will receive a **Matriculation Packet** (Fall term at Check-in) or a smaller **Matriculation Handout**. It is the student's responsibility to read the materials that are given regarding Matriculation. Inside the materials is a

Time Schedule showing when students must report to a designated location for Matriculation. Also included is a **Check sheet** listing the offices the student is required to visit at Matriculation. Representatives from these offices will sign the Check sheet when the requirement is satisfied.

Matriculation is mandatory, and students will not be admitted to classes until they have visited all required offices. The Office of Student Affairs is the last stop in Matriculation. This office will verify that the Check sheet is signed by each office before releasing an **Admit Card** to the student. An Admit Card is required for admittance to classes and must be shown to the professors on the first day of each class.

## **Philosophy of Fine Arts**

There are several factors which make a liberal arts education unique. One of those is the inclusion of exposure to the cultural arts. The purpose of fine arts is to preserve for dissemination to our students and faculty the high culture of our civilization within a biblical worldview. Our students are given the opportunity to perform and use their God given talents in ministry. CCC's fine arts events reflect the values of Philippians 4:8 and the rich heritage of western civilization. As our students look forward to the future, it is our desire that they graduate well-versed in a multiplicity of areas. We want them to be schooled and conversant in whatever environment the Lord places them, and exposure to the arts prepares them to be well-rounded citizens. For these reasons, we call our students to involvement in the fine arts program of the College.

### **Application of the Philosophy**

- All full-time, degree-seeking students (and ALL resident students) must attend three fine arts events each semester.
  - These must include the Christmas concert and the spring musical/play and one other artist series event each semester.
  - The third event may be another on campus fine arts event or an approved off-campus event.
  - Part-time (less than 12 hours) COMMUTING students are required to attend one fine arts event per semester. This may be an off-campus event.
- If a full time commuting student lives more than 30 miles from the campus, they may substitute an off-campus event for any fine arts event except the fall and spring plays. The distance from campus will be verified by MapQuest.
- Off-campus events must be approved by the Office of Student Affairs.
- College banquets and church concerts **may not** be counted as fine arts events.
- The Commencement Contests **may** be counted as a fine arts event.
- Attendance at an event means arriving on time and staying for the entire performance.
- All fine arts requirement paperwork must be submitted prior to the fine arts deadline.

## **Spiritual Life**

*For ever, O Lord, thy word is settled in heaven. . . . O how I love thy law! It is my meditation all the day. . . . I have more understanding than all my teachers: for thy testimonies are my meditation. . . . How sweet are thy words unto my taste! Yea, sweeter than honey to my mouth! Through thy precepts I get understanding: therefore I hate every false way. Thy word is a lamp unto my feet, and a light unto my path. I have sworn, and I will perform it, that I will keep thy righteous judgments.* Psalm 119:89, 97, 99, 103-106

*As newborn babes, desire the sincere milk of the word, that ye may grow thereby: If so be that ye have tasted that the Lord is gracious.* I Peter 2:2-3

*Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.* Colossians 3:16

*And let us consider one another to provoke unto love and to good works: not forsaking the assembling of ourselves together, as the manner of some is.* Hebrews 10:24-25a

Spiritual growth should be a high priority for every Christian. It is the desire of the College to maintain an atmosphere that promotes growth in the spiritual life of each student whether through chapel, Sunday and Midweek services, Christian service, room prayer meetings, or personal devotions.

### **Personal Devotional Life**

Nothing in the routine of the College life can take the place of your own personal time with the Lord. Reading God's Word, meditating on its truth, and spending time with God in prayer are essential elements of a right relationship with God. Make sure you spend time with God each day.

### **Chapel**

Chapel at CCC is viewed as an integral part of the educational process. The values of the College, the morality and spirituality of biblical Christianity, the student's development of a vibrant Christian life, contemporary issues facing the Christian, and the identification of error are all topics of concern in the chapel program. Chapel attendance is as critical to the spiritual formation of a student as class attendance is to his/her academic success. For this reason, chapel attendance is mandatory.

- Regular chapel services, held on Monday, Tuesday, Wednesday, and Thursday mornings, are required. Fridays are set aside for other student-focused meetings and are also required.
- Resident students are required to attend chapel every day.
- Commuting students are required to attend chapel and Friday meetings each day they

are on campus, if they have a class immediately before or immediately after chapel.

- Students are permitted to miss up to six regular chapels per semester. Cuts are to be used for illness, appointments, out-of-town visits and emergencies. They should not be used to sleep in or for extra study time. There are certain days chapel cuts are not permitted. See the Guide for **NO CUT CHAPEL DATES**. Should additional cuts be required in case of an EMERGENCY, please see the Office for Spiritual Formation.
- Attendance is taken at each chapel service. It is the responsibility of each student to have his or her name properly recorded.
- Respect for the Lord, His Word, and His servants should be evident at all times. Immediate silence should be observed when the music director approaches the pulpit to start. Sleeping, talking, studying, use of cell phones, or any other distracting behavior will result in disciplinary action. **ALL STUDENTS ARE EXPECTED TO BRING THEIR BIBLES TO CHAPEL EACH DAY.**
- Proper dress for chapel is standard college attire. Individuals participating in the chapel service are expected to wear Sunday dress. Young ladies are to have their outfits approved by a Student Affairs staff member or a female proctor on duty at the door **BEFORE** going to the platform.
- Students are responsible for all chapel announcements.

### **Observance of the Lord's Day**

Since the Scriptures clearly admonish believers to be faithful in assembling together, the College requires that each student attend all regularly scheduled Sunday services at their local church.

- The College encourages participation in activities in the same church throughout the school year.
- Students are required to attend a church which is the same denomination as their home church as long as that denomination's doctrine is consistent with the CCC doctrine as stated in the **Catalog**. Should a student desire to attend a church that is different denominationally from their home church, the student must consult with the office for spiritual formation, and obtain permission from the student's parents.
- A list of Bible-believing churches with doctrinal positions that parallel the College is maintained in the Office for Spiritual Formation. Due to the vast number of churches in the area, the College seeks to assist students with updated information gathered from area churches. Students are encouraged to avail themselves of this assistance.
- New students must decide by the second Sunday in October which church they will regularly attend. At that time, they are to submit a Church Commitment Form to the Office for Spiritual Formation. It is expected that returning students will attend the church they had already committed to. Any church change must be made through the Office for Spiritual Formation.

### **Prayer Meeting**

Students are encouraged to attend the midweek service at their local church or the campus mid-week service on Wednesday evening.

## **Church Attendance Reporting**

All students, both residence hall and commuting, must submit weekly reports indicating that they have faithfully attended one of the fundamental, Bible-believing churches in the area.

## **Day of Prayer**

Each semester, one day is designated as a Day of Prayer. On this day, the entire College family meets for prayer and public worship. We believe this time should be an outstanding spiritual experience in the life of everyone associated with the College. Attendance at each of the group meetings is required; each meeting is recorded as a separate chapel attendance. Commuters must attend the Day of Prayer according to their regular class schedule. A schedule of the events for the Day of Prayer will be in the *Campus Courier* and on bulletin boards around campus.

## **Conferences**

Special conferences are held throughout the school year for personal enrichment and spiritual growth. These conferences include the Christian Life Conference, the Missionary Conference, and campus forums. Scheduled times for these meetings usually run concurrently with the daily chapel schedule, but on occasion special services are held during the evening. Attendance at these services is required for all students. Rules connected with chapel attendance and behavior will apply. During these conferences, the gymnasium, library, residence halls, labs, and Centre Court Café are closed.

## **Residence Hall Prayer/Devotional Meetings**

Prayer and devotional times are conducted in the residence halls throughout the week. These meetings are under the direction of devotion leaders. Attendance is required of all residence hall students.

## **Christian Service**

Christian service is a vital part of college life at CCC. Participation by all full-time students in the Christian Service program is expected. Christian service is any special participation in a ministry or a church service which a student has selected or to which a student has been invited or assigned. Once committed to a specific ministry, students must be faithful and may not change the assignment without the approval of the Office of Spiritual Formation.

## **Speakers/Counselors/Employers (Non-College Personnel)**

It is important that the spiritual objectives of the College be maintained. The College seeks to bring outside speakers who are in agreement with the objectives of the College. Before any student invites an outside speaker, musician, or performer to any student meeting, approval must be obtained from the Administrative Council. The individual or program chairman of the organization desiring such individuals must provide information about the speaker in writing to the vice president for student affairs on the *Off-Campus Speaker Approval for Clubs, Classes, or Greeks* form at least two weeks before the event is scheduled. Administrative approval is also required for any outside personnel desiring to come on campus for any organized spiritual/religious counseling or discipling or any work-related activities.

## **General Student Life Policies**

### **Announcements and Notices**

- Students are responsible for all information given through announcements, memos, power points and the Campus Courier.
- All student notices must be submitted to the Office for Student Affairs for approval stamping.
- Two bulletin boards in Dambach Hall may be used by students for approved notices.

### **Athletics/Sportsmanship**

- The College has seven intercollegiate sports teams. Tryouts for these sports are open to all eligible students.
- The Greek organizations carry out an active intramural sports program open to all students.
- A key aspect of the Christian college decorum is proper sportsmanship. We call our students to respectful treatment of opposing teams, players and officials. While we encourage enthusiastic support of our Cougar athletic teams, students should refrain from throwing things, booing, making derogatory comments, and negatively cheering against officials or opponents.

### **Beaches/Ponds/Lakes/Pool**

- Students are never to be on the beaches along the Courtney Campbell Causeway.
- Students are not to be in the lake in front of Cathcart
- Students are not permitted on any beaches or areas adjacent to the beaches after sunset and never on Sunday except to attend college-sanctioned events.
- Students may not swim or sunbathe with members of the opposite sex. When mixed groups are together at the beach for volleyball or other sports activities, recreational dress is required.
- The area north of Merritts Hall is closed to student use at all times.

## **Off-Limit Locations**

- Areas such as Ybor City which feature clubs, raves, and unacceptable behavior are “off-limits” at all times.
- Local area restaurants, such as Hooters, which are known for the immodest dress of the staff, may not be patronized by our students.

## **Bicycles**

- Bicycles may not be kept inside residence halls.
- Bicycles left on the campus after Commencement will become property of the College and will be disposed of at the discretion of the College.

## **Borrowing**

- Borrowing is discouraged as it often leads to problems among students.
- Items borrowed without permission of the owner will be considered stolen.
- Due to insurance issues, the College strongly urges students not to loan vehicles.
- The College assumes no responsibility for items loaned or borrowed.

## **Calendar of Events**

- The yearly activities calendar is published in The Guide.
- The official school calendar is located in the Office of Student Affairs. No event is considered scheduled until it is on the official school calendar.
- Rooms for college-approved activities must be reserved in the Office of Academic Affairs.
- Students are responsible for activities scheduled in the Guide.

## **Call Slips**

- Students must respond to all Call Slips they receive via Cougarweb. Demerit penalties may be assessed for failure to respond to a Call Slip.

## **Centre Court Café**

- Appropriate dress for the café is outlined in the Dress Code Charts.
- No students are permitted in the café during chapel.
- The televisions are for viewing appropriate programs.
- Commercials featuring inappropriate music or subjects should be muted or turned to another channel.

## **Counseling**

- Students needing counseling for academic or vocational advice should see their faculty advisor or the director for Guidance and Career Services.
- Students seeking counseling for spiritual or personal concerns should see the Office of Spiritual Formation, their DDL, Proctor, RA, Dean of Men, Assistant Dean of Men, Dean of Women or the Vice President for Student Affairs.

## **College Committees**

- Each year students are selected to serve on official college committees.

- The committees upon which students may be called to serve are: Library, Athletic, Food, Social, Student Affairs, TEPAC, IT, Institutional Effectiveness.
- Students having an interest in these areas are invited to seek appointment to a committee.

### **Dining Hall**

- ID Cards are required for admission to meals in Cathcart Hall.
- Commuting students may purchase meals on a cash-per-meal basis. These tickets may be purchased at the Information Desk.
- Food trays may only be taken for those who are ill. The Director of Food Services must approve the use of food take-out trays.
- Dress for meals in Cathcart Hall is located in the Dress Code charts.
- Shorts are never allowed for meals in Cathcart Hall.

### **Off-Campus Employment**

- All off-campus student employment (whether resident or commuter) must be approved by the Office of Student Affairs PRIOR to accepting a new job.
- Employment at businesses which promote values that are detrimental to the student or College testimony will not be permitted.
- Students on academic probation will not be permitted to work more than 20 hours per week off campus.
- Students may not serve alcohol in restaurants.
- Students may wear appropriate length shorts (no more than three inches above the knee) to work if required or recommended by employers.
- Students hired as baby-sitters or nannies may not bring the children they are caring for on campus.
- Resident students may not work off campus past curfew without prior approval by the Assistant to the Dean of Men. Under no conditions may a resident student work off campus more than thirty minutes past curfew..

### **On-Campus Employment**

- Students holding campus jobs will be required to sign a work contract and meet work obligations.
- Demerits will be given for failure to report for campus job assignments or for poor quality work performance. Upon the third offense the worker will be terminated and will be prohibited from working a campus job for the remainder of the school year.

### **Firearms/Fireworks/Weaponry**

- Students are not permitted to bring or store firearms, fireworks, or weaponry of any kind anywhere on campus.
- The use of fireworks is illegal in Pinellas County and is prohibited by the College
- Fixed blade knives or swords are not permitted.
- Airsoft guns, BB guns and/or pellet guns are not permitted.

### **Forms/Fax Machine**

- Most needed forms may be found outside the Office of Student Affairs.
- Students may receive or send faxes for a small fee in the Campus Bookstore. That fax number is (727) 712-9807.

### **Guidance/Career Services**

- Career Services is located in Dambach Hall lobby.
- All career opportunities are funneled through this office.
- These opportunities are made available by postings on the CCC website, the jobdirect.com page, on-campus interviewing, the annual teacher recruitment conference, and a Spring Career Expo.
- Area career fairs are made available to students.

### **Health Care/Insurance/Illness**

- Student health care is currently provided by area doctors and health care centers. Students are encouraged to secure a local physician for health needs. This would be especially important for those with chronic medical conditions. A list of local providers may be secured from the Office of Student Affairs.
- Students may purchase health insurance through the College. All full-time students must have health insurance by the start of the semester.
- The student (or their parents if under 18) is responsible to decide if an illness or accident warrants medical attention. The RA will explain the options and help in making medical and transportation arrangements if needed.
- Insurance coverage on personal property is available for purchase through the Office of Student affairs. Coverage will include loss due to damage, theft, or fire.

### **Identification Cards**

- Each student is issued an ID card at the beginning of the school year.
- The ID card must be shown for all meals, library use, chapel, required events, and athletic events held in the gymnasium.
- Lost cards may be replaced in the Office of Student Affairs for \$10.

### **Library**

- A library orientation will be held for new students at the start of the year.
- Fines will be levied for overdue, damaged, or lost books.
- Attire for the library is listed in the Dress Code Charts.

### **Lost and Found**

- Items left unclaimed on the campus will be collected and given to the post office.
- Items left unclaimed will be sold in the “Lost and Found Sale.”

### **Post Office**

- All students are assigned a campus mail box which should be checked daily.
- Student’s address is as follows: Student’s Name  
Box Number  
c/o Clearwater Christian College

3400 Gulf-to-Bay Blvd.  
Clearwater, Florida 33759-4595

- Stamp purchases and packages are handled only during business hours.

### **Crime Reports**

- In case of a crime on the campus, immediately report the incident to campus security.
- A copy of the crime report may be secured from the Office of Institutional Advancement.

### **Storage**

- During the summer months only, limited storage space is available.
- Storage agreements must be signed prior to items being left for storage.
- The College is not responsible for items damaged or stolen while in storage for the summer.

### **Surveys/Solicitations**

All surveys and solicitations conducted on campus must be approved in advance by the Office of Institutional Effectiveness.

### **Vehicle Use/Parking**

Parking on campus is limited; therefore, having a vehicle on campus is a privilege. The following policies are put in place to help govern vehicle use on the campus:

- Students may have only ONE motorized, operable vehicle on campus.
- Students may not bring an RV, trailer, boat or jet ski to campus.
- All students must register their vehicle with security at matriculation. A hang tag permit will be issued and must be displayed in vehicle by 5:00 registration day. This permit must be hung from rear view mirror whenever vehicle is on campus.
- Cars may not be washed, nor oil changed, on campus.
- Decals contrary to the spirit of the College may not be displayed.
- Reserved parking spaces have specific designations. There will be a \$10 fine for failure to observe parking regulations.
- There is a 10 mile per hour speed limit on campus. Speeding or operating a vehicle in an unsafe manner could result in a \$25 fine.
- Men and women may not ride together in a car or on a motorcycle unless permitted under dating regulations.
- All vehicles are required to stop at the security post when leaving or returning to the campus after 7:00 p.m.
- Students may not ride in the back of a pick-up truck.

### **Student Organizations**

#### **General Guidelines**

- Student organizations must plan their activities with their sponsor and the Director of Student Activities

- All events must be placed on the official school calendar before they are considered scheduled.
- All student programs must reflect proper Christian ethics and conduct. This includes Greek Rush.

#### **Student Government**

- The Student Government is composed of the presidents and vice presidents of the Greeks and classes.
- The officers of the Student Government are elected at the first meeting each year.
- The student body officers are chosen from the Student Government.

#### **Constitutions**

- Constitutions for any student organization must be approved by the Administrative Conference
- The Administrative Conference reserves the right to declare void any document or portion of documents not considered to be in the best interest of the College or the student body.
- Each constitution must contain a statement prohibiting hazing by a student organization. The College does not allow hazing or any kind of discrimination.

#### **Student Officers**

- Candidates for offices of student clubs, classes, and Greeks must be submitted to the Office of Student Affairs for approval before campaigning can begin.
- All students not on academic probation, who do not have seventy-five or more demerits, and who are deemed to have good testimony are eligible for office.
- First semester students may not hold offices as president and vice president, with an exception for freshmen class leadership.

#### **Finances for Student Organizations**

- All dues, fees, and methods of collection must be approved by faculty/staff advisor.
- Each organization must keep its funds on deposit with the College. Withdrawals must be approved by the Vice President for Student Affairs.
- All funds must be collected before merchandise is ordered or purchased, and all purchases must be arranged with the Vice President for Student Affairs.
- All students and members of the College family must secure administrative approval before soliciting funds for ANY project.

#### **New Student Organizations**

- Ideas and plans for any new organization must be discussed with the Vice President for Student Affairs before a constitution can be presented.
- The constitution will be subject to approval of the Administrative Conference and a copy placed on file in the Office for Student Affairs.

## **Philosophy of Resident Life**

Clearwater Christian College is primarily a resident college. It is our desire that our students reside on the campus except under certain conditions. Residence provides students with certain advantages that commuting students do not have. Among those are

increased social contacts, a more collegial atmosphere, and an enhanced knowledge of the College family. The commuter status is designed primarily for students who are permanent residents of the Tampa/Clearwater area prior to the time of their enrollment. Policies affecting resident life are classified under the following categories:

- **Residence Requirements**
- **Stewardship**
- **Communal living**
- **Residence Hall Security and Student Safety**
- **General Residence Hall Policies**
- **Off-Campus Permission**

## **Residence Requirements**

All single, degree-seeking students will be required to live on campus in our residence halls except under the following conditions:

- The student is 23 years of age at the beginning of a semester
- The student lives with parents, grandparents or approved siblings who are married or at least 25 years old.  
(Those with whom they are living MUST be full time residents of Florida.)
- The student is a veteran with two years active service

--Students over 25 must live off campus, but exceptions may be made by the Vice President for Student Affairs.

--Students who are married and/or have children must live off campus.

The College reserves the right to determine what is an acceptable off campus living arrangement.

Part time students are subject to all the conditions listed above.

Approval to move off campus must be secured from the Vice President for Student Affairs prior to making arrangements to move. Until this approval is received a student's status is not officially changed.

## **Stewardship**

God has called us to be good stewards of His gifts. Our campus is a gift from the Lord; therefore, the college family should take care of our facilities. We ask our students to adhere to the following practices:

- Keep rooms clean and orderly at all times. Students are responsible for purchasing cleaning supplies.
- Have room prepared for room inspection by 9:00 each day, Monday-Friday.
- Do a thorough cleaning for a white glove inspection once each semester.
- Keep the hallways, laundry area, game rooms and lounges free of litter.
- Report needed repairs to maintenance via the CougarWeb.
- Pick up litter on campus grounds.

- Refrain from damaging college property.
- Turn off lights and electronic equipment when not in use. Heat lamps and other high wattage items may not be used.

### **Damage to College Property**

- Evidence of willful damage, defacing or marking will result in disciplinary action. Damage that results in a cost to the College may require monetary restitution.
- Damage and or maintenance needs should be reported to the resident hall advisor.

### **Communal Living**

A college campus is a community, and it is vital that we respect others who live in our community. Please adhere to the following practices:

- **Curfew** – Curfew is at 10:30 Sunday-Thursday nights and 12:00 on Friday and Saturday nights. Students must be on campus by curfew to avoid fines. In case of emergency, extended curfew may be granted by the RA on duty by calling 439-5295. Curfew exceptions may be made for work obligations, organized church activities, and school-sponsored athletic events. Exceptions must be applied for through the Assistant to the Dean of Men. Curfew exceptions may not run more than 30 minutes past regular curfew.
- **Campus Closed** – The campus of Clearwater Christian College is closed from curfew until 5:30 a.m. No one will be allowed on or off the campus during these hours except by permission from the RA on duty. . All visitors not approved to stay overnight must be off the campus by 10:30.
- **Study Hours** – Official study hours are from 7:00-10:00 and from 11:30-1:00. The dorms are to remain relatively quiet during these hours. Loud talking and shouting in the hallways or rooms during these hours is not respecting the right of others to study.
- **Lights Out** – All overhead lights are to be turned off at 1:00 a.m. Study lamps should be used for study after that time and all room-to-room visiting ends.
- **Video Games** – Approved video games may be played until curfew. No video games are permitted after curfew.
- **Ice Machines** – Ice machines have been provided for student use. Coolers should not be filled from the ice machines.
- **Personal Hygiene** – Students are to shower daily and sheets and clothing should be washed weekly. Individuals should be appropriately clothed at all times so as not to offend others.

## **Residence Hall Security**

- No student may be in another student's room or unit unless one of the assigned residents is present.
- Room door codes and unit keys should not be shared with any other person.
- All valuables should be stored in a secure place.
- Rooms/Units should be kept locked when the room is vacant.
- Windows should be kept locked at all times.
- Unit/room keys may not be duplicated.

## **Resident Student Safety**

### **Cooking and Appliances**

- Hot plates and burners are not permitted in the residence halls.
- Coffee pots are permitted.
- Microwaves are in the residence halls, but they may not be in individual rooms.
- Due to insect population, food must be kept in sealed containers.
- Curling irons and blow dryers must be unplugged after use.
- Hot pots may be used in the laundry rooms.

### **Jogging/Walking Off Campus**

There are many local trails for jogging, walking biking or roller-blading. Female students should not be walking, biking, running or jogging off campus after dark or before sunrise. Women walking, etc. off campus must go in groups of two or more at all times.

## **Off-Campus Permission**

Residence hall students must follow these sign-out procedures when leaving campus:

- Residence Hall Students may leave campus before 7:00 p.m. as schedules allow.
- Students who leave the campus after 7:00 p.m. or who will be returning after 7:00 p.m. must fill out and turn in to security an Off-Campus Notification slip. The only exception is returning from regularly scheduled church services.
- Students leaving the campus in mixed groups or gathering off campus in mixed groups must complete an Off-Campus Notification form and leave it at security regardless of the time.
- Mixed groups may never gather together in apartments, homes, condos or villas of a single person unless one parent of the host is present.

### **Overnight Visits**

- Except for college-sponsored and supervised events, residence hall students are not permitted to be off campus overnight unless they have an approved *Overnight Permission* form. Residence hall students wishing to go home or elsewhere overnight must submit this form on the Cougarweb under the student services file or obtain a hard copy from the Dean's office.
- Unless a legitimate emergency occurs, a demerit penalty (10 demerits) will be assessed for any weekend permission obtained after 6:30 on Thursday or any week night permission obtained after 4:30 pm that day.
- Before leaving campus for an overnight stay, students must follow sign-out procedures and receive an approval memo from a student affairs staff member.

- The approval memo must be printed out and shown to security as the student leaves campus.
- Students will not be given overnight permission if one of the following is true: (1) there is a required campus activity (See **The Guide** and *Campus Courier* for required events) (2) the student is campused for disciplinary reasons or (3) overnight permission form has not been filled out properly.
  - Residence hall students may stay overnight with single commuting students if the student is of the same sex, is living with parents, and the parents are going to be at home (unless the dean makes an exception). The same rule applies for staying with any single person, graduate, or otherwise. Violation of overnight rules will result in disciplinary action.
  - Resident students must stay on campus a minimum of 3 nights per week, Monday – Thursday nights, unless permission is granted from the dean due to extenuating circumstances.
  - Overnight permission will only be granted for one male and one female to stay in the same location with the completion and approval of the *Parental Acceptance Form*. This form is available in the dean's offices or online at [www.clearwater.edu](http://www.clearwater.edu) under the parents' page.
    - The *Parental Acceptance Form* allows for one male and one female to stay at the same residence as long as one of their parents is present.
  - Students may receive overnight permission to stay at a hotel or vacation rental/timeshare only when their parents or grandparents are present.

## **General Residence Hall Policies**

### **Laundry**

- Students must use the laundry facilities in their own residence hall.
- Requests for refund of money lost in the laundry machine should be submitted to the campus store. Damaged machines should be reported to maintenance via Cougarweb.
- Clothing should not be draped over railings.
- The athletic department laundry facility is not for student use.

### **Walls and Wall Hangings**

- Items may not be hung on drywall with any adhesives.
- Nails or tacks may not be placed in walls or doors without prior permission of the Dean of Men or Dean of Women.
- Wall hangings/posters should be in good taste and not reflect a poor testimony. Personal photos and/or posters should not be of people in inappropriate dress.
- Windows may not be used as billboards for posters or messages. Flags, banner, etc. should be hung inside the blinds and not between the blinds and windows.

### **Furniture**

Furniture may not be dismantled or moved from one room to another. Furniture such as over stuffed chairs, recliners or couches may not be added to any room.

### **Residence Hall Guests**

- The College will only permit guests approved by the Office of Admissions.
- Potential guests or their parents must make requests to visit.
- Guests will be permitted a maximum of two nights on campus, and the purpose of the visit must be admissions related.
- Guests are only permitted Sunday-Thursday nights except in cases of certain college events.
- Guests are expected to abide by all chapel and curfew requirements.

### **Residence Hall Meetings**

In addition to split chapels, residence hall meetings will be held occasionally. All residence hall students are responsible for the information covered in these meetings

### **Pets**

No animals, birds, fish or reptiles of any kind are permitted in the residence halls.

### **Vendors**

- Off-campus vendors are not allowed to sell on campus without prior approval from the Office of Student Affairs.
- Off-campus vendors may not deliver to student's rooms. If food is delivered to the campus, the vendor must leave it at the security building for pick up. The money for the item must be taken to security prior to delivery.
- Military recruiters are not permitted in residence halls at any time.

### **Vacation Periods**

- Residence halls are closed during certain vacations. See the calendar section of the Guide for these dates. Students living too far away to travel home must make arrangements for off-campus housing during the vacation periods.
- Students may not return early to the residence halls without prior permission from the Vice President for Student Affairs.
- Students returning from vacations should arrive on campus meeting the dress codes of the College.

## **Philosophy of Technology**

Technology is an ever-advancing field. Computers and entertainment options are expanding and improving on a daily basis. Although these advancements provide students with greater opportunities to learn from remote settings and pack entertainment into smaller and more complex packages, they also present students with a wider range of ways to access things which are spiritually detrimental.

It is impossible to establish policies which can stay on pace with modern technology. There is nothing inherently sinful about televisions, movies, computers or musical

gadgetry, but there are very definite biblical principles that God has given us to use to help filter the things that we allow to pass through our eye and ear gates.

Psalm 101:3 “I will set no wicked things before mine eyes.”

Lamentations 3:51 “Mine eye affecteth mine heart.”

Ecclesiastes 7:5 “It is better to hear the rebuke of the wise than for a man to hear the song of fools.”

Colossians 3:16 “Let the word of Christ dwell in you richly in all wisdom: teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.”

Clearwater Christian College calls its students to apply these biblical principles as they make choices in the electronics, technological and entertainment fields. To aid students in making wise decisions in these areas, the following policies have been established:

## **Computers**

The College Computer Policy is located on each student’s Cougarweb Portal Page and should be read by every student prior to logging onto the internet each year.

### **General Computer and Electronics Use**

- Computer sound equipment should be audible only within the room in which it is being used.
- Computers are not to be used to view media file, CD-ROM, or television clips.
- Video conferencing to or from the residence halls is not permitted
- DVD drives may not be used to watch movies or television shows on campus.
- Video games with “E” and “T” ratings are permitted. Games rated “M” will only be permitted when approved by the RA.
- Screensavers and wallpaper must display appropriate material.
- Electronic musical instruments are not permitted.

### **Televisions/Movies/DVD’s**

- On campus, televisions are only permitted for use as computer or video game monitors. They may not be used with external antennas that are not connected to computer for the use of viewing television shows either live or taped.
- Televisions in the Centre Court Café are for appropriate programming. They are to be turned off or turned to another program during commercials.
- Students are not permitted to attend movie theaters.
- Use or possession of movies or DVD’s is not permitted on campus.

### **Music**

- It is important that all believers listen to music which is spiritually and culturally uplifting.
- Students are expected to listen to music in which text, music, performers and performance practices are not antagonistic to God and His Word.
- The following music choices are not appropriate for our students: country, rock, R&B, hip-hop, and rap

**Some Christian music is deemed inappropriate for CCC students because of its instrumentation and performance style. This includes music with a heavy beat or music that is performed in a sensual or night-club style. Questionable music may be subject to review by the College music faculty. Students are asked to be sensitive to and respectful of the musical preferences of those around them.**

Students are responsible for recordings **in their possession**, and for music played in their presence, on their computers, or on any other music storage device.

### **Music/Speech Checks and Live Performances**

All music and speech performances given while officially representing Clearwater Christian College must be approved by the chair of the music or speech department one week in advance of the performance. This would include performances in Greek meetings, Student Body chapel, club meetings, Greek outings, banquets and all off-campus performances.

### **Music Concerts**

- Students may not attend a concert if the content would not be acceptable on the College campus.

### **Headphones**

- Use of headphones is not permitted on campus. When traveling with a college sponsored group the use of headphones must be approved by the faculty/staff group leader. Music enjoyed by the use of headphones is subject to the music standards of the College.

### **Media Legalities**

It is illegal to share copyrighted music or movie files. It is also illegal to share licensed computer programs and software. Students found sharing electronic media illegally will be considered guilty of theft and be dealt with as such.

### **Cell Phones**

- When in chapel or class all cell phones must be turned off or silenced. They are to be *stored* in bags, purses or on belt clips and not used in any manner.
- Cell phone calls and or text messages may not be made or taken during class, chapel or fine arts performances.
- Any student using a cell phone while enrolled at the College must submit the phone number to the Office of Student Affairs at the beginning of the semester. Any number changes must be reported immediately. The number will only be used by the Office of Student Affairs in the case of emergency.
- Camera or video phones may not be used in restrooms, locker rooms, or showers. Pictures or video in residence halls may only be taken with permission from the subject.

## **Commuter Life**

While Clearwater Christian College is primarily a resident college, a segment of our student body does not live on campus. Commuter status is designed to accommodate students who are permanent residents of the Tampa/Clearwater area prior to the time of their enrollment. The College does, however, permit resident students to convert to commuter status under certain conditions. These conditions are outlined under Resident Life in the section entitled *Residence Requirements*.

The commuting student has unique advantages and disadvantages that resident students do not enjoy or face. To avoid misconceptions about what the College expects of those who hold commuter status, the following policies have been established:

It should be noted that commuting students are expected to hold to all policies of The Guide except those policies that are unique to resident living.

- Commuting students are required to be in chapel on any day in which they have a class immediately before or after chapel. Job schedules need to be arranged with this in mind.
- Commuting students are required to adhere to the employment restrictions listed in The Guide.
- All dress codes apply to commuting students both on and off campus.
- Commuting students may only spend the night in the residence halls with permission of the RA in that hall.
- All commuters are required to join a Greek.
- Greek meetings, class meetings, majors meetings and split chapel meetings are required for commuters if held on a day they are required to be in chapel.

In order to determine if you qualify for commuter status, please refer to the section on Residency Requirements under Resident Life.

We encourage our commuters to become involved in campus life as much as possible, for this is the best way to enjoy the entire college experience. We will do everything possible to inform commuters about campus activities, but ultimately it is the commuting student who must take the initiative to get involved.

## **Appendix A – Principles on Discernment in Christian Liberty**

“There are three ways in which the law (of God) can be abused. First, by self-righteous hypocrites who fancy that they can be justified by the law. Secondly, by those who claim that Christian liberty exempts a Christian from the observance of the law.. Thirdly, the law is abused by those who do not understand that the law is meant to drive us to Christ. When the law is properly used its value cannot be too highly appraised. It will take me to Christ every time.”

“God has given poor consciences, which lie captive under the accusation and curse of the law, the comfort of spiritual liberty. But the devil interprets this as liberty of the flesh and creates nothing but confusion and disorder. As a result, his dupes want to be free in everything, lords of all government and rulers of everybody. In this way the devil sanctimoniously disguises himself under the semblance of the Gospel and Christian liberty and yet overthrows both the Gospel and Christian liberty.”

-Martin Luther

Believers must daily make decisions about issues that are not explicitly mentioned in God’s Word. At these times the believer must exercise discernment about what is God honoring. The following principles are given to help you make decisions in regards to Christian liberty.

Here are ten questions to ask yourself in making decisions in the area of Christian liberty. They are based on biblical principles.

1. Will it be spiritually profitable? I Corinthians 6:12
2. Will it build me up? I Corinthians 10:23
3. Will it hinder me in the Christian race? Hebrews 12:1
4. Will it violate my conscience? Romans 14:1-9; I Corinthians 10:25-29
5. Will it help other Christians by example? Will it strengthen or encourage others? Romans 14:13-20
6. Will it help lead others to Christ? Romans 14:16-18; I Corinthians 10:27-30
7. Will it hypocritically cover my sin? I Peter 2:16
8. Will it bring me into bondage? I Corinthian 6:12
9. Will it be consistent with Christ likeness? Is this something that Jesus would do? I John 2:6
10. Will it bring glory to God? I Corinthians 10:31

## **Appendix B – Principles of Modesty**

Since as Christians we should strive for modesty in all that we wear, here are some very good principles to help guide our students in modest apparel.

- \*\*\*Modesty allows me to select what is proper, moderate and not extreme in style.
- \*\*\*Modesty allows for fashionable clothes – beautiful in style, materials, color and workmanship.
- \*\*\*Modesty reflects that I have implemented discretion in my clothing choices.
- \*\*\*Modesty allows me to reflect biblical femininity. (Others know that I a woman)
- \*\*\*Modesty allows my character to remain the focus by not drawing attention to any specific part of my physical body.
- \*\*\*Modesty in the quantity of clothes I own helps me practice good stewardship.
- \*\*\*Modesty protects my current or potential relationship with my spouse.
- \*\*\*Modesty prevents me from being a stumbling block to my brothers or sisters in Christ.
- \*\*\*Modesty will separate me from an ungodly society.

Following are some ways to help guide you in deciding if what you want to wear is modest:

1. Ask a godly dad, brother or husband his opinion. Men respond to the visual and are impacted by women’s clothing differently. Christian men who love you will be honest with you when you seek their advice. Listen to wise counsel.
2. Sit or stand in front of the mirror and observe what others see, for example:
  - \*\*\*Bend over to check how revealing your necklines are.
  - \*\*\*Sit down and cross your legs to check shorts and skirts.
  - \*\*\*Bend over and see how high your skirt moves up.
  - \*\*\*Take a large step to look at skirt slits, etc.
3. Ask yourself, “What do I want men to see who are NOT going to be my husband?”
  - \*\*\*Are you dressing to maintain your sexual purity?
  - \*\*\*Are you visually preserving yourself for your husband?
4. Ask yourself, “Am I willing to defer my preferences out of love for others?” Evaluate why you dress the way you do.
  - \*\*\*Do you give priority to being “in style” over biblical principles?
  - \*\*\*Do you follow fashion at all costs?
  - \*\*\*Have you reviewed scripture to identify principles related to clothing (as discussed in the section on Philosophy of Dress Codes)? Ask yourself if you are violating these principles.

Finally, it is always best to “err” on the side of modesty. If there is any potential of being a stumbling block to another individual or there is a potential to offend another believer, avoid the clothing completely.