

Vennard College

**COMMUNITY HANDBOOK
for the
2008-2009
Academic Year**

***Vennard College
P.O. Box 29 University Park, Iowa 52595
(641) 673-8391 FAX (641) 673-8365
www.vennard.edu***

TABLE OF CONTENTS

COLLEGE HISTORY AND SYMBOL	6
BACKGROUND	6
SCHOOL SONG	6
SCHOOL EMBLEM	6
SCHOOL COLORS AND MASCOT	7
ACCREDITATION	7
MISSION.....	7
STATEMENT OF FAITH.....	7
GUIDING PRINCIPLES	8
PRINCIPLE OF ACCOUNTABILITY	8
PRINCIPLE OF CONSIDERATION.....	8
PRINCIPLE OF ENCOURAGEMENT.....	9
PRINCIPLE OF PERSONAL INTEGRITY	9
PRINCIPLE OF PRIVACY	9
PRINCIPLE OF RESPECTING PROPERTY.....	9
PRINCIPLE OF SAFETY AND SOCIETY	9
PRINCIPLE OF THE WORTH AND DIGNITY OF INDIVIDUALS.....	9
BIBLICAL ABSOLUTES	10
COMMUNITY LIVING STANDARDS	10
COMMUNITY PREFERENCES.....	10
INDIVIDUAL DISCRETION	11
NON-DISCRIMINATION / HARASSMENT	11
COMPLAINT PROCEDURES (FOR HARASSMENT/DISCRIMINATION).....	12
STEWARDSHIP OF PROPERTY	12
CAMPUS SECURITY AND SAFETY	13
WEAPONS	13
FIREWORKS	13
EMERGENCY DRILLS	13
SOCIAL AND SPIRITUAL LIFE	14
ENTERTAINMENT	14
CHURCH ATTENDANCE	14
PUBLIC DISPLAYS OF AFFECTION.....	14
RESIDENTIAL LIFE	15
STUDENT HOUSING POLICY.....	15
HOUSING DURING BREAKS/VACATIONS.....	15
CURFEWS.....	15
QUIET HOURS	16
DORM GUIDELINES	16
ROOM ASSIGNMENTS	16

ROOM CHECK-IN/CHECK-OUT.....	16
DORM FURNISHINGS.....	16
ROOM INSPECTION	16
APPLIANCES IN THE DORM.....	16
ROOM KEY REPLACEMENT.....	17
FOOD	17
LAUNDRY FACILITIES.....	17
TELEPHONES	17
MAIL BOXES	17
DORM EXPECTATIONS.....	17
GUESTS.....	18
RECREATION AND INTRAMURALS	19
STUDENT ASSOCIATIONS.....	19
ADVISORS TO ORGANIZATIONS.....	19
APPROVAL OF ORGANIZATIONS.....	19
DENOMINATIONAL FELLOWSHIP GROUPS	19
MISSIONS AWARENESS PROGRAM (M.A.P.).....	19
THE OFF-CAMPUS AND	20
MARRIED STUDENT ASSOCIATION	20
VENNARD STUDENT GOVERNMENT	20
DISCIPLINARY PROCEDURE	20
DISCIPLINARY ACTION	20
DUE PROCESS (FOR DISCIPLINARY ISSUES).....	22
STUDENT INPUT.....	22
STUDENT DRESS CODE.....	22
SPECIFIC CATEGORIES OF STYLE	22
GENERAL GUIDELINES FOR STUDENT DRESS CODE.....	23
DINING ROOM PROGRAM	24
GUESTS	24
MEAL TICKETS.....	24
SACK LUNCHES	24
SICK TRAYS	24
DINING FACILITIES REGULATIONS	24
OUTSIDE USE OF DINING FACILITIES.....	24
STUDENT HEALTH.....	25
MENINGITIS INFORMATION	25
AUTOMOBILE REGULATIONS.....	26
VEHICLE REGISTRATION STICKER	26
VEHICLE OPERATION.....	26
CAMPUS SPEED LIMIT	26
PARKING/LOADING AND UNLOADING.....	26

TRAFFIC VIOLATIONS.....	26
ABANDONED VEHICLES	27
SUMMER PARKING	27
FINANCIAL RESPONSIBILITIES	27
ON-CAMPUS EMPLOYMENT	27
ATTENDANCE POLICIES	28
COLLEGE LIFE EVENTS.....	28
CLASS ATTENDANCE POLICY	28
CHAPEL ATTENDANCE POLICY	29
WEATHER-RELATED ABSENCES	30
CHRISTMAS VACATION	30
SENIOR EXAM EXEMPTION.....	30
ACADEMIC LIFE	30
MEANS FOR ASSISTING STUDENT ACADEMIC PERFORMANCE.....	30
ACADEMIC TUTORING	30
LEARNING DISABILITIES	30
MINIMUM STANDARDS FOR ACADEMIC PROGRESS	31
ACADEMIC INTEGRITY POLICY	31
VIOLATIONS OF ACADEMIC INTEGRITY	32
CHEATING	32
FABRICATION	32
PLAGIARISM	32
FACILITATING ACADEMIC HONESTY	32
DENYING ACCESS TO INFORMATION OR MATERIALS	32
ACADEMIC INTEGRITY: OFFENSES AND CONSEQUENCES	33
HUMAN RESEARCH POLICY	33
RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS.....	35
RIGHT OF APPEAL (ACADEMIC ISSUES).....	36
JESSOP-BRUNER LIBRARY	36
LIBRARY HOURS.....	36
CHILDREN.....	36
FOOD AND DRINK POLICY	37
LIBRARY PHONE AND CELL PHONE USE.....	37
PHOTOCOPIER POLICY.....	37
CIRCULATION POLICY	37
OVERDUE POLICY	38
FINE RATES.....	39
INTERLIBRARY LOAN (ILL).....	39
COURSE RESERVES	39
HOLD POLICY	39
COMPUTER LAB.....	39

COMPUTER USE POLICIES 40
STUDENT COMPLAINT PROCESS 40
 A. INFORMAL PROCESS..... 41
 B. FORMAL PROCESS..... 41
APPENDIX 42
STUDENT GOVERNMENT CONSTITUTION..... 42

Welcome to VENNARD COLLEGE

The Vennard Family welcomes all our members to this school year. We have been praying that you would arrive safely and the Lord would richly bless you while you are here.

We have learned from past experience that our new members may need to make adjustments when joining our family. As a Christian community, we strive to lift each member to his/her utmost potential.

COLLEGE HISTORY AND SYMBOL

BACKGROUND

Vennard College was founded in 1910 as Chicago Evangelistic Institute by Dr. Iva Durham Vennard, who faithfully served the interest of the School until her death in 1945. Under her able administration, the School became known throughout the world for thoroughness of Christian training and a distinctive witness to the Wesleyan interpretation of entire sanctification. In 1951, after 41 years of rich ministry in the city of Chicago, the College moved to University Park, Iowa. In 1959, the name of the School was changed to Vennard College in honor of its founder.

SCHOOL SONG

In the heartland of America,
There stands a college true;
She gave us heart and courage,
For faith and fortitude!

Her vision will not fail us;
The whole wide world to love,
Until the church victorious
Shall rest with God above.

Her banner flying o'er us,
Is holiness eternally,
God's faithfulness, her motto;
Her call: "to loyalty."

Vennard, your sons and daughters,
We'll never fear the test
Of courage, faith and loyalty.
Your call demands our best!

-Robert L. Morris

SCHOOL EMBLEM



The official emblem of the College is the Dove and Triangle. Designed by Dr. Vennard, the dove represents the centrality of the Holy Spirit in the ministry and teaching of the College, while the points of the triangle represent the Trinity, as well as the parties involved in intercessory prayers: God Himself, the one who prays, and the one for whom prayer is offered.

SCHOOL COLORS AND MASCOT

The official colors of Vennard College are purple and white. The Cougar is the official sports mascot.

ACCREDITATION

Vennard College is a member of the Association for Biblical Higher Education (ABHE) and is ACCREDITED by its Commission on Accreditation.

ABHE is recognized as a National Institutional Accrediting Body for post-secondary institutions by both the Council for Higher Education Accreditation (CHEA) and the United States Department of Education. It is also recognized by the U.S. Department of Justice, the Veterans Administration, and other relevant federal agencies. Formal complaints about issues pertaining to accreditation can be addressed to the Executive Director of the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781. Phone 407-207-0808. Website www.abhe.org.

MISSION

Vennard College exists as a Wesleyan-Holiness Bible College to educate the mind, build character, and develop ministry skills and Christian devotion for the purpose of serving the Church and impacting the world for Christ.

Therefore, its curriculum provides undergraduate education in biblical and theological studies, supporting courses in general education, and professional studies in selected areas of Christian ministry and lay leadership.

STATEMENT OF FAITH

Vennard College is dedicated to the following doctrinal position:

The Scriptures, both Old and New Testaments, are the inspired Word of God, completely trustworthy (inerrant) and the final authority for faith and practice of the believer.

God is one, infinitely perfect Creator of all things and eternally existing in three distinct persons --Father, Son, and Holy Spirit--who are one in nature, attributes, power, and glory.

Jesus Christ is true God and true man. He was conceived of the Holy Spirit, born of the virgin Mary, lived a sinless life, was crucified and resurrected bodily to make full provision for redemption.

The Holy Spirit is the third Person of the Trinity who inspired the Scriptures, convicts the world of sin, and applies the benefits of Christ's death and resurrection.

Man was created in the image of God, but Adam sinned. As a consequence, all of humanity is sinful by nature and sinners by choice. Only God's grace can forgive the sins all have committed and cleanse the heart of the sinful nature.

Salvation is provided for and offered to all people through the crucifixion and resurrection of Jesus Christ.

The sinner is born again by repentance of sin and faith in Jesus Christ as Savior and Lord. This new birth is evidenced by the witness and working of the Holy Spirit. The believer, subsequent to the new birth, is entirely sanctified by an act of total consecration to the will of God and by the infilling, cleansing work of the Holy Spirit of God. Thus cleansed of the nature of sin and empowered for service, the believer is assured in his act of faith in God's promise to sanctify. This relationship with God is entered into in a moment of believing faith and is maintained by a continual submission to and obedience to the known will of God.

The true church is composed of all who have been redeemed through faith in Jesus Christ and are united together as the body of Christ of which He is the Head. The church glorifies God and does His will through faithfully carrying out the Great Commission given her by Jesus Christ.

The second and personal advent of Christ to this earth will terminate this present age and is the "blessed hope" of the believer. All the dead will be bodily resurrected: the saved to a life of eternal glory and blessedness with the Lord; and the unsaved to judgment and everlasting conscious punishment.

GUIDING PRINCIPLES

Christian maturity involves integrating all of life's experiences with the truth of scripture. Additionally, Christian maturity involves more than simple adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ, a life of dynamic discipleship, and a surrendering of the self-centered life. The mature Christian recognizes that scriptural principles are to be applied to every area of life. In an effort to continue developing a community that is pleasing to God, the following principles are the basis for our Community Standards.

PRINCIPLE OF ACCOUNTABILITY

Individuals are responsible for their own actions and are to be held accountable for those actions. As in most organizations, there is an administrative structure designed to deal with all issues in the most efficient, respectful, and scriptural manner possible. To promote and improve relationships, members of the Vennard community are encouraged to follow the biblical model found in Matthew 18:15-20. As Christians, our first action would be to go directly to the one responsible or the one with whom we may have a disagreement. Our next step would be to take one or two others along "so that every matter may be established by the testimony of two or three witnesses." At Vennard, our next step would be to take the matter to the next level as outlined later under "Due Process."

PRINCIPLE OF CONSIDERATION

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others" (Philippians 2:3-4). Building a community takes hard work, time, and willingness. To build a genuine New Testament community, members focus on learning how to communicate with each other more vulnerably, more intimately, and more lovingly on an ongoing basis.

PRINCIPLE OF ENCOURAGEMENT

In Hebrews 10:24-25 and in Ephesians 4:1, 11-13, we are taught the importance of encouraging one another in the faith we share. *Encouragement* means to “inspire or to help bring about courage or confidence in someone else” (American Heritage Dictionary). The Christian community can accomplish this in various ways, such as focusing on the positive circumstances, affirming each other’s gifts and abilities, and helping everyone succeed in their relationships within the Vennard community and with God.

PRINCIPLE OF PERSONAL INTEGRITY

Integrity is moral soundness or uprightness, and honesty in all areas of life. Individual integrity means abiding by the moral and ethical standards set forth in Scripture as well as the Community Standards set by Vennard College. This soundness ought to be practiced in every aspect of our lives which includes striving to live above reproach, being pure and honest, and living by the standards one has agreed to uphold (I Peter 1:13-15 and II Peter 1:3-8).

PRINCIPLE OF PRIVACY

Everyone needs time alone daily for personal reflection and communion with God. In consideration for the needs of others, we recommend that each individual give a high priority to providing courtesy and respect for each other’s time and privacy. (I Peter 2:17a NIV: “Show proper respect to everyone.”)

PRINCIPLE OF RESPECTING PROPERTY

Good stewardship of God’s provisions to us is part of our responsibility as a Christian community. Psalm 24:1 tells us “The earth is the Lord’s, and everything in it, the world and all who live in it” (NIV). It is important that we respect private and community property which are representations of God’s graciousness to us. Unauthorized activities which involve the misuse and/or alteration of property are to be avoided.

PRINCIPLE OF SAFETY AND SOCIETY

To ensure the safety of individuals and the community, regulations have been made to maintain a safe and secure environment. At times, individual privileges must be set aside for the benefit of the community at large. It is desired that members of the community follow established safety guidelines and be actively involved in maintaining a safe and secure environment.

PRINCIPLE OF THE WORTH AND DIGNITY OF INDIVIDUALS

A foundation of community living is a belief in the worth and dignity of individuals. Having been created in the image of God automatically gives one worth, and therefore makes one worthy of respect. It also bestows upon individuals the responsibility to respect others and their unique personal expression. This personal expression must be within community standards and not infringe upon the rights of others.

BIBLICAL ABSOLUTES

By ‘biblical absolutes’, the Vennard community means those unchanging truths about God’s plan and purpose for creation. Included in that purpose are the standards that God has established for individuals to follow and also standards for the Body of Christ. Rooted in His unchanging character, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

The Bible provides us with certain commands or requirements about moral, ethical and holy living that are considered absolutes. Because Vennard desires that the life of Christ be manifested in the community, it is expected that every absolute be obeyed. To love other Christians, do good to all people, be filled with the Holy Spirit, obey the Word of God, and to trust God for personal needs are illustrative of some of the positive commands of Scripture (Galatians 5:16-23; Ephesians 5:18-21; Colossians 3:15-17; I Thessalonians 5:12-22).

The Bible tells us that there are certain things that are displeasing to God and are to be avoided. They include attitudes such as pride, rebellion, thanklessness, lust, and jealousy. We are also told that practices such as stealing, gossip, dishonesty, occult involvement, murder, extramarital and premarital sex, gluttony, and homosexual behavior are forbidden.

These biblical precepts are to govern our lives on Campus and away from the community, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, “I am come that they might have life, and that they might have it more abundantly” (John 10:10).

Based on the above considerations, Vennard College has established the following Community Living Standards for students.

COMMUNITY LIVING STANDARDS

As a community, our faculty, staff, and students must be committed to maintaining an atmosphere that reflects life in Christ and ultimately gives Him praise and glory. The Student Development staff realizes it is difficult to create behavioral standards acceptable to every member. **However, it is essential to specify certain rules and patterns of behavior to ensure that a desirable environment exists.** The following considerations are used as the basis of Vennard’s standards.

COMMUNITY PREFERENCES

Vennard College is committed to maintaining a lifestyle based on biblical principles. These principles are abiding general truths deduced from Scripture that guide thoughts and actions. Therefore, some moderate standards are established to govern the lifestyle of the community. While these may not totally reflect the personal preferences of each student, they enable the Vennard community to function in harmony under the Lordship of Christ. Vennard College does not endorse the practice or propagation of speaking or praying in unknown languages. **Social**

guidelines, like administrative and academic procedures, are intended to promote order and consistency. They should not be viewed as standards of spirituality.

INDIVIDUAL DISCRETION

Each believer, though free to follow a biblically-informed conscience in some practices, must, in love and consideration, adapt behavior to benefit others and the community. The application of some biblical principles governing Christians living in community is a prerogative at Vennard College. Others are left for individual application.

For instance, while the principle that all need fellowship with God in Bible study and prayer must stand, the specific time, place, and method for personal devotions are an individual choice. Students also have the responsibility to apply biblical principles in matters such as choosing a church to attend or in developing friendships.

Vennard College takes the position that these basic considerations are critical to ensure a thriving Christian atmosphere. Those individuals who choose to join the Vennard community do so voluntarily and, thus, they willingly take upon themselves all the responsibilities outlined in the Community Handbook. It is expected that a student who finds these principles unacceptable will seek education elsewhere.

These policies apply to students while they are enrolled in one of our college programs or while they are residing in college-owned housing.

NON-DISCRIMINATION / HARASSMENT

Vennard College does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship or loan programs, athletics, activities, or other college-administrated programs.

It is the desire of the College that all individuals **be respected** regardless of age, disability, gender, ethnicity, national origin or doctrinal distinctions. To ensure that respect, it is the responsibility of the College to be aware of discrimination issues and to implement procedures which have a goal to eliminate discrimination. It is important to promote an atmosphere of mutual respect and consideration. As a Christian community, it is our responsibility to live according to biblical standards of love, unity, and mutual submission. In consideration for the feelings of others, Philippians 2:1-4, Romans 12:9-11, and I Corinthians 13 provide us with guidelines for relationships within the Body of Christ.

While differences in theological interpretations will exist among students who attend the College, it is imperative to maintain an environment of respect wherein the quest for biblical truth and learning can be pursued under the guidance of the Holy Spirit and the normal teaching of the doctrinal distinctive of the College.

DEFINITIONS OF HARASSMENT AND DISCRIMINATION

In general, any verbal, physical, or visual conduct of a sexual, racial, ethnic or religious nature that the college community considers offensive and/or which impairs the individual's ability to function or perform normally on a college campus is considered harassment or inappropriate discrimination. Any action or attitude that discriminates against an individual in such a manner that one's welfare, growth, or demeanor is adversely affected is also inappropriate conduct.

Sexual harassment may include unwelcome advances that are verbal, visual, and/or physical in nature.

Ethnic and/or racial discrimination or harassment may include such things as inappropriate ethnic jokes, slurs, exclusivity, and intolerance of certain customs and ideas.

Religious discrimination includes malicious attacks on the theological or doctrinal interpretations and/or practices of others. However, those attending Vennard must respect in conversation and practice the theological and doctrinal interpretations set forth by the College.

(See Section on Disciplinary Procedure/Due Process for procedures on how to handle harassment and discrimination complaints.)

COMPLAINT PROCEDURES (FOR HARASSMENT/DISCRIMINATION)

Any harassment/discrimination complaints will be handled according to appropriate procedure. While the issue of personal complaints is addressed and outlined in the Principle of Accountability (p. 8, Community Handbook), on occasion, circumstances may impair an individual from following the principles set forth in Matthew 18:15-20. **HOWEVER, ALL INDIVIDUALS ARE ENCOURAGED TO FOLLOW THIS MODEL AS THEIR FIRST COURSE OF ACTION.** If this is not possible, all complaints should be initiated according to the following guidelines:

FOR STUDENTS

A student who believes he/she is experiencing discrimination or harassment should follow the student complaint process on pages 40–41.

FOR FACULTY OR STAFF

Any faculty or staff member who believes he/she is experiencing discrimination or harassment is encouraged to follow due process as stated in the *Employee Handbook*.

STEWARDSHIP OF PROPERTY

Part of community living is being good stewards of the property entrusted to us. Students will be held responsible for any misuse, abuse, or damage to property belonging to the College or individuals. Damage should be reported to the appropriate person.

CAMPUS SECURITY AND SAFETY

Providing a safe environment is important to the Vennard College community. The following instructions are provide to ensure this safety.

Cell Phone Alert System: A list of cell phone numbers is compiled at the beginning of each semester. In the event of a potential campus emergency, an alert message will be immediately sent to everyone on this list.

Violation Reports: Persons who need to report security violations, or the presence of persons acting suspiciously on campus, should contact the Campus Manager (who is the Campus Security Officer). When the Campus Security Officer is not available, contact the Dean of Women/Men, or the Dean of Students. (Campus Manager – 641/660-3815; Dean of Students – 641/295-9616; Dean of Women – 541/619-3695; Dean of Men – 541/255-5816.)

Physical Aggression: In cases involving aggressive acts, the Dean of Students should also be contacted.

Criminal Acts: In cases involving criminal acts, the Campus Security Officer or his/her representative will contact the Mahaska County Sheriff's Office.

Sexual Abuse: Persons who have been sexually abused either on or off Campus should contact 911 and the Campus Security Officer at any time day or night. The Campus Pastor and college staff are available to assist in such a time of personal stress. Counseling from campus personnel and/or through the appropriate county agency is available as needed.

Records and statistics concerning the occurrence of on-campus security violations are kept in the office of the Campus Security Officer and are available online at <http://www.vennard.edu/studentlife/security.html>.

Campus Security personnel will secure all Campus buildings, except the dormitories, at appropriate times. The R.A. on duty in each dorm locks the doors at curfew each evening and Campus Security unlocks all buildings each morning.

WEAPONS

For the sake of safety, weapons of any kind are not allowed on Campus-owned property. Violations could result in immediate suspension or dismissal.

FIREWORKS

Vennard College prohibits the use or possession of fireworks. Fireworks are illegal in Iowa.

EMERGENCY DRILLS

Fire and tornado drills will be carried out periodically during the school year in the various buildings.

SOCIAL AND SPIRITUAL LIFE

The social and spiritual life at Vennard is the responsibility of the Department of Student Development under the administrative direction of the Dean of Students. Philosophically, Student Development personnel are committed to the cultivation of Christian life and experiences as they relate to the total development of the student. Vennard's desire is that students attain a deep commitment to Christ, while developing emotional stability and internalizing Christian ethical life standards. Social and spiritual development structure is provided to motivate students toward the standards of Colossians 1:10 – “so that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God.” Vennard is training people for leadership ministry. Therefore, it is important for students to seriously consider the examples they are setting for others and avoid those things that are questionable.

ENTERTAINMENT

In the area of entertainment and recreation, such as television, movies, music, video games, and all forms of the Internet, members of the Vennard community are expected to make choices with the above principles in mind, especially where no explicit instructions are given. All such venues that produce, promote or feature the violent, the sensual, the pornographic, or the vulgar are to be avoided, believing that these undermine God's standard of holiness of heart and life.

With this in mind, no possession or viewing of R or higher rated movies, or MA games is allowed. Students are encouraged to set a high standard in this area and avoid questionable media that may be considered pornographic or objectionable. Students are encouraged to recognize that many items in the media that do not receive such ratings may still be detrimental to one's spiritual growth.

Disputes regarding questionable entertainment/media may be directed to Student Government representative(s) who will meet with the Student Development Committee for final determination of its appropriateness.

CHURCH ATTENDANCE

Students are expected to observe the Sabbath and regularly attend worship services in a local church. Regular church attendance is not only an indication of spiritual maturity, it also is an opportunity for spiritual growth and ministry to others.

PUBLIC DISPLAYS OF AFFECTION

Social relationships should manifest good taste, whether between friends of the same or opposite sex. Mature Christians who have respect for themselves and others avoid public displays of affection, which to onlookers may appear indiscreet and unbecoming. Sitting on laps, lying together, or engaging in sexual behavior of any nature, will be subject to discipline, which may include suspension or dismissal from Vennard College.

RESIDENTIAL LIFE

STUDENT HOUSING POLICY

Vennard College is a residential college with a long history of developing a family atmosphere on campus. One of the specific goals for every student is the development of social and spiritual skills through interaction with other students in the many settings available on campus, including the residence experience. The College believes that residence in the dormitories produces interaction and development of skills that are vital to the training purpose of the college. All single students younger than 21 (determined as of the first day of the semester), taking more than six hours, must live in the dorm unless living with their parents.

Students who are 25 years or older, or are married, must petition to live in the dorms.

No changes of on-campus residence are allowed during a semester.

HOUSING DURING BREAKS/VACATIONS

During regular term shutdowns of less than one week, students will be allowed to stay in the dorms providing they notify the Dean of Students. During regular term shutdowns of a week or more, students may apply to the Dean of Students to remain in the dorm on a weekly rental basis. A signed contract (obtained from the Dean of Students and requiring the signature of the Students, the respective Dean, the Dean of Students and the Bookkeeper) and a deposit of one month's rent will be required. Breaking the terms of the contract or not keeping current with rent may result in eviction from the dorm.

The rent will be determined by the Administrative Committee on a yearly basis. All students working for the College on a full-time basis (32 + hours per week) will have this rent waived.

CURFEWS

Sunday through Wednesday - 12:00 a.m.

Thursday-Saturday night – 1:00 a.m.

Students must have prearranged permission from an R.A. or Dean of Men/Women to be out of the dorm after curfew. Curfew is defined as the time students are required to be in the dorm and it ends at 5:30 a.m. daily.

Work Extensions: Curfew extensions may be granted based on the student's work schedule. Students are encouraged to have their work schedule on file with their Dean.

Overnight: Permission for overnight privileges for Sunday through Wednesday nights must be requested from the Dean of Men/Women and the designated form filled out (available from the Residence Deans) and given to the respective Dean before leaving. **These will only be granted under special circumstances.**

Weekends: Students planning to be away for a weekend (including overnight on Thursday) must notify the Dean of Women/Men, fill out the designated form, and give it to the respective

Residence Dean. (Forms are available from the Residence Dean.)

Vacations: Vacations and mini-breaks end at the usual curfew time the day before classes begin.

Summer: Curfew during summer and breaks is 1:00 a.m.

QUIET HOURS

Every night of the week from 10:00 p.m. onward, extra care should be exercised to be reasonably quiet to allow time for study, devotional time, sleep, etc. Be courteous and respectful of those around you.

DORM GUIDELINES

ROOM ASSIGNMENTS

The Dean of Men/Women makes room assignments. Preferences for a particular room or a roommate should be requested of the Dean of Men/Women.

ROOM CHECK-IN/CHECK-OUT

When checking into his/her room, each student will receive a key to the room from the Dean of Men/Women. The Dean or an R.A. will go over a room checklist with the student, noting the overall condition of the room. At checkout, the room will be inspected again, and its condition compared with the check-in report. This includes general cleanliness as well as physical condition. The student will be charged for damage repair and cleaning, if necessary.

DORM FURNISHINGS

Moving furnishings to another room or floor in the dorm by students is prohibited without permission from the Dean of Men/Women.

ROOM INSPECTION

Entrance into residence hall rooms by appropriate College personnel for purposes of inspecting or maintaining cleanliness, sanitation, neatness, checking for the presence of unauthorized items, or for the purpose of making repairs can be done on both an announced or unannounced basis. The majority of such inspections will be accomplished on an announced basis. Rooms should be kept presentable at all times. Failure to pass room inspections could result in a monetary fee or other disciplinary action.

APPLIANCES IN THE DORM

Refrigerators up to 4 cu/ft will be allowed in dorm rooms for an additional appliance charge of \$25 per semester.

Some air conditioners are available for students to use in their rooms for an additional fee. The cost is \$75 for the Fall semester and \$50 for the Spring with the understanding that they are not

to be run when the room is not being occupied for any reasonable length of time, e.g. eight hours or more, and all precautions are used to keep energy costs down.

Air conditioners will be removed from windows by November 1 (for Fall Semester) and reinstalled no sooner than April 1 (for Spring Semester).

Air conditioners are available while you are here during the summer at a cost of \$150.

Microwaves, toaster ovens, etc. are not allowed in rooms due to fire code restrictions.

ROOM KEY REPLACEMENT

Students will be charged \$50 for the replacement of a dorm key.

FOOD

Food kept in rooms must be in appropriate containers.

LAUNDRY FACILITIES

Washers and dryers are provided for residents, including married students. The washers and dryers are not for use by non-residents.

TELEPHONES

College business phones are not for student use. As a matter of courtesy to others, personal local calls made on courtesy phones in the residence halls should be limited in length to 15 minutes with a 15-minute break between redialing. If an emergency occurs notify the Resident Assistant.

MAIL BOXES

Each student is assigned a mailbox at the beginning of each semester. The campus mailbox system is one of the primary means of communicating with individuals on Campus. Therefore, **it is important to check the boxes daily to ensure that the communication process is complete.** Failure to do so may lead to consequences which will be the student's responsibility to bear.

DORM EXPECTATIONS

1. Students are not allowed in the living quarters (student rooms, hallways, or dorm floors) of the opposite sex without direct permission of the Dean of Women/Men. Members of the opposite sex are not allowed in the Men's or Women's Dorm past curfew and before dorms open. Exceptions are on-duty maintenance workers who have clearly announced their presence.
2. Reasonable quietness is to be observed in the residence hall at all times.
3. Every effort should be made to conserve energy when/where possible. Such as: lights, air conditioners, appliances and media equipment.

4. Students are not allowed to have pets in the residence hall.
5. Only special picture hangers may be used on room walls. Please contact your respective Dean if you have questions about what to use for wall hangings. Tape or glue are not to be used. Contact paper is not to be put on walls, furniture, etc. A fee will be assessed for any damage to room or furnishings.
6. Storage rooms are available in each residence hall. Anything placed in storerooms must be clearly marked with the owner's name. Loose objects (clothes, papers, books, etc.) are not to be put in the storerooms.
7. Damage to any college property must be reported to the Dean of Women/Men or Campus Manager immediately.
8. Anonymous dorm damage will result in fines for the dorm residents.
9. Fire escapes are to be left accessible at all times. Fire escapes and windows are to be used only in emergencies or during fire drills.
10. Hallways are to be kept clear of garbage and personal items. Items left in hallways may be confiscated.
11. Residence halls are to project a wholesome Christian environment. Any items or practices of a culture contrary to Christian living are not to be used for reading, listening, decorating or "atmosphere building" in rooms.
12. Residents are expected to use the designated rooms provided for food preparation and preservation.
13. In the interest of fire safety, burning incense, lighted candles, kerosene lamps, hot plates, and electric space heaters are not permitted in rooms. Fans must be turned off by occupant when leaving a room. If there is a heating deficiency, report it to the Dean of Men/Women.

Caution: Fire protection devices (i.e. extinguishers, smoke alarms, etc.) are installed for your protection. Tampering with these devices in any way will result in disciplinary action.

GUESTS

Guests are welcome at Vennard. However, prior to an overnight visit, the necessary permission must be received, forms filled out, and fees paid to the Dean of Men or Dean of Women.

Fees are currently \$10 per person per night or \$25 per night for families (this includes three or more in the room). Damages to college facilities or properties incurred by guests will be the responsibility of the guest(s).

RECREATION AND INTRAMURALS

The college gymnasium, lighted soccer field, tennis courts and mini-putt course make group recreational activity available. Varied activities are available for our students on an informal basis, as well as organized intramurals.

MAHASKA STUDENT CENTER

The Mahaska Student Center offers opportunities for relaxation, fellowship, and recreation. The Grill hours will be posted by the Student Center Manager. The Student Center is intended for college personnel – any and all guests must be accompanied by Vennard personnel.

STUDENT ASSOCIATIONS

ADVISORS TO ORGANIZATIONS

Every student association at Vennard is assigned an advisor. The right, privilege, and role of this individual is to contribute relevant information which students may not be aware of, to guide in maintaining the traditions of the College in student-planned events, and to aid the students in developing leadership and managerial skills.

No organization is to hold a meeting without the knowledge of the advisor, who must give consent for the group to meet in the advisor's absence. All requisitions from any student organization must be signed by the association's advisor.

APPROVAL OF ORGANIZATIONS

All activities sponsored by organizations must be approved in advance by their advisors. The advisor of the group will contact the Administration for final approval of plans. Organizations are required to submit their governing instruments for approval to the Student Development Committee.

DENOMINATIONAL FELLOWSHIP GROUPS

Although not organized as College-sponsored groups, the organization of these groups within the Vennard student body is welcomed and their contribution to the social and spiritual life of the College is recognized.

MISSIONS AWARENESS PROGRAM (M.A.P.)

This student group is challenged with the responsibility of promoting and supporting missions on Campus. The group prays for graduates and former Vennard students who have gone to the mission field, develops and implements programs and social events, and participates in mission projects. All Missions majors are members of M.A.P.; all others are encouraged to participate.

THE OFF-CAMPUS AND MARRIED STUDENT ASSOCIATION

This is an organization of off-campus and married students attending Vennard College. Membership is extended to non-enrolled spouses of currently enrolled students. The Off-Campus and Married Student Association meets for social functions and business sessions on dates determined by mutual consent of the members.

VENNARD STUDENT GOVERNMENT

Provision is made by Vennard College for student government. This is recognized both as a responsibility for service and as an opportunity for leadership training. All registered students at Vennard have a voice via the Student Government. (See the Section on Student Government Constitution for membership and bylaws.)

DISCIPLINARY PROCEDURE

The Vennard experience is structured to allow students to practice self-discipline for the specific purpose of promoting individual growth and holy living. However, the College intervenes when students choose not to follow established guidelines and observe standards as established in the Handbook. Every effort will be made to be restorative and redemptive in the disciplinary process.

- A. Communication with the student will take place at an appropriate time following an infraction and at all levels of discipline.
- B. An infraction notice and/or letter must be completed at all discipline levels. Some forms require the student's signature. The student will be given a copy of all written communication and a copy will be kept on file in the Student Development Office.
- C. Notification is to be given to the student, the R.A., the Dean of Men/Women, and the Dean of Students, as appropriate.

DISCIPLINARY ACTION

Violations of in-house rules, such as dress code, dorm rules, curfew, etc, are usually addressed by written or verbal warnings by respective deans, R.A. or Dean of Students. However, repeated offenses may result in disciplinary action. Violations of a more serious nature will require a meeting with the Dean of Students and may result in a meeting with the Student Development Committee.

Any violation of a very serious offense (see list below) will be addressed by the Student Development Committee.

Disciplinary measures include such things as:

- 1. Social Probation:** Restriction of social privileges (e.g. attendance at an athletic event).
- 2. Early Curfew:** A student may be given a specified time when he/she must report to the R.A. and stay in the dorm for the night.

3. **Dorm Restriction:** This confines a student to his/her respective dormitory. He/she is free, however, to move about in the dormitory.
4. **Community Service:** College and/or Oskaloosa Community work assignments may be made in consultation with the appropriate area director.
5. **Written Report:** A student will be responsible for completing an essay (or similar project) applicable to the situation. Details of the report will be determined by the Dean of Men/Women or the Dean of Students.
6. **Monetary Fine:** A monetary fine may also be assessed.
7. **Campusing:** Campusing means that a student may not leave campus at any time during the day or evening except for church attendance, Christian service, and regular employment. When leaving campus and upon returning, the student must report to his/her R.A. The student cannot attend any function off campus, including college activities. The student must report keeping the "Campus" to his/her R.A. following its completion. The period of campusing (weekend, week, etc.) will be clearly stated in writing and a copy given to the student.

In addition to the above penalties, the Student Development Committee may recommend the following for Administrative Committee consideration:

1. **Suspension:** Suspension is a severing of the student's relationship with the College. It allows the student the privilege of returning at a later date with conditions.
2. **Dismissal:** Dismissal is the termination of the student's registration and will be noted on the student's transcript. The student may not apply for readmission for at least twelve months from the day of dismissal. Dismissed students must complete the entire application process and the student development committee must approve the reinstatement of the student.

No tuition, fees, room, or board refunds are made to students who are suspended/dismissed. Students who are dismissed from the College must vacate their rooms within 24 hours or a time period set by the Administrative Committee in correspondence with their respective Dean. Students suspended/dismissed are not allowed on campus without written permission from the Dean of Students.

Very serious offenses include, but are not limited to:

- Lying
- Stealing
- Gambling
- Use or possession of tobacco, alcohol, and/or illegal drugs
- Engaging in premarital sexual behavior (including heavy petting); adultery or homosexual behavior
- Violent and/or abusive behavior (verbal and/or physical)
- Viewing or possession of pornography
- Illegal use of weapons
- Harassment
- Entering establishments that by Iowa law require a person to be 21 or over to enter (such as casinos, clubs, bars, etc.)

- Attending private parties that promote the above behavior
- Flagrant or habitual malicious gossip

Any criminal activity may be referred to the local law enforcement agency and if activity occurs on campus will be included in the Campus Security Report.

Any student who withdraws or fails to reenroll under circumstances that normally warrant investigation will be considered suspended/dismissed.

DUE PROCESS (FOR DISCIPLINARY ISSUES)

Disciplinary actions are subject to written appeal. Actions by an R.A. may be appealed to the Dean of Men/Women. Actions by the Dean of Women/Men may be appealed to the Dean of Students. Actions by the Dean of Students may be appealed to the Student Development Committee. Finally, actions by the Discipline Committee may be appealed to the Administrative Committee. All appeals must be made in writing within 72 hours.

The committees will consider appeals under the following criteria:

1. Any decision may be appealed in writing to the Administrative Committee within 72 hours of receiving the original decision.
2. Students may appeal after the 72 hour period under the following conditions:
 - a. If there is proof that due process was not granted during the disciplinary procedure.
 - b. If new evidence has been discovered.
 - c. If there is substantial evidence that a member (or members) of the deciding committee was biased for or against the student.

STUDENT INPUT

You have the right to register your objection with a rule or make other suggestions relating to student life. This should be done in writing to the Student Development Committee or student government.

STUDENT DRESS CODE

The dress code is designed to stress the importance of modesty, modeling of Christian character, and training for appropriate professional expectations as determined by the Vennard College Administration.

SPECIFIC CATEGORIES OF STYLE

A. Semi-formal Attire

1. Men – Dress shirt, slacks or khakis, dress shoes, socks, tie, and jacket.
2. Women – Dress, skirt, blouse, and dress shoes or dress sandals (no beach style flip flops). Dresses and blouses must have sleeves.
3. The following events require professional attire: Banquets, when preaching or doing your Senior Chapel, as announced

B. Smart Casual Attire

1. Men – Dress shirt or shirt with collar, slacks or khakis, socks and dress shoes.
2. Women – Blouse (no t-shirts), skirt, slacks or khakis, and dress shoes or dress sandals.
3. The following events require smart casual attire: Revival Services, student assisting with Senior Chapel services, as announced

C. Classroom Attire (including Lunch during class days) –Casual shirts, t-shirts, jeans, shoes or sandals.

D. Campus Employment Attire - Each department will determine proper dress. Students are to see their department head for dress guidelines.

E. Attire for other occasions – T-shirts, jeans, modest shorts and sweats are acceptable. Students should dress appropriately in all settings. Please refer to the general guidelines listed below.

GENERAL GUIDELINES FOR STUDENT DRESS CODE

These guidelines apply, both on campus and in the surrounding community.

(The spirit and intent of the dress code should be the guiding principle.)

- All clothing must be modest, neat, clean, well-fitting, free from holes. Clothes should not be frayed or ragged.
- Men must tuck shirts in for professional/banquet and smart casual occasions.
- No tank tops, spaghetti straps, etc, allowed. Tank tops may be acceptable for athletic activities, if modest.
- Women’s skirts, slits in the skirts, or shorts must be no higher than just above the knee.
- Body piercing jewelry and fillers, other than earrings for ladies, is not permitted.
- No bare midriffs.
- Hats are not to be worn in classrooms, chapel or dining hall. (Students working for Food Services are exempt during work time.)
- Pajama tops and pajama pants or slippers are not to be worn outside the dorms.
- Hairstyles are to be well-groomed avoiding extreme colors and/or styles.
- Beards and mustaches must be neatly trimmed.
- Dress slacks are to be non-denim and of a non-jean style.
- No immoral slogans or inappropriate messages on clothing.
- No spandex shorts.
- Guests of students are encouraged to abide by the dress code.

Exceptions may be made as deemed necessary by the Dean of Men/Women and/or Dean of Students. The Deans have the final decision in matters that pertain to dress code. Vennard College reserves the right to adjust the dress code guidelines at any time.

DINING ROOM PROGRAM

GUESTS

Normally, guests may be brought to a Cafeteria-style meal without making reservations. However, for groups of five or more, reservations must be made. For Family and Buffet style meals, reservations must be made with Food Services. Tickets for all meals may be purchased in the cafeteria line. Guest meals are on a cash basis only. The Director of Food Services must be notified when guests will be at a Family or Buffet style meal.

MEAL TICKETS

Married or off-campus students may purchase a daily meal from the cafeteria line. Meal tickets can be purchased in the Business Office and are non-refundable and non-transferable. No charging allowed without arrangements being made with the Food Service Director. Meal prices are as posted in the cafeteria.

SACK LUNCHES

Sack lunches are available for those working or taking classes during meal times or traveling on College-approved trips. Arrangements for sack lunches must be made with the Food Services Director BY 8:00 A.M. MONDAY OF EACH WEEK. Students must be on an approved list to receive a sack lunch. If the sack lunches are not picked up three days in a row, a student's sack lunch privileges will be discontinued for that semester.

SICK TRAYS

Sick trays are available for those confined by illness to their residence hall. It is the student's responsibility to arrange for someone to pick up the meal and return the tray.

DINING FACILITIES REGULATIONS

Dispensers are for mealtime use only. Pop machines are available in residence halls and other locations on Campus. Food, beverages, or table service are not to be taken from the dining room after or between meals.

According to health codes no one, including small children, is allowed to sit on tables or counters, or lean across food protection barriers.

The kitchen and serve-out areas are off limits except to Food Services employees. Food Services phones are for official calls only.

OUTSIDE USE OF DINING FACILITIES

Any organization (internal or outside of Vennard College) desiring to use the Harris Dining Room or the President's Dining Room must contact the Facility Usage Committee at least one week in advance.

STUDENT HEALTH

Vennard College requires all students enrolled in the College to be covered by some type of health insurance. On the basis of a signed waiver, the following students, if so disposed, may elect not to be under the College's student health insurance policy:

1. Married students.
2. Single students not living in the College's residence dormitories.
3. Those covered by another form of health insurance who have provided all relevant policy information to the Business Office.

All students are required to fill out a medical information form. This form will be kept in a confidential file.

MEDICAL SERVICES

Health benefits for students are available through the Family Medical Center. Students are not charged for the office visit but are required to pay for other services rendered during their visit (i.e. injections, lab testing etc.).

MENINGITIS INFORMATION

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are vaccines against meningitis. Meningococcal vaccines cannot prevent all types of the disease. But they do protect many people who might become sick if they didn't get the vaccine. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks.

All students desiring to reside in College dormitories must provide the Dean of Students with **either** proof of a vaccination or a signed waiver declaring that they have read and understand the risks of not receiving the vaccination.

(Information adapted from the CDC website June 27, 2006
www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)

AUTOMOBILE REGULATIONS

VEHICLE REGISTRATION STICKER

All motor vehicles belonging to or regularly driven by students on the campus and college-owned property must be registered with the College at the beginning of each semester. Only motor vehicles displaying a current registration sticker will be permitted for parking on Campus without penalty.

Students are allowed one vehicle, with the exception of a motorcycle, in addition to their car. Married students may register two vehicles.

Registration stickers will be issued only if the following conditions are met:

1. The vehicle is maintained to meet the requirements of the Iowa Traffic Code.
2. A registration card with complete information is on file with the Business Office. A student has 24 hours in which to register his/her car and affix the sticker. The sticker should be located on the left side of the rear bumper or on the rear window of the car.
3. Students driving on campus must maintain a valid drivers license and current auto insurance to be able to operate a motor vehicle on campus. A copy of the student's driver's license and proof of insurance must be submitted to the Business Office.

VEHICLE OPERATION

No one is permitted to operate a motor vehicle without the proper licensing. A valid driver's license or operator's permit is required in accordance with state law.

CAMPUS SPEED LIMIT

The speed limit on campus is 20 miles per hour.

PARKING/LOADING AND UNLOADING

Parking on campus during class hours, required events, and special weekend events shall be limited to the parking area. No vehicle is to be parked on streets surrounding college property, in reserved spaces on campus, or in visitor parking unless that vehicle is specially marked by the Campus Manager. All motor vehicles, including mopeds, are restricted to established driveways and parking areas. No driving is permitted on sidewalks and lawns without permission of the Campus Manager.

TRAFFIC VIOLATIONS

All infringements of traffic regulations shall be fined according to the following:

- First Citation \$50.00
- Second Citation \$75.00
- Third Citation \$150.00
- Parking in Handicapped/Fire Lane Zones \$100.00

A Fourth Citation will require an appearance before the Student Life Committee. Owners or principal operators of motor vehicles on campus without a current parking sticker will be fined \$20.00 and will be required to register their vehicles. Failure to pay a fine within seven days will result in referral to the Dean of Students.

Driving violations may also be handled through civil authorities.

ABANDONED VEHICLES

Owners of a disabled car need to make arrangements with the Campus Manager to have it moved. The College Administration reserves the right to move, at the owner's expense, any motor vehicle abandoned by its owner who does not follow this procedure.

SUMMER PARKING

Automobiles for which students are responsible may be left on Campus during the summer only if the following conditions are met by 5 p.m. the day before Commencement:

1. Payment of \$25 storage fee, payable in cash at the Business Office.
2. Placement of vehicle in the area designated by the Campus Manager with a copy of the key given to maintenance.
3. Vennard College will not be held responsible for damages incurred to stored vehicles. Any vehicle for which the \$25 storage fee has not been paid and which is not placed in the designated area will be considered an abandoned vehicle. The stipulations for summer parking do not apply to students who are working on campus during the summer.

FINANCIAL RESPONSIBILITIES

Personal stability and Christian witness are both at stake in the matter of personal financial management. Paying one's bills is an essential part of practical holiness, a kind of training with long-range implications and unlimited application. Students are encouraged to budget wisely and maintain a good financial standing in the community. Those who do not maintain financial commitments to the College do not remain in school. Any student in need of financial assistance should make an appointment to visit the College Financial Aid Officer.

The Word of God has specific instructions concerning financial obligations to others. See Romans 13:8 and Matthew 5:33-37.

ON-CAMPUS EMPLOYMENT

Vennard College endeavors to assist students seeking employment as a means of meeting their expenses. Students securing on-Campus employment should fill out the Student Employment Application Form and submit it to the Financial Aid Director. The information given concerning training, experience and qualifications will facilitate placements.

ATTENDANCE POLICIES

COLLEGE LIFE EVENTS

Failure to attend a college life event without prior arrangement with the Dean of Students will result in disciplinary action. Required events pertinent to college life at Vennard include but are not limited to:

1. All Revival services and Mission Conventions/Banquet (a.m. and p.m.)
2. Commencement
3. Spring Campus Clean-up Day
4. Breakaway Activities
5. Sophomore Christmas Banquet
6. Dove and Triangle Reception/Senior Witness
7. Community Service Days
8. Senior Retreat (Seniors required)
9. Junior-Senior Banquet (Juniors and Seniors required)
10. Formal Dinners and other events as announced

CLASS ATTENDANCE POLICY

Regular and punctual class attendance is required. A student who is marked tardy for class three times will be charged with an absence. A student who leaves class early may be counted as tardy. Missing more than 20% of a class session constitutes an absence.

Even though attendance is expected at all class sessions, it is understood that there are times when a student is unable to attend class. The minimum attendance requirement in any class has been established as 80% of the total number of class sessions. Failure to meet this attendance minimum will result in automatic failure of the course. A grade of "FEA" (Failure for Excessive Absence) will be recorded and will affect the student's GPA in the same manner as an "F" grade. The maximum number of permitted absences per course is listed in the table that follows. [In an intensive intersession of ten days, a student would be permitted two absences, and would receive an FEA on the third absence.] These requirements include all absences regardless of the reason(s).

It is the individual student's responsibility to keep track of the number of absences he/she has taken. Attendance records are reported to the Academic Office and become part of each student's permanent record.

Generally work missed due to health-related absences, family emergencies, or absences incurred in college representation may be "made up". For planned absences, students should always submit work ahead of schedule, unless other arrangements are approved by the Instructor.

Students under academic restrictions (i.e. with provisional or probationary acceptance, under academic warning, or under academic probation) are required to clear unexpected absences with the Academic office within 24 hours of returning to class. **Planned absences must be approved in advance.** The Academic Office will excuse absences only in cases of serious illness, extreme

emergency, unusual personal obligations, or approved college representation. For all other absences, students will be assigned work hours as a penalty.

CHAPEL ATTENDANCE POLICY

Chapel attendance at Vennard College is an integral part of a successful Bible College education; therefore, regular attendance is required. Chapel includes daily scheduled services, morning and evening revival services and/or morning and evening lectures. Students must meet Chapel attendance requirements each semester they are enrolled.

Students will be allowed a maximum number of absences each semester as follows:

- 4-day schedule - 12 absences (max of 3 for Small Group)
- 2-day schedule - Tuesday/Thursday - 6 absences (max of 3 for Small Group)
Monday/Wednesday – 6 absences
- 1-day schedule - 3 absences

Failure to meet Chapel attendance requirements will result in:

- A fine of \$25 for the each absence beyond the maximum chapel attendance allowance.
- Immediate removal from all extracurricular activities such as:
 - Worship teams
 - Athletics
 - Student Council
 - And other positions of leadership.

Immediate suspension from the college will result for:

- Students on the four-day schedule who miss more than 18 chapels.
- Students on the two-day schedule who miss more than 9 chapels.
- Student on the one-day schedule who miss more than 5 chapels.

The allowed number of absences applies to all circumstances.

Students who don't have morning classes (before lunch) may be excused from chapel.

The following behaviors are inappropriate for chapel:

- Bringing food or drink to chapel
- Sleeping through Chapel
- Exhibiting an inappropriate display of affection
- Demonstrating a mocking, disruptive, or inattentive spirit to that which is occurring on the platform.
- Use of cell phones, including receiving or sending cell phone communications or text messaging
- Use of I Pods or laptop computers
- Studying or homework

WEATHER-RELATED ABSENCES

If the Administration determines that weather and/or road conditions deem it necessary, classes may be delayed or canceled altogether. For information and notification, students should check the following: KBOE AM-740, KBOE FM-104.9, KCWN FM-99.9, WHO AM-1040, WHO-TV (Ch. 13) or the Vennard website (www.vennard.edu). If an off-campus student is unable to make it to classes due to the weather, it will be counted as one of the regularly-allowed absences.

CHRISTMAS VACATION

Students may leave for Christmas vacation when SCHEDULED EXAMS ARE OVER, UNLESS SCHEDULED TO WORK FOR A CAMPUS EMPLOYER. If scheduled to work, students MUST fulfill their work obligation or have made prior arrangements with their supervisors! Dorms will be closed during Christmas vacation. Athletes will be allowed to return early for practice or games.

SENIOR EXAM EXEMPTION

Graduating seniors **may** be exempt from final exams if:

- The individual professor(s) permit the exemption.
- The student is completing all classroom courses necessary for graduation at the end of the semester in which the exemption is sought.
- The student had a grade of “B” or higher for the course at the point of the final exam.

ACADEMIC LIFE

MEANS FOR ASSISTING STUDENT ACADEMIC PERFORMANCE

ACADEMIC TUTORING

Tutoring services are available for those in need of academic assistance in order to succeed on the college level. Available forms of assistance include special courses to improve the student’s academic skills, and student tutors to help with specific courses and/or study skills.

LEARNING DISABILITIES

Students with a verifiable learning disability should identify themselves and their need to the Chair of the Learning Disabilities Committee. The college is unable to make reasonable accommodations for such students until it has been informed of the need, and the disability has been verified by a licensed professional. A fuller policy statement for students with learning disabilities is available from the Learning Disabilities Committee.

MINIMUM STANDARDS FOR ACADEMIC PROGRESS

Vennard College has minimum standards for academic progress

1-24 hours – 1.7 GPA

25-48 hours – 1.85 GPA

49-62 hours – 2.0 GPA

63+ hours – 2.0 overall GPA with a 2.0 GPA in Bible/Theology requirements, and in General Education requirements, and in the requirements for the student's major study field for 63 completed hours and above

Students not meeting minimum academic standards may be restricted in extracurricular activities (for example):

Worship Teams	Deputation Teams
Intramurals	Summer Camp Teams
M.A.P.	Student and Class Governments

A restriction of activities takes place, a report will be given to the Faculty and Administrative Committees outlining the action taken and to other staff affected by the decision.

ACADEMIC INTEGRITY POLICY

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the College community, and breaches of academic integrity constitute a serious offense.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the cooperation of faculty and students. Dissemination of the Integrity Policy to all faculty, staff, and students will ensure that all members of the community are informed about academic integrity.

Faculty cooperation is essential for successful application of the procedures defined by this policy. Faculty can promote academic integrity by making clear on syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, and the like. Faculty members should make every effort to detect and to prevent cheating and plagiarism in all academic assignments. Any evidence of dishonesty should be reported immediately to the Academic Office.

Students must assume the responsibility for maintaining integrity in all work designated by instructors. Students are also expected to report incidents of academic dishonesty to the instructor or the Academic Dean. This policy seeks to demonstrate the College's concern with maintaining a professional and godly standard in academic integrity and providing a fair procedure for developing students in this respect.

VIOLATIONS OF ACADEMIC INTEGRITY

CHEATING

Cheating is the use of explicitly or implicitly prohibited materials, information, or study aids in any academic exercise. The use of books, notes, calculators, and/or conversation with others is restricted in certain academic exercises unless otherwise instructed by the professor. Additionally, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them nor may they submit identical work or portions thereof for credit or honors more than once without prior approval of the instructor.

FABRICATION

Fabrication is the falsification or invention of a script or any information or citation in an academic exercise. “Invented” information may not be used in any academic exercise without authorization from the instructor. Another form of fabrication is the failure to acknowledge reliance upon the actual source when the information is obtained from a secondary source. A writer should not, for example, reproduce information from a book review and indicate that the information was obtained from the book itself.

PLAGIARISM

“Plagiarism ...is the presentation of someone else’s ideas or words as your own. You plagiarize deliberately if you copy a sentence from a book and pass it off as your writing, if you summarize or paraphrase someone else’s ideas without acknowledging your debt ... You plagiarize accidentally if you carelessly forget quotation marks around another writer’s words or mistakenly omit a source citation for another’s idea because you are unaware of the need to acknowledge the idea. Whether deliberate or accidental, plagiarism is a serious and often punishable offence.” - The Little, Brown Handbook, 3rd Edition, p. 570.

Plagiarism can, in some cases, be a subtle issue. Any questions about plagiarism should be discussed with a faculty member.

FACILITATING ACADEMIC HONESTY

Students who knowingly allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are equally responsible of intellectual dishonesty.

DENYING ACCESS TO INFORMATION OR MATERIALS

It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of offenses include the following: giving other students false or misleading information; denying library or other resource material to others through stealing, defacing, or deliberately misplacing or destroying books, journals, or reserve materials; or altering computer files which belong to another.

ACADEMIC INTEGRITY: OFFENSES AND CONSEQUENCES

Type One: Type one violations may occur due to the student's inexperience with, or ignorance of, principles of academic integrity.

Consequences:

1. Correct and resubmit the assignment (if applicable).
2. Review the Academic Integrity Policy with the professor.
3. A document stating the nature of the violation to be filed in the Academic Office.
4. In the event that a second offense of a similar nature occurs the Academic Dean will be notified, and he/she will determine the course of action.

Type Two: Deliberate and willful violations that breach the intellectual honesty of Vennard College.

Consequences:

1. Automatic failure of the assignment (if applicable).
2. Conference with the instructor and Academic Dean.
3. A document stating the nature of the violation will be filed in the Academic Office.
4. The Dean of Students will be notified of the offense.
5. Possible course failure (if applicable).
6. Possible recommendation to the Administrative Committee for suspension or dismissal.
7. In the event that a second offense of a similar nature occurs the offending student will be subject to the consequences of a Type Three violation.

Type Three: More serious offenses similar to criminal activity. For example:

- Forging a grade
- Stealing an examination from a professor or the Academic Office
- Falsifying a transcript, or deliberately withholding transcript information
- Taking an exam for someone else or having a substitute take an exam
- Fabrication of evidence, falsification of data
- Sabotaging another student's work

Consequences:

1. Automatic failure of the course (if applicable).
2. Meet with the Student Development Committee.
3. Possible recommendation to the Administrative Committee for suspension or dismissal.

HUMAN RESEARCH POLICY

In planning any form of research study involving human participants, the investigator has the responsibility to make a careful evaluation of its ethical acceptability. Any research carries the potential for tension between the science of learning and respect for human values and worth. The observation of stringent safeguards to protect the rights of human participants is a professional expectation. Due to the nature of the educational experiences at Vennard College, research would be of minimal risk. However, the investigator is clearly responsible for following the ethical guidelines as established by the College.

When conducted in connection with a course, the instructor is responsible to ensure compliance with this policy. All other research conducted in the name of or on behalf of Vennard College should receive prior approval from the Director of Assessment. Requests to conduct research using the students, faculty, and/or staff as subjects must receive the permission of the Director of Assessment.

Human Research Guidelines

The investigator must consider:

- A. whether any participant in a planned study will be a subject at risk in any way. This includes physical, spiritual, emotional, mental, and social concerns
- B. the ethical responsibilities of collaborators, assistants, students, and employees, all of whom incur similar obligations.
- C. establishing clear and fair agreement with research participants, prior to their participation, that clarifies the obligations and responsibilities.
- D. whether or not the study necessitates the use of concealment or deception. Before conducting such a study, the investigator has a special responsibility to (1) determine whether the use of such techniques is justified by the study's prospective scientific, educational, or applied value; (2) determine whether alternative procedures are available that do not use concealment or deception; and (3) ensure that the participants are provided with sufficient explanation as soon as possible.
- E. his/her position of authority in influencing subjects to become participants. The investigator must respect the individual's freedom to decline to participate in or to withdraw from the research at any time.
- F. providing participants with information about the full nature of the study after the data has been collected. Where scientific or humane values justify delaying or withholding this information, the investigator incurs a special responsibility to monitor the research and to ensure that there are no damaging consequences for the participants.
- G. how to ensure confidentiality regarding information obtained about research participants during the course of an investigation. When the possibility exists that others may obtain access to such information, this possibility, together with the plans for protecting confidentiality, must be explained to the participants as part of the procedure for obtaining informed consent.

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public Law 93-380 (also known as the Buckley Amendment, the Privacy Rights of Parents and Students – see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) permits the release of "directory information" about students without the student's consent. It further provides that any student may, upon written request, restrict the printing of such personal information as is usually included in campus directories. If you do not wish to have your information designated as directory information disclosed to members of the College community and to requestors from outside of the College, you must inform the Registrar in writing no later than the seventh day of the academic term. (Please note that your request to block the designation of your information as directory information will apply to all categories listed below and to all requests for directory information from within and outside the College community, including prospective employers.) This notification will remain in effect until you inform the Registrar in writing to remove the block to designation and disclosure.

“Directory information” at Vennard Colleges includes:

- Name
- Local address and telephone number
- Permanent address and telephone number
- E-mail address
- Photographs
- Date of birth
- Major and minor field(s) of study
- Classification as a freshman, sophomore, junior, senior or graduate
- Course load, e.g., full-time or part-time
- Participation in officially recognized activities and sports
- Weight and height information of members of athletic teams
- Dates of attendance and graduation, and degrees received
- Most recent previous educational institution attended
- Honors and awards received, including selection to a Dean's list or honorary organization

For any personal information other than “directory information,” the law requires the written consent of the student for release to anyone, except those persons and agencies provided by law. These exceptions include parents of dependent children, college personnel whose job requires access to such information, and certain government agencies. Federal law, therefore, **does permit** the release of academic, financial, and disciplinary information to the parents/guardians of students who are financially dependent. Financial dependency will be determined via the Free Application for Federal Student Aid (FAFSA). The release of this information can be requested in writing from the Registrar’s office.

Under the law, all students have the right to inspect and challenge their own educational file with the exception of letters of recommendation or other material when the author was guaranteed confidentiality. Positive identification of the student shall be required prior to such examination

and the student is not guaranteed the right of privacy in examining the records or the right to remove them.

RIGHT OF APPEAL (ACADEMIC ISSUES)

Students wishing to appeal a decision of a professor or the Academic Office may personally and/or in writing appeal to the Academic Dean. Students wishing to appeal a decision of the Academic Dean may appeal to the Academic Committee in writing and personally present their petitions, if they desire. Decisions of the Academic Committee may be appealed to the Administrative Committee by a written request to the College President within 10 days of receipt of the Academic Committee decision.

For information on adding or dropping a class, refunds on withdrawal from College and withdrawal policies, see the current College Catalog.

JESSOP-BRUNER LIBRARY

Jessop-Bruner Library is central to the academic mission of Vennard College. It is a fully automated facility that provides access to audiovisual, electronic, and print resources. It is arranged using the Dewey Decimal Classification System. The library also provides a number of services to assist students in the learning process. These services include Interlibrary Loan, Information Literacy sessions, and reference assistance. The Computer Lab, college archives, and a classroom are also housed in the library building.

LIBRARY HOURS

Library hours are constantly reviewed to maximize availability and meet students' needs. These hours are posted on the Library page of the college website as well as on the Library door.

The Library will be closed during required all-school activities such as chapels, banquets, revivals, etc. and will open fifteen minutes following the conclusion of the required event, and will remain open until the regular closing time for that day.

Library hours vary during Spring Break, summer session, Christmas Vacation, before holidays, and during other breaks. Changes in hours are announced and posted in advance on the Library door.

CHILDREN

Children 15 years and younger must be accompanied by a parent or guardian. Children will not be permitted to use the computers without the supervision of a parent or guardian. Unattended children will be asked to return to their parent.

FOOD AND DRINK POLICY

Food is not allowed in the Library building at any time. Beverages are allowed in approved covered containers only. Beverages will be allowed at tables only, not in the shelves or at the computers. Any abuse of this policy will cause beverages to be entirely banned from the Library. Approved containers are bottles with screw top lids only. Pop cans, fast food cups, and mugs are not permitted.

LIBRARY PHONE AND CELL PHONE USE

The Library telephone is restricted to use by Library Staff only. Students needing to make short calls may use the telephone in the Computer Lab (ext. 241). Cell phones must be set to silence mode while in the library building. If it is necessary to make or take a call, it must be done outside of the building.

PHOTOCOPIER POLICY

A copying machine is available for student use. Copies may be made for \$.05 per copy. All copies must be paid for at the time of copying.

CIRCULATION POLICY

Students, faculty, staff, and their spouses and children have full borrowing privileges in the Jessop-Bruner Library. Reference materials and current issues of periodicals do not circulate. The remainder of the collection is available for check out for the following periods:

Books	4 Weeks with 1 two-week Renewal
Audiovisual Materials	1 Week with 1 one-week Renewal
Course Reserves	Limited. Set by Faculty. No Renewals
Interlibrary Loan	Date set by lending library
Periodical Back Issues	1 Week with 1 one-week Renewal
S.S. Curriculum	4 Weeks with 1 two-week Renewal

Collections:

1. Reference: Due to the high expense of these resources, these sources are not allowed to leave the library. Some sources falling under this description include: current encyclopedias, some CD-ROMs, government records, and current issues of periodicals. These resources are labeled with "REF" above the Dewey number.

2. Circulating Collection: These resources may be checked out for a period of 4 weeks with one renewal possible. These resources make up the bulk of the collection. No special classification except the Dewey number is needed to distinguish these resources.

3. Bible Collection (housed in *Archives / Old Collection*): This collection is made up of rare and antique Bibles and Bibles of different languages (Hebrew, Greek, Persian, African, Micronesian, and Russian) and styles (Analytical Reference and Parallel Illustrated). The language and rare/antique volumes do not circulate.

4. Periodicals: Current issues do not circulate. Current is defined as the most recent month, quarter, or week for which the periodical is published. Back issues of periodicals may circulate for a period of 4 weeks.

5. Vertical File: The vertical file contains pamphlets, newspaper articles, maps, and other publications for various subjects. These files are stored in filing cabinets next to the audiovisual resources shelving unit. These resources may circulate for a period of 4 weeks.

6. Reserve: These resources are located on a section of shelving in the workroom behind the circulation desk. These resources are either pulled from the regular collection or sent from a professor's personal library to be used for outside reading purposes in specific courses. The time period for circulation of these resources is 1 week, unless otherwise specified.

7. Videos: Resources falling under this format may circulate for a period of 1 week.

8. Multi-media/Audio-visual (cassette tapes, music CD's, educational kits): Resources found in this classification are labeled with "AV" above the Dewey number. These resources include sermon tapes, language tapes, records, puppets, and educational resource kits. These may circulate for a period of 1 week.

9. Sunday School Curriculum: Samples of curriculum from a variety of religious publishers and denominations are located in the file drawers beneath the audiovisual resources unit. These packets may circulate for a period of 4 weeks.

OVERDUE POLICY

Materials are considered overdue the next open day following the date due (Ex.: A book due Saturday, August 21, would not be overdue until 7:30 a.m., Monday, August 23). Fines do not accrue over closed days or holidays. All fines should be paid when an overdue item is returned. **Students with overdue materials and/or unpaid fines will not be permitted to borrow additional materials from the library until the unreturned materials have been returned and/or fine has been paid, nor will they be permitted to take mid-term and/or final exams until overdue materials have been returned and fines have been paid.**

Students will receive four overdue notices. Once a book (or other library item) is 60 days overdue, it is considered lost. The student will be sent a bill for the lost item, which will include the replacement cost of each item and a \$12.00 processing fee (per item) in addition to the overdue fine. Fines will not be submitted to the Business Office at the end of the semester; the bill must be paid to the Library. **Students will not be permitted to register for the semester or receive copies of their transcripts until this bill has been paid or the lost material found and returned.** If the item is found at a later date and is returned to the library, both the replacement cost and the processing fee will be refunded to the student *provided the library has not already ordered a replacement copy. If it has, then these fees are non-refundable, and the item(s) become(s) the property of the student.*

FINE RATES

Audiovisual Materials	\$.50/day
Books/S.S. Curriculum	\$.10/day
Course Reserve Items	\$.50/day or /hour
Interlibrary Loan Materials	\$1.00/day
Periodical Back Issues	\$.20/day

INTERLIBRARY LOAN (ILL)

If Jessop-Bruner Library does not have a resource you need, it may be possible to borrow the resource from another library. Jessop-Bruner Library is a member of the State of Iowa Libraries Online (SILO) consortium. Students may search this database to see whether a library in the state of Iowa owns the resource. If a match is found, the student should fill out an ILL form (available at the Circulation desk). If a match is not found, the student may need to ask the librarian for assistance in locating a library out-of-state that owns the resource. Keep in mind that while ILL is a useful service, it does take some planning ahead. It often takes one to four weeks to receive the resource (especially if a request is made out-of-state). Students who keep an item borrowed through ILL longer than the date due will be charged \$1.00 a day until the item is returned. If a lending library charges to lend the resource, Jessop-Bruner will cover the first \$10. The requesting patron will be asked to pay the remaining balance. Payment must be made when the item is picked up. Every possible effort will be made to locate the resource from a non-charging lending library.

It may be possible to renew items borrowed from another library through Interlibrary Loan. The student must notify the library staff at least three days prior to the original date due in order for a renewal request to be processed.

COURSE RESERVES

Professors will place items on reserve in the library to be read outside of class. The loan limits for these items may range from two hours (In-Library Use Only) to one-week. If you need an item that has been placed on reserve by a professor, ask for it at the Circulation Desk.

HOLD POLICY

A HOLD may be placed on any item that is currently checked out but wanted by another patron. Ask at the Circulation Desk. You will be notified of the availability of the time as soon as it is returned.

COMPUTER LAB

There are a number of computers in our computer lab located in the Library. These are for students, faculty and staff to use in their academic and professional pursuits. Because of the delicate nature of the equipment and the need to keep it available, friends and family members are not permitted to use these resources. The hours for using the Lab will be the same as the Library hours.

COMPUTER USE POLICIES

Because there are appropriate and inappropriate uses which relate to license and copyright laws as well as personal behaviors of the Vennard College community, it is important to state several things about the use of college computers, equipment and systems.

1. College equipment is primarily available for academic purposes and for college business. Personal use of college equipment is acceptable if that use does not hinder another person from doing academic work or college business.
2. Use of college equipment/system is prohibited if the activity is not appropriate to the environment of Vennard College as defined in the Community Handbook.
3. The College may inspect or review the uses and contents of its equipment or any equipment that is or would be connected to the college system. In order to be connected to the college system, every computer must pass an inspection and be running updated anti-virus software.
4. Only licensed software is to be loaded onto a computer or system that is connected to the college system for any purpose at any time. No one is to load software onto college equipment unless authorized by a faculty/staff member of the Technology Services Committee.
5. Because system security is a high priority, the College reserves the right to require the installation or removal of any software the College deems necessary in order to maintain the security of the college system. Discovery of illegal software will result in the suspect computer being disconnected from the college system until the issue is resolved. In such cases, the owner will be notified.
6. Licensed and copyrighted works, documents, applications, programs, music, movies or media are not to be sent or downloaded electronically without the proper payment or authorization for their use. Illegal copies of licensed and copyrighted materials are not to be made using any equipment connected to the college system. File-sharing software is not to be used with the college system.
7. Personal data should not be stored on college equipment. The College cannot be responsible for any personal use files stored on college equipment. Any unauthorized files may be deleted.
8. Security of the computer system is dependent on each person keeping all authorization codes confidential. Anyone who is issued a password is responsible to keep that information private.
9. Except for those in the Computer Lab, computers allocated for student use in the Library are provided exclusively for academic purposes and are not to be used for recreation.
10. Note: Vennard College is subject to the use policies of the Internet service provider (ISP) for the College, and will take the appropriate actions to enforce those policies. All computer users are subject to all state and federal laws governing electronic information.

STUDENT COMPLAINT PROCESS

This process is designed to afford the ability to resolve problems with campus procedures, or other students or staff, either informally or formally. The *informal process* offers a means to address concerns short of investigation and disciplinary action. The *formal process* requires a written complaint and addresses the issue(s)/concern(s) through investigation and rendering of a

formal judgment. The College already has procedures in place for the following: academic issues, policy violations, sexual harassment, disability issues, and discrimination issues. See the sections of the Community Handbook and/or Catalog that address them. The process that follows is for all other complaints.

A. Informal Process

Ideally, a student will first try to work through any concerns or issues directly with the person(s) with whom they are having a problem. If this is not possible, or proves non-productive, the student may ask for direction or advice from the Dean of Students, Registrar, or someone on staff or faculty with whom they are comfortable and trust. Typically, the following approach can be implemented:

- If the problem is with another student, complainant would talk to the appropriate staff member with responsibility for the area in which the problem exists (e.g., in residence halls an RA, RD, or one of the professional staff members; in an office, work situation, or class environment, the supervisor or faculty member),
- If the problem is with a member of the faculty, administration, or staff, the complainant would talk with the person responsible for the area (e.g., dean, director, or immediate supervisor).

After meeting with the appropriate person, the complainant may choose to drop the complaint or proceed with a course of action which may include: mediation, a meeting that includes all parties, or some other action which may not require the complainant's direct involvement. If the result of the informal process is satisfactory, nothing further needs to occur. If, however, the informal action does not resolve the situation, the student may choose to address the issue/concern using the formal complaint process.

B. Formal Process

The formal complaint process consists of a written complaint with all appropriate information regarding the concern(s)/problem(s) submitted to the Academic Dean (for concerns of an academic nature) or the Dean of Students (for concerns of a nonacademic nature) within 30 days of the incident. Details of informal efforts to resolve the issue must be included. The dean will conduct an investigation and meet with the complainant within ten working days of receiving the written complaint. After completion of the investigation the dean will issue a statement of findings to both the complainant and the person(s) about whom the complaint has been issued.

A record of complaints submitted under the formal process is to be maintained for a period of two years. The offices of the Dean of Students and the Academic Dean maintain a summary of the complaints and their resolution.

APPENDIX

STUDENT GOVERNMENT CONSTITUTION **Constitution of the Vennard Student Government**

Preamble

The purpose of the Vennard Student Government is to be a recognized student government to implement student needs, and to facilitate a liaison between the student body and the Administration to accomplish the end of glorifying our Lord and Savior Jesus Christ.

Article I. Name

The name of this organization shall be Vennard Student Government.

Article II. Membership

Members of the Student Government shall be elected by students who pay the student government fee, which is established by the Administrative Committee and disbursed by the Government (Senate).

Article III. Officers

1. The Executive Members of the Student Government shall be:

- A. President, who shall serve during his/her junior and/or senior year.
- B. Vice-President, who shall serve during his/her sophomore, junior or senior year.
- C. Secretary/Treasurer, who shall serve during his/her sophomore, junior or senior year.
- D. Public Relations Officer, who shall serve during his/her sophomore, junior or senior year.

These shall be elected by the student body and shall serve one-year terms. The Government shall be empowered to fill any vacancies in the interim between elections by the means, which best fits, the situation at hand. These officers shall comprise the Executive Council of the Student Government.

The other members of the Student Government shall consist of the following persons:

- A Student Representative from the Freshman, Sophomore, Junior and Senior Classes
- A Student Representative from the Off-Campus and Married Student Association
- A Student Representative from the Men's Dormitory
- A Student Representative from the Women's Dormitory

Elected positions shall last for one full year from the end of the spring semester, pending re-nomination and election or disciplinary action.

Representation on the Student Development Committee is extended by invitation to the President of the Vennard Student Senate.

2. The duties of the officers shall be:

President

- A. Shall have the primary authority to call and preside over meetings of the student body, Student Government and Executive Councils.
- B. Shall appoint committees necessary to carry out the program of the student body.
- C. Shall be the official representative of the Government at public functions.
- D. Shall be the official representative to the Student Development Committee.
- E. Shall communicate frequently with the President of the College and other Administrators as to the work of the Student Government.
- F. Shall be available as a support person.
- G. Shall give an annual report of the activities of the Student Government to the elections meeting of the student body during the third week of April

Vice-President

- A. Shall preside in all meetings of the student body, Student Government and Executive Councils in the absence of the President.
- B. Shall assume the office of the Presidency in case of its vacancy.

Secretary/Treasurer

- A. Shall serve on Student Government and Executive Councils and record the minutes of all meetings of the student body, Student Government and Executive Councils.
- B. Shall be responsible for the distribution of said minutes to all Council Members, the advisors to the Council, the President of the College, and the bulletin boards in the Dorms and the Administration Building.
- C. Shall carry out official correspondence of the Student Government.
- D. Shall work with the Public Relations Officer in other areas of Student Government Communications including in-house newsletter.
- E. Shall keep an accurate financial record and transact the financial business of the Student Government.

Public Relations Officer

- A. Shall serve on the Student Government and Executive Councils.
- B. Shall be responsible to enhance effective communication to the Student Body and the entire College through appropriate and creative channels.
- C. Shall be responsible for gathering information for in-house newsletter from the Government.

3. The duties of the other members of the Student Government (Senate) shall be:

Class Representatives (Class Presidents)

- A. Shall be members of the Student Government.
- B. Shall inform their particular class of the functions of the Student Government.
- C. Shall be responsible to relate to the Government the reviews and plans of their classes.

Dorm and Married Student Representatives

- A. Shall be members of the Student Government.
- B. Shall inform their particular organization of Student Government functions pertinent to them.

- C. Shall be responsible to relate to the Government the views and plans for their organization.

4. The role of Advisors:

The Advisors, appointed by the Administrative Committee, are members of the Student Government in a non-voting, advisory capacity. Their role is to contribute relevant information and offer suggestions in a non-partisan manner.

Article IV. Meetings

The student body shall meet at least once per semester. Special meetings may be called by the President or by petition to the Government of one-third of the Student Body.

The President of the Student Government shall have the primary authority to call and preside over the meetings of the student body, Government and Executive Councils.

Others desiring to call meetings of the Government and Executive Councils must communicate their desire and purpose to the President. In the event the President denies the request, a majority of the Executive Council, through the means of a signed petition, is needed to call a meeting of the Government or Executive Councils which shall be led by the Vice-President with the help of the Advisors.

Article V. Executive Agency

1. The Government shall be the executive and administrative agency of the student body
2. The function of the Government shall be to carry on the business and program of the student body. It will uphold the rules and standards of the school in the student body.
3. The Government shall establish such committees, as it deems necessary in order to carry out the program of the Government and student body.
4. Meetings:
 - A. The Government shall meet twice per month and additional if needed.
 - B. The Government shall require a 2/3 quorum to officially transact business.
5. The Government shall further establish such by-laws as it deems necessary for the execution of its program and as the need may arise.

Article VI. Nominations and Elections

1. The nominations for Student Government Executive Committee.
 - A. Nominations are made by each academic class for every Executive Council office.
 - B. The nominations will be held no later than the second week of March by each of the academic classes.
 - C. Any student completing two semesters of academic classes, and successfully accomplishing all academic requirements is eligible for a nomination (2.0 GPA).
 - D. The top two nominations will be submitted to the Government by the respective class representatives.
 - E. Students who were not nominated but who desire an office may secure a petition which then must be submitted to Student Government with signatures of 20% of the student body, one week before the election date, for evaluation.

- F. All names on the ballot are submitted to Student Development Committee for approval.
 - G. All names will then be placed on a ballot and submitted by the Government to the student body for a vote.
2. The election procedure.
- A. There shall be an annual all-school election by ballot by the third week of April.
 - B. To fill an office, the nominee must receive more than 50% of the vote. In case of three or more nominees with none receiving a majority vote, the two candidates with the most votes will be the only ones eligible for the run-offs.
 - C. The Student Government President will preside over the election assembly, and give his Annual Presidential Address to the student body. This will be done before introducing the candidates and voting (if the President is up for re-election, the next ranking officer of the Government, not running for re-election will preside over the meeting, and the Annual Presidential Address will be given after the ballots have been collected).
 - D. Each presidential candidate, in alphabetical order, will give a speech not to exceed 5 minutes. The presiding officer will introduce candidates for all other offices from the platform.
 - E. Election will be by secret balloting, done in the manner seen appropriate by Student Government.
 - F. The Student Government Secretary, Student Development Committee Secretary, and a third party at the appointment of the Student Government President will count the ballots and immediately post the results in the main hallway of the Administration Building.
3. Newly Elected Officers.
- A. The newly elected officers shall be invited to sit in on the remaining Student Government and Executive Council meetings though they may not vote until they take office.

Article VII. Amendments

Recommendations for amendments may be presented to the Government and if found worthy shall be submitted to the student body for ratification.

Article VIII. Ratification

This constitution and any amendment thereto must be ratified by a two-thirds majority vote of the members present and voting. Notice of any proposed amendment shall be given at least two weeks prior to the meeting at which the vote is to be taken.