



Student Guide

2018



AFRICAN
CHRISTIAN COLLEGE

celebrating 50 years

est. in 1967



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President's Welcome



Welcome to African Christian College!

Being here is a gift. A gift I hope you'll cherish today and throughout your life. And a gift I hope you will take full advantage of opening and using.

There is more here than a degree. Every thing we do is to try to help deepen your relationship with God, prepare you for service in God's kingdom, enhance your understanding of our world, and to show you how to be financially stable.

All this is done as a diverse family untied by 'one Lord, one faith, one baptism' (Ephesians 4:5). At first, the diversity of experiences, cultures, languages, ages, and nationalities can be difficult to adjust to, but in the end, it is part of the Spirit's transforming work in our lives.

We are a Christian institution. We follow and teach Christian principles and from a decidedly Christian perspective. Because of this, we expect everyone at ACC to live exemplary lives following the teachings of God — both on and off-campus.

I thank God you are here. We have been and continue praying for you and your growth as a student here. May God bless you as you study, learn, and become more like Jesus.

To God be the glory,

A handwritten signature in blue ink that reads "Brad".

Brad Carter
President

Student Life

Spend your time at African Christian College growing “in wisdom and stature and in favour with God and people” (Luke 2:52). Living life together as singles, marrieds, and children of diverse cultures and backgrounds brings challenges and joys. Enjoy each other, enjoy the blessings of campus, and do your part to ensure others can enjoy — both now and in the future.

1.1 LIVING ON CAMPUS

1.1.1 Don't do anything illegal or unethical

Act justly, ethically, and within the boundaries of law. Act as if Jesus were living in your skin today.

1.1.2 Keep it an alcohol-, drug-, and tobacco-free campus

Alcohol, tobacco products, illegal drugs, and prescription drugs without a prescription are strictly forbidden. Violation results in disciplinary action and possible dismissal.

1.1.3 Keep it a pornography-free campus

Possessing, viewing, creating, or distributing pornography of any kind — print, video, or online — is strictly forbidden. Violation results in disciplinary action and possible dismissal.

1.1.4 Keep noise volume considerate of others

The campus is a study environment. Loud radios, television, or behaviour will not be tolerated.

1.1.5 Medical Needs

Students are responsible for their own medical needs and expenses. Doctors, clinics, and hospitals are within close proximity for both emergency and non-emergency access.

1.1.6 On-Campus Shopping

Bread, school supplies, medicines, sweets, and more is available in the on-campus Tuck Shop. The bookstore in the Admin block sells Bible covers, Bibles, books, and flash drives.

1.1.7 Phone Calls

A pay phone is available in the Brazell Student Centre. Phone cards may be purchased from the local phone company.

1.1.8 Leaving Campus & Signing Out

Students may leave campus if all other responsibilities are handled. You must sign out and in with the Dean of Students. Be back on campus by 6:00 p.m. Violating curfew or sleeping out is not permitted without *written approval* from the Dean of Students.

1.1.9 Visitors & Visiting Each Other

Students should only enter the quarters of another student with permission. Either by day or night, males may not enter female quarters; females may not enter male quarters.

All overnight visits by families or friends must be approved by the Dean of Students in advance. All day visitors must sign in at reception and leave campus by 6:00 p.m.

1.1.10 Transportation

ACC provides transport to town once a month. Students may not redirect the driver's course for their own purposes. If seeking transport to town for medical or personal emergencies, first seek a ride with others making planned trips. This often means rising early or contacting individuals well in advance to ensure your ride.

1.1.11 Dress Appropriately

Modest clothing is required at all times. For class and worship, all members of the ACC family should be dressed in a respectful manner. All members of the ACC family are expected to hold each other to standards.

1.1.12 Living with Children on Campus

Children are a welcome, joyous, and fun addition to our campus. Though we all have a role in the raising of the children of our community, parents are responsible for their children's needs, care, and behaviour.

- ◆ Children should not play in the classroom building or library. Children are not allowed in the kitchen at any time.
- ◆ Adults should accompany children into the library for books.
- ◆ Children must urinate in toilets only.
- ◆ Teach children the proper use of toilets and taps. Accompany children under 5 years to Student Centre toilets.
- ◆ Children should never turn on taps anywhere on campus.
- ◆ Do not leave children unsupervised on campus — including when parents are in class or working. Only adults can provide supervision.
- ◆ Parents must file a childcare agreement signed by the childcare giver within the first week of classes to satisfy administration requirements for appropriate childcare for all children.
- ◆ Children must know the adult responsible for them at all times. If not, parents may be fetched from work (without pay) to supervise the child.
- ◆ Children must obey other rules on campus and parents will be held responsible for any misuse or damage to buildings, equipment, books, plants, or other resources.
- ◆ Children should never pick fruit from any tree.

1.2 ATTENDING & WORKING WITH LOCAL CONGREGATIONS

1.2.1 Campus Worship Participation

Attendance and participation in Chapel, Sunday evening, and Wednesday evening worship is compulsory. Always be punctual.

1.2.2 Be Active in a Local Congregation

Active participation in a local congregation while a student is a requirement for graduation. Such involvement is monitored by the college with student and congregational help.

Find a local congregation to serve and place membership. Your primary goal is to be part of the community as a servant, fellow disciple, and learner. Never take charge of a congregation or be the primary leader or preacher as a short-term student and outsider.

Spouses and families are strongly encouraged and expected to actively worship and serve together in local congregations.

No single congregation should have more than 5 students committed to it during the year. This ensures all students are able to actively serve and not overwhelm. Other limitations may be set by the college depending on the congregation.

1.2.3 Representing the College in Congregations

You may never speak on behalf of the college to local congregations. This includes telling congregations what ACC “believes”, making promises on ACC’s behalf, or entering into church-related conflicts on behalf of ACC.

1.3 HOUSING & CAMPUS RESOURCES

1.3.1 Student Residences

Students are assigned a residence when they arrive on campus.

Married students must bring spouse and young children with them. Students who would like to get married while studying at ACC must be aware that married housing may be previously booked and unavailable.

1.3.2 Furnishings

Students are provided with a bed and mattress, key, mop and bucket. Students must provide their other needs. Students will complete an inventory form and be held accountable for all items left in their care. Hot plates, kettles, fridge, and microwave ovens are the only appliances allowed in student residences.

1.3.3 Keep Your Residence Clean

Students are responsible for their living quarters. Keep them clean, tidy, and ready to pass regular inspections.

1.3.4 Report Housing Problems

Immediately report maintenance problems that arise in your residence (or anywhere on campus) using the Maintenance Request Form available in the administration offices.

1.3.5 Conserve Electricity

Do not waste power. When a room is not in use, keep the lights and fans off. Geysers are on timers and should be off during the day. Students are not permitted to adjust timers.

A set amount of electricity tokens are loaded each month into residences. If the tokens run out before the end of the month, the purchase of additional tokens are the responsibility of the residents.

1.3.6 Care for Electrical Devices

Never use improper or dangerous extension cords.
Never make any electrical alterations.

During a thunderstorm, disconnect all electrical appliances to prevent them from being damaged by a power surge. All electrical outlets should be treated as 'live' even when there is a power failure.

1.3.7 Conserve Water

Do not waste water. If you have no water, report it to the office.

When water supplies are depleted, turn off your geyser circuit breakers until the water is restored to prevent geyser damage.

1.3.8 Reduce, Reuse, Recycle

By reducing waste as much as possible, we save money and preserve our environment.

Always separate recyclables from other rubbish and deliver to correct bins. Never put recyclables in rubbish, or rubbish with recyclables.

Recycle the following to the designated RECYCLING BIN:

- Plastics (bottles, containers, wrappers)
- Paper
- Glass
- Cardboard
- Metals (tins, foil)

1.3.9 Use Toilets Properly

Campus refuse-water drains into septic tanks. Never flush foreign objects or objects that will not disintegrate down any toilet. This includes things such as newspaper, pads, tampons, and plastic.

1.3.10 Don't Steal Campus Produce

Do NOT help yourself to vegetables from the gardens or any tree nuts. These will be harvested and used in the cafeteria for all to enjoy. Violation of this rule will be considered theft.

Only mangos in designated areas (near entrance gardens and playground) may be taken for immediate consumption — not for storing up for later. Share! Do NOT take fruit from trees in other parts of campus without asking the nearest staff resident. Their absence from home is not permission to pick.

1.3.11 Cooking & Washing Facilities

Washing machines and stovetops are provided to students free of charge. Properly use these appliances with care. Be considerate of others' needs when washing or cooking. Leave facilities in better condition than you found them.

1.3.12 Recreation Equipment

The Sports Representative of the Student Representative Council manages the sports and recreation equipment. All sports equipment and the television should be treated with care.

1.3.13 Treat Campus with Respect

Do not vandalise campus buildings, equipment, or other resources. This includes damaging trees (like breaking limbs) and plants on campus. You will be held responsible for damages.

1.3.14 Student Pets

Students are not allowed to keep pets on campus.

1.4 CAMPUS SAFETY

Safety is best maintained through community action — when we look out for each other, we create a safe living environment for all.

1.4.1 Secure Your Belongings

For safety reasons, lock your doors & windows at night or when not home. Have your laundry off the wash line at night.

1.4.2 Alert Others

Alert others to danger, fire, or theft using your whistle and other means. When you hear an alert, respond! And help alert others, too.

1.4.3 Be Safe on Campus Vehicles

All passengers — including children — must remain seated and wearing a seat belt. Never overload a vehicle with more than the government-approved passenger limit. (Always clean-up after you ride.)

Drivers must ensure that vehicles are securely locked and windows closed when leaving a vehicle.

1.4.4 Fire Safety & Prevention

Prevent fires by watching candles or other fires carefully and keeping starters and matches away from children. Fires should never be set for amusement.

In case of fire, do not panic. Proceed to the Emergency Assembly Point near the Student Centre. Do not re-enter a burning building to collect belongings.

If needing to use a fire extinguisher, always follow proper procedure and usage:

1. Check the gauge.
2. Remove from bracket.
3. Shake upside down three times.
4. Remove the safety pin.
5. Check wind direction.
6. Move a safe distance, 3-4 metres.
7. Fight the fire at the base using a sweeping motion.
8. Place used extinguisher in horizontal position.
9. Alert the office after any use.

1.5 ON-CAMPUS EMPLOYMENT & DUTIES

In order to provide an opportunity for earning money and work experience, ACC offers on-campus employment opportunities. Work is not compulsory. When you work, come prepared to work hard.

1.5.1 Applying for Work

Work opportunities and application procedures are posted periodically on the Education Centre notice board. Interviews may follow applications to assess student ability, experience, and motivation.

1.5.2 Types of Work

ACC has a variety of work — from office, maintenance, farming, general labour, business, and creative work.

1.5.3 Availability of Work

The availability of work depends upon the seasons, the status of the farm, the student's past work experience, and the work position. Work is not promised. If a student has special limitations for work assignments, jobs may only occasionally be available.

1.5.4 Payment for Work

Payday is on the first Thursday of each month.

1.5.5 Report for Work on Time

Report promptly for work at least 5 minutes before start time at the designated place for assignments. General labour hours are 7:30-10:00; 10:30-13:00, 14:00-16:30.

1.5.6 Tools and Equipment

Return all tools and equipment to their proper place after use. Students may be charged the replacement value of lost or damaged equipment.

1.5.7 Have a Strong Work Ethic

Work hard when you are working (Col 3:23). Laziness, slacking off, or being late will not be tolerated. Do not expect "targets" for work.

1.5.8 Volunteer Requirements

Students are encouraged to seek volunteer opportunities on- and off-campus to enhance your learning, servant attitudes, and work for the Lord. Graduate schools look for volunteer hours in their applications.

Students are compelled to volunteer at least 2 hours monthly on-campus. Each volunteer team has limited spots for membership and is monitored by a staff member.

Teams include:

- ◆ Car washing
- ◆ Education Centre cleaning
- ◆ Recycling
- ◆ Chicken project
- ◆ Campus gardens

1.6 FOOD SERVICES

Welcome to the fellowshipping side of African Christian College! God has blessed us through generous people who are able to provide your meals while you are a student in the Brazell Student Centre.

Duo Do Eatery is a private contractor in charge of planning, preparing, and serving meals.

Three years is a long time to live together and *showing respect* toward others and keeping a *good, positive attitude* will display godly character and make living on campus pleasant for everyone. Meal time and notices will be posted up in the cafeteria on the notice board.

1.6.1 We must remember that our kitchen is not a restaurant, but a privilege given to us by God. We should show appreciation to God by our attitude to those who work in the kitchen. Bear in mind that you are in a different country and culture (unless you are Swazi).

1.6.2 Students are encouraged to eat together in the cafeteria as this promotes unity and builds relationships.

1.6.3 Students must be patient while waiting to be served. A single file line must be maintained. Respect and politeness must be shown to all including the cafeteria staff.

1.6.4 If you are allergic to certain foods, a doctor's certificate is required, stating your allergy and which foods cause it.

1.6.5 Breakfast, lunch, and dinner will be served daily. It is important that everyone be punctual for meal times.

1.6.6 Each person must collect his/her own meal unless you are sick, or out for school business or medical reasons. A family member may collect for the family. In such cases, please inform the cafeteria matron as to who will be collecting your food.

1.6.7 If you will be missing a meal you must sign your name on the sign-out sheet so that excess food is not prepared. If you do not sign your name on the sign-out sheet, a fine of E15 per meal will be charged.

1.6.8 Wednesday evenings are fellowship meal times and the serving line will be open from 6:00 - 6:15 pm. Then a short devotion takes place from 6:30 - 7:00 pm. Attendance is expected of everyone.

1.6.9 No dishes or utensils are to be taken to your living quarters.

1.6.10 Any complaints must be reported to the cafeteria matron or your SRC cafeteria representative.

1.6.11 Only clean-up teams and staff members are allowed in the kitchen on Wednesday evenings. No children.

1.6.12 Let us try by all means not to waste water by leaving taps running or lights on unnecessarily in the Brazell Student Centre.

MEAL TIMES	BREAKFAST	LUNCH	SUPPER
Monday, Tuesday, Thursday, & Friday	9:45 - 10:00 am	1:00 - 2:00 pm	5:00 - 5:30 pm
Wednesday	10:00 - 10:30 am	1:00 - 2:00 pm	6:00 - 6:15 pm
Saturday	10:00 - 10:30 am	1:00 - 2:00 pm	5:00 - 5:30 pm
Sunday	8:00 - 8:30 am	1:00 - 2:00 pm	5:00 - 5:30 pm

1.7 FINANCIAL OBLIGATIONS

1.7.1 Financial Obligations Must be Met

All student fees, loans, library fines, campus shopping debts, and other financial obligations to the college must be paid in full for students to proceed to the next year or to receive their certificate or transcript.

1.7.2 Pay Fees to Remain in Good Standing

Payment of fees may be made in the administrative offices during working hours. Regular fee collection occurs on payday.

1.7.3 Financial Aid

Financial aid is granted based on availability and criteria set by administration. No one receives 100% in financial aid.

1.7.4 Automatic Deductions

All students are expected to complete a pay deduction form that schedules payments to be deducted from pay before payday. If no form is completed, 100% of pay will be withheld for fees.

1.7.5 Personal Financial Obligations

Careful preparation and money management is necessary to meet personal financial obligations. ACC is not responsible for student travel expenses or children's school fees, uniforms, or travel.

1.7.6 Loans for Extra Needs

The normal needs are met for students and families. Under exceptional circumstances, students may apply for loans through the loan application process. Loans are not promised. Interest will be charged.

1.7.7 Never Solicit Support from Campus Visitors

Never solicit money or goods from any campus visitor at any time. This includes requests for long-term or short-term assistance. Solicitation should not occur on- or off- campus, or after the visitor returns home. Violators will be punished, including the possibility of dismissal.

Academics

This is college. Going to class, studying, learning, thinking, writing papers, and doing research are all part of the learning process. Your classes are intended to prepare you for a strong future as a follower of God. Study hard. Work hard. Learn and grow.

2.1 PROGRESS TOWARD GRADUATION

All students are on probation for their first six months at ACC. All students must make satisfactory progress toward graduation. There will normally be fourteen courses to complete each year. Full policies are available in the Academic Policy Manual.

2.1.1 Pass all your classes

Failure of three subject courses will lead to dismissal. Failure of any one subject course within your major will lead to dismissal. The following grading scale is used in subjects and for graduate honours:

REMARK	PERCENTAGE
Distinction	80% - 100%
Merit	60% - 79%
Pass	50% - 59%
Fail	Below 50%

2.1.2 Repeating Subject Courses

A student can retake a subject if (1) the course can be accommodated in the student's schedule, and (2) the student pays full course fees before being admitted to the subject. An entire class will not be allowed to retake a subject course.

2.1.3 Pass the Bible Examination

Students must successfully pass a Bible examination to graduate. A student may retake the Bible exam no more than three times.

2.1.4 Christian Character requirements

Students must respect ACC's Statement of Faith and be actively involved in the congregational life and worship of the church. Students will be evaluated at least annually by faculty and staff on behavioural and moral character as witnessed in the campus community and outside ACC. Reasonable improvement is expected and a student may be denied to graduate even if they have not violated any policies or rules if they do not show adequate growth in the evaluations.

2.2 ACADEMIC INTEGRITY

As a Christian college, we endeavour to create an environment free from cheating, lying, fraud, theft, immorality, and other dishonest behaviour. Any participation in these acts undermines the academic integrity of the college and dishonours God. The academic integrity policy outlines the issues of academic integrity at ACC and is summarised below.

Violations of academic integrity has significant consequences. Know the rules and procedures and follow them.

2.2.1 Identifying Academic Integrity

Integrity is the quality of being honest and morally upright. God highly values honesty in every aspect of a Christian's life. Academic integrity requires intellectual honesty on the part of everyone in the academic environment including students and faculty.

Cheating in an academic setting is defined as copying or submitting another's work on any assignment or test/examination or using notes or memory aiding devices on any learning activity without the examiner's permission. Lying and cheating are not tolerated.

Plagiarism is defined as using others' work without giving them proper credit. All use of other people's work — quotations from their work or summaries of their ideas or work — must always be acknowledged. Plagiarism, whether accidental or intentional, will be penalised.

2.2.2 Original Work

All work submitted must be original. Students must be able to show that it is their own work.

Unless the lecturer has given explicit permission to work with others, all assignments are expected to be completed individually. Studying in pairs or groups is encouraged, but the completion of all assignments and exams are to be done on one's own. At times, a lecturer may assign group work on a project, paper, presentation, or other assignment — this is the only time that working with others to complete an academic assignment is appropriate and it is limited to the group members.

Though married individuals are 'one flesh,' in the academic setting they must complete their work independently. Working together as spouses is treated with the same severity as copying or submitting the work of anyone else.

2.2.3 Accountability

Christian leaders of integrity would not allow others to violate a code of honesty and academic integrity. When you know of a violation, it must be reported to a faculty member immediately. Failure to do so is considered participation in the violation and could lead non-reporters to being subject to the same consequences as the offender.

2.3 SUBJECT COURSE EXPECTATIONS

2.3.1 Attend class

Students are expected to attend all classes. Students absent for more than 10% of the classroom time — whether excused or unexcused — will fail the course.

2.3.2 Requesting Excused Absences

When absent for illness or emergency, a student may request an excused absence from the Academic Dean. Only written excuses are valid.

2.3.3 Be on time for class

Students must be punctual for class (and all) activities. For every three times a student is late, they will be marked with an unexcused absence.

2.3.4 Submitting Course Work

Lecturers decide the form for accepting assignments that may include hard or soft copies; single or multiple quantities; online or other means. Assignments must be submitted on-time and late assignments will receive a 5% reduction per day late. Late assignments are not accepted after 5 calendar days.

2.3.5 Make-up Work

Under very rare conditions are students allowed to rewrite research papers or major projects. A lecturer might allow a rewrite for mitigating circumstances such as death in immediate family or illness during the final stages of the assignment. If more than half a class fails a test, a lecturer may allow students to rewrite a test; but only one rewrite is permitted per subject course.

2.3.6 Subject Course Marking

Grading rubrics or comprehensive marking guides are required for major assignments. These should be provided before the assignment is to be completed and reviewed by you to know what is expected.

2.3.7 Timeous Feedback on Assignments

Students should expect lecturers to provide marks and feedback on major assignments within three weeks of the assignment's due date.

2.3.8 Access to Student Materials

All major assignments and grading sheets will be kept by the college in a secure location for 12 months. Students may review their own scripts and rubrics upon request to the Registrar.

2.3.9 Grade Appeals

A dissatisfied student should approach the lecturer to discuss concerns over a mark. Most matters should be settled at this stage. If agreement is not reached, students may submit a written appeal letter to the Academic Dean within 10 days of receiving the final mark. The Academic Dean will facilitate a meeting between the parties to arrive at a conclusion. The decision of the Academic Dean is final.

2.4 USING ACADEMIC RESOURCES

2.4.1 Student Laptops

College-provided laptops are ACC property. They are primarily for academic use and should receive the utmost care as outlined in agreements. They must stay on campus during breaks or holiday leaves.

2.4.2 Laptops in the Classroom

Playing games, working on other assignments, or other use during class is unacceptable. Lecturers may prohibit laptop use during class, exams, or other activities as they desire. If needed in class, laptops should be brought to class fully-charged.

2.4.3 Textbooks

Textbooks are the property of the college loaned for student use. Do not write, mark, colour, tear, fold, or damage textbooks in any way. Return them in a condition as good as when you received them.

2.4.4 Printing & Copying

Students are allocated 50 pages of printing/copying per month on the campus printer. Students will be charged 25 cents per print/copy beyond your monthly allocation. Unused copies do not carryover.

2.4.5 Turn Off Mobile Devices

Mobile phones should be switched off during class, Chapel, and church. Students are encouraged to leave them at home during these times. Make it a habit to bring a printed Bible rather than a phone app.

2.4.6 Internet Usage

Internet services provided by ACC are subject to the rules and guidelines in the internet use agreement and all other policies in this Student Guide. This includes using it for good, not for cheating, illegal activity, or immoral and unChristlike behaviour.

2.4.7 Internet Bundles

Students are allocated a set amount of monthly internet data bundles at no charge. Pre-paid internet bundles may be purchased at the administrative offices only during office hours. After hours purchases of bundles is unavailable. Unused data bundles do not carryover.

2.5 CONTEXTUAL EDUCATION

ACC provides learning opportunities beyond theory instruction. Students are expected to participate fully in these learning activities.

2.5.1 Evangelism

All students are compelled to actively participate in the college's evangelism programme.

2.5.2 Practicums

Some majors and subjects offer practicums for class credit. To earn credit, students must complete the necessary hours, documentation, and required assignments.

2.5.3 Transportation or Other Costs for Completion

Sometimes your course work will require off-campus research or activities including interviews, observations, or practical experience. This is especially true in upper-level courses and practicums. The cost of transportation to complete these assignments is a student cost and not the responsibility of the college.

2.6 LYLE HARMS LIBRARY

2.6.1 Library Hours

The library is open to students, families, and the public on most afternoons and evenings. Hours are posted and may change. The library may be opened upon request at other times, and if requests are honoured, use of the library must be made.

2.6.2 Check Out Books

Each borrower receives three library cards and may borrow three books at one time. E5.00 will be charged to replace library cards. During breaks, the students remaining on campus are the only ones who may check out books. Students leaving campus on breaks may not check out books for the break.

2.6.3 Treat Books with Care

Books should never be written in, highlighted, marked, folded, or damaged in any way.

2.6.4 Return Books On-Time

Return books promptly in the same condition as when borrowed. Books must be returned within 14 days by the original borrower. A fine of E1.00 will be charged for each day past due. Replacement fees are charged for lost, stolen, or damaged books. Leave books in drop box or the library counter. Do not place them back on the shelf.

2.6.5 Control the Noise Level

The library is a place to make use of the books and research material for quiet study and reading. Cell phones should be on silent and answered outside.

2.6.6 Reserve Books

Books marked with a yellow sticker may not be checked out. Some books are available for in-library use only from the circulation desk.

2.6.7 Library Restrictions

The following activities are not allowed in the library:

- ◆ No food or drinks.
- ◆ Bringing bags, briefcases, raincoats, or umbrellas into the library. These should be left at the entrance by the Circulation Desk.
- ◆ Removing library materials, equipment, or property that is not properly checked out.
- ◆ Failing to return borrowed material by the due date.
- ◆ Failing to pay for library fees, lost, or damaged materials.
- ◆ Being in unauthorised areas of the library.
- ◆ Vandalising or defacing the building, furniture, or equipment.
- ◆ The intentional damage of computer hardware, computer programs or networks by accessing, altering or deleting data.

Discipline

In order to preserve community, it sometimes becomes necessary to confront and hold accountable members of the ACC family. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God's grace and a mandate to encourage hope rather than condemnation.

Therefore, discipline must be both corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow and develop in knowledge and grace.

3.0 DISCIPLINARY PROCEDURES

3.1 Student Misconduct

The Dean of Students categorizes student misconduct into one of three categories. The Dean of Students then assigns sanctions as deemed appropriate. All disciplinary actions will be handled in private.

Misconduct and sanctions must be documented and reported in the Student Records and may be reported to other staff members. Violations and sanctions will only be reported to the Student Representative Council with the student's permission, except in cases involving dismissal. The following charts guide the disciplinary process.

Violations may include, but are not limited to:	Sanctions may include but are not limited to:
CATEGORY 1	
<ul style="list-style-type: none"> • Violation of general Campus Life policies • Engaging or threatening to engage in behaviour that would cause minor damage to college property or personal property of others • Violation of dress code or curfew • Use of tobacco on campus or at ACC-sponsored events • Use of profanity, vulgarity, or obscenity • Knowledge of violations of policy or of students in violation of policy without notifying college administration. • Photographs or comments on social networking sites that document or publicize suspected violations. 	<ul style="list-style-type: none"> • Written warning • Community service • Accountability agreement with college staff or faculty • Participation in educational programming

CATEGORY 2	
<ul style="list-style-type: none"> • Repeated or severe Category 1 violations • Violation of dorm visitation policy • Violation of Chapel, church, or worship attendance • Violations of alcohol restrictions • Disrespectful behaviour toward college staff or faculty member • Knowingly providing false or misleading information to college staff or faculty member • Engaging or threatening to engage in behaviour that would cause significant damage to college property or personal property of others • Possession of stolen property • Possession or use of pornography • Violation of laptop or internet usage agreements 	<ul style="list-style-type: none"> • Conduct probation for either a definite or indefinite period • Accountability agreement with college staff or faculty • Loss of privilege • Financial restitution • Community service • Participation in educational programming • Dismissal

<p>Violations may include, but are not limited to:</p>	<p>Sanctions may include but are not limited to:</p>
<p>CATEGORY 3</p>	
<ul style="list-style-type: none"> • Repeated or severe Category 2 violations • Failure to comply with disciplinary decisions, including conditions of probation • Repeated or severe violations of alcohol restrictions • Violation of drug restrictions • Having weapons on campus • Misuse of fire or safety equipment • Knowingly accessing a computer, network, or system beyond the standard assigned and/or accepted permissions • Causing physical or emotional harm to another person. • Creating a hostile environment, including hate speech, harassment, or sexual harassment. • Sexual immorality, including pre-marital sex • Arson or attempted arson • Assault, physical or sexual in nature 	<ul style="list-style-type: none"> • Dismissal • Accountability agreement with college staff or faculty • Loss of privilege • Financial restitution • Participation in educational programming • Denial of readmission the following semester

3.2 Academic Misconduct

Lecturers determine the severity of academic violations in class using the two categories below in consultation with the Academic Dean. If misconduct is determined to be minor, lecturers assign appropriate sanctions. All violations and sanctions must be documented and reported to the Academic Dean and recorded in the student's records.

If misconduct is determined to be major, the lecturer assigns the appropriate sanctions with the approval of the Academic Dean. Major misconduct and sanctions will be reported to other faculty members. Violations and sanctions will only be reported to the Student Representative Council with the student's permission, except in cases involving dismissal.

The charts below offer guidelines for categorization and assigning sanctions.

Violations may include, but are not limited to:	Sanctions may include but are not limited to:
MINOR ERRORS OF IGNORANCE OR CARELESSNESS	
<p><i>Some instances of inappropriate academic behaviour result from either an incomplete grasp of ethical procedures or failure to follow proper ethical procedures.</i></p> <ul style="list-style-type: none"> • A student quotes a source directly and acknowledged the source both in the text and on the Works Cited page, but failed to place quotation marks around several direct quotations • A student borrowed from sources listed on the Works Cited page, but failed to supply parenthetical or other documentation for several sentences • In most cases a student handled parenthetical or other documentation correctly and listed most sources on the Works Cited page, but failed to document and cite a source from which a few ideas or sentences were taken. • A student engaging in legitimate collaborative learning with another student or a tutor nevertheless relied too heavily and too often upon the exact phrasing employed by the other person. 	<ul style="list-style-type: none"> • Lower the student's grade in proportion to the error • Fail the assignment • Zero on the assignment

Violations may include, but are not limited to:	Sanctions may include but are not limited to:
MAJOR MISATTRIBUTIONS OR MISREPRESENTATIONS	
<p><i>In some cases clear and compelling evidence exists that a student has extensively plagiarized or committed extended acts of academic dishonesty. Such deceptions are so self-evident that they cannot be attributed simply to carelessness, ignorance, or misunderstanding.</i></p> <ul style="list-style-type: none"> • In an assignment, a student borrowed extended sections (whole sentences and phrases) or an entire essay from a published or unpublished source without acknowledging any source in the text, in a note, or on the Works Cited page. • A student borrowed, purchased, stole, or otherwise obtained a paper from another individual or company and presented it as his/her own. • A student stole a copy of a test or assignment, with the purpose of either securing unfair advantage or of sharing the test/assignment with others so they might secure unfair advantage • A student gave or sold a paper to another student in full knowledge that the second student intended to submit the paper as his/her own work • A student, without the lecturer's permission, used information from notes, textbooks, or fellow students during an examination or an in-class assignment. 	<ul style="list-style-type: none"> • Zero on assignment, including a major assignment that may result in failure of the subject course • Failure of subject course • Dismissal <p><i>If there are other incidents of dishonesty, including incidents other than academic dishonesty, the student may face additional penalties.</i></p>

3.3 Student Appeal Process

A student has a right to one appeal following a disciplinary action. The appeal must be made by the student within two business days of receiving the written sanctions.

For an appeal to be granted by the Disciplinary Appeals Committee, the student must show that one or more of the following appeal criterion occurred in the situation:

- a) Response is unreasonably disproportionate to the misconduct (including consideration of student's prior offenses or willingness to cooperate).
- b) Disciplinary process was not followed and significantly affected student's opportunity for a fair hearing.
- c) Disciplinary decision not supported by reasonable evidence.
- d) New evidence has come available since the initial hearing that would have significantly altered the results.

An appeal must be submitted in writing to one member of the Disciplinary Appeals Committee who will immediately forward a copy to the other members, the President, and the appropriate Dean who assigned sanctions.

The student may request a response from the SRC Disciplinary Committee. The SRC committee's response must be submitted to the DAC members and President in writing prior to the hearing.

Within one week, the Disciplinary Appeals Committee must schedule a hearing with the following guidelines:

- 1) The student must represent himself or herself but may bring a colleague for support
- 2) The student has a right to state his/her case and cross-examine any evidence presented in the hearing.
- 3) The Dean has a right to state his/her case and cross-examine any evidence presented in the hearing.
- 4) The Committee may need further detail and clarity that requires a delay during the proceedings. These should not be used to delay a decision.
- 5) The Committee will deliberate the appeal privately to determine if any of the criteria for appeal has been met.
- 6) If the Committee finds that an appeal criterion has not been met, the appeal must be denied.
- 7) If an appeal criterion has been met, the Committee may decide to uphold, remove, or assign new sanctions, relevant to college policy.
- 8) The Committee must provide a copy of its decision in writing to the student, Dean, and President that includes the rationale for all determinations and decisions.

In the case of an appeal from dismissal, the President may determine if the student is allowed to stay on-campus or not during the appeal process. At the beginning of each module, the President will appoint three members of the Disciplinary Appeals Committee.

3.4 SRC & Student Disciplinary Matters

The Student Representative Council seeks to aid and advocate for the welfare of students – including during any disciplinary process. At the same time, individual students have the right to privacy in disciplinary matters.

Administration Reporting to the SRC

The SRC will only be informed of reported student misconduct and assigned sanctions with the student's explicit permission during the process.

In cases of dismissal, the SRC will be informed by the President regardless of student permission.

Student Appeals and the SRC

The SRC will only know about a sanction and appeal process if the student has authorized communication from the administration or gone to the SRC directly.

The SRC Disciplinary Committee may review an appeal request, when authorized or requested by a student, and submit their own written response to the Disciplinary Appeals Committee.

If permitted by the student, members of the SRC Disciplinary Committee may attend but not participate in the hearing.

The SRC may not appeal on behalf of a student or group of students. Disciplinary matters and appeals are the responsibility of the involved parties.

3.5 Student Complaint Process

If you feel that something needs to be addressed on campus or within your class, please know that your voice and concern should be shared in appropriate ways to address these issues.

Here are several ways you can voice your concerns:

- ◆ By thoughtfully completing each subject course evaluations, you have an opportunity to confidentially share class and lecturer concerns with the Academic Dean, President, and lecturer in an anonymous way. Use these opportunities to provide both positive and negative feedback in a respectful manner.
- ◆ The Student Representative Council exists to help be a voice for students with the administration. The various representatives are able to help you.
- ◆ You may also take your concerns directly to any faculty, staff, or administrator at the college. All members of the ACC staff are ready to assist and bring appropriate resolution.
- ◆ A formal complaint process may also be used to ensure your concern is appropriately addressed:
 1. Submit a signed, written complaint to the administrative office with your concern or complaint.
 2. These will be confidentially read and addressed by the President who will provide you with a written response within 5 working days.
 3. The response from the President will also include options for further appeal in case you are unhappy with the result.

The policies and information contained in this guide are sourced from years of operating the college. And, we have benefited by adapting, learning from, and using content from the documents and policies of other colleges and universities around Africa and the world.

Additional rules, expectations, or alterations of this document may occur and may be given verbally as announcements by authorised administrators. Comply with them in the same manner.

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