



Student Handbook
2015 – 2016

Approved Sept. 2013

Crossroads College serves Christ and His church through academic excellence in a Christ-centered education, by developing Christian leaders who impact the world for Christ, and by providing resources that strengthen churches and enrich the community.

WELCOME TO CROSSROADS COLLEGE!

You are at the beginning of a great adventure! The faculty, staff and students at Crossroads are here to help make this adventure a time of learning and growth. Allow me to mention three things for your consideration: (1) Be open and accountable to others. Do not go it alone. (2) Get involved in campus activities and events. Some are required and some are optional. Regardless, give your best in everything you do whether it's a spiritual formation group, mission trip, athletics, or a music group. (3) Make your time at Crossroads an investment in your future. Be sure and make your walk with Jesus Christ a priority and it will set the course for your life journey. Take advantage of all Crossroads has to offer – especially getting to know your faculty and staff. The adventure is just beginning!

Brad Jorde, Vice President of Student Development

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STUDENT AND SPIRITUAL LIFE

The mission of the Student Development Department is to provide programs and services that impact the quality of student life by supporting academics, spiritual growth, and commitments to living in community. The college wants all students to grow in their walk with Christ and to become like Him in all aspects of life. In addition to providing essential services, Student Development implements programs with the intent of enhancing the personal growth and development of students.

The Student Handbook - This Student Handbook was written to explain College services, expectations and policies to all enrolled traditional students. As members of this community, all students have agreed to abide by all the expectations and policies of the Handbook upon signing their Crossroads College application. Regardless of when a student enrolls, the most current Student Handbook is the publication with which all Crossroads community members have committed to abide by. It is our desire to make this Student Handbook as complete and thorough as possible. The Student Development Staff are available to clarify anything that is unclear or perceived as an omission. The College reserves the right to make changes as needed throughout the year. Any additions or changes would be distributed in writing to the Crossroads campus community.

Residence Life – Crossroads College traditional program functions as a residential college and requires single students enrolled in 12 or more credit hours to live in College housing unless they are 23 years of age or older, are living with a parent or if health needs demand special facilities the College is unable to provide. Part-time students are eligible to live in on-campus housing as space permits.

The College does not provide on-campus food service so students living on campus are responsible for their own food purchase and preparation with kitchens provided in each townhouse. This shared living environment helps students learn the responsible sharing of duties, acceptance of responsibility for one's own behavior, individual and collective problem-solving, and other "life skills" crucial to students' future success.

The Vice President of Student Development oversees the Residence Life program and works with the Resident Assistants (RA) to serve the residents in the single student units. Together, they fulfill the responsibility of leadership within the units through, for example, conflict resolution and promotion of spiritual growth among the students under their care. (Please review the "Housing Policy and Procedure" section for more information about residential living.)

Spiritual Formation Groups - Spiritual Formation Groups meet once a week and provide a time for students to gather together in a small group setting to study scripture, pray and socialize. All students who are full-time or live on-campus are required to attend Spiritual Formation Groups. Three absences are permitted per semester (an absence includes being 8 minutes late or leaving early). Missing four or more Spiritual Formation Group meetings will result in having to complete the SFG Make-Up Program. A student who must participate in the SFG Make-Up Program more than two semesters out of their Crossroads career will have disciplinary action taken.

All full-time students and those living on campus will be required to “pass” every semester of SFG in order to attend classes the following semester or receive a degree.

Chapel - Chapel is one of our few times to gather as a community for corporate worship, teaching and fellowship. Chapel meets once a week. There are a few other required chapels throughout the year as well (Missions Emphasis Week, Spiritual Emphasis Week, etc.). Chapel is required of all full-time or on-campus students. Students are allowed four absences per semester for emergencies (illness, travel, etc.). Five or more absences will result in the student participating in a chapel make-up program. A student who must participate in the Chapel Make-Up Program more than two semesters out of their Crossroads career will have disciplinary action taken.

All full-time or degree-seeking students and those living on campus will be required to “pass” every semester of chapel in order to attend classes the following semester or receive a degree. Attendance will be taken for all chapel services and required special events. Students who are more than 8 minutes late or leave early are counted as absent.

Field Service - Field Service opportunities are in a local church, missions, outreach groups, or in a volunteer capacity to the local community. All full-time or degree-seeking students are required to complete the Field Service requirements according to the following schedule:

- Two-Year degree seeking student: 3 semesters (1 semester in a church)
- Four-Year degree seeking student: 6 semesters (2 semesters in a church)
- Transfer students will have their Field Service prorated by the Field Service Director.

There is a minimum requirement of two hours of volunteer service each week for at least 14 weeks to qualify as one semester of Field Service. Along with the required hours, the Field Service on-site supervisor must give a satisfactory evaluation and all the required documentation deadlines must be met. Final decisions and approval will be made by the Field Service Director. Prior experience or work does not qualify for Field Service. Freshmen may begin a Field Service their first semester, but are encouraged to begin second semester so they can adjust to college life and develop good academic habits. A Field Service Fair is provided early in the Fall Semester to introduce various opportunities for student participation. Field Service requirements and expectations are available from the Student Development office.

Ministry Week – Ministry Week is held every spring semester. There are no regular classes; instead students are required to participate in various types of ministry. They must complete the same amount of hours as the amount of credits they are enrolled in. All full-time and degree seeking students who have not satisfied their Field Service requirements for graduation must participate. A student must complete their Ministry Week requirements in order to return for classes the following fall semester. Failure to complete hours during the allotted timeframe will result in the addition of extra hours to the required hours before credit will be given.

Student Counseling Services - The goal of Student Counseling Services is to provide a formalized service to students seeking counseling beyond or in addition to that provided through peers and faculty/staff. This service will provide confidential counsel through a well structured and responsive

process. A student can contact Prof. Schletty or the Student Development Office for more information.

There are occasional situations when a student's needs, and/or the community's well-being or safety warrant off-campus professional counseling. If Student Development or Student Counseling Services deem it necessary that a student see an off-campus professional counselor due to these special circumstances, then the student will be required to participate in counseling on a schedule determined by the counselor. In these situations, the student will be responsible to pay for the counseling fees and transportation cost.

PSEO (Post Secondary Enrollment Option) – PSEO students are high school students taking college credit paid for by the state of Minnesota. Due to state laws, Crossroads is not able to require PSEO students to attend SFG and Chapel because of the religious nature of the activities; however, we encourage all PSEO students to attend SFG, Chapel, and all campus activities and events. Crossroads reserves the right to contact parents or guardians of PSEO students should they feel it necessary.

CAMPUS ACTIVITIES AND EMPLOYMENT

Student Activities - Student Council and Student Development provide regular activities and events that meet needs campus wide. Some activities may include service projects, bowling nights, movie nights, banquets, off campus excursions, concerts, all campus meals, etc. All students are invited to these events! On-campus single students can also expect some unit activities through their RA.

Student Council - Student Council is the governing council of the student body comprised of student officers and representatives. Students can communicate their concerns and suggestions with the Student Council through class representatives or officers. The Student Council seats student representatives on a variety of campus committees. All students are voting members and elections occur annually.

International Student Fellowship – Throughout the college's history, Crossroads has been committed to educating for Christian ministry not only students from the United States, but also students from around the world. In any given year, international students make up a significant proportion of the student body. In the last decade, for example, Crossroads has hosted students from Brazil, Cambodia, Canada, Chile, Colombia, Ghana, Haiti, Japan, Kenya, Laos, Malaysia, Mexico, Myanmar, Nigeria, the Philippines, Poland, Rwanda, Thailand, Russia, Zaire and Zimbabwe.

Health Club Membership – Full-time traditional Crossroads College students have the use of a YMCA membership throughout the school year. Racquetball, swimming, basketball, volleyball, and other activities are available to the student body. Students will need their College ID in order to use the facilities.

Career Services and Employment – Students are assigned an academic advisor (usually specific to their major) to offer advice and counsel throughout their College career. Advisors will offer assistance to all students in resume development, job search and placement for graduates. Transfer

students and graduates may seek their advisor's help in the admissions process to other colleges, graduate schools and seminaries through the academic office.

For information about on-campus work, contact the Financial Aid department. Off-campus, part-time job opportunities are posted on a campus bulletin board in the Academic Building.

Athletics – Intercollegiate Athletics are a part of the total school program and make a contribution to the holistic development of the person seeking maturity in Christ. Crossroads College athletic programs help add a unique dimension to the comprehensive education students receive. This takes place by providing physical involvement and enjoyable competitive experiences which supplement the academic, social, and spiritual life of students. The College is a charter member in good standing of the Association of Christian College Athletics (ACCA) and is also a member of the National Christian College Athletic Association (NCCAA). Crossroads College fields teams in men's and women's basketball.

Music - Music ensembles at Crossroads College provide excellent opportunities for students to use their musical gifts to honor God and build up the body of Christ. Participation in ensembles helps students prepare for ministry, enhances interpersonal skills through teamwork, and stimulates personal enrichment.

- **Crossroads Chorale:** The school's largest performing group presents choral literature from a variety of styles and periods. The chorale participates in a tour each spring. Membership in the group is for the entire school year. Auditions are held each semester.
- **Adoration Vocal Ensemble:** A select group of vocalists performs primarily contemporary Christian and praise & worship music. This ensemble performs in regional churches once a month and also participates in local outings regularly. Auditions are held during fall orientation. Membership lasts the whole school year.
- **Worship Bands:** Crossroads College has worship bands that lead worship for chapel services and in regional churches. Vocalists and instrumentalists are encouraged to audition. Auditions are held during fall orientation. Membership lasts the whole school year.

Cultural, Educational and Religious Opportunities – An informational pamphlet highlighting cultural, educational and religious events and points of interest in Rochester is available in the Student Development Office.

Formation of Student Clubs/Organizations – Students are encouraged to create and form student clubs and organizations. Proposals for Crossroads College sponsored new student clubs must be submitted in writing to the Student Development Office. The Student Development Office will review the proposal and evaluate the proposed club or organization's purpose and activity to ensure it is consistent with Crossroad's Mission, Theology and Philosophy Statements. Crossroads College's Mission, Theology and Philosophy Statements can be found on the school website. All Crossroads sponsored student clubs must be advised by a Crossroads College staff or faculty member.

SUPPORT SERVICES

Financial Aid - Education is an investment. Crossroads College does everything it can to keep the cost of education within the reach of students and their families. And though our costs are often less than other private Christian colleges, we realize how difficult it may be for students to attend Crossroads without financial assistance. It is our commitment to help you fill the gap between what you are capable of paying and what your actual educational costs will be. Crossroads College participates in and offers many excellent programs of financial aid from Federal, State, and Institutional sources to help students. For descriptions and eligibility criteria for any of the available scholarships, grants, or discounts contact the Financial Aid Office.

Health Services – Rochester boasts one of the greatest medical complexes in the world in the Mayo Clinic and associated hospitals. When students become ill or suffer an accident, they may seek medical care through the Mayo Clinic, Olmsted Medical Group or any of the hospitals. Students should check their parents' health insurance policies for potential coverage. Students are required to have health insurance.

Academic Advising

As a part of the college's attempt to guide students in decisions about their life and academic issues that impinge on their future, all students are assigned with an academic advisor. We encourage students to seek the advice of these faculty mentors to insure their success at Crossroads College. While advisors assist students in planning their educational program by explaining requirements and procedures, and by suggesting coursework appropriate to the student's career goals, students are ultimately responsible for their own academic progress. The following outlines students' responsibilities in the advising process:

- Read the Academic Catalog
- Know and comply with all current policies, procedures, and requirements for earning a degree—including placement testing, co-curricular Student Development programs, and internship requirements.
- Obtain a class schedule each semester and review possible course options prior to appointments with advisors.
- Contact advisors in a timely fashion for preregistration advising and other necessary consultations.
- Obtain, complete (including obtaining required signatures), and submit all forms needed for registration, course changes (audit, add, drop), changes of major, graduation, and related matters, according to the deadlines set by the Academic Office or Registrar.
- Contact advisors immediately with concerns that impact academic progress in particular classes or progress toward a degree.

Registrar's Office - Directory Information: In compliance with the Family Education Rights and Privacy Act of 1974 (as amended), Crossroads gives notice that the following information about students is considered directory information, and may be released upon request by a third party without the written permission of the student:

- Student name, photograph, date and place of birth,

- Residency status, permanent address and phone number, school-year address and phone number, e-mail address (if applicable),
- Participation in officially-recognized activities and sports, height and weight of members of athletic teams,
- Most recently attended educational institution prior to enrollment at Crossroads College, dates of attendance at Crossroads College, classification, enrollment status, major(s) and/or minor(s),
- Date of graduation (anticipated or actual) from Crossroads College, degree(s) and honors received.

Any student who objects to the release of any or all aforementioned directory information must notify the Registrar's Office, in writing, that he/she does not wish to have information released and indicate, with specificity, which information is not to be released.

Once a year each student will be required to complete a Right to Privacy of Grades form.

Library Services – The G.H. Cachiaras Memorial Library represents a vital part of the college's academic resources. It is located on the lower floor of one of the original student residence buildings and houses over 30,000 books, pamphlets, and audio-visual materials in a variety of formats, with especially strong holdings in biblical and theological studies. The library receives over 300 scholarly and popular periodical titles, and retains many back issues as a part of its permanent collection. All library materials are selected to meet the curricular needs of the college and its many programs of study.

A special, separate World Evangelism Resource Center collection has been established to support the college's programs in missions and inter-cultural studies.

Each year the Director of the Library provides a "Library Guide" to assist students, faculty, staff and members of the community at large in getting maximum benefit from their use of the library and its resources.

In addition to the G.H. Cachiaras Memorial Library, Crossroads students also have access to the Rochester Public Library and the Goddard Library at the University Center Rochester.

The G.H. Cachiaras Memorial Library is a member of SELCO/SELS, the regional library systems for southeast Minnesota. These cooperative library agencies provide the library's automated catalog and circulation system as well as numerous online databases and an interlibrary loan network for materials not available on campus.

Mail Service - Mail will be placed in student boxes upon arrival. Package slips are placed in the boxes indicating that an oversized package or envelope has been sent and can be picked up between 8:00 am - 4:30 pm at the Main Office. Mailbox assignments will be posted by the mailboxes. It is unlawful to tamper with boxes or the mail of another student.

Writing Center - Crossroads' Writing Center helps students continue to develop their writing and skills throughout their college careers. The Writing Center functions as (1) a diagnostic center where tests are administered to detect weaknesses in students' reading, writing and study skills; (2) a drop-in center where students may seek assistance with grammatical issues, organizational problems, or other concerns; (3) a referral center to which instructors may send students who require extra help; and (4) a guidance center for students preparing Senior Projects, placement files, or other projects. Adjunct Professor Jane Burgstaler serves as Director of the Writing Center.

Student Success Office - The Student Success Office's goal is to enhance the academic development of students and reinforce the student-centered learning environment of Crossroads College. The Student Success Office uses a variety of resources to 83 ensure students are supported at every level of ability in their coursework, personal development, and efforts to achieve future goals and aspirations.

COLLEGE OPERATIONS

Facilities and Grounds - All work orders for custodial services, maintenance, and repairs on campus should be funneled through maintenance@crossroadscollege.edu. For emergency maintenance issues (i.e. leaking water pipe) call Maintenance immediately. All facility and grounds concerns and risk management issues should be reported to the Maintenance Office immediately.

Business Office - The Business Office takes care of student accounts and payments. For information regarding payment policies, please visit the Business Office during office hours from 8:00 am - 4:30 pm, Monday - Friday.

Campus Security - Crossroads College Security is responsible for checking and securing facilities and patrolling grounds to ensure safety to residents. Student security guards are on duty during posted hours during the academic year. (Check with the Business Office or Security.) Guards are also available as safety escorts for any student upon request while security is on duty.

Motor Vehicles - Parking on campus is a privilege and students may have only one motor vehicle (including motorcycle, etc.) on campus. There is a \$50 per semester parking fee to have a motor vehicle on campus for resident students and a \$25 per semester fee for commuters. All students are responsible to know and abide by all rules as posted in "Student Vehicle and Parking Guidelines" brochure that are available from the Student Development Office.

Bookstore - Instructors supply the Bookstore Manager with a list of textbooks and other items needed for each class. These texts are ordered and kept in the Cornerstone Bookstore where students can purchase classroom texts and supplies at the beginning of each semester. Crossroads clothing and other items are available for purchase at the posted times.

E-mail and Internet Service - E-mail, internet, and network access are available to students in the Library and Student Center. In addition, access to these services is also provided by a wireless network which students can access from any building on campus. Costs are covered through the technology fee. Access to the internet or the privilege to have a computer on campus could be forfeited if a student is involved in the following: storing, accessing, and/or distributing pornography,

downloading copyrighted material by any means including peer-to-peer services, or other activities which go against the Lifestyle Covenant or Student Handbook. Peer-to-peer filesharing through any service or a derivative of the service will not be tolerated. Such services include (but are not limited to): Shareaza, Limewire, eDonkey, Morpheus, Grokster, Kazaa, any Bittorrent sites and clients.

All faculty and staff will use the College provided e-mail accounts to communicate with students for correspondence or memos. Students are required to check their student email accounts regularly to stay informed regarding social and academic information and other college news.

Postings and Solicitation - All postings, flyers, posters, advertisements, etc. should have College departmental sponsorship or be stamped by the Student Development Office. Solicitation of goods or services without prior approval of Student Development is prohibited. It is the desire of the College to limit the proliferation of selling, advertizing and postings on campus.

Emergency Procedures

Dangerous Persons and Lockdown Procedures – In the event a suspicious or dangerous person comes on campus with intent to harm students, staff, faculty and/or college guests, the school will initiate the following lockdown procedure.

- If not in direct contact with a dangerous person, stay in the room you are located in. Shut, lock and barricade the door.
- Turn off all lights and any equipment that makes noise.
- Call 911 and notify authorities that Crossroads College has initiated their dangerous person lockdown procedure.
- Remain out of sight and quiet in a barricaded room until law enforcement arrives and escorts you out. Law enforcement has special identification that they can slip under a door upon request.

Crossroads administration will utilize the emergency texting system and/or the school's intercom system to alert students of a dangerous person/lockdown situation.

Weather Emergency – In the event of a tornado or severe weather follow these guidelines immediately and calmly.

- Proceed immediately to the designated areas of each building. If you are outside find the closest building. Designated areas will be posted near the entrance of each building.
- Once in the designated area remain calm, listen for any special instruction, and remain there until the danger is past or the "all clear" signal is given by staff.

Fire Alarm Procedures – In the event of a fire or smoke alarm goes off, proceed immediately out and clear of the buildings.

COMMUNITY LIFESTYLE EXPECTATIONS AND POLICIES

Why Do We Have Specific Lifestyle Expectations? - Crossroads College has chosen to set itself apart for the purpose of developing Christian leaders who impact the world for Christ. Students, by their voluntary acceptance, assume responsibility to abide by all the regulations of the College, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. For example: Crossroads expects students to refrain from alcoholic beverages, gambling, tobacco products, intoxicants, illegal drugs, inappropriate sexual behavior, including any conduct of sexual harassment, and pornography.

Students should strive to exhibit the fruit of the spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control; to love what is good and despise what is evil; to seek righteousness and justice; to be servants to each other; to encourage and support each other; to strive to resolve conflicts with mutual respect and Christ-like love; to be faithful and trustworthy witnesses and disciples of the Lord Jesus Christ.

Community standards and lifestyle expectations are in place to help move students toward Christian maturity and service and to help create an environment that is conducive to academic learning and personal development. Some of these standards and expectations are based upon Biblical Absolutes (i.e. refraining from inappropriate sexual behavior), others upon Biblical Principles (i.e. use of tobacco products) and others reflect shared community standards (i.e. parking regulations). But all are expected to be upheld.

Failure to abide by the College Lifestyle Expectations could result in disciplinary action. Not every possible community standard and lifestyle expectation can be listed or clarified in any one document, so Student Development is available to answer questions and provide clarity in interpreting these issues.

Philippines 4:8 summarizes the spirit behind these standards and expectations: “Summing it all up, friends, I’d say you’ll do best by filling your minds and meditating on things true, noble, reputable, authentic, compelling, gracious—the best, not the worst; the beautiful, not the ugly; things to praise, not things to curse.”

When Do Lifestyle Expectations Apply? - Students are responsible to abide by the Student Handbook and Lifestyle Covenant starting when they enroll at Crossroads through graduation day, whether on or off campus including all College breaks (i.e. Spring Break), summer break, holidays and any other time including, but not limited to any off-campus events such as mission trips, study abroad, and internships.

Specific College Lifestyle Expectations -

- **Alcohol/Tobacco/Drugs** - The use, possession or distribution of alcoholic beverages (including non-alcoholic or “near” beer), tobacco in any form (or any non-medicinal substance inhaled into the lungs), non-medicinal drugs (including marijuana) or paraphernalia are prohibited for any

reason. The College prohibits the possession of empty alcoholic beverage containers anywhere on campus.

- **Gambling** – Activities involving betting, wagering, raffles, games of chance or lotteries are not acceptable.
- **Honesty and Integrity** - Members of the College community are expected to live lives of personal honesty, holding to high standards of integrity academically and in their personal lives.
- **Safety and Security Issues**
 - Community members are expected to be familiar with and abide by all campus emergency and crisis procedures. Campus emergency and crisis procedures are posted near the front door of each residential unit and available in the Student Development Office. Tampering with any fire safety equipment (alarms, extinguishers, etc.) will result in fines and possible disciplinary action.
 - The possession or use of fireworks or possible explosives of any kind are prohibited on campus.
 - Flammable agents such as gasoline, propane, or butane and the lighting of objects such as candles, incense or charcoal is prohibited within 15 feet of the buildings.
 - No one is to enter, use or misuse the property of the College or of others without appropriate permissions.
 - Weapons of any kind are not allowed on College property or at College functions. This would include but is not limited to any type of gun (real, BB, airsoft, pellet, etc.), knife with a blade over 4 inches, dagger or switchblade, any object associated as a weapon such as a club, sling shot or unguarded razor, recreational weapons such as bows and arrows, other dangerous sporting equipment or martial arts weapons.
 - Throwing, dropping or causing objects to fall from any window, building or structure is prohibited.
- **Social Dancing** - Crossroads College does not permit social dancing on or off campus as a college sponsored activity, nor may the College's name be associated with such activity by any College community member or group. Dancing that violates Biblical standards of morality is not permitted, and environments that promote the violation of such standards in dancing (bars, dance clubs, night clubs, etc.) should be avoided. Acceptable forms of expression in the academic program may include ethnic and folk dance, exercise, and the use of choreography in drama, musical productions and athletic events.
- **Modesty Standard** - Regardless of the profession they choose, all students are preparing to be examples in their family, community, and church. With dress standards, our specific interest is to create an environment that promotes a Christ-centered community and a Christian witness to the world and Crossroads community. Dress should emphasize neatness, maturity, modesty, and consideration for others. As adults, there is freedom for personal choice; however our commitment to this community should reflect our pursuit of modesty in dress - that is, dressing in such a way to not draw attention to one's self inappropriately. Regardless of motivation or intent, the following items, although not exhaustive, are inappropriate: short shorts, tube tops, short or tight dresses; skirts or miniskirts; tight, strapless, backless, or low-cut shirts; visible undergarments; going shirtless on campus or at campus events; showing midriff or cleavage.

The College acknowledges that modesty runs deeper than a dress standard, and begins with remaining pure in mind and heart regardless of the way another dresses.

- **Entertainment** - Members of the Crossroads community are to use discernment in all forms of entertainment such as music, TV, video/computer games, movies and theatre. Crossroads endorses entertainment that honors Jesus Christ and does not distract from the pursuit of holy living. With this in mind, entertainment whether in individual rooms, public or common areas of the campus, that contains excessive levels of violence, profanity, and sex is prohibited. The College reserves the right to rule on the suitability of any entertainment played or performed on campus or at College events.
- **Stealing/Theft** - Taking anything that does not belong to you is unlawful and unacceptable. Students should keep doors locked at all times. Valuable items and money should not be on display in rooms. Students are encouraged to report these crimes first to local authorities and then to the Student Development Office.
- **Web Based Postings/Social Media** - Students should use discretion and good judgment in using web based communication tools such as Facebook, Twitter, Instagram, Snapchat or other apps/websites. Any threatening or intimidating language or behavior which violates the Student Handbook (including pictures or descriptions which directly violate or give the perception of violation of the Student Handbook) will be taken seriously. In the case of perceived violation, Student Development will treat the situation as though a student were participating or at minimum condoning participation in the perceived activity. Anything posted that violates the Student Handbook could result in disciplinary action and will be used as evidence should a disciplinary response by the College be warranted.
- **Hazing/Pranks** - Hazing is defined as an act which endangers the mental, physical health, or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. A prank is a willful act by one or more students directed against others that could endanger their emotional health and/or physical safety, or damages, destroys, or removes property, or involves the misuse of access privileges, keys, intellectual property, or confidential information. Hazing and pranks are prohibited.
- **Sexuality and Relationships** - Crossroads encourage healthy interactions between men and women and desires to strengthen a biblical sexual identity for its students. Behavior that falls outside biblical intentions such as premarital sex, intimate touching, adultery, homosexual acts, and pornography or other explicit materials are not appropriate and is not acceptable for Crossroads community members. Casually sleeping or lying with members of the opposite gender, or public affection that is inappropriate or causes others to be uncomfortable is not acceptable. Single students dating married persons or a married student dating anyone other than their spouse is prohibited. Behavioral choices involving cohabitation (even for a day or evening) or which imply or have potential for immoral activity are not considered appropriate for community members. Sexual assault such as rape, attempted rape or sexual battery/assault is unacceptable and will be reported to the authorities.
- **Fighting and Violence** - Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself is not tolerated. Any threatening or intimidating actions and or language whether acted upon or not will be taken

seriously. Disciplinary action in such cases will be implemented as though the intent to follow through on violent or intimidating actions and language is present.

- **Pornography** - The College forbids the viewing, exhibition, possession, or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the College, including, but not limited to, pornography. The viewing, transmitting, retrieval and/or storage of such material is a violation of College policy and may result in disciplinary action and the possibility of losing the privilege to have access to the internet and/or a computer on campus. It is to be noted that certain forms of pornography are illegal (i.e. child pornography) and will be reported to the proper legal authorities.
- **Emotional Instability** - The Office of Student Development or designee reserves the right to contact parents or guardians of dependent students when their actions indicate they are not in control of their behavior or emotions. This would include, but not limited to: self-destructive behavior, actively or passively placing themselves or others in physical or emotional danger, the use of suicidal language, or behavior indicating serious depression. If a student is deemed to be emotionally unstable, then the College could take several courses of action, including, but not limited to: required off-campus professional counseling, time away from campus to deal with this situation, or dismissal from the College. Students who request to return to campus or to re-enroll in classes may be required to provide documentation/recommendation from a licensed and approved counselor/attending professional, reports of treatment received, and a personal contact with the counselor/attending professional by the Student Development Office or designee. The student in question will be responsible for the cost associated with off-campus counseling and other emotional/medical health cost.
- **Harassment** - Harassment is when someone is intimidating another person through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Harassment in any form is unacceptable. Continued harassment might be considered “stalking” and may be subject to criminal charges by Minnesota law.
- **Sexual Harassment** - It is the policy of Crossroads to maintain a working and learning environment free from the sexual harassment of its students and employees. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action. Crossroads College recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship, or academic association. Sexual harassment may be verbal, graphic, written, or physical in nature, each of which may be grounds for disciplinary action. Crossroads College defines sexual harassment in the following manner:
 1. Sexual harassment includes behavior such as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant. For example:

- Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. Written examples would include: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, and name calling. Physical examples: assault, touching, impeding movement, or blocking movement. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
 - Continuing to express sexual or amorous interest after being informed that the interest is un-welcomed. (Reciprocal attraction is not considered sexual harassment.)
2. Submission to or toleration of the conduct as an explicit term or condition of appointment, employment, admission, academic evaluation, or administrative consideration.
 3. Submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or administrative consideration affecting an individual.
 4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.
 5. The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
- For additional information regarding the College's sexual harassment policy, contact the Student Development Office.*

Student Grievance Process – Crossroads College is dedicated to encouraging a prompt settlement of any complaint or grievance that exists with respect to an alleged unauthorized or unjustified act or decision made by a member of the Crossroads community that in any way adversely affects status, rights or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is not the correct means for appealing disciplinary actions or for contesting a grade (see appeals policies).

Step 1 - Informal Action

Seek resolution first through direct, informal communication with the responsible person (Matthew 18:15). Discussion between those involved is encouraged at all stages, but is essential in the early stages of resolution. Following an unsuccessful attempt to resolve the conflict one-on-one, students are encouraged to discuss the matter with their RA or with Student Development, as appropriate. After the student has made every available effort to resolve the conflict in an informal manner, formal action may be taken.

Step 2 – Formal Action

The following procedure is used to resolve a formal complaint.

1. *State the grievance in writing within 60 days of the alleged event and submit the complaint to the Vice President of Student Development. The complaint must include the following:*
 - *The date of complaint submission*

- *A description of the grievance that includes all relevant information including but not limited to:*
 - *Date(s) of importance to the grievance*
 - *Evidence substantiating the grievance*
 - *Witnesses to the grievance*
 - *A proposed resolution to the grievance*
2. *The Vice President of Student Development has two working days from the date of receipt to complete the following:*
- *Send to the student an acknowledgement that briefly summarizes the grievance and informs the student that a resolution will be sent within ten working days.*
 - *Forward to the President a copy of the grievance and acknowledgement.*
3. *The Vice President of Student Development has ten working days to complete the following:*
- *Investigate the alleged basis for the complaint*
 - *Investigate previous efforts taken to resolve the grievance*
 - *Investigate any contingencies and take such action that may help resolve the grievance*
 - *Send to the aggrieved student a formal response (a statement describing what was or will be done to resolve the grievance)*
 - *Forward to the President a copy of the formal response*

If the student is satisfied with the formal response, the grievance is resolved. If the student is not satisfied with the formal response, a request for a hearing may be made to the Appeals Committee. The grievance Appeals Committee will be assembled in compliance with Judicial Appeal procedure (Student Handbook p. 21) and:

- Shall be given a copy of the case to date
- Shall schedule a hearing date and time within seven working days of the request and notify all concerned (but not necessarily invite them to attend)
- May invite the student and any witnesses to attend the hearing – the student does not have a right to attend
- Shall conduct the hearing as informally as possible, while reviewing and evaluating the case
- Shall keep its deliberations confidential
- Shall, by majority vote, enact a course of action to finally resolve the grievance

The Appeal Committee will issue a decision, which shall be final, in writing to the student within three working days of the hearing.

The Student Development Office is tasked with the overall responsibility for collecting and securing documentation, and for ensuring confidentiality of all matters related to any filed grievance or complaint.

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance Procedures as noted above, and feels the issue is not resolved, may contact the our accrediting agency:

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road
Forest, Virginia 24551
Phone: (434) 525-9539
Fax: (434) 525-9538
Website: www.tracs.org
Email: info@tracs.org

DISCIPLINARY SITUATIONS AND PROCESS

Lifestyle Violations - There may be times in the life of the community when College standards have been violated and disciplinary action becomes necessary. Crossroads desires for discipline to be used by God for the good of the community and individual. Attending Crossroads College is a privilege, not a right. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to the fulfillment of their financial obligations to the institution. It is also understood that the student's enrollment at the institution could be terminated if, through the disciplinary process, the student is deemed not to be in accordance with the rules and regulations of the College. At the discretion of the College, whenever a dependent student is involved in disciplinary action, his/her parents may be notified especially in the cases of PSEO students and those under the age of seventeen. In accepting admission to Crossroads, each student agrees to comply with the rules, policies, procedures, and administrative regulations as they exist at the time of admission and as they may be changed, modified, or added to during the time the student is enrolled. The official position of the College is that if a student has violated the Lifestyle Covenant or *Student Handbook*, then the student needs to come in to the Student Development Office to begin the restitution process.

Come-in and Call-in –

- “Come-in” – When a student violates the Lifestyle Covenant or *Student Handbook*, they must quickly and voluntarily contact a Student Development staff member. This allows a genuinely repentant student to voluntarily discuss their actions. In most of these cases, disciplinary action is kept to a minimum and the student will receive appropriate counsel, support, and accountability for the infraction (including readings, discipleship, Bible studies, etc.). We consider the come-in an expression of grace to the truly repentant student. Should the student not demonstrate a repentant attitude, or should they refuse help, or if the infraction is considered severe, or if the incident is a repeat offense, the student will continue through the normal disciplinary process.

- “Call-in” - This is when a lifestyle violation has come to the attention of Student Development and the student is called in for the specific purpose of discipline. These students can expect to continue through the normal disciplinary process.

Accountability to One Another - We are all expected to encourage one another and be actively involved in upholding the standards of Crossroads College. Crossroads students should not be involved in situations where other students are violating the lifestyle standards of the College or a situation where others (students or non-students) are breaking the law or involved in any illegal activities. The College will interpret a student’s presence as an indication of acceptance of such lifestyle violations and in some cases, even if not involved in the violating behavior; the student may be subject to disciplinary action. Students should take the initiative to hold others accountable for lifestyle choices that are contrary to the “Student Handbook”. This “tough love” is a demonstration of concern for someone who will not or cannot change their lifestyle choices.

Potential Disciplinary Situations - Each incident is reviewed on a case by case basis, with consideration of:

1. The severity of the violation
2. The context of the incident
3. A history of prior misconduct
4. Whether it was a “Come-in” or a “Call-in”

A student suspected of misconduct may have a member of the Crossroads Community (student or College personnel only) present with them during disciplinary meetings. This person’s role is to give moral support to the student suspected of misconduct. Students also have the right to have all charges of misconduct in writing.

Community members are encouraged to provide firsthand testimony that will bring greater clarity and understanding to a judicial proceeding. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality laws prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions to the College community as a whole regarding an outcome. Uninformed community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration and fairness has been employed in the proceedings and the subsequent outcome.

Disciplinary Decision Making - A student accused of an infraction will have either the Judicial Board or the Vice President of Student Development hear the case and make a decision. It is always the prerogative of the Vice President of Student Development to send any case directly to the Judicial Board.

Violation of Law and College Discipline - The College reserves the right to review actions taken by civil authorities regarding any student. College disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the discretion of the College, be carried out prior to, concurrently, or following civil or criminal proceedings. The College will also cooperate fully with law enforcement agencies in all matters and will report criminal cases to the authorities when necessary.

Voluntary Withdrawal - A student who withdraws from the College prior to the completion of the disciplinary process shall vacate College property within 24 hours. This person is considered a non-student and shall be subject to the administrative decisions of the President's Cabinet.

Disciplinary Response During College Breaks - The Vice President of Student Development or designee will make disciplinary decisions during times when classes are not in session (summer, spring break, etc.). If a disciplinary decision must be made during a college break, then the Vice President of Student Development or designee will make the decision and the President's Cabinet will be the only and final appeal.

Misconduct Subject to Disciplinary Action - The following guidelines are designed to establish a system of continuity for administering consequences for the violation of community standards. The adjudicating officer(s) would typically employ the following guidelines in determining an appropriate consequence, unless there are circumstances that warrant an alternative response on the part of the College and/or if there is a history of prior misconduct. Students who do a "come-in" will usually receive a lesser discipline than those who are "called-in" or caught in an infraction (see "Come-in and Call-in" section).

1. **Level 1 Violations:** Include, but are not limited to, the following examples:

- Violation of "Quiet Hours"
- Unintentional minor damage to property
- Unwillingness to mediate inter- personal conflicts
- Profanity and obscenity

Possible Disciplinary Response could be a combination of the following: verbal warning, written warning, restrictions, community service, and fines.

2. **Level 2 Violations:** Include, but are not limited to, the following examples:

- Violation of "Visitation Hours" or allowing a member of the opposite gender above the first floor of their unit or into a room.
- Causing damage to property
- Lighting/possessing illegal fireworks
- Unauthorized access to college facilities or use of equipment
- Misuse of safety equipment
- Intentionally furnishing false information
- Sexual misconduct
- Pornography (see "Pornography" section, as this violation carries additional restrictions)
- Violation of alcohol or tobacco policies
- Use of a controlled substance or illegal drug
- Repeat or multiple violations (depending upon severity)

Possible Disciplinary Response could be a combination of the following: Suspension, dismissal, probation, fines, community service, and removal of privilege to participate in activities in which you represent the College.

3. **Level 3 Violations:** Include, but are not limited to, the following examples:
- Selling, possessing or distributing a controlled substance or illegal drug
 - Rape, sexual assault, or other non-consensual sexual activity
 - Arson, Grand theft, or intentionally giving false warning regarding a campus emergency
 - Repeat or multiple violations (depending upon severity)

Disciplinary Response: Immediate dismissal with the possibility of permanent expulsion.

Note: Disciplinary action is cumulative. Once the disciplinary action from one level takes place, then the disciplinary response will be greater the next time and will likely involve the disciplinary response from the next level up. Therefore, if a student has already been disciplined for a level 2 violation, they could be held accountable for a level 3 disciplinary response (dismissal) should there be another violation.

Defining Disciplinary Action and Outcomes -

- **Warning** - An official statement (oral or written) concerning the violation and a warning concerning future behavior.
- **Fines** - Payments imposed to pay for damages or penalties for deliberate disregard for College policies or property.
- **Written assignments** - Written assignments and readings may be required of students in any disciplinary case. Assignment due dates must be met in order to avoid further disciplinary action.
- **Probation** - Students are placed on probation as a warning that further lifestyle violations will lead to a greater disciplinary response from the College. While on probation, students may be restricted or removed from groups in which they represent the College.
- **Community Service** - A student will be required to perform community service working with specific faculty or staff to complete assigned hours. Failure to complete the required hours by the deadline will result in suspension from classes and withholding of transcripts.
- **Suspension** – A student must leave campus for a specified number of days and is not allowed on College property or College events until the suspension is lifted. This should not be viewed as solely a punishment, but a redemptive time spent away from the campus to do some serious thinking and praying about the compatibility of personal and College goals. Written assignments are normally part of a suspension. Any costs associated with leaving the campus are borne by the student.
- **Dismissal** – When a student is dismissed from the College, restricted from the College premises and College events for an indefinite period of time. No refund of tuition or fees will be made to those who are dismissed from the College. A student dismissed from the college will receive WF or WP depending on their grades at the time of dismissal. Students will not pass classes currently in session in the semester of the dismissal.
- **Interim Suspension** - Under certain circumstances, the Vice President of Student Development or designee may impose a suspension on a student prior to a judicial body or administrative hearing.

Appeals of a Disciplinary Decision - A student may request to appeal a disciplinary decision if: (1) They believe that the Judicial Board or Student Development staff did not follow proper procedure, (2) new information has arisen about the incident(s) in question, or (3) if they believe they were treated unfairly. The appeal must be made in writing, to the Vice President of Student Development within forty-eight (48) hours after the original decision. This written appeal shall consist of a statement of the detailed facts making this appeal necessary. The President's Cabinet will decide whether an appeals request meets the criteria to go to the Appeals Committee. If an appeal is allowed, then the decision of the Appeals Committee is final. The Judicial Appeals Procedure is consistent with the student grievance appeal process.

HOUSING POLICIES AND PROCEDURES

As with other College policies, these are in effect year round, 24/7.

Curfew - The following are the curfew hours for all units or apartments occupied by single residents. Residents may be granted special curfew extensions by the Student Development Office.

- Monday - Thursday:
Campus Curfew 12:00 am
Unit Curfew 2:00 am
- Friday - Sunday:
Campus Curfew 1:00 am
Unit Curfew 2:00 am

Visitation Hours - Members of the opposite gender may only enter the kitchen or living room areas (they are never allowed in bedrooms, on stairs, or in upper-levels) in the units or apartments and only during the following times.

- Monday - Thursday
11:00 am - 11:00 pm
- Friday - Sunday
11:00 am - 1:00 am

Quiet Hours - From 10:00 pm - 10:00 am, music or other sounds should not be heard outside of rooms or in common areas of units/apartments during quiet hours. Certain musical instruments, such as drums, are not allowed in the units.

Pets - Pets of any kind are not allowed on College property for any reason or any length of time. The only exception is fish that are kept in an aquarium filled with water not to exceed 30 gallons.

Unit Duties - Residents living in single housing are assigned unit duties. Unit duties are responsibilities given to each resident to keep specific areas of their unit neat and clean. To ensure unit duties are being done, inspections are conducted regularly by RA's. Fines and possible disciplinary action will result for failing to adequately complete a unit duty.

Furnishings - Each bedroom is furnished with a bed, desk, chair, and dresser. Furnishings in a unit are not to be removed from the room, kitchen or living room without permission of the maintenance director. Window screens are never to be removed. Any violation may result in fines.

Room Change – Living in Crossroads College housing is a privilege. Rooms are assigned at the discretion of the Student Development Office. Student Development reserves the right to change housing situations, but will not do so without just cause (i.e. the need for a handicap accessible room, maintenance issues etc.). If a student wishes to request a room change, they must complete a Room Change Application (available in the Student Development Office) and submit a Room Change Application Fee of \$35.

Right To Enter - Crossroads College reserves the right for authorized personnel to enter any room at any time for the purpose of inspection, repairs, emergencies, or if there is cause to believe an occupant is using a room in a manner inconsistent with school policy or the *Student Handbook*. A search may be made by a College representative to gather evidence for use in a disciplinary proceeding. An attempt will be made to inform the student of a search, but the College reserves the right to search a room even if the student cannot be contacted. Tours for guests or prospective students may be necessary on very brief notice.

Unit Meetings - At least once each semester, each RA can call a required unit meeting. These meetings are intended to share new or pertinent information with residents.

Overnight Guests - Students are allowed to have an overnight guest of their gender stay in their room for no more than three nights during a semester and only if they have secured permission to do so with all their unit-mates. Permission must be secured from the Student Development Office for guests desiring to stay longer than a total of three nights per semester. No one is allowed to sleep in any area of a unit (i.e. the living room, vacant bedrooms) except in the room of their host. Hosts are completely responsible for the actions of their guests. Student rooms may be used to house additional persons approved by the College during College sponsored events.

Repairs - If repairs are needed in a unit or apartment, please contact maintenance@crossroadscollege.edu. If emergency repairs are needed, contact the maintenance director at the number provided on the Emergency Procedure list posted in each unit.

Unit Bill - Each person living in a unit is required to pay a fee per semester to cover the costs for general supplies (toilet paper, cleaning supplies, etc.) used by members of the unit.

Check-in/Check-out of Room - A room evaluation form will be supplied to all residents living on-campus. This evaluation form must be filled out and returned to Student Development at the time of move-in. If a student does not return this form, then they will be held responsible for all damages in their room whether current or preexisting. When residents vacate their rooms, a Student Development staff member will inspect the rooms to determine its condition. The room must be completely cleaned, the keys returned to the respective RA or the Student Development Office, furniture in place and arranged properly, and all personal belongings removed from the room/unit. Any personal belongings left behind will be considered the property of Crossroads and disposed of and the resident will be fined. Residents will be charged if rooms or common areas are not cleaned, damaged or have missing items. Anyone who is not completely moved out at the move-out deadline will be fined \$25 per hour they remain after the deadline has passed.

Damages to Common Areas - Damages to common areas (kitchen, living room, hallways, etc.) will be assessed to the entire unit should no one claim responsibility for the damages. Students are encouraged to report and pay for damages they make to common areas so to avoid having the entire unit fined.

Housing Deposit - The housing deposit of \$100 and key deposit of \$25 must be received before the student receives the keys to their room. The deposit will remain in the possession of the school for the entire time the student lives on campus. The housing and key deposits will be held until students have vacated their rooms and it is approved that their room, as well as the unit common areas are in satisfactory condition and their keys have been returned. There is a \$10 replacement fee if a student loses a key.

ACADEMIC LIFE

Accreditation – Crossroads College is a charter member of the Association for Biblical Higher Education (ABHE) and has maintained accredited status with that organization since 1948. Accredited status is granted by the Commission on Accreditation of the ABHE to colleges that substantially meet or exceed the Standards of the Association and give evidence of continual striving toward excellence. The ABHE is recognized as a national accrediting agency by the

Council for Higher Accreditation (CHEA). ABHE is also listed by the United States Department of Education as a recognized agency for biblical higher education. Further, ABHE's member organizations are recognized by the Department of Justice, Veterans Administration and other relevant federal agencies.

The Association for Biblical Higher Education may be contacted at:

5850 T. G. Lee Blvd, Suite 130

Orlando, FL 32822

Telephone: (407) 207-0808

Fax: (407) 207-0840

Email: exdir@abhe.org

Website: <http://www.abhe.org>

Orientation and Testing - During orientation and periodically thereafter students will engage in a series of tests for evaluation of their abilities, personalities, skills, and vocational aspirations. These are not entrance tests but serve as institutional assessment instruments. Personal information is kept confidential for use by authorized persons. Those taking the tests after the scheduled times are subject to a \$10 penalty fee.

Populi – Crossroads College uses an academic portal tool called “Populi” (pronounced “Pop-u-lee”). This is a student information system, but also a course management tool, allowing integration of all our campus and online courses with student schedules and grades, registration, classes, school directory, college email, and calendar (school and personal).

Populi is a secure, web-based software allowing students and staff immediate access to grades, schedules, and course materials from anywhere there is an internet connection. There is even an iPod App available (search "Populi").

Crossroads' online classes will be hosted in this software, which provides electronic syllabi, lessons and online discussion, video and PowerPoint, electronic exams, and a grade book for instant access to academic progress. Many campus classes may also use this tool to augment the classroom learning experience.

Access is available at <https://crossroadscollege.populiweb.com>.

Registration Procedure - Each semester, a \$100 Enrollment Fee will be assessed to all students enrolling full-time at Crossroads College. Part-time students will be assessed a \$50 Enrollment Fee per semester. The Enrollment Fee will be non-refundable after July 1st for Fall Semester and after December 1st for Spring Semester. Students registering for classes at the appointed time and paying the Enrollment Fee on or before June 30th for Fall Semester and on or before November 30th for Spring Semester will receive an Early Registration Bonus of \$100 for full-time students and \$50 for part-time students. Returning students must have no cumulative balance on their account in order to receive the Early Registration Bonus.

Withdrawal from the College- To withdraw from Crossroads College, students must see the Registrar, who will issue the necessary forms. The withdrawal process resembles the process for dropping a single course. Students must also complete a “Withdrawal Questionnaire” and “Notice of Withdrawal and Address Change” form. If students stop attending all classes without explanation (e.g., illness, vacation), the college may perform an administrative withdrawal due to student failure to attend.

Auditing Privilege - Auditing is a privilege and not a right. It extends to any person who wishes to sit in class for self-learning without receiving college credit or being responsible for assignments. Regularly enrolled students may audit so long as their total class load does not exceed the imposed limits. (See next section.) Cost of auditing is listed in the college catalog. Special or unclassified students may audit at the regular audit fee. The audited class will appear on the transcript as a “grade” of “AUD”. Those registered for credit or degrees may not apply for the audit privilege after the third class week nor will credit be extended to auditing students after the same deadline.

Class Load and Workload - Most students attending college must seek outside employment. Students are encouraged to find the balance between work and school, so that their academic achievement does not suffer.

Independent Study - At Crossroads College, the term “independent study” refers to a course completed by a student outside a normal classroom setting. Examples of situations in which students may request an Independent Study are a Reading & Research course, a course needed for graduation that is not available during the final year of attendance, or a course unavailable to the student due to conflict in the schedule for the term. A request for an Independent Study must receive the

approval of the student's Academic Advisor, the teaching professor, and the Vice President of Academics.

The "Request for Independent Study" form is available in the Academic Office. Students must complete the form (including the reason for the request and the term for which they are requesting the Independent Study), obtain the necessary approval and signatures and submit the completed form to the Business Office. Students registering for an Independent Study will be charged an additional non-refundable \$100 per semester hour. The Vice President of Academics *may* waive fee when Crossroads, through a change in scheduling, requires a student to take an Independent Study. It will not be waived when students miss a regularly scheduled course due to poor planning. Students must complete the required coursework *within the semester* for which the Independent Study was requested.

How to Add or Drop a Class - Students may add a class as follows:

- Fall or Spring Semester - prior to calendar day eight of the term.
- Intersession or Summer Sessions - prior to day two of the session.

Students may drop a class with full refund prior to calendar day eleven of the term. Students may drop a class without repercussions to GPA prior to the tenth week of the semester.

Official Add/Drop -

1. Receive a Course Change Card from the Registrar who will complete the Add/Drop section(s) and indicate the number of semester hours for which the student will be responsible after said add/drop.
2. The student will (1) sign and date the Course Change Card (2) take it to his/her Academic Advisor for approval and signature and (3) talk with Financial Aid and the Business Office about the financial implications of dropping. Once the signatures have been obtained the student will (4) return the Card to the Registrar.

Anything less than the above is not considered OFFICIAL. A class dropped prior to the beginning of the term will be deleted from the student's enrollment. A class dropped within the allowable withdraw with full refund time, will be coded W for Withdraw (this will not affect Satisfactory Academic Progress). A class dropped after the allowable withdraw with full refund, will be coded as follows: WP (Withdraw Pass - through Week 9) or WF (Withdraw Fail beginning with Week 10). A WP or WF may affect Satisfactory Academic Progress, maybe eventually affecting the student's eligibility to receive financial aid.

Grading Policy - Course grading equivalencies are as follows:

Achievement Level	Letter Grade	Quality Points or Points/Credit Hour
A+	100	4.00
A	94-99	4.00
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 & Below	0.00
E (Emergency grade)		Not computed in GPA
I (Incomplete)		Not computed in GPA
P (Pass)		Not computed in GPA
WP (Withdraw Passing)		Not computed in GPA
WF (Withdraw Failing)		0.00 points if after end of ninth week
TR (Transfer Credit)		Not computed in GPA
TO (Tested Out)		Not computed in GPA
V (Audit/Continuing education)		No grade given
R (Retaken)		Not computed in GPA
X (Exempted)		Not computed in GPA
DR (Dropped)		Not computed in GPA

GPA Calculation - The grade point average (GPA) is calculated as follows:

1. Multiply the number equivalency of each course letter grade by the number of credit hours designated for that course.
2. Divide the product total by total number of GPA credit hours to determine GPA. For example:

	Letter Grade	Number Equivalent	Grade Point
2 credit hrs	A	4	8
4 credit hrs	B	3	12
4 credit hrs	C	2	8
2 credit hrs	D	1	2
12 credit hrs			$30 / 12 = 2.5$ GPA

Grade Standards - The minimum GPA (cumulative) for continuation in school is as follows: Freshman 1.80; Sophomores 1.90; Juniors and Seniors 2.00.

Student Classification - Student classification is determined by number of hours accumulated, whether by enrollment at Crossroads or by transferred hours, and is calculated at the beginning of each semester. Normally, the number of hours accumulated for purpose of rank is as follows:

- Freshman 0-29 credit hours
- Sophomores 30-59 credit hours
- Juniors 60-89 credit hours
- Seniors *90+ credit hours (*and carrying sufficient hours to graduate during the current year.)

Those reaching advanced status by the end of the first semester are placed in the next class anticipated. Student classification is for extra-curricular purposes as well as some other requirements (e.g. veteran's benefits, scholarships, etc.). Other student classifications are as follows:

- Full-time Students are those who have met all admission requirements, are carrying twelve credit hours or more and are seeking a degree from Crossroads.
- Unclassified Students are those who may not be pursuing a degree.
- Special Students are those who have not yet met entrance requirements and are enrolled on a temporary probationary basis.
- Undeclared Students are full-time students who have not yet determined a major.
- PSEO Students are high school students who are taking classes for both secondary and post secondary credits.

Graduation Requirements - To become candidates for a degree, students must complete and file a "Petition to Candidacy" with the Registrar. Normally students may not become a candidate for a degree if they will be unable to fulfill all academic requirements by the time of Commencement. However, if students are in the process of completing requirements, they may be approved and allowed to participate in graduation ceremonies if they can successfully complete requirements within 60 days for an academic course or within 180 days for an internship. The degree will then be granted upon completion of the requirements. If any requirement is not fulfilled by these deadlines, then a student ceases to be a candidate for a degree for that year. In order to become a candidate again, the student must sign a new "Petition to Candidacy" for a subsequent graduation and pay necessary graduation fees.

Incompletes, Special Grading and Exam Makeup Procedures –

- **Incompletes** - The student must petition the instructor for an Incomplete in any course. Incompletes are not automatic merely because the work is not completed on time. A grade of “I” must be made up within three weeks after the end of the semester in which it was received.
- **Removal of Incompletes:**
 1. Fill out an Incomplete Removal Permit Card available at the Registrar’s Office.
 2. Have Business Officer initial card when the \$5 Incomplete Removal Fee is paid.
 3. The Business Office will give Incomplete Removal Card to the instructor who will record the student’s grade and turn the completed card in to the Registrar so the grades can be recorded.
- **Special Grading –**
 - An “E” is a temporary grade given specifically for extended emergencies, such as illness. A reasonable allowance, not to exceed one semester, is given for completion of any class work. Though no penalty fee is required, the student must follow the procedure outlined above (Removal of Incompletes) to have the final grade recorded. Students must petition the Vice President of Academics for permission to seek “E” grades.
 - A grade of “P” is given in those courses where only achievement of satisfactory progress is required. The “P” grade is not computed in the GPA. An “F” will be given for failing the class.
- **Examinations** - Examinations must be taken during such periods as scheduled by the instructor. Students may not request exemption from taking examinations unless there is a rare emergency.
- **Examination Make-up Fee** - Students who miss examinations scheduled during the final examination period will receive a failing grade for the exam unless they secure advance permission from the professor, sign a permission card from the Registrar’s office, and pay the \$10 Examination Make-up Fee.

Academic Integrity - Honesty in all endeavors is vital as an expression of the Christian life. Students at Crossroads College will not participate, encourage, or condone such behavior as cheating, plagiarism, or other forms of academic dishonesty. All assignments must be the student’s original work for the course in which the material is submitted. When students utilize work that is not their own, proper credit must be given to the source of the information. Cheating, plagiarism, and/or any other form of dishonesty in any context should be considered a moral

and ethical offense, will not be tolerated at Crossroads College, and students may be placed on probation, suspended or expelled as a result. It is the student's responsibility to be aware of behaviors which constitute academic dishonesty and consequences, as defined in the current College catalog.

Class Attendance - Students are expected to attend class regularly and to be in class on time. Each teacher maintains his or her grading system and monitors class attendance accordingly. Students who miss class because of school-assigned or approved activities are responsible for any class work or lectures missed. Chronic absenteeism or tardiness shall be reported for review to the Vice President of Academics.

When a Teacher Is Absent - Students shall not vacate the classroom in the absence of an Instructor until ten minutes after starting time has elapsed. The Academic Office will notify the class if instructors will be absent.

Attendance At Conferences - Students may be permitted to attend church-related conferences, seminars, and conventions (other than those on campus) and receive an excused absence while doing so. The following procedures must be followed to ensure the excused status:

1. Present a written request to attend the conference, seminar, or convention to the Vice President of Academics at least two weeks prior to the meeting. Requests must include the date, place, purpose for attending and how it relates to the student's educational goals.
2. Attend and summarize all sessions at the conference. The outline or summary must be turned in to the Vice President of Academics within one week of the end of the meeting or the absence will not be excused.
3. All classroom work to be missed must be turned in to the professor before leaving for the conference. This means that the student will check with the professor ahead of time to determine what will be missed.
4. Only one such meeting may be attended during a school year. Students on probation will NOT be permitted to attend these meetings.

Transcripts - The academic records of the college are kept by the Registrar's Office and are a part of the student's personal file. They are protected by the federal rights of privacy law. They cannot be issued to anyone without the student's written consent. They are accessible to faculty and counselors for purposes of academic counseling and guidance which serve the student's objectives. Copies of the student's grade transcript are available upon written request by the student as long as the student is in good standing and does not have

financial indebtedness to the college. A first copy is free; thereafter, the charge is \$5 per copy/\$8 for a faxed copy. Students may download unofficial transcripts at any time from Populi.

Honors - Membership in the Delta Epsilon Chi Honor Society is limited to 7% of the graduating class in any one year. This is the official Honor Society of the Association for Biblical Higher Education. To qualify, a graduating senior must have a cumulative GPA of at least 3.30 and must excel in character and leadership potential. Recommendation for membership in the Society is made by the College faculty. Seniors who graduate with honors:

- cum laude-requires a 3.30 GPA
- magna cum laude-requires a 3.60 GPA
- summa cum laude-requires a 3.75 GPA

The Academic Dean's List is composed each semester of those students who complete 12 or more credit hours with a minimum 3.30 cumulative GPA for that semester.

Academic Tutoring - Tutors will be selected by the Professor of the class. The top three students of the class will be the first prospects. The tutors selected will be paid by the hour for their help. Tutors can be requested through the Vice President of Academics. There is no charge to students for this service.

Eligibility for Co-Curricular Activities - To be eligible to represent the college in various activities such as intercollegiate athletics, Adoration, chapel band, drama team, student council, fund-raising events, summer team, and various other outreach opportunities, students must maintain definite standards of scholarship and Christian character. Students with probationary status (academic or disciplinary) are ineligible for these activities. Athletic teams have their own eligibility standard established by the ACCA and NCCAA. Additionally, use of school resources such as the Music Lab for personal projects is prohibited for students on probation.

Appeals for Academic Mistreatment - If a student thinks he/she has been treated prejudicially, the student is obligated first to try to settle the matter by direct appeal to the faculty member involved. If that approach is not satisfactorily productive, appeal may then be made to the Vice President of Academics in writing. If this does not result in student satisfaction, the student may request the complaint be submitted to the Appeals Committee for a decision.

Appeal Process for Sub-Academic Students - Students on academic probation may appeal to qualify for a one-semester exemption to participate in **one** college-sponsored extracurricular group. Only students with a GPA above 1.25 who have passed chapel, spiritual formation groups, and field service/Ministry Week the previous semester are eligible to appeal. Students must confer with their Faculty Advisors to complete the Sub-Academic Appeal Form and submit it to the Vice President of Academics. The Appeal Committee, comprised of the Vice President of Academics (chair), the Vice President of Student Development, and the Faculty Advisor, will meet to consider the appeal and establish criteria to monitor progress. The Vice President of Academics will inform applicants of the committee's decisions.

Academic Probation, Suspension and Re-Entry - When students' cumulative GPA drops below the required minimum, they are placed on academic probation and are notified by the Vice President of Academics. Students are allowed one to two semesters to regain at least the minimum cumulative GPA. If no improvement is shown, then suspension may be imposed for low scholarship. In no case will students qualify as a degree candidate until the minimum cumulative GPA has been attained.

A student may petition the Vice President of Academics in writing for re-entrance following academic suspension so long as at least one full semester has elapsed from the time of initial suspension. Then, upon review, the Vice President of Academics and Vice President of Student Development will determine whether the re-admittance is warranted. Students suspended for disciplinary reasons follow a similar procedure. Re-admittance after suspension is possible only once.

Retaking Courses and Forgiveness of Poor Grades - In the case of students who register a poor academic performance, the College recognizes that students and circumstances may change. For this reason, if students retake a course, the original grade is forgiven. The original course will remain on students' transcripts. However, it will be marked with an "R" (signifying that it has been "Retaken") and will not be used in computing students' cumulative grade point average (GPA).

Learning Disabilities - The Academic Office will assist students with disabilities needing accommodations to allow them to function in the College environment. In order to receive reasonable accommodations, students need to furnish the Vice President of Academics with current (within two years) official documentation of the diagnosis of the disability and recommended help. Examples of accommodations the College might provide include preferential seating, untimed

tests, oral testing, special tutoring at student's expense (beyond basic peer tutoring offered to all students), copies of lecture notes, distraction-free testing or additional time for completing assignments.

Access to Records - All requests for access to records should be presented in writing to the Registrar. That office will specify the time and manner in which those records may be inspected. The administrator will provide any necessary explanation or interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate. Students have the right to challenge records which they think are inaccurate or misleading. A Request to Amend must be submitted in writing to the Vice President of Academics. If the Request to Amend remains unsolved, the Appeals Committee will notify the students of the time and place for the hearing, which will be held within fourteen days after the request. The committee will render a decision in writing ten days after the hearing. Student records are kept in the following locations:

- Academic – Registrar's Office
- Financial – Business Office
- Financial Aid - Financial Aid Office
- Housing – Student Development Office
- Student Conduct – Student Development Office

Non-Discrimination Policy - The College, according to its constitution and in compliance with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, color, national origin, marital status, physical or mental disability, or gender in any of its policies, practices, or procedures. Inquiries concerning the regulations may be referred to the Admissions Office.

Veterans Information - While the military draft is no longer applicable, men reaching the age of eighteen must register with their local selective service. Veterans who qualify for the GI educational benefits should have their record transferred to the St. Louis office and file a certificate of eligibility for such benefits. Payments are made monthly based on the current schedule, the number of months spent in the armed service, and the number of semester hours or houses for which the student is enrolled. See the Director of Financial Aid for details. Veterans and all who receive government financial assistance and who do not maintain satisfactory progress according to the published schedule and a minimum GPA with passing grades in the major field are reported to the Veteran's

Administration as academically deficient, in which case benefits may be withdrawn.

