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Welcome!

Welcome to Valley Forge Christian College/Valley Forge Christian College Woodbridge Campus!

How excited we are as we anticipate the limitless possibilities which will unfold during the 2011-2012 college year. As Thomas Edison said, “If we did all the things we were capable of doing, we would literally astound ourselves.” Only God knows the potential that can happen at VFCC/VFCCWC this year.

Although it was a long time ago (very long), I still remember my college years as though they were yesterday. Little did I realize how my whole world would change during that season in my life. Some of the friendships I formed have lasted to this day. The lessons I learned continue to shape everything I am. The tools I acquired then are still useful today. I will always be indebted to everyone who profoundly impacted my life.

And that is what we pray happens to you this year. Our mission is “to prepare individuals for a life of service and leadership in the church and in the world.” VFCC/VFCCWC is all about you and your fellow-classmates and doing everything we can to help you prepare to change the world.

As you may know, VFCC/VFCCWC Alumni are serving in over 35 countries around the world. The flags in our chapel are from those many places, and now you are a part of the international VFCC/VFCCWC family. We are thrilled you are here.

Let’s have an incredible year together.

Your Friend,
Don Meyer, Ph.D.
President
The Mission

of

Valley Forge Christian College

Woodbridge Campus

The college enriches lives by advancing Christian scholarship in research and practice in education, leadership and spiritual formation to prepare individuals for a life of service and leadership in the church and in the world.
Student Life
The Student Life office welcomes you to the Valley Forge Christian College Woodbridge Campus community. We are excited about the promise that this year holds for each of us as we seek to grow together in the knowledge and grace of our Lord and Savior Jesus Christ.

The Student Handbook is provided as a helpful resource to you. It contains useful information regarding many of the services available to assist you in your experience this year. The Handbook also contains the College’s high expectations for you. It is important that you familiarize yourself with the contents of the Handbook so that you understand and can fulfill these expectations.

The entire College community is here to serve you in this important educational and spiritual journey that you are pursuing. We are all committed to do whatever we can to ensure your success. Please do not hesitate to contact us if you have any questions or concerns.

Blessings,
The Student Life Office
**STUDENT LIFE OFFICE**

The Student Life Office helps students develop holistically (spiritually, mentally, physically, and socially) so they can fulfill all that God has called them to be.

**CONTACT INFORMATION:**

Telephone: (703) 580-4810  
Fax: (703) 580-4806

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<th>Staff Member</th>
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<td>Dr. Vince McLaughlin</td>
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Valley Forge Christian College Woodbridge Campus (VFCCWC), located at 13909 Smoketown Road, Woodbridge, VA 22192, is certified to operate in the Commonwealth of Virginia by the State Council of Higher Education for Virginia (SCHEV), located at 101 N. 14TH Street, James Monroe Bldg., Richmond, VA 23219. All courses offered in the Commonwealth of Virginia are approved by the Valley Forge Christian College (VFCC) Board of Trustees, located at 1401 Charlestown, Road, Phoenixville, PA who are authorized by the Commonwealth of Pennsylvania, Department of Education, located at 333 Market Street, Harrisburg, PA 17126-0333. VFCC is accredited by Middle States Commission on Higher Education located at 3624 Market Street, Philadelphia, PA 19104.
BIBLICAL PRINCIPLES
The Bible interpreted in context provides the foundation for the Valley Forge Christian College Woodbridge Campus community. We believe that “all Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Tim. 3:16-17). Based on careful interpretation of the Scriptures, we endeavor to allow the following biblical principles to serve as a guide for our life together.

• **Every Aspect of Life is Worship.** Jesus confirmed this principle when asked about the “greatest commandment.” He quoted Deut. 6:5, “Love the Lord your God with all of your heart and with all of your soul and with all of your strength.” Thus, we seek to honor Jesus Christ with every thought (2 Cor. 10:5), word (Eph. 4:29) and deed (James 1:22).

• **Love for One Another.** Jesus summarized the second greatest commandment by quoting Lev. 19:18, “Love your neighbor as yourself.” He also said, “By this all men will know that you are my disciples, if you love one another” (John 13:35).

• **Christ is the Head.** We endeavor in all things to follow the leadership of Jesus Christ (Col. 2:9-10), acknowledging our complete dependence on Him. Apart from Him we can do nothing (John 15:5). For this reason, prayer and Christian community are essential parts of our life together.

• **Christ in the Midst.** We take the words of Jesus literally, “Where two or three come together in my name, there I am with them” (Matt. 18:20). We seek to meet together often under Christ’s authority to encounter and respond to Christ in our midst.

• **Mutual Edification.** We attempt to facilitate only activities and practices that build up other Christians for a life of service and leadership (Eph. 2:19-22).

• **Mutual Accountability.** Experience has shown us that personal maturity and growth is encouraged most when the entire community shares in holding one another accountable. Matthew 18:12-17 outlines the principles of this approach. Using this Scriptural model, we expect all persons in the community to conduct themselves properly by implementing the highest form of discipline, that of self-discipline. Every person in the community (friends, Directors, Faculty, Staff, Administrators) should assume the responsibility to confront anyone falling short of community expectations. Responsible confrontation is done in love and humility, with kindness and respect (Gal. 6:1-10).

• **Empowerment of the Holy Spirit.** In order to fulfill the great commission, we need to be empowered by the Holy Spirit (Acts 1:8). We attempt to provide many opportunities for members of our community to receive from God all He has for their lives.
• **Unity and Diversity.** The Scripture teaches that every individual is created in the image of God and for His glory (Ps. 139). Convinced that God has called people from every nation to be part of His body (Rev. 7:9), and that Jesus came to establish a ministry of reconciliation and forgiveness (2 Cor. 5:18), we commit ourselves to reach out to share Christ with all types of people and to allow God to heal hurts through us, particularly in the area of cultural diversity. We believe this will enrich our campus community, and help us serve all our constituencies. Valley Forge Christian College Woodbridge Campus subscribes to and encourages the equal right of all to pursue excellence in their lives without racial and ethnic inhibitions and adheres conscientiously to nondiscriminatory practices in hiring and promotions.

• **Equipping for Service.** We endeavor to help each student discover his or her calling and gifts so they can fulfill all that God has for them.

**CHARACTER DEVELOPMENT**

The College seeks to create an institutional culture that calls each member to a high standard of excellence in both personal and community matters. As representatives of the College and the Lord, excellence in all areas should be a distinctive mark of students and employees. Excellence is usually achieved through disciplined, sustained effort. Such excellence often results in external success (acknowledgement, promotions) as well as internal rewards (the moral strength that comes from being well prepared, accomplishing important goals, serving Christ to our full capacity). Setting appropriate expectations for behavior is one way that the College helps students cultivate discipline and achieve success.

In order to achieve the very real and enduring benefits of participation in a Christian academic community individuals may be required to voluntarily set aside personal freedoms. Students are invited to embrace this perspective so that the college is not required to unnecessarily emphasize community expectations.

While the Bible does not provide specific teaching about all social practices, it does provide principles for establishing essential guidelines for life. The College understands that its behavioral standards may seem lenient for some and strict for others, but it is nonetheless our intention to uphold biblical principles of conduct. Where the Bible is not explicit about a specific social practice we have established standards that are appropriate for the College community. We endeavor to promote personal lifestyle choices that deepen our love for God, build up the body of Christ, and advance the mission of VFCCWC.

**Terms of Behavioral Standards**

As a Christian academic community, we hold that certain behaviors are counterproductive to College life, to the maturing believer and to the development of Christian leaders. Behavioral standards apply both on and off campus and are to be followed the entire time an individual is enrolled or living at VFCCWC, including weekends, breaks, and summer. The only exceptions to this policy are specific appearance standards, and the entertainment policy which are not enforced during the summer if one is not living at the College. The College encourages students to embrace these standards during the summer.
**Grievances**

While harmony is a hallmark of the Christian community, conflicts do occur. The College desires to assist all members of the College community in the resolution of personal disputes. When facing a dispute, community members are encouraged to remain calm and seek the Lord regarding the issue. Persons are strongly encouraged to seek to resolve the dispute first with the other person(s) who is involved. Should you be unable to resolve the matter with them it would be appropriate to ask an objective person to hear the dispute and provide some guidance. In disputes involving two students, an objective person could be a staff member or a faculty member. If the dispute involves a student and a College department it is always appropriate to ask a Dean to consider your dispute if you were unable to resolve it with the person involved. The matter may eventually be referred to one of the College administrators who are available to help resolve disputes in their areas of responsibility. If you are unclear regarding the steps you should take to resolve disputes the Student Life Office is available to listen and provide some avenues for how to proceed.

**Healthy Living**

The Student Life Office is committed to offer support and assistance to students who are struggling in their personal lives. Students with a history of eating disorders, abusive relationships, or who have experienced any other trauma are encouraged to seek helpful and supportive resources by contacting The Student Life Office.

**Response Time To Requests From College Personnel**

Students are required to respond within 48-hours to requests for information from members of the faculty, staff, and administration. Your prompt response to requests for information or to meet with College personnel is greatly appreciated and necessary. Students who fail to respond to a request are subject to disciplinary action.

**Personal Expression**

The right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs, and concerns of others should be evident in all public areas, including the library, classrooms, athletic areas, lounges, the Cafe, and campus grounds. Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, intimidation, and the like are prohibited on campus, off campus, and in online venues such as my space, Facebook, email, etc.

**Interruptions and Disturbances**

Senseless acts that damage or destroy resources are not tolerated. Willful acts of disruption in class, or the day-to-day business of the College are prohibited. Such acts include but are not limited to: failure to comply with the directives of College officials; false reports of fire or other dangerous condition; creation of a fire hazard or other dangerous condition; and activities that interfere with campus safety, civility, or environmental health.

**Entertainment**

Members of the College community are expected to practice discretion and restraint in their participation in all forms of entertainment. Questionable entertainment and activities, including those that diminish a person’s moral sensitivity are to be avoided. If any person present is uncomfortable with the content of entertainment, all persons present should respect that person and resist from viewing or listening to the material. As a general rule, entertainment that contains consistent unbiblical values and conduct is discouraged, such as profanity, sexual themes, gratuitous violence, etc. This standard applies to all entertainment including live theater, television, movies, videos, video games, radio, computer usage, concerts, and music. The possession, viewing, or listening to any form of media on or off campus with the following rating is prohibited: R (restricted), inappropriate nonrated, NC-17, or X. Music, videos, DVDs, video games and other forms of media that contain immoral content are strictly forbidden regardless of rating. Social dancing (except modest dancing at weddings) and gambling are prohibited forms of entertainment.
Movie Copyright Laws
Viewing a movie in one’s room with friends is permitted; however, copyright law prohibits movies to be shown in public areas. (Lounges are considered public areas because they are not private living areas.) The owner of the copyright in a motion picture has the exclusive right to permit the copyrighted work to be shown publicly. Anyone who shows a motion picture publicly by using a VCR/DVD player (including laptop computers) or by an unauthorized interception of a cable/satellite TV transmission without first securing permission from the copyright owner violates the Copyright Act and subjects himself/herself to statutory damages, forfeiture of equipment and tapes/DVDs, attorneys’ fee and the costs of litigation. The penalties for copyright infringement may include substantial fines from the governing authorities and imprisonment and appropriate College disciplinary action.

Hazing and Pranks
Hazing, defined as an act which endangers the mental or 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, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing.

Similarly, pranks that cause harm to persons or property are also illegal and strictly prohibited. Because the appropriateness of a particular act may be difficult to gauge, students are discouraged from participating in pranks. Should a prank be considered, students should discuss the activity with the Student Life Office who will determine the appropriateness of the intended action. Students who participate in a prank or in a hazing activity will be held responsible for their behavior, regardless of motive or intent. Consequences may include a verbal or written warning, $25 fine or other disciplinary sanction as appropriate.

Alcohol and Tobacco
The purchase, possession, transportation, consumption, or distribution of intoxicating beverages or of tobacco products in any form is prohibited. For those under 21 years of age, consumption of alcohol is also a crime according to the laws of the State of Virginia. In light of the College’s concern regarding alcohol consumption, students are not permitted to be employed as bartenders.

Illegal Drugs
VFCCWC complies with the Drug Free Schools and Communities Act. The abuse or unauthorized use of prescription, non-prescription drugs or controlled substances is prohibited. Students may not possess, distribute, purchase, illegally manufacture, or use any controlled substance or drug paraphernalia. The normal minimum sanction for a first offense violation of this policy is dismissal from the College. The College will cooperate with law enforcement agencies in responding to illegal drug possession.

Notification of a History of Addictions
Students who have a history of addiction to alcohol, tobacco, drug abuse, pornography, or other potentially life-controlling issues are strongly encouraged to discuss the matter with the Student Life Office. The purpose of the conversation is to promote accountability and to determine if resources are available to assist the student.

Discrimination
Discrimination of any type (e.g. racism, sexism, ageism) will not be tolerated.
Public Intimacy

Respect for others limits the setting in which physical intimacy can occur. Discretion in the display of affection is expected in public places including all lounges. Displays of affection that could place another person in a compromising situation or cause offense or embarrassment are prohibited. Lap sitting, resting one’s head on the lap of another person, and extended periods of hugging or kissing are not appropriate in public. In addition students should refrain from posting pictures or videos on-line that portray images described in this section.

Sexual Immorality

Members of the College community are required to refrain from all forms of sexual immorality including, but not limited to, any form of pornography, promiscuity, homosexuality, pre-marital sex, adultery, rape, sexual violence and abuse, and other forms of sexual misconduct. Furthermore, the use of College telephone, College computer equipment or personal computer to access pornographic sights, services, databanks, or talk stations is prohibited. One possible consequence of sexual behavior is pregnancy. The College believes in the sanctity of human life and that all persons are made in the image of God. For these reasons, the College is strongly opposed to elective abortion as a means to terminate an unwanted pregnancy.

Unwelcome Sexual Advances, Sexual Harassment, and Sexual Assault

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered sexual harassment and are illegal when:

1) submission to such conduct is made either explicitly or implicitly a term or condition of the student’s status in a program, course, or activity;
2) submission to or rejection of such conduct is used as a criterion for evaluation or as a basis for academic or other decisions concerning that student;
3) such conduct has the purpose or effect of unreasonably interfering with a student’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Any member of the College community may bring complaints of personal or sexual harassment, sexual assault, or violence forward. Sexual harassment and sexual assault are unacceptable behaviors for any member of the College community including faculty, staff and students.

Students who believe they have been the recipient of sexual harassment, sexual assault, or stalking are strongly encouraged to report the alleged occurrence(s) as soon as possible to the Student Life Office. The longer the delay in reporting the behavior, the more difficult it becomes to effectively resolve the issue. The complainant will have the opportunity to pursue allegation(s) without fear of retribution. Counseling services are available as needed.

Harassment and Stalking

Virginia State Law states that harassment and stalking are crimes and are unacceptable behaviors. Harassment is defined as actions that intend to harass, annoy, or alarm another person. Striking, shoving, kicking, or otherwise subjecting a person to unwanted physical contact, or attempts or threats to do the same are forms of harassment. Other forms of harassment include following a person; engaging in a course of conduct that alarms or seriously annoys another person and that serve no legitimate purpose; destroying private or public property; physical or verbal attacks upon or interference that prevents another person from conducting customary affairs, puts them in fear for their safety, or causes physical injury; and conduct less than a physical attack which does the same. Stalking is conduct in which a person repeatedly acts toward another person with intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress. Any practice that limits or prohibits persons from fulfilling God’s call on their lives is strongly discouraged.
Domestic Violence
Domestic violence, in any form (verbal or physical), will not be tolerated. Fits of rage, loud arguments, breaking, throwing, or damaging personal or campus property are prohibited. Local law enforcement authorities will be notified immediately if such violence occurs. If you become a victim of domestic violence, please contact the Student Life Office or call a Hotline for Domestic Violence.

Criminal Activity
Members of the VFCCWC community are required to conform to all local, State, and Federal laws. Students who are arrested for any reason (misdemeanor or felony at the city, State, or Federal level) are required to notify the Student Life Office immediately. The College will cooperate with local authorities when it becomes aware that a law has been broken. The College may pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

Emotional Health
It is not unusual for students to experience difficult circumstances during their college career. Whether it is a relationship breakup, stress, depression, previous trauma, or even the death of a loved one, professional counseling or pastoral guidance is sometimes needed. Students in difficulty are encouraged to contact the Student Life Office who will provide referrals to qualified professional counselors. Limited funds are available to assist students with the cost of these services. Students who have been diagnosed with a serious mental health disorder are also encouraged to inform the Student Life Office so that support can be provided as necessary.

On rare occasions, a student may be required to leave VFCCWC for a period of time in order to receive appropriate medical care. Students are subject to involuntary withdrawal from the College if it is determined that they are suffering from severe emotional distress, and, as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the College community. Any attempt, verbal or physical, toward ending one’s own life will result in notification of local law enforcement authorities and mental health authorities. Student Life personnel will also intervene by providing support and when appropriate will require students to sign a contract against harm. The student who has withdrawn will be permitted to return to the College only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the student’s counselor and agreed to by the Chief Operating Officer of the College.

Knowing Presence
A “knowing presence contribution” is defined as: behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

General Expectations
It is expected that all VFCCWC community members will avoid the following behaviors:

- Lying: Withholding information or giving false information.
- Misrepresentation: Misrepresentation of oneself, or an organization, to be an agent of the College.
• Forgery: Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to College officials.

• Unauthorized Use: Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the College or a member of the College community.

• Vandalism: Unauthorized alteration of property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc.

• Theft: Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

• Failure to Evacuate: Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative.

• Breaching Security Systems: Jeopardizing or interfering with the safety and security systems established within the College community, including the propping of locked doors, altering locking devises, permitting unauthorized access to another, etc.

Appearance Standards
The Bible establishes a number of principles that bear upon appearance decisions including: modesty that we may not offend others (I Cor. 8), avoiding a preoccupation with clothing (Matt. 6:25-33), emphasizing the care and beauty of the inner person rather than outer adornment (1 Tim. 2:9; 1 Peter 3:3-5), and respecting others (Romans 12:10). Furthermore, neatness, cleanliness, and appropriateness are qualities appreciated by roommates, spouses, and coworkers. Appropriate dress in Church respects the Lord and the worship experience. This is especially true in the attire of participants in the Church service. Dressing for class encourages a readiness in students to learn and respects the preparation of the faculty member.

Because people have different perspectives regarding the concepts of modesty and appropriateness, the College has established appearance guidelines for all community members, including spouses and children. Students are encouraged to strive for excellence and to exceed minimum expectations in all areas, including dress. Because these are community standards, members of the faculty, staff, administration and even other students will confront students if their appearance is in violation of the dress code. Students are typically provided a warning (first offense) or a fine (second offense - $10; third offense - $25) if they are found to be out of dress code in public. A $25 fine will be assessed on a first offense for violation of the tattoo and body piercing policy. Students are encouraged to carefully evaluate their appearance prior to entering a public place.

General Guidelines (Apply at all times to men and women)
• Attire must be neat, clean, and modest.
• Footwear is required.
• Hair must be kept neat, clean, and well groomed. Extreme hairstyles are prohibited.
• Tattooing: Obtaining a tattoo while enrolled as a student (including college breaks) is prohibited.
• Body piercing (including the wearing of body piercings, plugs or spacers) are not acceptable on or off campus.
• Inappropriate attire includes clothing that: (1) is torn, grubby, tight (e.g. tank tops), provocative, or exposes torsos or midriffs; or (2) advertises or displays items contrary to College policies or Christian beliefs.
• Head coverings (hats, sweatbands, etc.) may not be worn in Church or class.

Specific Clothing Guidelines
• Standards apply when in public, Monday through Friday, 9:00 a.m. – 6:15 p.m.
• Standards apply to students attending Evening and Weekend classes.
• Standards apply during Finals week.
• While the College encourages students to embrace these standards at all times, the appearance standards are not enforced during the summer if one is not attending the College.

Men:
• Men’s attire includes shirts or sweaters with shorts, slacks or jeans. A sport jacket, suit or tie is always appropriate.
• Shirts must be worn at all times unless participating in a sporting event.
• Facial hair is expected to be neatly trimmed.
• Earrings (including plugs or spacers), makeup, and nail polish are prohibited.

Women:
• Women’s attire includes tops with a minimum of a 1-1/2 inch strap or sleeve, with shorts, slacks, jeans, skirts or dresses.
• Shorts, hemlines or skirts must be no higher than 2 inches above the knee.
• More than three earrings in one ear are discouraged.

Attire for Church Platform
Church platform participants are expected to dress in platform attire. Men should wear dress shirts, neckties, dress slacks, dress socks, and dress shoes. Hair is required to remain above the shirt collar and a sport jacket or suit is encouraged. Attire for women includes dresses, skirt-and-top outfits or slacks with the appropriate hosiery, and dress shoes. A minimum strap width for dresses of 1½ inches is required.

Banquet and Formal Event Attire
The Spring Banquet is the grand social event on the College calendar. Held in honor of the senior class during the spring semester, the event raises the expectations of all participants. The Board of Administration (hosts), the senior class, and the College consider the banquet to be a formal event.

It is generally affirmed that formal events require formal attire because participants contribute to the ambience of the event by how they dress. However, the possibility exists that the formality of the occasion creates an opportunity to wear clothing that in non-formal circumstances would not usually be considered. In light of constantly changing styles, and to avoid confusion, guidelines are provided to assist students in making appropriate choices regarding banquet attire. Although there are specific requirements, the common theme in banquet attire is that attire will be modest, formal, and meet the high ideals for a Christian community.
Men
Dress shirts, dress slacks, neckties, dress socks, dress shoes, and a sport coat, suit, or tuxedo.

Women
Dresses or gowns with modest hem (no higher than two inches from the top of the knee), neck and back lines. Low cut dresses are not permitted.

Questions regarding formal attire should be directed to the Student Life Office. Students wearing inappropriate attire will not be permitted to attend the event and will not receive a refund.

Marriage
Students should seek ministerial counseling prior to engagement and marriage, preferably from their home pastor. College personnel are sometimes available to give counsel. Scheduling wedding ceremonies to take place during a semester is discouraged in light of the considerable changes and stresses that many people experience in the weeks before and after the ceremony.

DISCIPLINARY PROCESS

Confidentiality and Respect
Students involved in the discipline process are treated with respect and the issues discussed will remain confidential. It is the policy of the College to approach each student as an individual, yet in a pattern consistent with the overall purpose of VFCCWC. Through its disciplinary process, the College seeks to help students understand the consequences of their behavior, provide resources to assist students as needed, encourage compliance with community expectations, and restore students to the community whenever possible.

Discipline decisions are based on the knowledge of the facts concerning the particular situation. Since few students are aware of all the facts, it is inappropriate to draw conclusions about what “should have been done differently,” and it is never appropriate to gossip regarding the person, circumstances, or decision. While painstaking efforts are taken to maintain consistency from case to case, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the discipline process and the subsequent outcome.
“Walk-In” vs. “Call-In” Sessions

If a student realizes that he or she has violated a college standard and is genuinely repentant, the student should take the initiative to voluntarily “walk-in” and confess the matter. Appropriate counsel and efforts to understand student problems are an integral part of all potential disciplinary situations. The purpose of a “walk-in” is to allow a student who has not met college standards to voluntarily discuss their violation and to allow maximum flexibility in the restoration process. The confession is to be complete and must take place within one week of the violation to be considered a “walk-in.” The student may confess the violation to a faculty member, staff member, Associate Dean, or to the Chief Operating Officer. The respective VFCCWC faculty or staff member who hears the confession is responsible to report the confession to the appropriate Dean, or the Student Life Office and may support the student throughout the disciplinary process. It is advantageous for students to take the initiative for a “walk-in” because it demonstrates their desire for accountability and their commitment to resolve the matter.

A “call-in” session is one in which a member of the Student Life staff believes that a student may have violated a behavioral standard and seeks an appointment or “calls-in” the student. Students will receive notification via a voice mail message, email, or a written memo. The purpose of a “call-in” session is to discuss the alleged violation and provide clarity regarding the situation. Appropriate disciplinary action will be pursued if it is determined that sufficient evidence exists.

Sanctions

One should expect the College to confront, with firmness and with love, any circumstance or behavior that might hinder personal growth or disrupt community life. The College believes that when a student chooses to disregard community expectations it has the obligation to suspend his or her community privileges for a time, including class participation, and co-curricular activities. Intermediate consequences are employed wherever possible to avoid expulsion from school. Each incident is reviewed on a case by case basis, with consideration to (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, and (5) the degree to which the individual displays genuine repentance.

When it employs sanctions, the College intends to:

- Be fair and consistent
- Promote change in the individual
- Provide restitution (in case of theft and loss)
- Restore the individual to the community

The following is a list of possible sanctions available to the College. More than one of the sanctions may be imposed for any single violation. Other sanctions may be used when deemed appropriate.

- Warning: A statement of the standards of conduct is made to the student with an official warning concerning future behavior.
- Loss of Privileges: Denial of specified privileges for a designated period of time.
- Fines: Fines vary according to the violation, and may include all costs involving damage to College or private property.
- **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- **Discretionary Sanction:** Work assignments, service to the college or other related discretionary assignments.

- **Mentoring/Accountability:** The student is required to meet for a specified period of time with a faculty or staff mentor for accountability and support.

- **Disciplinary Contract:** A student is placed on disciplinary contract for minor and/or repeated behavioral infractions. When placing a student on disciplinary contract the College intends to communicate that the student’s behavior is serious and that subsequent behavioral violations, as well as failure to complete disciplinary action will result in more serious disciplinary action, up to and including immediate dismissal from the College.

- **Disciplinary Probation:** The student is expected to show development in responsible actions toward the College and members of the community for a specified period of time. A student is placed on disciplinary probation for major and/or repeated behavioral infractions. When placing a student on disciplinary probation the College intends to communicate that the student’s behavior is jeopardizing their enrollment and that subsequent behavioral violations, as well as failure to complete disciplinary sanctions, will likely result in an immediate dismissal from the College. Probationary students are ineligible to hold student leadership and ministry positions, may not participate in public ministry at the College, and forfeit institutional scholarship awards. The College generally informs the parents or legal guardians of students who are placed on disciplinary probation as permitted under the Family Educational Rights to Privacy Act.

- **Interim Suspension:** Students are denied access to the campus (including classes) and/or all College activities or privileges for which the student might otherwise be eligible. Interim supervision by College officials may be imposed:

  (a) to ensure the safety and well-being of members of the College community or preservation of College property;

  (b) to ensure the student’s own physical or emotional safety and well-being;

  (c) if the student poses a definite threat of disruption of, or interference with the normal operations of the College.
Suspension: The student is involuntarily separated from the College for a specified length of time. Suspended students are required to leave campus for the duration of their suspension and may not attend class, etc. Absences from classes and are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

Withdrawal: The student is permitted to withdraw from the College without the privilege of returning until a time specified.

Dismissal: The student is permanently separated from the College. No refunds are made, all financial aid may be cancelled, and the student will suffer academic consequences of his/her actions. Dismissed students are required to leave campus immediately, will receive failing grades in all their classes and will not receive a financial refund.

It is important to note that in respect to discipline, a private college, such as VFCCWC does not follow civil rules of evidence. In determining whether or not a violation has occurred, the standard “more likely than not” is applied, rather than “proof beyond a reasonable doubt”. Occasionally, situations arise in which one student’s testimony directly contradicts another student’s testimony. When this occurs, the College will decide the matter based on the credibility of the testimony.

The College is not required to impose the same discipline in all situations involving the same violation of community standards. However, to honor consistency, consideration is always given to impose the same sanction for the same violation. Consideration will be given to the specifics of the incident and to the previous behavior of the student(s) involved. More serious disciplinary action will be taken in situations involving repeated violations. Below is a list of typical violations and the sanctions that will be considered when students violate community standards. VFCCWC may be required to respond to violations that do not appear on this list. The College will assess each case based on the expectations found in the Student Handbook and impose appropriate sanctions.

**Disciplinary Levels and Sanctions**

It is important that students understand the expectations that the College has for their participation in the community. It is also important that students have a clear understanding of the consequences when they choose to act in ways that are inconsistent with the expectations of the College. The College has identified three disciplinary levels and provided general guidelines for the sanctions that are typically used when responding to behavioral violations:

**Level 1**

A level 1 infraction is a first-offense, incidental or minor infraction of college policy: accidents, dress code violation, entertainment violation (walk-in), etc.

Level 1 disciplinary responses include but are not limited to a warning, fine, community service, reduction in community privileges (quiet hours, visitation), restitution, etc.
**Level 2**
A level 2 infraction is a serious or repeated infraction of college policy: repeated level 1 infraction, lack of follow through on a level 1 sanction, minor visitation violation with a person of the opposite sex, pornography (walk-in, first offense), pranks, minor sexual immorality (walk-in, first offense), alcohol or tobacco use (walk-in, first time offense, minor use), profanity, etc.

Level 2 disciplinary responses include but are not limited to all Level 1 responses, disciplinary contract, mentoring, professional counseling, suspension of public ministry, removal from student leadership positions, suspension, etc.

**Level 3**
A level 3 infraction is a very serious or dangerous infraction of college policy: repeated level 2 infraction, lack of follow through on a level 2 sanction, serious or repeated visitation violation with a person of the opposite sex, pornography (call-in, repeated offense), sexual immorality, theft, vandalism, alcohol or tobacco use (call-in, repeated offense, major use), illegal drug use, lying, violation of the law, hazing, violent behavior, occult practices, etc.

Level 3 disciplinary responses include but are not limited to all Level 2 responses, restitution, disciplinary probation, suspension, withdrawal, dismissal, etc.

**Appeal Process**
Generally, disciplinary decisions involving students progress through the organizational structure and are handled at the most appropriate level. For example, minor disciplinary infractions often involve a discussion between a faculty member or a staff member and the student. The purpose of the discussion is to communicate to the student why their behavior was inappropriate and seek the student’s agreement to not repeat the behavior. The faculty or staff member will not determine sanctions but will review the situation with the Chief Operating Officer. Usually, the Chief Operating Officer will meet with the student to discuss the matter although in minor disciplinary situations this is not always necessary. Students are encouraged to meet with the Chief Operating Officer to discuss the potential of disciplinary sanctions.

Moderate and repeated disciplinary infractions will involve the direct intervention of the Chief Operating Officer. Severe or repeated moderate disciplinary infractions will involve the Chief Operating Officer and the College Operating Committee.

Students may appeal a disciplinary decision on grounds that:

1. Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious).
2. New and significant information, not reasonably available at the time of the initial hearing, has become available.
3. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense or in keeping with the disciplinary guidelines outlined in the Student Handbook.
Students who wish to appeal a disciplinary decision should submit a letter of appeal to the Student Life Office within three working days of the communication of the decision. The letter of appeal should outline the facts in the matter, the disciplinary decision, the rationale for why the decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The Chief Operating Officer generally requests a meeting with the student to discuss his or her concerns. The student may invite other persons to participate in the appeal. The students may request that other persons be requested to participate in the appeal; however, The Chief Operating Officer may deny the request for a variety of reasons, including a determination that such persons will not provide information relevant to consideration of the appeal.

Students who wish to appeal a disciplinary decision should submit a letter of appeal to The Board of Administration of the College within three working days of the communication of the decision of the Chief Operating Officer. (The letter of appeal should contain the same elements as described above.) The Board of Administration of the college generally requests a meeting with the student and the Chief Operating Officer, as well as other resource persons as appropriate, to discuss the appeal. If a student wishes to appeal an original sanction of suspension or dismissal, the College generally requires that the student immediately leave campus and may not return unless requested to do so to participate in the appeal process. Should an appeal be granted, class absences will become excused. Students should be aware that original sanctions may be affirmed, increased, or decreased during the appeal process as determined by the person who hears the appeal. The Board of Administration serves as the final appeal authority for the student unless the student decides to appeal to The State Council of Higher Education for Virginia (SCHEV). For further information on appealing to SCHEV please see the College Catalog. (SCHEV contact information is located on Page 7.)

SAFETY STANDARDS

Unauthorized Access Areas
The following areas are restricted from student access: Locked facilities, rooms, and offices are restricted unless keys and authorization from a College official have been secured. Students should not be in campus offices (faculty or other) after hours or in another student’s room without specific authorization. Students who gain unauthorized access into restricted areas are subject to disciplinary action.

Fire Regulations and Procedures
It is essential for the safety of all members of the College community to be particularly careful about fire hazards. The burning of candles, incense, or oil lamps (any open flames) is prohibited in every College building except at special events with permission of College personnel. The fine for an open flame violation is $100.

In Case of Fire:
1. **Begin evacuation.** Notify all persons that they must immediately leave the building. Stay calm and keep order. Signs are posted in each hall/room giving appropriate evacuation routes. Evacuate using the nearest exit or stairwell. Assemble outside in a group.
2. **Set off the fire alarm.** Set off the fire alarm at the nearest pull station.
3. **Call 911.** Be prepared to provide the operator with the location of the fire, giving building location, street name, and building entrance.
4. **Contact college officials.**
Fire Alarms and Fire Extinguishers
When a fire alarm sounds, it is imperative that all students evacuate immediately and stand clear of the building until signaled by officials to enter. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and a Federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined $150 plus the cost of recharging the extinguisher.

Smoke Alarms
Smoke alarms have been placed throughout the building. Batteries will be provided and replaced by the Facilities Department. Inoperable or malfunctioning smoke detectors should be reported to the College offices immediately. Tampering with smoke detectors is a violation of Federal law and puts you, your fellow students, and others at risk. Serious disciplinary action will be taken if students are found to have tampered with smoke detectors.

Fire Drills
Fire regulations require that fire drills be held periodically. There is a fine of $25 for students who fail to immediately evacuate during a fire drill.

Fireworks, Firearms and Weapons
All fireworks, firearms and weapons are prohibited from being carried or stored on campus. Open flames, fireworks or explosives of any kind are prohibited on the campus. Firearms are defined as any device designed to launch or fire a projectile. Weapons are defined as any object that is used or designed to inflict pain or death on a person or animal (including all knives, spears, paintball and air-guns, etc.). Violation of this policy will likely result in the student being subject to criminal proceedings by local authorities and severe disciplinary action, up to and including dismissal from the College.

Medical Emergencies
In the event of serious injury or illness, students should dial 911 immediately. As soon as possible, students should also contact the College offices. Do not leave the sick or injured party unattended but remain with them until help arrives. College personnel may decide to call for medical transportation. Expenses incurred for ambulance services are the responsibility of the sick or injured party.
Spiritual Life
SPIRITUAL LIFE

Learning in a Christ-centered academic community carries with it many responsibilities. Students are assumed to have a genuine love of God and a desire to please Him, which will be reflected in their attitudes, relationships, and conduct. We fully embrace the work of the Holy Spirit in student’s lives and realize that sanctification is a process that occurs throughout a believer’s walk with the Lord. However, basic Christian morality, ethics, and lifestyle standards reflected in the Bible are expected. Furthermore, because we are a college committed to Pentecostal theology, we encourage students to seek the Baptism of the Holy Spirit and to use the spiritual gifts that the Lord provides through grace. Finally, it is expected that every person in the VFCCWC community will commit themselves to seek after a relationship with the Lord through daily prayer, devotions, chapel attendance, and regular involvement in a local church.

Church Attendance
Weekly church attendance is fundamentally related to preparing to minister to people of all ages, seeing the local church in action, providing community outlets for ministry and accountability, and being integrally involved with a local body of believers. Class and chapel services are not a substitute for weekly church attendance in the local community. Consequently, all students are required to faithfully attend regular Sunday services at a church within a reasonable driving distance of VFCCWC. Students who are not affiliated with the Assemblies of God may attend a church of the denomination that they are associated with in their hometown.

The Great Commission (Outreach)
Basic to the Christian life is the call of all believers to share the good news of Jesus Christ with the world. By lending a helping hand, reaching out in a service project, or traveling to an inner-city neighborhood to participate in a focused evangelism outreach, we are loving others as Christ has called us to do.

In relationships with unbelievers, we attempt to reflect the love of Jesus Christ in order that those who do not know our Savior will come to know Him. VFCCWC endeavors to involve all students in ministries that correspond to their gifts and desires, primarily through the church and Small Groups. Such involvement by students adds a dimension to the learning process that combines classroom knowledge and supervised student ministry experience to reach out to the local community and beyond.

Student Ministry/Service Learning
Student Ministry and Service Learning are vital parts of the VFCCWC curriculum and provide opportunities for meaningful integration of classroom instruction with practical training through off campus experiences. Student Ministry/Service Learning requirements are integrated into the academic requirements for many classes. Student Ministry/Service Learning assignments are detailed in each applicable course syllabi. A course grade deduction of not less than 10 percent will result when an assignment is not completed. If an assignment is not completed within the course time frame, a grade deduction will result, and the assignment still must be completed. Prior to graduation, students must complete all of the Student Ministry/Service Learning assignments to be eligible to graduate.
Beyond the academic requirements, VFCCWC strongly recommends broad ministry involvement so that every student may be acquainted with many aspects of ministry. Ministry involvement includes service in area churches, children’s ministries, Chi Alpha college and university ministry, ministry to the homeless, senior citizens, Teen Challenge, prison ministry, personal evangelism, church planting, urban mission teams, summer camps, foreign missions experiences, etc. Information regarding all current outreaches is available through the main college office.

**Internships**
Internships are also a part of the students’ preparation for a life of service and leadership in the church and in the world. Internship Seminar (a one-credit course usually taken during the Junior year) is a prerequisite for most Internships. The actual Internship is a 75-hour one-credit commitment with the student directly mentored by someone in his or her major. Elementary Education. Early Childhood Education students will do a semester of student teaching in place of an internship. Theological Studies majors will prepare an extensive Senior Project.

**Career Services**
Resume’ preparation, cover letter suggestions, interview techniques, dressing for success, and dining etiquette are just a few examples of free career building seminars sponsored by Career Services which students and alumni can attend. These seminars feature professors and special guest speakers from various disciplines. Individual career counseling and resume’ consultations are available by appointment.
Academic Life
ACADEMIC LIFE

One of the major purposes for coming to VFCCWC is to “study to show yourself approved by God.” Therefore, classroom conduct is expected to be consistent with a high standard of Christian behavior. What follows is a summary of some of the highlights of academic life. For more specific information regarding academic life, see the College Catalog.

Course Load
The normal full-time course load is 15-17 credit hours each semester. A 15-17 credit hour course load will enable a student to complete a degree program in the suggested four year time frame. A course overload is defined as 18-20 credits. Students may not enroll in 21 or more credits unless approval is obtained from the Academic Dean, who will determine the student’s eligibility based on their GPA and workload. Students must be enrolled in a minimum of 12 credit hours to be considered full-time. A student who drops below 12 credits should consult the with Financial Aid/Student Accounts Department to determine the effect on receiving Federal or State financial aid.

Writing Assignments
The Modern Language Association Style Manual has been adopted by the faculty as the standard style for all writing assignments. Some upper-level courses may utilize other style manuals appropriate for the specific discipline.

Classroom Decorum
Children are not allowed in classrooms. Childcare is to be secured by the student. Cellular phones, pagers, and other electronic communication equipment are to be turned off or operated silently during class. Since late arrival or early departure from class is disruptive, students must arrive in a timely fashion and depart early only if vitally necessary. Food and beverages are not permitted in the Chapel or sanctuary. Only beverages, not food, are permitted in classrooms.

Missed Examinations
Only verifiable illnesses or emergencies should prevent students from taking an examination when it is scheduled; otherwise, a grade penalty may be assessed. If permission is granted by a faculty member to make up an exam, a Transaction Form for Processing Fee must be completed. Students are required to pick up the form from the College Administrative Office, obtain the faculty member’s signature, and return the form to the College Administrative Office along with a $10 processing fee. An appointment to take the examination will be arranged only after the student presents payment and a Transaction Form signed by the instructor and given to the College Administrative Office.

Participants in VFCCWC sponsored athletic or ministry events must make arrangements with the instructor in advance when missing an exam is anticipated. The student must obtain an Off Schedule Examination Voucher from the college Administrative Office and have it completed with the instructor’s signature as well as the coach or team leader. The voucher must be presented before the exam will be given.
**Missed Final Examination**

If a student misses a final exam because of illness or extreme emergency, a Transaction Form must be approved and signed by the Academic Dean as well as the instructor. This form is available from the college office. The student is responsible for arranging a make up time with the instructor. Exam appointments must be scheduled with the instructor. Work must be completed within seven days of the regularly scheduled final examination. No final exam may be given before the scheduled time. The instructor will then give the exam to the College office before the scheduled make up time, as well as any other information that may apply to the exam.

**Class Attendance Policy**

The standard attendance policy requires students to attend each period of class in which they are enrolled. *(Faculty members publish specific penalties for excessive absences in the course syllabus.)* Penalties are applied when absences exceed twice the number of times per week a class meets. (Example: a student would be permitted four absences without penalty for a class that met two times per week.)

**Academic Probation**

When a student’s cumulative GPA falls below the level of “good standing” the student will be placed on academic probation for the following semester. The maximum academic load for students on academic probation is 13-credits. Students on academic probation may participate in one extra-curricular activity if approved by the Academic Dean.

**Continuation of Academic Probation**

Students who do not attain a satisfactory cumulative GPA by the end of the semester of academic probation will remain on probation for the next semester of enrollment. The maximum academic load for students in their second semester of probation is 13 credits and they are ineligible to participate in extra-curricular activities.

**Removal from Academic Probation**

Students will be removed from individual Mentored Academic Program (iMAP) at the end of a semester when the cumulative GPA meets the requirements for “good standing.”

**Academic Dismissal**

A student on probation whose cumulative GPA at the end of the second semester of probation is lower than what is required for “good standing” will become ineligible to continue their enrollment. If a transfer student falls below VFCCWC’s satisfactory academic progress policy and is facing dismissal, cumulative GPA (including transfer credit grades) as well as cumulative credits attempted and cumulative credits earned, will be calculated by the Registrar’s Office. Individuals who have been terminated for academic reasons may reapply after at least two semesters at another institution where satisfactory progress has been made. The Board of Administration will, upon receipt of a transcript from that institution, consider the reapplication request.

**Academic Program Changes**

Students who request a change in degree program, or major area of study must first complete a Change of Major Form and return it to the Registrar’s Office. A student’s status will be changed and his/her academic standing will be recalculated to reflect the new status. A Change of Major fee applies to all students with the exception of those in their first semester at VFCCWC.
Withdrawal from Class Policy

Students wishing to Add/Drop a class must do so within the provided Add/Drop time period (typically the first week from the day classes begin). After the Add/Drop is over a student may withdraw from a class for a time period of approximately eight weeks after classes begin. Within that time a student must complete and submit to the Registrar’s Office a Withdrawal From Class Form. No credit load change will occur from withdrawing from a class. A Withdrawal From Class fee applies. All dates, fees and financial polices regarding withdrawals are published in the current College Catalog.

Withdrawal from College

A student who wishes to withdraw from VFCCWC must complete a Withdrawal Form, which can be obtained from the Student Life Office. A withdrawal interview with the Dean of Students must be completed before the student leaves campus. Calculation of tuition reimbursement is based on the date of official withdrawal. Students who do not officially withdraw may receive failing grades in current semester courses. Students are also responsible for payment of any unpaid balance accrued during their attendance at VFCCWC.

Non-Return to College

If a student does not intend to return to VFCCWC in a subsequent semester they must complete a Non-Return to College Form prior to the conclusion of the current semester. Non-Return to College Forms are available in the Registrar’s Office.

Graduation

Graduation is the culmination of a student’s academic career and is a wonderful day of celebration. Graduating seniors are required to attend graduation exercises unless they have received permission from the Academic Dean to be excused. A written request to be excused from participation in graduation should be submitted to the Academic Dean early in the Spring semester so that there is sufficient time for the request to be reviewed by the committee.

Grade Change Policy

Grade changes will be accepted by the Registrar’s Office only in cases of documented clerical error, miscalculation or by appeal as a result of extenuating circumstances. A faculty member cannot reassess material and submit a new grade. Reevaluation of a student’s performance is not to be considered a legitimate reason for a change of grade. A student may appeal a grade with the faculty member involved through the end of the semester immediately following the one in question (i.e. an instructor may only make a change for the preceding semester). A Grade Change Form must be submitted to the Registrar’s Office and will include the reason for change. In extreme cases of extenuating circumstances or when information surfaces after the grade has been submitted, a written appeal must be submitted to the appropriate Department Chairperson for review by the Academic Dean. Additional information regarding the Grade Change Policy is available in the College Catalog.

Academic Grievance Procedure

The faculty member is the primary person regarding course policies, expectations, or grading. Students who feel they are treated unfairly in their academic experience should make every effort to resolve the issue with the faculty member. If students feel they have been dealt with improperly, they should feel free to raise questions with the Academic Dean. The Academic Dean will provide students with information to resolve an academic grievance.
Dual Submission Policy
Faculty members must authorize the dual submission of coursework. A Permission for Dual Submission Form must be secured by the student and signed by both faculty members before beginning work on the paper or project. Joint or individual grading is at the discretion of the faculty members.

Academic Honesty Policy
In keeping with Biblical principles, the core values of Valley Forge Christian College Woodbridge Campus, and the tradition of academic integrity inherent in every institution of higher learning, students are expected to maintain the highest standards of academic honesty. A desire for redemption and restoration is the starting point and basis for this policy. All incidences of academic dishonesty will be treated as serious infractions and will carry consequences.

Students are to be familiar with acceptable forms of documentation (according to course syllabi) and to ask for clarification from appropriate faculty. Violations consist of, but are not limited to, the following categories of behavior:

1. Plagiarism – using the words of another and claiming them as your own;

2. Falsification or fabrication – misrepresenting facts or research, verbally or in writing, for the purpose of academic gain;

3. Double submissions of written work without the expressed consent of the instructor(s);

4. Cheating on tests, papers or projects, including group work not expressly approved by the instructor;

5. Facilitating academic dishonesty – allowing another student to copy from you; giving your work to another student to use as a model or to submit as his/her own; intentionally leaving your computer or work unguarded so that it is easily accessible to another student;

6. Any other intentional behavior designed for unearned academic gain on the part of a student.

Level 1 Offense:
In the case of plagiarism or failure to follow written guidelines for assignments due to inexperience on the part of the student, the faculty member, in conjunction with the department chairperson, will impose the disciplinary sanction.

Academic Sanctions
Faculty may choose one of the following disciplinary sanctions according to the severity of the infraction:

- Correction of the error and resubmission, with no grade deduction;
- A lowering of the grade assigned at the discretion of the instructor;
- A grade of F or Zero assigned with opportunity for resubmission, resulting in a maximum grade of C;
- A grade of F or Zero assigned with no opportunity for resubmission.
The faculty member will document all level 1 offenses and their consequences and explain them to the student involved. No further action will be taken; however, the faculty member will send the Academic Dean a memorandum documenting the violation and sanction. The Dean will keep a record of the incident. The student may appeal the academic sanction in writing to the Dean within seven (7) days of receiving notification of the sanction.

Level 2 Offense:
Level 2 offenses consist of intentional plagiarism or cheating and include, but are not limited to, the categories of behaviors listed above. All level 2 incidences of academic dishonesty will result in academic and additional sanctions. The faculty member involved will document all level 2 offenses and their consequences and submit them to the Dean to record and submit to the Board of Administration for additional sanctions.

Academic Sanctions
For a level 2 offense, the faculty member will notify the student by written memorandum within seven (7) days of the discovery of the offense. The student will then have seven (7) additional days to meet with the faculty member and the department chairperson to discuss the alleged offense. If the department chairperson is the instructor for the course, the chair will ask a member from the department to meet with the chair and the student. If the faculty member and the department chairperson determine that the student has committed the offense, or if the student fails to attend the meeting, one of the following academic sanctions will be imposed:

- A grade of F or Zero will be assigned to the paper or project, with no opportunity for resubmission;
- Failure of the course.

The faculty member will inform the student in writing of their decision. A copy of the memorandum will be sent to the Academic Dean and the Chief Operating Officer for inclusion in the student’s file.

Appeal Process for Academic Sanctions
The student may appeal the academic sanction in writing to the Dean within seven (7) days of receiving notification of the sanction. An appeal may be on the following grounds:

- Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious);
- New and significant information, not reasonably available at the time of the initial hearing, has become available;
- The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense or in keeping with the disciplinary guidelines outlined above.
After receiving the appeal, the Dean will convene a meeting of the Board of Administration within ten (10) business days of receiving the appeal to consider the student’s appeal. The student may continue to attend class during the appeal process pending the outcome of the committee decision. The student, instructor, and department chair will attend the meeting to provide information the committee will use in its decision. The student and non-committee faculty members will be excused from the meeting prior to committee deliberations. All decisions of the Committee will be communicated to the student in writing by the Dean within three (3) days of the decision. A copy of the decision will be sent by the Academic Dean to the Chief Operating Officer for inclusion in the student’s file. The student may appeal the decision in writing to the President of the college within seven (7) days of receiving notification of the decision. An appeal may be on the following grounds:

- Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the appeal hearing was prejudicial, arbitrary, or capricious);

- New and significant information, not reasonably available at the time of the appeal hearing, has become available;

- The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense or in keeping with the disciplinary guidelines outlined above.

The Academic Dean will prepare a written memorandum documenting the President’s decision. The memorandum will be sent to the student and copies placed in the student’s file in the Academic Dean’s Office and in the Student Life Office.

Additional Sanctions for Level 2 Offenses:

Along with academic sanctions, level 2 offenses include additional sanctions decided by the Board. The Academic Dean will notify the student that his/her case has come under review within seven (7) days of discovery of the offense. The Board will meet with the student and determine sanctions within thirty (30) days of discovery of the offense.

Decisions of the Board will be made by majority vote. The Academic Dean will inform the student in writing of additional sanctions. The student may appeal the decision in writing to the President within seven (7) days of receiving notification of the decision. Following the appeal, the Academic Dean will prepare a written memorandum documenting the President’s decision. The memorandum will be sent to the student and copies placed in the student’s file in the Academic Dean’s Office and in the Student Life Office.

First Level 2 Offense Sanctions:

The Board may choose consequences ranging from and up to the following:

- Written warning: a copy of the warning will be placed in the student’s file in the Academic Affairs and Student Life Offices;
- Disciplinary contract (including suspension of public ministry, removal from student leadership positions, and loss of eligibility for participation in other activities as described by the Board);
- Disciplinary probation (including loss of institutional scholarship awards);
- Suspension for an identified number of days;
- Dismissal for the remainder of the semester.
Second Level 2 Offense Sanctions:

- Dismissal for the remainder of the semester;
- Dismissal for the remainder of the semester and the following semester.

Stricter sanctions may be imposed for a first or second level 2 offense should the severity of the offense warrant it.

Testing
Each instructor sets a pattern for examining the progress of students in his/her classes. The course syllabus explains the testing requirements for the class. When a student is absent for more than one week, the instructor may give an extra test to determine the student’s success in making up the work.

Emergency School Closing
It is customary that the college will be open regardless of weather conditions. Normally, cancellation of a class will result only from the instructor’s inability to meet it. A faculty member who is unable to make it to class will take the following actions:

1. Activate a previously arranged telephone chain for the commuting students in each class, whereby a message that the instructor will not be able to make it to class will be passed along to all commuters in the class, so that they do not drive to campus needlessly.

2. Place an outgoing voicemail message on his/her campus telephone extension to notify students that class will not be held.

3. Notify students electronically, either by email or message on Blackboard.

4. Make arrangements with the class to make up any missed work.

Occasionally, if weather conditions are severe enough to prevent a substantial number of commuting students from attending classes on a given day, the Academic Dean may declare an “Inclement Weather Day” by 8:00 a.m. Faculty will work with students to accommodate missed exams. This declaration will be posted in the following ways:

1. On the outgoing voicemail message on the main college number.

2. Via email messages sent to all students and faculty. In the unlikely event that the College would delay opening, or close for severe weather conditions, the notice would go out via the two means above. In addition, the college would communicate closing or late opening on TV and radio as available.
Non-Discrimination Policy

VFCCWC does not discriminate on the basis of race, sex, age, or handicap in its educational programs, activities, or employment policies. Inquiries concerning VFCCWC’s compliance or implementation of Title VI, Title IV, or section 504 should be directed to the college office or the Assistant Secretary for Civil Rights, U. S. Department of Education.

Policy on Use of Student Photographs for Publicity

Telling the VFCCWC story photographically is a significant way the institution communicates with its various publics. Pictures of events and those participating in them not only document those occasions but enable the sharing of important institutional memory. Group and individual pictures are regularly taken throughout the year for use in college publications, email announcements, website, etc. Students who desire that their photographs not be used in this manner must notify the Student Life Office in writing. If such a notice is not on file in the Student Life Office, it will be assumed that students agree to the use of their image for institutional public relations purposes.

Confidential Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

   • Students should submit to the Registrar, the head of the academic department, one of the Deans, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

   • Students who wish to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

   • If the College decides not to amend the record as requested, the College will notify the student, in writing, of the decision and student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Security personnel and health staff); a person or company with whom the College has contracted as it’s agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Administration; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

- Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- Other exceptions that permit disclosure without consent are:

  A. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; the Bureau of Citizenship and Immigration Services; and state and local educational authorities.

  B. To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.

  C. To a parent or a legal guardian in connection with a health or safety emergency.

  D. To a parent or a legal guardian of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.

  E. If a parent or eligible student initiates legal action against the College, the College may disclose to the court, without a court order or subpoena, the student’s education records that are necessary for the College to defend itself.

  F. The disclosure is in connection with a disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of a crime of violence.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Valley Forge Christian College Woodbridge Campus to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.,
Washington, DC 20202-5901

The College may release public directory information concerning students. Such information includes, but is not limited to, the student’s name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student within the first two weeks from the beginning of the semester specifying information which the student requests not be released.

Learning Disabilities
It is the policy of the College to provide reasonable accommodations for qualified individuals with documented disabilities. The College will adhere to all applicable Federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations with regard to affording equal educational opportunities. It is the student’s responsibility to contact the Academic Dean and Dean of Students to provide documentation of a disability within the first two weeks of the semester. The Deans will assist students and faculty in arranging appropriate accommodations. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
Residence Life
RESIDENCE LIFE

GENERAL HOUSING GUIDELINES

Resident Housing Policy
Valley Forge Christian College Woodbridge Campus (VFCCWC) is primarily a commuter campus intended to facilitate the holistic development of each student during his/her college experience. On campus living is a privilege which is subject to review. College housing requires the following:

- Residents must carry a minimum credit load of 12 credits per semester in order to receive campus housing.
- Housing is only available to currently enrolled undergraduate students, therefore it is expected that students will vacate the residence halls upon graduation.
- All residents are required to read and sign a Room Condition Form & Residence Agreement when they check in and check out of their room.

Room Assignments For Single Students
Will be made by the Director of Student Life.

Room Changes
The Director of Student Life must approve all room changes in advance. Students are not eligible for a room change until after the second week of the semester.

Check In Policy
When checking in, students must obtain their room key and assignment from the Director of Student Life.

Before rooms are occupied, they will be inspected and the Student Life Office will take a furniture inventory of each room. All furniture must remain in the room to which it was assigned. Students are responsible to leave the room in the same condition they found it, which includes the placement of furniture within the room. Beds should remain assembled and bunked.

Check Out Policy
Students are expected to vacate the residence by 10 pm the day of graduation. The Director of Student Life will communicate the move out date to residents.

Any property left in a residence after the appointed date of vacating automatically becomes property of VFCCWC and will be disposed of as the College deems appropriate.
Furniture Guidelines
VFCCWC is committed to providing adequate furniture in each room. Students must comply with the following furniture guidelines:
- Furniture is to remain in the room to which it is assigned.
- Furniture and appliances from public areas are to remain in their intended location.
- Items from common areas, such as chairs, sofas, and tables, must not be moved into student rooms.
- Furniture is not to be stacked.
- Furniture is not to be moved, disassembled, bunked or debunked without permission of the Director Student Life.

Students should refrain from bringing excessive personal furniture and belongings such as large couches, large TVs, excessive amount of musical instruments, etc... The Student Life Office reserves the right to have students remove any items that do not comply with the furniture guidelines.

For significant health and fire safety reasons, students are prohibited from bringing any second-hand furniture onto the campus. Prohibited items include second hand upholstered chairs and sofas, futons, bean-bag chairs or any other furniture containing cushions, or stuffing. Second hand furniture includes any non-new items such as, but not limited to items purchased from a second-hand or thrift store, or found on a street corner.

All student-owned items, including furniture, must be removed from campus at the end of each academic year. Any personal belongings that remain on campus following the checkout period of the current academic year will become property of the College and the student will be responsible for any charges incurred for removal.

Storage
The College does not provide on-campus storage. Students may not store personal belongings in their rooms or over summer breaks. Students are encouraged to minimize the amount of items to be brought to campus.

Room Cleanliness
Students are personally responsible for the cleanliness of their bedroom, bathroom and kitchen areas. Students must furnish their own toiletries.

Bathrooms located off a hallway are for the private use of hall residents and their registered Guests only.

Hallways, Stairwells and Exits
Hallways must be kept clear of any obstruction including personal items, furniture, trash, etc. College officials may discard unclaimed items. If the problem persists, the student will be subject to further disciplinary action. Exterior doors must remain closed and completely clear. Entryways or stairwell landing areas may not be used for storage or as a temporary place to house any items due to fire and safety regulations.

Room Inspections
Room inspections are conducted by the Director of Student Life on a regular basis in all residence to encourage sanitary conditions, promote community relationships, and help reduce wear and tear on the residence halls. Each week, the Director of Student Life will communicate the day of the room inspection.
Trash
All garbage must be wrapped or bagged and placed in the dumpsters located nearest the residence facility. If these dumpsters are full, residents may use dumpsters in other locations on campus. Trash must not be left in building entryways, hallways or next to the dumpster. Personal trash should not be placed in trash cans.

Maintenance Requests
Students should alert the Director of Student Life to any maintenance problems in their residence hall rooms. Emergency maintenance needs (e.g. loss of heat, electricity, hot water, etc.) should be communicated to the Director of Student Life immediately.

Co-ed Visitation
Co-ed visitation is not permitted in single student residence halls. The following behavior is unacceptable:

1) a man and a woman in a room with the door closed
2) laying on a bed together
3) any inappropriate physical contact

Any student found in a residence hall bedroom, hallway, stairwell, or vacant room of the opposite sex for any reason, without authorized permission, will be subject to disciplinary action. All students are responsible to confront visitation violations that they observe. Persons who are in the room during a visitation violation are subject to disciplinary action.

Room Decorations
Students who desire to make improvements to their residence hall room must receive written approval from the Director of Student Life. Any permanent improvement made to college-owned housing becomes the property of the College.

Hanging items on walls in College residences must be done with care. Students are asked not to use tape of any kind or staples to mount items in the residence halls. Students are requested to use push pins, thumbtacks and very small nails to hang pictures or posters on walls. Students will be assessed appropriate fees for damages that are not repaired properly. While personalization in decorating is encouraged, residents are responsible for the maintenance of their rooms, for damages and for the cost of replacing missing items. Items that advertise or suggest themes contrary to the values and standards of the College are not to be displayed in student rooms or on College property. Prohibited items include, but are not limited to: items such as street signs or stolen property, containers for alcoholic beverages, advertisements for prohibited products (e.g. cigarettes, alcohol, R-rated movies, etc.), crude or offensive materials and sexually exploitative materials.

Interior Lighting
Students are permitted to have up to three plug-in fixtures at any time.

Ceiling Tiles
Ceiling tiles are fragile and damage easily. They should not be removed for any reason. Do not use staples, tacks or pins to hang decorations or other items from the ceiling tiles.
**Energy Consciousness**

Please be energy conscious! Do not leave your room or apartment with lights, TV, computer, stereo, curling iron, or any other appliance in use.

**Laundry**

Laundry facilities are located in each residence hall. The College assumes no responsibility for damage to clothing while washing or drying. Students should report mechanical difficulties with laundry machines by notifying the Director Student Life.

**Security of Personal Items**

Students are responsible to secure their personal belongings. It is recommended that students with expensive personal items like watches, jewelry, and other items bring a personal lock box to ensure the safe keeping of such items. The most effective way to secure your belongings is to lock your door when you are away. The College is not liable for any items that are lost or stolen in the residence halls. Students are strongly urged to insure their valuable personal possessions.

**Animals and Pets**

Because of health and sanitation, pets may not be kept in residence halls with the exception of fish held in standard size (no larger than 20 gal.) aquariums. Students will be held responsible for damages that result from an approved aquarium and will be asked to remove aquariums that are not properly maintained. (Aquariums may not be used for spiders, snakes, rodents, amphibious creatures, lizards, frogs, etc.) Stray animals should not be housed or fed as they frequently carry fleas and diseases that can cause harm or discomfort to humans.

**Babysitting**

Babysitting is not allowed on campus.

**Break Housing**

Students may remain in housing for no additional cost during holidays and breaks (with the exception of Christmas Break and summer as these extended times are not considered to be part of the semester housing period). Students remaining on campus during Christmas Break and summer are required to register with the Student Life Office.

**Right to Enter**

The College reserves the right for authorized personnel to enter any room at any time for the purpose of enforcing compliance with College rules and/or state and federal laws and to investigate suspected violations thereof. The College also reserves the right to enter for the purpose of health or other inspection, repairs, or official business. If at any time there is reason to believe that an occupant is using his or her residence in a manner inconsistent with College policies, a search may be made by one or more College representatives to gather information for use in College disciplinary proceedings.

While College officials have the right to access all areas of the campus for official purposes, it is important that student needs are considered.
Student Organizations
STUDENT ORGANIZATIONS

Student organizations exist at VFCCWC to provide students with practical opportunities for service and leadership development. Students on academic probation may participate in no more than one extra-curricular activity.

Qualification for Student Leadership
Students who desire to serve in a student leadership position must be in good standing with the college (church attendance, financial matters, etc.) maintain a minimum cumulative GPA of 2.00, and be registered for 9 or more credit hours. Some organizations and positions require a higher GPA.

Student Government Association
The Student Government Association (SGA) is the organizational representative of the student body. The main purpose of SGA is to serve as a liaison, representing the student body to groups both inside and outside the College. SGA is composed of the Executive Committee, Class Councils, and additional representatives.

Executive SGA Officers are elected each spring to oversee all the activities of SGA and to serve on the Executive Committee. These students serve as an advocate for student concerns, promote College traditions and events, and serve as a liaison between the Student Body and the Administration. In addition to the Executive Officers, each class also elects a President, Vice President, Secretary/Treasurer, and Student Activities Coordinator.
Student Services
STUDENT SERVICES

CAMPUSS OFFICES

VFCCWC has an open door policy. Students are encouraged to meet personally with the administration, faculty and staff whenever they have a question, concern or matter that is appropriate to address with these College officers.

Campus offices are open between 9:00 a.m. – 6:00 p.m. Offices are closed during weekend.

Administrative Offices
Academic Affairs, Student Life, Admissions, Financial Aid, Student Accounts, and Registrar, are all located in the college administrative office suite area.

Student Accounts
The Student Accounts office is available to answer any questions related to your student account invoice. The Student Accounts office prints monthly invoices which detail the activity on your account: charges, fines, payments, balance due etc. The balance on your Student Account invoice is due in full at the time it is received and payable by cash, check, credit card, or confirmed Financial Aid unless an approved payment plan has been agreed to by the Chief Operating Officer.

Students who are unable to pay their student account balance in full by the end of the semester will not be allowed to begin the next semester unless arrangements to pay all charges in full are made.

GENERAL STUDENT SERVICES

Identification Cards
Students are issued an identification (ID) card at registration and are to wear them at all times while in the College facilities. ID cards are required for some college services and entrance to special events. ID cards must remain “as issued” by the Student Life Office to be acceptable. Cards that are acceptable include the picture issued by the Student Life Office, proper name, and college logo. If a student loses their ID card, a new card must be obtained from the Student Life Office. There is a $25 charge for a replacement ID card.

Insurance
Property - Students should carry fire and theft insurance on personal property. VFCCWC carries no insurance on personal property for anyone taking classes or working on campus and assumes no responsibility for loss.

Health - All students are expected to be covered by health insurance. Students may be covered by their parents’ health insurance or should obtain their own health insurance.

Storms Research Center
The Storms Research Center (SRC) is the heart of academic pursuit at Valley Forge Christian College/Valley Forge Christian College Woodbridge Campus. The Storms Research Center is staffed by professionals who are teachers and researchers and enjoy the daily opportunities to help students and faculty locate the information they need.
Student Services

The SRC is available for use by VFCCWC students, staff, and faculty. The SRC contains the J. Robert Ashcroft Memorial Library and a Computer Mall containing 28 PCs, 4 iMacs, a multimedia workstation and an Assistive Technology workstation. PCs in the Computer Mall run Windows XP and include Microsoft Office products, access to the Internet, and printing services. There is a Help Desk located in the Computer Mall for any patrons who need the assistance of the IT Department. Wireless network access is also available in the SRC.

Students may check out up to 20 books at a time for a 2-week period. A student ID is required to check out books, and fines are assessed for overdue books at the rate of Offense: $0.10/day per book. In addition to books, the following items are available for reserve or check out: DVD camcorders; digital cameras; DVD/VCR combo players and laptops. More detailed instructions and policies governing the use of the Storms Research Center are available at the Circulation Desk.

Databases
The SRC provides access to the following electronic resources:

The following resources are available via the EbscoHost platform:

- **Academic Search Complete**
  This resource provides access to 10,900 publications, 5,300 of which are full text periodicals.

- **Business Source Complete**
  BSC provides access to over 1,200 business sources, many of which provide full-text content.

- **Regional Business News**
  This database provides full text coverage for 75 regional business sources from all major metropolitan areas.

- **Educational Research Complete**
  ERC provides full text coverage for over 750 journals, indexing, and abstracting for over 1,500 journal titles. Topics cover all education levels.

- **ERIC**
  ERIC is a comprehensive database that includes information from the field of education. Over 1,000 education-related journals are included in this resource.

- **ATLA Religion with ATLA Serials**
  This resource provides access to over 1,500 religious and theological journals. It includes nearly 500,000 articles, over 210,000 essays from multi-author works, and nearly 450,000 book review citations.

- **New Testament Abstracts**
  NT Abstracts includes article, book, and software abstracts on various New Testament topics and is helpful as a New Testament studies tool.

- **Old Testament Abstracts**
  OT Abstracts includes article, book, and software abstracts on various Old Testament topics and is helpful as a Old Testament studies tool.

- **PsycArticles**
  PsycArticles is produced by the APA and is a full text source for topics in psychology. It includes over 100,000 articles from 59 journals.
• **PsycBooks**  
PsycBooks is produced by the APA and includes 16,000 chapters from over 1,000 books in psychology, a majority of which were published by the APA.

• **PsycCritiques**  
PsycCritiques is produced by the APA and is a source for full text book reviews for books in the field of psychology.

• **PsycInfo**  
PsycInfo is produced by the APA and includes over 2.3 million records from books, journal articles, and dissertations. Articles from over 2,100 journals are included.

• **PsychExtra**  
PsychExtra is produced by the APA and is a supplement of PsycInfo. It includes documents such as government reports, conference papers, and newsletters.

• **SocIndex with Full-Text**  
SocIndex is a sociology research database that provides over 1.9 million records in all areas of sociology. It includes 550 journals and full text for over 700 books.

• **RILM Abstracts of Music Literature**  
RILM is a collection of music literature in a variety of formats, including books, articles, and dissertations. Nearly 500,000 records are included in this database.

• **The Music Index**  
The Music Index includes a variety of music information from several different types of sources, including 775 music periodicals.

• **Health Source: Nursing/Academic Edition**  
This resource provides full text access to over 550 medical and health journals.

• **Literary Reference Center**  
LRC is a full-text database that provides access to literary reference sources, literary journals, and many other sources.

• **Newspaper Source**  
This resource includes information from 25 national newspapers and 260 regional newspapers. Additionally, news transcripts from television and radio programs are also included.

• **Electronic Christian Periodical Index**  
This database provides access to over 130 evangelical publications and includes a wide variety of subjects.

The following electronic sources are also available to all VFCCWC students:

• **JSTOR**  
JSTOR provides a full text archive of over 950 scholarly journals. Journals included in the collection cover several disciplines.

• **LexisNexis Academic**  
LexisNexis Academic includes resources from over 5,600 sources. Information falls into five categories: news; legal research; business; medical; and reference.
Student Services

- **Opposing Viewpoints Resource Center**
  This resource provides information on current events, topics, and social issues. Access is also provided to information such as legislation and statistics.

- **ebrary Academic Complete Collection**
  This database provides access to over 24,000 electronic books from over 150 publishers on a wide variety of topics.

- **Grove Art Online**
  This resource provides access to the complete Grove Dictionary of Art, along with links to updated and new material.

- **Grove Music Online**
  This database provides access to the Grove Dictionary of Music & Musicians, the New Grove Dictionary of Opera, and the New Grove Dictionary of Jazz, 2nd ed. In addition, it includes web links to related material and a variety of other sources.

- **Naxos Music Library**
  This resource provides online access to more than 16,000 CDs and 240,000 tracks of music. The primary genre is classical music, however, other genres are also included.

- **Naxos Fantasy Jazz**
  This database provides online access to more than 2,000 CDs and nearly 20,000 tracks of Jazz music.

- **Naxos Digital Scores**
  This resource provides online access to over 14,000 complete sources and over 135,000 pages of sheet music.

- **Hoover’s Online**
  This database provides a variety of business-related information. This includes data such as company and industry analysis and financial reports.

**Interlibrary Loan (ILL)**

Interlibrary Loan services are available to current VFCCWC students, staff, and faculty to provide access to resources not owned by the Storms Research Center. Books and periodical articles may be requested through this service. In rare instances cassettes, CDs, dissertations, DVDs, microforms, theses, or videotapes may be borrowed.

If you would like to request these resources, ILL request forms are available at the Circulation Desk. Completed forms should be submitted to the Circulation Desk staff or emailed to research@vfcc.edu. Average delivery time of locally available materials is 1-2 weeks. Average delivery time of items not available locally is 2-4 weeks.

Materials should be returned to the Storms Research Center’s Circulation Desk on or before the date indicated. **Please be advised if an item is overdue, you will be charged $1 per day.** Repeated tardiness in returning Interlibrary Loan materials may result in the suspension of your ILL privileges.
Patrons With Special Needs
The Storms Research Center is committed to providing accessibility to library resources, programs, and services to all users. All Storms Research Center librarians and staff working in public service areas of the library will make every effort to accommodate reasonable requests from users with disabilities. If your disability is not obvious, please identify yourself as having such when you seek assistance.

A Special Needs Workstation with assistive technology is available in the Computer Mall. The installation of the assistive technology provides special needs patrons with improved access to the Storms Research Center’s resources. It includes a Braille printer, screen reader software, Aladdin Ambassador Reader, and a CCTV Aladdin Rainbow Pro. The assistive technology enables students to access databases, the Internet, the library catalog, and Microsoft Office products.

Reference Services
A Reference Librarian is available in the SRC Monday-Friday from 8:00 a.m. - 4:30 p.m. If you need assistance and a Reference Librarian is unavailable, an email message can be sent to research@vfcc.edu. Reference services are also available by calling (610) 917-2001.

LAN AND INTERNET SOURCES

General Expectations
The computing facilities and data/phone networks at Valley Forge Christian College Woodbridge Campus (including the College’s Internet connection) are provided for College-related use by students, faculty, administration, and staff in support of the educational programs, research, and administration of the College. As a Christian College, VFCC/VFCCWC expects its users to exercise responsible and ethical behavior when using the College’s computing and data/phone network facilities. The College holds the owner of the computer equipment responsible for how the equipment is used; therefore, users are strongly urged to utilize the various software programs using secure login information and password. Users are expected to abide by the following general guidelines:

- All use of College computing facilities and data/phone networks must be in keeping with the mission of the College.
- Use of College computing facilities and data/phone networks is limited to authorized users.
- College computing facilities and data/phone networks may not be used for any illegal purpose.
- Users are responsible for all actions performed from their network, Internet, and email accounts, as well as from personally owned computers connected to College data/phone networks.
- The privacy and rights of others must be respected.
- The ability of legitimate users to utilize the computing facilities and data/phone networks of the College in an efficient and secure manner must be respected.
• Intellectual property rights must be respected. Users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any College computing resources for the purpose of violating any software license agreement or any applicable local, state or federal laws.

• The College reserves the right to take any and all actions necessary to protect the integrity and security of College computing facilities and data/phone networks, including those necessary for law enforcement or other purposes.

• The use of the College’s computing facilities and data/phone networks is a privilege that may be revoked at any time. Disciplinary action in accordance with the Student Handbook and/or legal action will be taken when warranted.

Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

1. Utilizing another user’s account and password.
2. Create, access, or transmit material considered sexually-explicit or pornographic.
3. Intentionally infecting the network servers or other computers with a virus.
4. Connecting networking equipment including but not limited to servers, routers, hubs, switches, and wireless access points to the campus network.
5. The use of inappropriate, offensive, harassing, or abusive language to other users in or outside the College community.
6. Tampering with or modifying accessed equipment made available for use.
7. Obtaining additional resources not authorized to the individual user or unauthorized access to systems.

The College reserves the right to take any and all actions necessary to protect the integrity and security of College computing facilities and data/phone networks, including those necessary for law enforcement or other purposes.

• The College specifically reserves the right to immediately disconnect any computer disrupting the College’s data/phone network, or is being used for any activity in violation of this policy.
• The College has the right to monitor and log network traffic and email communications, and take appropriate action based on information obtained in this manner.
• The College has the right to examine any files stored on or transmitted using College owned machines.
• The College has the right to remove any file stored on College owned machines.
• The College disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the security and privacy of the College’s computing and data/phone network facilities.
Email Accounts and Policies
Every enrolled student receives an email address (example: user@vfcc.edu) for on and off campus communication. Email correspondence is the primary means of communication on campus. Students are expected to check their email on a frequent and consistent basis (due to time-critical data) in order to stay current with College-related communications.

Students are able to access their email in the Storms Research Center or throughout campus via a wired or wireless connection. When students are off campus they can check and send email through http://webmail.vfcc.edu.

Students are forbidden from sending emails to the entire student body. If a student believes that an email applies to a large group of students or to the entire student body they should consult the appropriate department director. If the director determines that the information is appropriate they will distribute the email. Objectionable email communication is forbidden including but not limited to the sending of pornographic images, threats of any kind, or sexual harassment. Email may not be used for personal advertising purposes. Students violating the email policy are subject to having their email account disabled for an indefinite period of time and disciplinary action as determined by the Student Life Office.

Virtual Communication
Communications on sites such as Facebook, MySpace, Xanga, YouTube, and LiveJournal – though logins are often required – are public and open communication; they are not confidential or private in any way. Communications on such sites are not routinely monitored by the College. However, as with information available in other public arenas, information found on Internet sites is admissible in student disciplinary proceedings. Just as destructive, harassing, profane, or disturbing language is unacceptable in daily conversation, so it is in virtual conversation. Examples of this information include wall postings, journal entries, blog postings, photos, comments, text messages, instant messages, and other openly accessible communication. This information may also be considered by the College in other situations where student conduct is a relevant factor. Students should refrain from posting inappropriate text, photos, videos, and other media on the Internet and should never “tag” or link the College to such material in any way. Impersonating other people or disguising one’s identity in order to inflict danger or harm is not permitted and is subject to a disciplinary action.

Privacy settings, while helpful, do not guarantee your privacy. Remember that your online profile may be the only impression someone has of you. Students should know that future employers, police departments, and stalkers can and do look online. Students are strongly cautioned not to post personal information about themselves (such as addresses, phone numbers, and confidential information) in their profiles.

Password Policy
VFCCWC Students are not to share their password with anyone or allow others to use their user account at the risk of having their accounts disabled for an indefinite amount of time.
Personal Network Storage
Students are provided with a network storage folder known as the “H Drive.” The “H Drive” is a secure, stable, and remotely accessible means to store information. Students are encouraged to utilize the “H drive” to help provide data integrity in the event their personal computer ceases to function.

Computer Centers
The Storms Research Center Computer Center is open to the general student population and contains the Microsoft Office Professional Suite (Word, Excel, PowerPoint, Outlook and Publisher), Bible Works, Gramcord, Accordance, access to research databases (OCLC and Lexis Nexus), DVD+RW/CD-RW, and access to printing resources. A multimedia machine is available with a scanner and access to a color laser printer.

Additional computers labs are available for instructional purposes. The Video Editing Lab contains Apple Power Macs and utilizes the Final Cut Pro Suite. The Music Lab utilizes Apple iMacs which contain audio recording, editing and composing software. The instructional lab contains Dell PC’s utilizing the Microsoft Office Professional Suite along with Adobe Creative Suite and other necessary software.

Storms Research Center Print Solution
The print solution, located in the Storms Research Center, streamlines the printing process by allowing jobs to be printed in the order they are released and by allowing users to delete jobs they do not want. Students are allocated free printing at the start of each semester. Students who desire to print in excess of these free funds will be required to purchase additional pages ($.05 per page). To access the print kiosk students are required to login with their username and password and swipe their ID card.

Student Technical Support
The campus technical support for students is centrally located in the Storms Research Center. Students in need of technical support can enter a service request (http://support.vfcc.edu) which tracks progress on requests, documents time taken to address issue and provides detailed reports for requestors to track the progress on the request.

The Help Desk staff members are trained to support the following issues:

- Wired and wireless network setup
- Anti-Virus and Anti-spy ware setup
- OS updates and patches
- Virus and spy ware removal
- Phone port diagnostics
- Service Request system and communicating issues to the IT Department
- Advanced PC troubleshooting
- Microsoft Office and campus software support
- Basic network jack and wiring troubleshooting
- Printer issues
- Computer Center maintenance
Student Services

- User Account Management (non-VFWeb)
- Windows XP Professional Installations
- Connect2 Dell Laptop Basic and Intermediate Troubleshooting

The areas of support that are not provided by VFCC are as follows:

- Hardware installations
- Personal software
- Data Backup/Recovery

Lost and Found
The Student Life Office maintains a Lost and Found. After 60 days, items become the property of the College and will be disposed of accordingly.

FINANCIAL SERVICES

Fines
Fines or charges to students should be paid within 30 days in the College Administrative Office.

Withdrawal Refunds
Refunds for withdrawals will be given on complete withdrawal from the College not for withdrawal from individual courses. The refund policy is stated in the College Catalog.

Personal Finances
Students are strongly encouraged to open checking and/or savings accounts with a local bank. The Student life Office cannot be used as a substitute for a personal bank.

Returned Checks
If a student’s or parent’s check is returned from the bank for insufficient funds, his/her check will not be accepted at any College department for the remainder of the semester. The College will require payments for the rest of the semester by either certified check, cash, or money order. There is a $30.00 fee charged for a check that is returned by the bank for any reason.

Postdated Checks
The College does not accept postdated checks anywhere on campus.

Credit Balances
The College does not pay interest on credit balances on student accounts. Any credit on an account from financial aid is available when the financial aid money actually arrives at the College and is applied to the student account. Most federal and state financial aid does not arrive until mid-semester. DO NOT RELY ON THESE FUNDS FOR LIVING EXPENSES UNTIL AT LEAST THE MIDDLE OF THE SEMESTER. As soon as the money arrives at the College and the student’s account shows a credit balance, he/she may request the money in either a check or cash by completing a Refund Request Form in the college Office. In order for the College to keep excess Federal Title IV money on a student’s account, the student must authorize the College to do so by completing a Financial Aid Authorization Form.
College Trips
Any student wishing to participate in a College sponsored trip must have all past and current student account charges paid in full before they are eligible to begin the process necessary for the trip. A final Student Accounts clearance must be obtained before leaving for the trip unless prior arrangements are made with the College’s accounting office.

Fund Raising
All fund-raising efforts by student groups must be approved by the College’s Chief Operating Officer and follow all fund-raising guidelines.

Solicitations and Campus Businesses
The College generally does not permit any type of business solicitation on College-owned or operated property. Prohibited solicitation includes the posting of advertisements on College property. The College does recognize the need of some students to support themselves and their families by supplementing their income through cottage type industries (housekeeping, word processing, etc.) operated out of their living quarters. These activities are permitted pending strict adherence to the following guidelines:

1) The use of the name or logo of the College may not be used on any advertisement or publication;
2) The College directory and other listings of staff and students may not be used as a list for mass mailing purposes;
3) An off campus post office box must be obtained for business correspondence by mail;
4) The sale of an item or service must not interfere with the normal sales and functioning of the College. Anyone who wishes to operate the above-mentioned type of business on campus must first receive permission from the Student Life office. Requests must be made in writing, and solicitation cannot be made without written approval. The operation of the above-mentioned types of businesses on campus does not indicate support or recommendation of the goods or services by the College.

Logo/Seal/Name
Student initiated advertising or promotional materials of any kind which use the name of the College, the College logo, the College seal or any icon associated with Valley Forge Christian College/Valley Forge Christian College Woodbridge Campus must be approved by the Chief Operating Officer prior to publication.

Liability Statement
Valley Forge Christian College is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual, except that which may be done accidentally by regular employees of the College. For the students’ protection, it is recommended that all student personal property be locked and accounted for at all times. Students’ private property should be insured by renters/ private insurance. The College is not liable for any injury that occurs during unsupervised activities. Information provide in this handbook is for informational purposes only. The college reserves the right to change the information here in for any and all purposes to advance the mission of the college. Any questions should be directed to the offices of the Chief Operating Officer or Academic Dean.
Valley Forge Christian College Woodbridge Campus (VFCCWC), located at 13909 Smoketown Road, Woodbridge, VA 22192, is certified to operate in the Commonwealth of Virginia by the State Council of Higher Education for Virginia (SCHEV), located at 101 N. 14TH Street, James Monroe Bldg., Richmond, VA 23219. All courses offered in the Commonwealth of Virginia are approved by the Valley Forge Christian College (VFCC) Board of Trustees, located at 1401 Charlestown, Road, Phoenixville, PA who are authorized by the Commonwealth of Pennsylvania, Department of Education, located at 333 Market Street, Harrisburg, PA 17126-0333. VFCC is accredited by Middle States Commission on Higher Education located at 3624 Market Street, Philadelphia, PA19104.